2024 Byrne SCIP APPLICATION INSTRUCTIONS

Byrne State Crisis Intervention Program (Byrne SCIP)
APPLICATION DEADLINE: TUESDAY, FEBRUARY 20, 2024

ZOOMGRANTS APPLICATION STEPS

There are specific instructions regarding ZoomGrants that you should read prior to beginning your application. These ZoomGrants instructions are located the following link under **ZoomGrants For Grantees**:

https://dcj.colorado.gov/zoomgrants-training-materials

ADDITIONAL APPLICATION MATERIALS

These additional reference materials are available in the Library in ZoomGrants as well as on the Byrne SCIP webpage: (INSERT LINK ONCE PAGE IS BUILT)

Announcement of Available Funds
Byrne SCIP Application Instructions
FAQs

PROJECT APPLICATION TIPS

- **Please read the BYRNE SCIP Application Instructions as this document contains additional questions that need to be answered for several of the questions in ZoomGrants.**

- A unique entity identifier (UEI) number and registration with the federal System for Award Management (SAM) is required to receive federal grant funds. Grant awards without a current registration in SAM and an UEI will have a Special Condition placed on award documents to complete this requirement within 30 days of the start of the grant award period.

  NOTE: If you do not have a UEI at application time enter "000000000000" (12 zeros) in order to submit your application. If awarded, you will not be disbursed any funds until SAM registration is complete.

- Be aware that the Justice Assistance Grant (JAG)/BYRNE SCIP Board is comprised of subject matter experts. Assume a high level of understanding and expertise of readers when completing your problem statement and project plan. This often helps in keeping the language short and to the point.

- Make sure there is a thread that ties the project application together from the problem statement through the evaluation and the budget; the elements should all be related, flow, and make sense.

- Illustrate any collaborative efforts where appropriate. This is vitally important when grant projects involve or potentially impact other agencies or systems.

- Treat evaluation as an integral part of the proposal development process and not as an afterthought.

- Organize goals and outcomes. Make sure outcomes are measurable.

- Goals and outcomes and the evaluation (the project as a whole) should be viable.

- Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project review and verify the proposed budget.

- Justify and explain all budget items and calculations in the budget narrative (example-price per unit x number of units =), including how costs were determined.

- Double-check budget descriptions to make sure they contain a sufficient level of detail and all figures calculate correctly.

- Provide information about why you did not ask for the requested funding for this project through your agency's regular budgeting process. If you did, what was the reason for denial?

- Grant writing tips can be found at many websites by searching the words Grants or Funding.

Questions: Please read this Announcement and the 2024 Byrne SCIP Application Instructions in their entirely, located in the Library in ZoomGrants and accessible through this link https://zoomgrants.com/zgf/2024SCIP before contacting the Division of Criminal Justice (DCJ) with questions.

Questions about grant program & requirements or the application

Amy Miller, Byrne SCIP Grant Program Manager
Colorado Division of Criminal Justice, Office of Adult and Juvenile Justice Assistance
Direct: 720-357-4962
E-mail: Amy.L.Miller@state.co.us

Questions about ZoomGrants & Technical Support

If you experience problems or have questions about how to use ZoomGrants, please contact dcjgms@state.co.us.

BYRNE SCIP PROJECT APPLICATION INSTRUCTIONS

SUMMARY TAB

Project Name/Project Title: Please choose a name or title that is descriptive of the proposed project so it can be distinguished from other applications.

Amount Requested: Enter the amount of Byrne SCIP funding requested in this application.
Applicant Information: (Account Owner) Enter the name and contact information of the person

that will be responsible for this account.

Organization Information: Enter all requested information for the applicant agency.

SAM Verification and UEI Number:
All applications seeking federal funding must have an active registration with the federal System of Award Management (SAM) before funds can be disbursed to them as required under the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), effective January 1, 2009.

- Unique Entity Identification (UEI) number: Assigned during registration with SAM.gov, that identifies an organization and helps track the distribution of grant money.
- Entity Administrator: Individual within an organization responsible for registering and renewing entity registration in SAM.gov.
- Entity renewal is required annually.
- Individuals, other than the entity administrator, may create an account to perform a search.

