

# Kansas Criminal Justice Coordinating Council

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## **FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT**

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**Fiscal Year 2018  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m., October 2, 2017  
ON THE GRANT PORTAL**

For questions regarding application requirements, please contact the  
Kansas Governor's Grants Program (KGGP) at 785-291-3205.

# Federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program Guidelines

## Eligibility Criteria and Grant Fund Use

The Federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program provides criminal justice funding to state and local jurisdictions. The Kansas Criminal Justice Coordinating Council (KCJCC) oversees the JAG Program in the State of Kansas. The Kansas Governor's Grants Program (KGGP) serves as the staff for the KCJCC and point-of-contact for the federal JAG program. The JAG program is authorized by federal law 42 U.S.C. §3751(a). The KCJCC and the federal JAG program guidelines establish eligibility criteria that must be met by organizations that receive JAG funds. Entities eligible for JAG grant awards include units of state and local government, Native American Tribes, and nonprofit, community, and faith-based organizations. This grant opportunity is subject to funding from the United States Department of Justice and may be reduced or rescinded based on guidance or interpretation of grant terms and conditions made by the federal government, including but not limited to applicants' compliance with 8 U.S.C. § 1373.

JAG funds are intended to support the following purpose areas. Applicants must request funds for use in one or more of the following seven purpose areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs

In May 2014, the KCJCC approved the 2015-2018 Kansas Statewide Strategic Plan (hereinafter "Strategy") for the administration of this federal JAG program. The KCJCC's goals for the 2015-2018 Strategy are to 1) reduce recidivism, 2) improve law enforcement technology and officer safety, 3) improve victim services, and 4) improve information technology / the Kansas Criminal Justice Information System. Applicants should review the [Kansas Statewide Strategic Plan](#) in its entirety and consider how the proposed JAG project fits into the described KCJCC priorities. **Applications that clearly support the objectives of the Strategy will take precedence to the extent feasible when subgrant awards are determined.**

The efforts of applicant law enforcement agencies to remit accurate and timely data regarding criminal offense and criminal history information to the Kansas Bureau of Investigation will be considered in the review of grant applications. Agencies that currently do not remit data or remit inaccurate data are required to explain in writing why the data cannot be remitted. The KCJCC will take this into account when making final grant award determinations.

It is estimated that approximately **\$2 million** will be available for subgrant awards. Please refer to the “Pass-Through Requirement” section for more information regarding the distribution of these available dollars. This is a competitive grant process with no guarantee of continued funding. Applicants must apply each year to receive funding consideration. Funding priority will also be given to local units of government who are not eligible to apply directly to the Bureau of Justice Assistance for JAG funding.

### **Justification for Funding Increase Request**

Applicants currently receiving JAG grant funding who request a funding increase in this application must submit an explanation justifying the increased funding request. Applicants must demonstrate the need for increased funding in their request. Applicants who do not submit this justification will not be considered for funding above the previous year’s funding level.

### **Program Requirements**

Applicants must comply with the applicable provisions of JAG and the requirements of the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of JAG funds. This includes, but is not limited to:

- Financial documentation for disbursements
- Daily time and activity records specifying time and type of service devoted to allowable JAG activities
- Grant project files
- The portion of the grant project supplied by other sources of revenue
- Job descriptions
- Contracts for services
- Statistical documentation
- Other records that facilitate an effective audit and grant analysis for compliance

### **Pass-Through Requirement**

The State of Kansas is required to ensure that a predetermined percentage of JAG funds are passed through and awarded to units of local government (city or county) or awarded to entities for a project that will directly benefit a unit of local government. For purposes of this FY 2018 grant project period, approximately 53 percent or more of the \$2 million available must meet this pass-through requirement criteria. Applications from nonprofit, community, and faith-based organizations that include voluntarily signed waivers from the local jurisdictions to benefit by the project will receive priority over other applications from nonprofit, community, and faith-based organizations. Waivers must be from each local jurisdiction in the proposed project service area, must be on the local government letterhead, and must include language stating that the jurisdiction 1) recognizes the JAG funds in question are set aside for local government use, 2) believes that the proposed project will provide a direct local benefit; and 3) agrees that funding the project is in the best interest of the unit of local government.

## **Match Requirement**

For the 2018 JAG application, match is **not** required. However, applicants should note that it is the desire of the KCJCC to optimize sustainability. The KCJCC will give preference to applicants that can demonstrate a commitment from local and regional partners and communities. The applicant should describe monetary participation and assistance with project implementation in the Grant Project Collaboration section of the Project Narrative. Favorable consideration will be given to projects that maximize resources.

