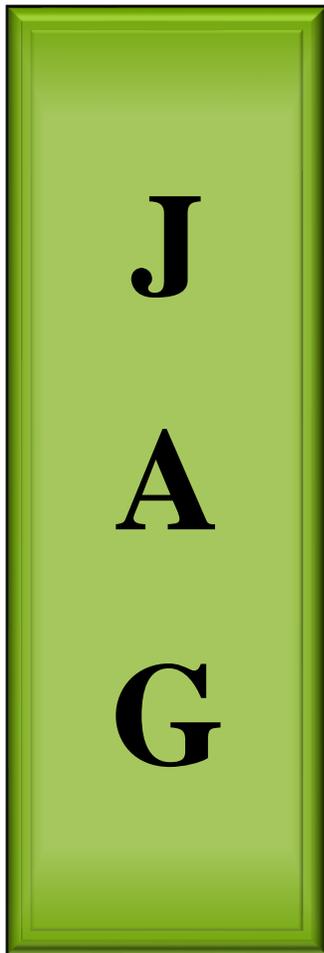


# Kansas Criminal Justice Coordinating Council

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## FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

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**Fiscal Year 2024  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m., September 14, 2023  
IN THE GRANT PORTAL**

For questions regarding application requirements, please contact the  
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or [KGGPApp@ks.gov](mailto:KGGPApp@ks.gov)

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

## Overview

The Kansas Criminal Justice Coordinating Council (KCJCC) oversees the Federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Kansas Governor's Grants Program (KGGP) serves as staff for the KCJCC and state administering agency for the JAG program. The JAG funds are provided to criminal justice system partners to address crime and improve public safety. The JAG program is authorized by federal law 34 U.S.C. §10151-10158. The KCJCC and the federal JAG program guidelines establish eligibility criteria that must be met by organizations receiving JAG funds. Applicants eligible for JAG funding include units of state and local government; Native American Tribes; and nonprofit, community, and faith-based organizations, including underserved and culturally specific populations.

There will be approximately **\$2.2 million** available for grant awards. Please refer to the "Pass-Through Requirement" section for more information regarding the distribution of these funds. The JAG program is a competitive grant process with no guarantee of funding or continued funding of previous JAG projects. Applicants should not expect continued grant funding for on-going JAG projects year after year. Specifically, applicants with on-going JAG funded projects should engage in sustainability planning with a goal of full sustainability within five years of receiving initial JAG funding. The five-year threshold is not applicable to requests made by law enforcement to purchase equipment in consecutive years.

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

- Law enforcement programs;
- Prosecution and court programs, including indigent defense;
- 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 (other than compensation); and
- Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams; and
- Implementation of state crisis intervention court proceedings and related programs or initiatives, including, but not limited to mental health courts, drug courts, and veterans courts.

In June 2019, the KCJCC approved the five-year Kansas Statewide Strategic Plan ("Strategic Plan") for the administration of the JAG program. The Strategic Plan outlines the planning process created by the KCJCC to ensure the best use of JAG funds. The process included the analysis of research regarding the current condition of the Kansas criminal justice system and the delivery and analysis of a stakeholder survey tool to identify the following three funding priorities:

- 1) Evidence-based practices that improve the criminal justice system response to mental illness;
- 2) Evidence-based practices to enhance drug enforcement and workforce retention for law enforcement; and
- 3) Evidence-based programming to provide prevention and education on crisis intervention, mental health, substance abuse, suicide, and juvenile delinquency.

### **Funding Priorities**

The KCJCC aims to reduce recidivism, improve officer safety, serve victims of crime, and improve information technology. Applicants should review the [Strategic Plan](#) in its entirety and consider how the proposed JAG project fits into the described KCJCC priorities. **Applications clearly supporting the priorities set forth in the Strategic Plan will take precedence to the extent feasible when subgrant awards are determined.**

The Strategic Plan identifies three priority programs.

- 1) Mental Health:
  - Evaluation/assessment of mental disorders, substance abuse disorders, and co-occurring disorders;
  - Crisis intervention team training and support; and
  - Residential inpatient behavioral health treatment programs.
- 2) Law Enforcement:
  - Crisis intervention/mental health/suicide prevention;
  - Drug enforcement; and
  - Workforce/hire and retain qualified staff.
- 3) Prevention and Education:
  - Substance abuse prevention (including prescription drugs); and
  - Suicide prevention.