Visit SAM.gov to check registration status. SAM.gov provides extensive resources and instructions in the help section: https://sam.gov/content/help

NOTE: If you do not have an UEI at application time enter "000000000000" (12 zeros) in order to submit your application. **It is recommended that you begin the process to register with SAM or to renew an inactive SAM registration now due to the time required for completion.** Grant awards without a current registration in SAM and an UEI will have a Special Condition placed on award documents to complete this requirement within 30 days of the start of the grant award period. It is imperative that this timeframe is met per reporting requirements under the Transparency Act.

CEO/Executive Director* (if NA, enter Signature Authority): If the applicant agency does not have a CEO/Executive Director, enter the individual that is authorized to enter into a legally binding agreement with DCJ.

** Returning DCJ ZoomGrants users will already have this information populated. Changes made to these fields may only be performed by the ZoomGrants Account Owner for the organization and will update **all** applications/grants associated with this account. DO NOT CHANGE the Organizational information without first consulting Gillian Trickett at DCJGMS@state.co.us. Changing information that has already been validated may result in a delay in processing payments or other aspects of your grant application. More information about ZoomGrants roles is available by clicking this link: https://cdpsdocs.state.co.us/dcj/Grants/GMS/ZG_Roles.pdf*

ORGANIZATIONAL DETAILS TAB

(Q1) Legal Entity Name: If your agency is a DBA (doing business as), the Legal name will be different from the Applicant Agency Name. If your agency is NOT a DBA, then the Applicant Agency Name and Legal Entity name will be the same.

(Q2) Legal Entity Physical Address: Street Address, City, State, Zip + 4

(Q3) Implementing Agency Type: Select one option from the list of units of local government agency types available in the application.

(Q4) Describe: If "Other unit of local government" is selected, a comment box will appear. Please enter a description.

(Q5) Legal Entity County: Enter the county of your legal entity address.

(Q6) Entity's Fiscal Year End: For example, December 31 or June 30.

(Q7) Payment Mailing Address: This will be used to match entries in the state financial system, regardless of payment type (EFT vs Mail).

(Q8) Total Federal Expenditures during the entity's last fiscal year.

QUESTIONS/STATEMENT OF WORK TAB

(Q1-2) Project Duration: The project period will be **October 1, 2024 to September 30, 2025**.

(Q3) Application Primary Contact: This is the individual that will be contacted during the review period, and will be notified of award decisions and next steps. Enter the name, telephone number, and e-mail address for this individual.

(Q4-13) Project Officials: You must have a minimum of three contacts for this application, the Project Director, Financial Officer, and Signature Authority (also called the Authorized Official). All three must be from the applicant agency and must be unique individuals; one person cannot serve in more than one role.

(Q4) Project Director: Name - This must be an individual other than the authorized official or financial officer and must be from the applicant agency. The project director is the individual who will be in direct charge of and has overall responsibility for the project. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of their time to the project. This person will be required to sign and submit all quarterly reports, payment requests, and other grant forms. Enter salutation, first, last, title, and agency for the project director.

(Q5) Project Director: Email Address - Enter e-mail address for the project director to be used for primary communication.

(Q6) Project Director: Phone Number - Enter primary phone number for the project director.

(Q7) Financial Officer: Name - This must be an individual other than the project director or authorized official and must be from the applicant agency. The financial officer is the person who will be responsible for financial matters relating to the project and is in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. Enter salutation, first, last, title, agency.

(Q8) Financial Officer: Email Address - Enter e-mail address for the financial officer to be used for primary communication.

(Q9) Financial Officer: Phone Number - Enter primary phone number for the financial officer.

(Q10) Signature Authority: Name - This must be an individual other than the project director or financial officer. This is the individual authorized to enter into binding agreements on behalf of the applicant agency. This person will be required to sign the grant agreement, payment requests, and other grant forms. For units of local government, this will normally be a city or town manager, mayor, district attorney, and/or the chair of the county commission. *Enter salutation, first, last, title, agency.*

(Q11) Signature Authority: Mailing Address - Enter mailing address for the signature authority to be used for mailing documents related to this application. Enter *Street Address, City, State, Zip + 4.*

(Q12) Signature Authority: Email Address - Enter e-mail address for the signature authority to be used for primary communication.