## **Limitations on the Use of Grant Funds**

The KCJCC has determined that the following limitations will apply:

- Per Department of Justice rules, no JAG funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. No food and/or beverages can be purchased with other funds that would constitute program income for a federal grant award. Exceptions to the restriction may be made only in cases where such sustenance is not otherwise available (i.e. extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior written approval from the KGGP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the applicant's travel policy. Department of Justice and OJP guidance on food and beverage, conference planning, minimization of costs, and conference cost reporting is accessible on the [OJP web site](#).
- JAG funds used for fringe benefit costs shall not exceed the proportion of personnel costs supported by JAG funds.
- Supplies must be itemized and essential. All miscellaneous supplies will be denied.
- Costs incurred in applying for, administering, or auditing the grant are not allowed.
- Funds cannot be used for lobbying, fundraising, board development, or research projects.
- JAG funds may not be expended outside of the JAG purpose areas. Funds may not be used directly or indirectly for security enhancements or equipment for non-governmental entities not engaged in criminal justice or public safety.
- JAG funds shall not be used for out-of-state travel.
- JAG funds shall not be used to reimburse in-state mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the

applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the KGGP may be used to make up the difference.

- JAG funds shall not be used for security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.
- Applicants requesting to use JAG funds for projects that generate any court disposition or other records must ensure that those records are made available to state repositories if they are relevant to National Instant Criminal Background Check System (NICS) determinations.
- Applicants requesting to use JAG funds for the purchase of body-worn camera (BWC) equipment, or to implement or enhance BWC programs, will be required to certify that they have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc.
- Applicants requesting to use JAG funds for the purchase of bullet-proof vests must certify that the law enforcement agency has a written “mandatory wear” policy in effect; must ensure that the threat level, make, and model of the vests have been tested and found to comply with the latest applicable National Institute of Justice ballistic or stab standards ([www.nij.gov/topics/technology/body-armor/safety-initiative.htm](http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm)); and must purchase vests that are American-made.
- Applicants requesting to use JAG funds to support emergency communications activities must ensure compliance with the [FY 2016 SAFECOM Guidance](#), the project is fully coordinated with the Statewide Interoperability Coordinator, all communications equipment purchased with JAG funding is identified on quarterly performance metrics reports, and compliance with the Department of Justice’s Global Justice Information Sharing Initiative guidelines and the [Global Standards Package \(GSP\)](#).
- For equipment defined as assets with a useful life of one year or more and a cost of \$500 or more:
  - The applicant shall ensure that, to the extent practicable, any equipment requests are for American-made products; documentation of research for such products must be maintained by the applicant.
  - The applicant shall contact the Kansas Highway Patrol (KHP) at 785-296-6800 to determine if equipment can be obtained at a lower unit price through the PARTNERS program.
  - The applicant shall contact the Kansas Department of Administration’s Office of Facilities and Procurement Management at [purchweb@da.ks.gov](mailto:purchweb@da.ks.gov) or 785-296-2376 to determine if it can obtain equipment and/or software at a lower price. The applicant also may conduct a search for equipment and/or software at <http://da.ks.gov/purch/Contracts>.

- JAG grant funds shall not be used to purchase:
  - Vehicles (including unmanned aerial vehicles)
  - Drug dogs
  - Land acquisition
  - Luxury items
  - Construction projects
  - Infrastructure investments
  - Tanks or armored vehicles
  - Limousines
  - Vessels
  - Aircraft (including unmanned aircraft)
  - Fixed-winged aircraft
  - Real estate
  - Costs to support any casino or other gambling establishment
  - Aquariums
  - Zoos
  - Golf courses
  - Swimming pools

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

The use of grant funds is prohibited for grant projects that offer a low probability of improving criminal justice services or decreasing crime as determined by fiscal and grant project compliance reviews.

## **Supplanting**

JAG funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for the proposed activities. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a JAG grant award has not replaced funds otherwise available for the same program or purpose.

**Defined:** To reduce federal, state, or local funds for an activity specifically because JAG funds are available (or expected to be available) to fund that same activity. JAG funds must be used to **supplement** existing funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, JAG funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of JAG funds.

Example 1 Organization A appropriated or otherwise secured funds in FY18 for salary and benefits for 10 corrections officers. In FY18, Organization A is awarded JAG funds designated for the hiring of two additional corrections officers. Organization A expended the JAG award as intended, and now has 12 corrections officers.