The KCJCC focus on these three priority programs is aimed to maximize the impact of financial resources in such a way that measurable results can be demonstrated. Priority to receive funding will be given to applicants addressing these three priority programs and submit a complete application. The remaining funds, if any, will be considered for other allowable JAG purpose areas.

### **Funding Availability and Grant Project Period**

Grant projects funded by the JAG program shall be for a period of 12 months from October 1, 2023, to September 30, 2024. Any funds not obligated by September 30, 2024, must be returned to the KGGP.

### **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. September 14, 2023.**

## **Pass-Through Requirement**

The KCJCC must ensure 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 directly benefiting a unit of local government. For purposes of this grant project period, approximately 60 percent or more of the \$2.2 million must meet the pass-through requirement. Applications from nonprofit, community, and faith-based organizations that include voluntarily signed waivers from local jurisdictions indicating a benefit from the proposed grant project will receive priority over applications that do not include waivers. Waivers must be from each local jurisdiction in the proposed project service area, be on the local government letterhead, and include language stating the jurisdiction 1) recognizes the JAG funds in question are set aside for local government use; 2) believes the proposed project will provide a direct local benefit; and 3) agrees funding the project is in the best interest of the unit of local government.

## **Match Requirement**

Match is **not** required. However, applicants should note the KCJCC looks favorably on projects providing a match to optimize sustainability of the grant project. The KCJCC will give preference to applicants demonstrating a commitment from local and regional partners and communities. The applicant should describe monetary participation and assistance with project implementation in the Sustainability section of the Project Narrative.

Applicants cannot use JAG funds as any part of a match requirement for another grant program.

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

JAG funds cannot be used for:

- Supplies unless itemized and essential. All miscellaneous supplies will be denied.
- Costs incurred in applying for, administering, or auditing the grant.
- Lobbying, fundraising, board development, or research projects.
- Expenses outside of the JAG purpose areas.
- Out-of-state travel.
- Security enhancements or any equipment to any nongovernmental entity, directly or indirectly, unless engaged in criminal justice or public safety.
- Grant projects generating any court disposition or other records unless the subgrantee ensures that those records are made available to state repositories if they are relevant to National Instant Criminal Background Check System determinations.

## **Food and Beverage**

Purchasing food and/or beverages for any meeting, conference, training, or other event is not allowed. No food and/or beverages can be purchased with other funds constituting 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. The 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, the restriction does not

impact direct payment of per diem amounts to individuals in a travel status under the applicant's travel policy. The OJP guidance on food and beverage, conference planning, minimization of costs, and conference cost reporting is U.S. Department of Justice (DOJ) [DOJ Grants Financial Guide](#).

### **Travel-Related Expenses**

Reimbursing 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 no grant funds administered by the KGGP may be used to make up the difference.

### **Equipment**

Equipment is defined as assets with a useful life of one year or more and a cost of **\$5,000** or more. For equipment purchases, 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 equipment and/or software can be obtained at a lower price. The applicant also may conduct a search for equipment and/or software at <http://da.ks.gov/purch/Contracts>.

### **Fringe Benefits**

JAG funds used for fringe benefit costs shall not exceed the proportion of personnel costs supported by JAG funds.

### **Body-Worn Camera**

Purchases of body-worn camera (BWC) equipment, or to implement or enhance BWC programs, requires certification by the agency stating policies and procedures are in place related to equipment usage, data storage and access, privacy considerations, and training. Applicants may use the Bureau of Justice Assistance [BWC Toolkit](#) to assist criminal justice departments in implementing BWC programs, policies, and best practices.

### **Body Armor**

Purchases of body armor requires certification by the law enforcement agency it has a written "mandatory wear" policy in effect and must ensure that the threat level, make, and model of the body armor have been tested and found to comply with the latest applicable [National Institute of Justice ballistic or stab standards](#). Additionally, body armor or armor vests must be "uniquely fitted vests" as this term is used in the context of the Bulletproof Vest Partnership Program (34 U.S.C. §10202(c)(1)(A)).

### **Emergency Communications**

Emergency communications activities must comply with the [Current SAFECOM Guidance](#), supports the Statewide Communication Interoperability Plan, and coordinated with the Statewide Interoperability Coordinator. All communications equipment purchased with JAG funding must be identified on quarterly performance metrics reports, and in compliance with the Department of Justice's [Global Justice Information Sharing Initiative](#) guidelines and the [Global Standards Package](#). Applicants considering implementing communications technology projects may consider the First Responder Network Authority (FirstNet) Program (see [www.FirstNet.gov](http://www.FirstNet.gov)).

