

APPLICATION ATTACHMENTS

Getting Started

Attachment Requirements

- Each grant program has a certain number of attachment requirements.
- If the required attachments are not uploaded with the submission, the application will be considered incomplete and will not be considered for a grant award.
- Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the attachments are required for all applying organizations and some may only be applicable to certain applying organizations.

Preparation

- Attachments must be prepared and saved on the user's desktop in PDF, Word document, or Excel spreadsheet format.
- File names must correspond to the attachment requirement, i.e. filename: Project Narrative.doc.
- Submit application documents in 12 pt. Times New Roman, **number the pages of the Project Narrative**, and **title each document filename as indicated in the next slide**.

Tips:


- ❖ Files with .xlsx or .docx extension will not upload successfully.
- ❖ Files that are 2 MB or larger will not upload successfully.

Attachments




If required attachments Are:

- Project Narrative
- Federal Certifications
- Board of Directors Information






Then, please submit filenames like:

Type	Name	Date	Action
	Project Narrativ.doc	05/31/2013 10:07	Download
	Federal Certific.pdf	05/31/2013 10:07	Download
	Board of Directo.doc	05/31/2013 10:07	Download

NOT

Type	Name	Date	Action
	201305311654.pdf	05/31/2013 17:05	Download
	201305311608.pdf	05/31/2013 17:06	Download
	201305311557.pdf	05/31/2013 17:07	Download

OR

Type	Name	Date	Action
	2011audit.pdf	05/31/2013 16:36	Download
	boardlist2013.doc	05/31/2013 16:37	Download
	JAGcertlist.docx	05/31/2013 16:58	Download
	jagassurances20.docx	06/02/2013 21:52	Download
	JAG2013final.doc	06/03/2013 14:35	Download

Attachments

Attachment Files Typically Required:

- ❖ Project Narrative
- ❖ Agency Budgets
- ❖ Proof of 501(c)(3) Status
- ❖ Certificate of Good Standing
- ❖ Board of Directors Information
- ❖ Federal Certifications

Project Narrative

- Follow solicitation instructions for document requirements
- For instructions on the creation and submission, please see the corresponding guide on our website at www.grants.ks.gov

Current & Next Fiscal Year Agency Budgets

- Specify fiscal period represented
- Balanced
- Include income and expenses
- Include all sources of financial support and its status
- List all staff positions separately with respective salary/wage

Agency Budget

- If applicant program is under the umbrella of a larger entity, it is acceptable to submit program budget
- Must include two years of agency budget
- May be uploaded as one attachment or two
- Be sure to include balanced income AND expenses
- Be sure to identify the relevant budget period
- If the next year's budget has not been approved, simply footnote that fact on the document
- Ensure that the grant request items are easily identifiable under both the income and expenses
- List staff positions and respective salaries/wages separately
- Provide the current status of all income sources

Proof of 501(c)(3) Status

Upload as an attachment proof of the applicant's exempt status as determined by the Internal Revenue Service.

Internal Revenue Service
District Director

Department of the Treasury

1100 COMMERCE STREET
DALLAS, TX 75242-0000

Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the

Certificate of Good Standing

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.

was filed in this office on June 09, 1993, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of September 10, 2013

A handwritten signature in black ink that reads "Kris W. Kobach". The signature is written in a cursive, flowing style.

KRIS W. KOBACH
SECRETARY OF STATE

Board of Directors Information

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.

May also include:

- "Updated on" date within the document
- Offices held
- County represented

Federal Certifications

- The applicant must read, sign, and upload the **two-page** required certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements.

*Submission of the signed page only will be considered an incomplete application.



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. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) 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)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

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) 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 (1)(b) of this certification; and

(d) 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; and

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. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

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, 633 Indiana Avenue, 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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67: Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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:

[Redacted]

2. Application Number and/or Project Name

[Redacted]

3. Grantee IRS/Vendor Number

[Redacted]

4. Typed Name and Title of Authorized Representative

[Redacted]

5. Signature

[Redacted]

6. Date

[Redacted]