In this scenario, Organization A has used JAG funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the corrections officers had left the organization during FY18 and Organization A did not follow established recruitment procedures to replace these officers, or utilized JAG funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY17 for salary and benefits for 10 corrections officers. Due to budget projections for FY18, Organization B expects to lay off four corrections officers (facts that Organization B is able to substantiate). In FY18, Organization B is awarded JAG funds designated for hiring three additional corrections officers. At the beginning of FY17, Organization B lays off one corrections officer and uses JAG funds to continue the salary and benefits for the other three corrections officers.

In this scenario, Organization B will use JAG funds to pay the salary and benefits for three corrections officers who would have been laid off but for the availability of JAG funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY18 for salary and benefits for 10 corrections officers. Organization C plans to use JAG funds to pay the salaries of two additional corrections officers. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses JAG funds to pay their salaries and benefits. In doing so, Organization C determines that the remaining employees could handle the services and does not attempt to backfill the positions.

In this scenario, by replacing existing funds with JAG funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new JAG-funded corrections officer positions, use of the JAG funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for JAG-funded activities.

## **Program Income**

Applicants generating program income through the implementation of a JAG-funded project must ensure that the accounting system in place has the capability to track grant project income in accordance with federal and state financial accounting requirements. All JAG-funded grant project income, regardless of amount, is restricted to the same uses as the JAG project and must be expended as soon as possible. Program income from asset seizures and forfeitures is considered earned when the court has adjudicated the property. Use of program income must meet the guidelines established by the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition.

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. October 2, 2017**. [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

## **Grant Project Period**

Grant projects funded by this grant program shall be for a period of 12 months from October 1, 2017, to September 30, 2018. Any funds not expended by September 30, 2018, must be returned to the KGGP. The KCJCC acknowledges that applications are due after the established start date of October 1, 2017; applicants shall plan accordingly for decisions to be made by or around November 1, 2017. If a request is approved, obligations incurred from October 1, 2017 to September 30, 2018, will be allowable.

## **Grant Recipient Compliance and Reporting Requirements**

If JAG funds are awarded to the applicant, subgrantees will be expected to comply with the JAG grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each JAG award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#) and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of JAG funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable JAG activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a JAG award are required to submit the following reports:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.



- **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 15 calendar days after the end of each month or the first business day.
- Quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant funds. Reports are due 15 calendar days after the end of each quarter or the first business day.
- The **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal Bureau of Justice PMT website within 15 calendar days after the end of each quarter or the first business day. **All law enforcement agency subgrantees must** submit accountability metrics data related to training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public that officers have received.
- The **Program Income/Expenditure Report** provides information regarding JAG project-generated program income/expenditures incurred during the reporting period. Reports are due 15 calendar days after the end of each quarter or the first business day.
- The **Projection of Final Expenditures Report** is due July 15<sup>th</sup> or the first business day.
- Any other reporting procedures that may be required by the federal government, the KCJCC, or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

## **Review of Applications**

The KCJCC makes the final grant award decisions for all applications. The KCJCC will review grant applications in open meeting. Notice of the KCJCC meeting will be posted on the [KGGP JAG webpage](#). Applications submitted incomplete, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been

considered. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant agency support of the goals of the JAG program and Strategy
- Record of successful implementation of services in the criminal justice field
- Quality of any needs assessment in terms of proposed services
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions
- The efficacy of evaluative components, both programmatic and fiscal
- Relevant budget information
- Submission of all required documents and a complete application
- Applicant agency's ability to fulfill all of the requirements of the JAG program

## **Resource and Contact Information**

Visit the [KGGP Resource page](#) for more guidance on specific steps of submitting an application via the Grant Portal and for detailed [Grant Portal instructions](#). For technical assistance regarding the JAG grant program guidelines or application submission, contact the Kansas Governor's Grants Program at 785-291-3205.

## **What an Application Must Include**

Please read all grant requirements and instructions before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Executive Summary
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Grant Project Budget
- \_\_\_\_\_ Agency Budgets
- \_\_\_\_\_ Proof of 501(c)(3) status (if applicable)
- \_\_\_\_\_ Certificate of Good Standing (if applicable)
- \_\_\_\_\_ Board of Directors Information, if applicable
- \_\_\_\_\_ Local Jurisdiction Waivers, if applicable
- \_\_\_\_\_ Federal Certifications

## **General Information**

Applicants must complete the General Information page online. Please note that the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe accomplishments of the grant program.