## **DNA Testing**

DNA testing of evidentiary materials must ensure eligible DNA profiles are uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior expressed written approval from the KGGP and Bureau of Justice (BJA).

## **Additional Prohibitions**

JAG 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**

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.

## **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 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 non-JAG resources occurred for reasons other than the receipt or expected receipt of JAG funds.

Example 1 Organization A appropriated or otherwise secured funds in FY24 for salary and benefits for 10 corrections officers. In FY24, 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 FY24 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 FY23 for salary and benefits for 10 corrections officers. Due to budget projections for FY24, Organization B expects to lay off four corrections officers (facts that Organization B is able to substantiate). In FY24, Organization B is awarded JAG funds designated for hiring three additional corrections officers. At the beginning of FY24, 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 FY24 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 in the [DOJ Grants Financial Guide](#).

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

Applicants awarded JAG funds are expected to comply with the JAG 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 [DOJ Grants Financial Guide](#), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of JAG funds. Including but not limited to:

- Financial documentation for disbursements;
- An accounting system that tracks the JAG funds separately from all other funds with a distinct identifier;
- 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 JAG funding are required to submit the following certification and reports:

- Copy of the current **Equal Employment Opportunity Plan (EEOP) Certification** verifying such has been submitted to the U.S. Department of Justice, Office of Justice Programs, Office for 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.
- The **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant project funds. The annual report is due October 15.
- 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. **All law enforcement agencies 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. These reports are due 15 calendar days after the end of each quarter.
- The **Projection of Final Expenditures Report** is due July 15.
- Any other reporting procedures that may be required by the federal government, the KCJCC, or the KGGP.

Agencies 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 may 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 an 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 priorities of the JAG program as set forth in the Strategic Plan;
- 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 consistent with the purpose areas outlined in the grant application instructions;
- Efficacy of evaluative components, both programmatic and fiscal;
- Relevant budget information;
- Submission of all required documents and a complete application; and
- Applicant agency's ability to fulfill all of the requirements of the JAG program.

## **Grant Portal Instructions**

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the JAG program guidelines or application submission, contact the Kansas Governor's Grants Program at 785-291-3205 or by email at [KGGPApp@ks.gov](mailto:KGGPApp@ks.gov).

## **Application Requirements**

Please read the JAG solicitation and requirements in their entirety before completing the grant application, as there have been substantive changes from previous years. 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 (completed in Grant Portal)
- \_\_\_\_\_ Executive Summary (separate document to upload; not to exceed one page)
- \_\_\_\_\_ Project Narrative (separate document to upload; not to exceed 10 pages)
- \_\_\_\_\_ Grant Project Budget (completed in Grant Portal)
- \_\_\_\_\_ Agency Budgets (separate document to upload)
- \_\_\_\_\_ Grant Management Capacity (separate document to upload)
- \_\_\_\_\_ Proof of 501(c)(3) status, if applicable (separate document to upload)
- \_\_\_\_\_ Certificate of Good Standing, if applicable (separate document to upload)
- \_\_\_\_\_ Local Jurisdiction Waivers, if applicable (separate document to upload)

### **General Information (completed in Grant Portal)**

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

### **Executive Summary (separate document to upload - not to exceed one page)**

Provide an Executive Summary, not to exceed one page in length, summarizing 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 two of this document that the project supports.

### **Project Narrative (separate document to upload - not to exceed 10 pages)**

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed 10 pages in length.

**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 supporting 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 establishing the need locally or describing why the local community is limited in resources to address the problem.

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

Applicants must explain why the proposed project is cost effective, demonstrate how the jurisdiction and/or community 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. Applicants 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 BJA 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 agency but should be specific to the proposed JAG-supported project.

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 Grant Tips 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. October 1 - 31	1. Program Director
2. Drug use among junior high students will decrease by 5% as measured by comparing most current Kansas Youth and Adult Survey results.	2. Drug curriculum will be implemented. Classes will participate twice a week during the school year. November - May August - September	2. Drug elimination specialists

3. Junior high students will participate in the peer mediation program.	3. (a) Students will vote for peer mediators. October 1 - 31  (b) Mediation program will meet once a week during the school year. November - May August - September	3. (a) Drug elimination specialists  (b) Drug elimination specialists and peer mediators
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**Grant Project Performance Measures and Results**

Applicants receiving JAG funds 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 describe the following information:

- Process used for monitoring the implementation, progress, and outcomes of the grant project;
- What data will be collected;
- How the data collected will be used to ensure the success of the grant project;
- Criteria used to evaluate the activities and/or services provided through the proposed grant project;
- How the proposed objectives are measured and how the applicant will determine whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives; and
- What the grant project will achieve.