(Q13) Signature Authority: Phone Number - Enter primary phone number for the signature authority.

STATEMENT OF WORK

(Q14) Project Type:
Select the best description of your proposed project. *This response will show or hide subsequent questions.*

1. Implementation of state crisis intervention court proceedings, including, but not limited to, extreme risk protection order programs.
2. Implementation of specialized court-based programs such as drug, mental health, and veteran's treatment courts, including those that specifically accept clients with firearm violations.
3. Implementation of a behavioral health deflection program or initiative for those at risk to themselves or others.
4. Implementation of a gun safety program or initiative to safely secure, store, track, and return relinquished guns by a law enforcement agency.

(Q15) Measures to Protect Constitutional Rights: (Limit 5000 characters)
This question will be visible when option 1 listed above is selected - Describe measures that will be taken to safeguard the constitutional rights of individuals subject to extreme risk protection order programs or initiatives implemented with Byrne SCIP funds. *See Application Instructions for the list of minimum requirements.*

This question will be visible when options 2 and 3 listed above are selected - Describe measures that will be taken to safeguard the constitutional rights of individuals subject to crisis intervention programs or initiatives implemented with Byrne SCIP funds.

(Q16) Project Summary: (Limit 1000 characters)
Summarize the proposed project, including its purpose, primary activities/deliverables, geographic area where funds will be utilized, intended beneficiaries, anticipated outcomes

and impact, and how the project will address one or more of Colorado's Byrne SCIP Program goals.

(Q17) Problem Statement: (Limit 5000 characters)
What problem or issue are you trying to address? Provide justification of the need to address the problem through use of current state or local data and information at the level of the project (i.e., not national). Your response should address:

1. A description of the problem in terms of causes and consequences. Articulate why this problem should be addressed.
2. The extent and nature of the problem in your target population and/or community.
3. Provide a description of how addressing the problem is likely to positively impact Colorado's Byrne SCIP Program goals.
4. Explain why you are requesting grant funds; did you experience a loss of funding, is this a new program or initiative, are you seeking to expand an existing program or initiative, etc.?

(Q18) Project Plan: (Limit 6500 characters)
Describe the plan to create and/or implement crisis intervention court proceedings, extreme risk protection order programs, and/or related gun violence reduction programs/initiatives (*see Announcement of Available Funds or DCJ's Byrne SCIP webpage for types of allowable programs/initiatives and Colorado's Byrne SCIP Program goals*). Your response should address:

1. The purpose of the project, including how it addresses the problem identified in the problem statement, and the goals of the project.
2. A description of the proposed program(s) and/or initiatives that will be implemented, including specific project activities and/or deliverables.
3. A description of the strategy(ies) you will use to accomplish project goals and outcomes.
4. Other resources, including collaborations, that are needed for successful implementation of the project.
5. Anticipated outcomes and impact of the project, including intended beneficiaries and geographic area where funds will be utilized.
6. A description of how the project will address one or more of Colorado's Byrne SCIP Program goals.

(Q19) Implementation Plan: (Limit 6500 characters)
Describe the steps that will be taken to implement program(s)/initiative(s), activities/deliverables, how funds will be used, project roles and responsibilities, and timeline. Your response should address:

1. Steps to be taken to implement proposed program(s) and/or initiative(s), including specific activities/deliverables throughout the grant period.
2. How grant funds will be used to carry out the proposed project plan.
3. How other resources, including other funds aside from these requested grant funds and collaborations, which are needed as identified in the project plan, will be or have been secured for the proposed project.
4. Who will be responsible for this project overall and who will be responsible for individual steps, if different.
5. How you will evaluate your progress throughout the grant period to know if you remain on track or if changes need to be made due to unexpected challenges.

(Q20) Performance Measures Data Collection Plan: (Limit 5000 characters)
Describe your understanding of the federal performance data reporting requirements for the Byrne SCIP grant program and your plan for collecting and reporting the required data. *Bureau of Justice Assistance reporting requirements and the list of performance measures are available through this link: https://bja.ojp.gov/funding/performance-measures/byrne-scip-measures.pdf*

BUDGET SUMMARY TAB

Budget Summary Requested/Awarded: Enter the amount of grant funds requested by budget categories, i.e., personnel, supplies and operating, etc.