## **Project Narrative**

The following items must be included in the project narrative. Include each item in the order listed below and clearly label each section.

### **Executive Summary**

Provide an Executive Summary, not to exceed one page in length, that summarizes the proposed project. The Executive Summary shall include a brief description of the problem being addressed, the targeted outcome to be achieved, and any partnerships to be utilized. The applicant must state which specific purpose area(s) from the list on page 2 of this document that the project supports.

### **Prior Accomplishments**

If the applicant received a 2017 JAG award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by JAG funds. Clearly state the 2017 approved Goals and Objectives and report the actual outcomes. Format:

*2017 Goal 1 –*

*2017 Objective 1 –*

**2017 Actual Outcome -**

Provide documented evidence and anecdotal examples that show how JAG-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project’s performance and the timeframe represented by those statistics. Include the number of program participants served by the project. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

### **Problem Statement and Needs Assessment**

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement. Data may include sources such as an evaluation of agency service activity, law enforcement reports, number of 911 calls, or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

### **Justification of Need for Grant Funds/Increase Request**

All applicants must describe why the proposed project is cost effective, demonstrate how the jurisdiction will maximize cost effectiveness of grant expenditures, and provide a description of cost effectiveness in relation to potential alternatives and the goals of the project.

If the applicant received a 2017 JAG award, explain why grant funds are needed to support the continuation of the program and why other funds are not available to support the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page 6 of this document. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted.

The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts. If the applicant applied directly to the Bureau of Justice Assistance for JAG funds, the applicant must provide a detailed explanation of the request and explain why state JAG funds are needed.

### **Grant Project Goal(s) and Objectives**

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed JAG-supported project. However, the goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of any needs assessment.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Please visit the [KGGP Resource page](#) for more guidance on developing goals and measurable objectives.

**Example (follow the format below):**

**Goal I:** Teen drug involvement in Springfield will decrease.

Objective	Activities/Time Frame	Person Responsible
1. Three drug elimination specialists will be hired.	1. Job notices will be posted. Interviews will be conducted. Oct. 1 - 31, 2017	1. Program Director
2. Drug use among junior high students will decrease by 5% as measured by comparing the 2017 and 2018 KCC survey results.	2. Drug curriculum will be implemented. Classes will participate twice a week during the school year. Nov. 2017 - May 2018 Aug. 2018 - Sept. 2018	2. Drug elimination specialists
3. Junior high students will participate in the peer mediation program.	3. (a) Students will vote for peer mediators. Oct. 1 - 31, 2017  (b) Mediation program will meet once a week during the school year. Nov. 2017 - May 2018 Aug. 2018 - Sept. 2018	3. (a) Drug elimination specialists  (b) Drug elimination specialists and peer mediators

**Grant Project Performance Measures and Results**

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please provide the following information:

- Describe the process to be used for monitoring the implementation, progress, and outcomes of the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

**Grant Project Staff**

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

### **Grant Project Collaboration**

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies that demonstrate and maintain true collaboration. Applicants must provide the following information:

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project.
- List the point of contact for each agency the applicant will collaborate with during the grant period.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize the impact of grant funds.
- Describe how JAG funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.
- Describe any monetary contributions by the applicant and/or project partners to increase participation and demonstrate community support for the proposed project. Be specific about what funds will be contributed and how those funds will enhance the proposed JAG project.
- If working with the juvenile population, include a statement that describes approval and collaboration with the local Juvenile Corrections Advisory Board.

### **Sustainability**

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if JAG funding declines or is not available. If the applicant is proposing to purchase equipment with JAG project funds, describe what plans are being made to provide for maintenance and future replacement costs.

### **Criminal History Record Information**

If the applicant is a law enforcement agency, the applicant must verify in this section whether the applicant is meeting the statutory requirements (K.S.A. 21-2501a *et seq.* and K.S.A. 22-4701 *et seq.*) for submission of criminal offense and criminal history data to the Kansas Bureau of Investigation. If the applicant law enforcement agency is not submitting the required data, describe the barriers that are preventing the data submission from occurring and what action the applicant is taking toward meeting data submission requirements.

### **Civil Rights Contact Information**

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

### **DUNS Number and SAM Registration**

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life

cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the agency has “active” status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a JAG application.