**Death in Custody Reporting Act**

If the applicant is a law enforcement agency or correctional facility, the applicant must verify in whether the applicant is reporting data to the KBI in accordance with the Death in Custody Reporting Act (DCRA; Public Law 113-242). The DCRA requires states that receive funding under the JAG Program to report to the U.S. Attorney General information regarding "the death of any person who is detained, under arrest, or is in the process of being arrested, is en route to be incarcerated, or is incarcerated at a municipal or county jail, State prison, State-run boot camp prison, boot camp prison that is contracted out by the State, or any State or local contract facility, or other local or State correctional facility (including any juvenile facility)."

**Grant Project Staff**

Provide a list of each staff member to be funded with the grant, include 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 the staffing pattern will help meet the goals of the grant project.

**Sustainability**

Although match is not a JAG program requirement, applicants should note the KCJCC looks favorably on projects providing a match to optimize sustainability of the grant project. The KCJCC will give preference to applicants demonstrating a commitment from local and regional partners and communities. Provide a detailed description explaining 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 sustained in future years if JAG funding declines or is not available. If the applicant is proposing to purchase equipment with JAG funds, describe what plans will be used 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 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 all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

### **Current Board President Contact Information**

If the applicant is a nonprofit organization, the applicant must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

### **System for Award Management (SAM) Registration and Unique Entity Identifier**

Applicants must establish and maintain an active registration status in the [SAM](#). The applicant must provide 1) the agency's 12-character unique entity identifier provided in the agency's SAM registration profile, and 2) the current SAM expiration date.

### **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.

If the KGGP has **not** received a copy of the nonprofit, community, or faith-based organization's most recent audit report, including the Single Audit report if applicable, and Internal Revenue Service (IRS) Form 990, those items must be forwarded in their entirety via email to [kggp@ks.gov](mailto:kggp@ks.gov) or 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 applicant is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** 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 (completed in Grant Portal)**

The applicant must submit a reasonable and cost-effective grant project budget. 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 grant project. The budget must adhere to allowable costs and activities as outlined in the JAG solicitation, OMB Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the [DOJ Grants Financial Guide](#).

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. Visit [Writing a Grant Project Budget](#) 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	\$ 1,252	Crime Victims’ Rights Conference, April, Wichita: (\$250 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$118/nt. [103GSA + 15% taxes/fees] x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)
Supplies	\$ 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 (separate document to upload)**

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 the grant application request as budgeted income with a “requested” status.

Also, be sure all line items requested in this application can be found in the program's budget for expenses.

Example of budget income only:

Fiscal Year January 1-December 31, 2023

SOURCE:	AMOUNT:	STATUS:	DATE:
City of 'x'	\$500,000	Projected	7/23
United Way	5,000	Received	1/23
Walk-A-Thon	500	Collected	2/23
'24 JAG-GOV	<u>4,443</u>	Requested	7/23
Total Organization Income	\$509,943		

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

**Grant Management Capacity (separate document to upload)**

**NOTE: If an applicant received a FY 2023 JAG award and the grant management capacity is unchanged from the applicant's FY 2023 JAG application, the applicant is not required to submit the information requested below and shall upload a signed document certifying to the continuation of the applicant's grant management capacity. If the grant management capacity changed from the applicant's FY 2023 application, please follow the instructions below.**

In accordance with requirements described in the Federal OMB Uniform Guidance for Federal Awards, 2 C.F.R. 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 upload as an attachment a document describing the following information:

- Written accounting policies and procedures and how often they are updated;
- Accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized, and any manual accounting processes used to complement the system;
- Procedures for monitoring the approved grant project budget and tracking expenditures at a line-item level;
- Internal controls for ensuring grant project expenditures are solely for allowable and approved purposes;
- Reserve funds and/or capacity to manage a JAG subgrant award on a reimbursement basis;
- Knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance; and
- 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).

### **Proof of 501(c)(3) (separate document to upload)**

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 IRS.

### **Certificate of Good Standing (separate document to upload)**

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 (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.

### **Local Jurisdiction Waivers (separate document to upload)**

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 three of the 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 the jurisdiction 1) recognizes the JAG funds in question are set aside for local government use, 2) believes the proposed project will provide a direct local benefit; and 3) agrees funding the project is in the best interest of the unit of local government.