### **Grant Management Capacity**

In accordance with requirements described in the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, the KGGP must assess the applicant’s ability and capacity to implement the proposed JAG project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must provide the following information:

- Describe the applicant’s written accounting policies and procedures and how often they are updated.
- Describe the applicant’s procedures for ensuring that each grant award and associated match is accounted for separately and distinctly from other sources of revenue.
- Describe the applicant’s accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized; describe any manual accounting processes used to complement the system.
- Describe the applicant’s procedures for monitoring the approved grant project budget and tracking expenditures at a line item level.
- Describe the applicant’s internal controls for ensuring that grant project expenditures are solely for allowable and approved purposes.
- Describe the applicant’s reserve and/or capacity to manage a JAG subgrant award on a reimbursement basis.
- Describe the knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance.
- Describe experience managing other grant funds awarded to the applicant agency, including the name of the grant program, the purpose of the program, the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

### **Current Audit Report**

All applicants **must** provide information in this section of the Project Narrative on when the organization’s most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

Nonprofit, community, or faith-based organizations must provide a copy of the most recent audit report and IRS Form 990 to the KGGP. If the KGGP has **not** previously received a copy of the nonprofit, community, or faith-based organization’s most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor’s Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor’s Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** still provide information on when the most recent audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

## **Grant Project Budget**

The applicant must submit a grant project budget that is reasonable and cost effective. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this JAG solicitation, Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the JAG project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests. Please visit the [KGGP Resource page](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Project Coordinator	\$10,375	Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$40,000 x .25 year) + (\$42,000 x .75 year) x .25 of time
Substance Abuse Counselor	\$ 6,474	Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$15.00/hr x 520 hrs) + (\$15.75/hr x 1,560 hrs) = \$32,370 x .20 of time
Conferences/ Workshops	\$ 840	Crime Victims’ Rights Conference, April 2018, Topeka: (\$100 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)
Laptop Computers	\$ 383	Two laptop computers at \$850 each: (\$850 x 25% for Project Coordinator) + (\$850 x 20% for Substance Abuse Counselor)

## **Current and Next Fiscal Year Agency Budgets**

Upload the applicant’s current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with



their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a “requested” status. Also, be sure that all line items requested in this application can be found in the organization’s budget for expenses.

Example of budget income only:

Fiscal Year January 1-December 31, 2017

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$500,000	Projected	7/17
United Way	5,000	Received	1/17
Walk-A-Thon	500	Collected	2/17
’17 JAG-GOV	13,550	Received	9/16
’18 JAG-GOV	<u>4,443</u>	Requested	7/17
Total Organization Income	\$518,493		

- \*Note:**
- Budget expenses are also required.
  - Repeat for Next Fiscal Year.

**Proof of 501(c)(3) Status**

If the applicant is a nonprofit, community, or faith based organization, upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

**Certificate of Good Standing**

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or visiting the [Kansas Secretary of State website](#).

**Board of Directors**

If the applicant is a nonprofit, community, or faith-based organization, the applicant must upload as an attachment a list of the organization’s Board of Directors. The attachment must include each board member’s name, profession, address, phone number, email address (if available), and the member’s term of service.

## **Local Jurisdiction Waivers**

If the applicant is a nonprofit, community, or faith-based organization and the applicant proposal will benefit the local government jurisdictions in the project service area, the applicant *may* upload as an attachment one file containing all voluntarily signed waivers received from the local jurisdictions. (See the “Pass-Through Requirement” section on page 3 of this JAG solicitation.) Waivers must be submitted from each local jurisdiction in the proposed project service area, must be on the local government letterhead, dated for the current grant period, and must include language stating that the jurisdiction 1) recognizes the JAG funds in question are set aside for local government use, 2) believes that the proposed project will provide a direct local benefit; and 3) agrees that funding the project is in the best interest of the unit of local government.

## **Federal Certifications**

**All applicants** must read, sign, and upload the full three-page required certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. The certification form is appended to this document.

Applicants that are a unit of local government or a public institution of higher education must sign and submit a certification regarding compliance with 8 U.S.C. §1373 regarding information on citizenship and immigration status. After the U.S. Department of Justice has released the required certification language and before a subgrant award can be made, any applicant selected for a subgrant award will be contacted to execute the certification form.

*This grant opportunity is subject to funding from the United States Department of Justice and may be reduced or rescinded based on guidance or interpretation of grant terms and conditions made by the federal government, including but not limited to applicants’ compliance with 8 U.S.C. § 1373.*

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date