TABLES TAB
(Goals & Outcomes, Evaluation Plan, Budget Details, Additional Funding)

GOALS & OUTCOMES: These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress. **In addition, funded applicants will be required to report quarterly on specific performance measures developed by the Bureau of Justice Assistance.** *Note: There is one on-line system for DCJ's quarterly narrative and financial reports (ZoomGrants) and a separate federal on-line site for performance measures reporting (https://bjapmt.ojp.gov/).*

Goals: Goals are logical, sensible, clearly written and directly tied to the project. Write one or more goals you will focus on for this project. Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate the problem described.

Outcomes: Outcomes are realistic and able to be accomplished in the time frames described. Outcomes identify the amount of intended change expressed as a rate, percent, or whole number. Include measures that will sufficiently document any change that occurs.

Please write at least one measurable outcome(s) for each goal. Outcome statements should include:

- The specific type of change or improvement that will occur
- The level at which the change or improvement will occur, such as *individual/client-based* (number served; changes in knowledge, behavior; reduced risk, system involvement), *environmental* (larger changes at the community level), *deliverable/product-based* (e.g. development of a risk assessment tool), or *system improvement* (specific changes to system to improve functioning and/or implementation of a program/initiative)
- The number or percent of individuals/clients impacted (where appropriate)
- The expected magnitude, on average, of the expected change
- If individual/client based, include outcomes reflecting the number of individuals/clients to be served

Measurement: the description of what data will be collected to measure the change. Please also describe the specific measurement tool(s) you will use to collect data for each outcome. If you do not yet have a measurement tool, please state TBD (To Be Determined).

Timeframe: The quarter(s) in which the outcome will be completed.

PROJECT EVALUATION

Describe the evaluation plan for project goals, outcomes, measurements, and timeframes. In this section include at minimum, information about the following:

1. Based on the stated outcomes, what data will you collect in order to measure your success meeting those outcomes?
2. Describe your plan for collecting data on each specified outcome and managing the data once collected.
3. How will you analyze and use the collected data to evaluate your progress throughout the grant period to determine if you remain on track or if changes need to be made due to unexpected challenges?
4. How will you confirm whether your project was successful in making progress toward achieving your goal?
5. What is your approach to obtaining consent from participants and maintaining confidentiality (if individual/client- or community-based outcomes)?

BUDGET

These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may be used to supplement (enhance or expand) an existing program/project funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

Budget items should be detailed, reasonable, specifically defined, justified and the applicant should demonstrate how the costs were determined. It should be clear so that no concerns of supplanting will exist. Budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.
- In figuring the budget, work with WHOLE DOLLAR AMOUNTS ONLY. When necessary, round to the next highest whole dollar amount.
- The budget is broken into seven Budget Categories: Personnel, Supplies and Operating, Travel, Equipment, Consultant/Professional Services, and Indirect Costs.
- **Direct administrative costs of the project are limited to 10 percent of the budget.** Indirect costs are not part of the 10 percent limit on direct administrative costs.

PERSONNEL: This budget category should be used when employees are positions within the applicant agency and/or the implementing agency is a division (under the same unit of government) of the applicant agency.

The Personnel Budget should consider overtime, time needed to acquire new staff, and changing demands for personnel during the course of the project.

Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service. Contract employees or independent contractors should be shown under Consultant/Professional Services.

Position Title and Name: Add each position by title and name of employee, if available; if two individuals have the same title, list it twice.

Annual Salary: Enter the annual, full-time salary or base pay for the position.

Annual Base Salary to be Paid by Grant: Enter the annual salary or base pay for the position to be paid by Grant funds.

% to be paid by Grant Funds: Enter the % of annual full-time salary that will be paid for with grant funds.

Annual Fringe: Enter the amount of Fringe Benefits for that position in column 1 and the percentage of time to be devoted to the project by this position in column 2.

Annual Fringe to Be Paid by Grant: Enter the annual fringe for the position to be paid by Grant funds.

% to be paid by Grant Funds: Enter the % of annual fringe that will be paid for with grant funds.

Total Base Salary + Fringe: Enter the annual salary or base pay + fringe for the position.

Total Base Salary + Fringe to Be Paid by Grant: Enter the annual salary or base pay + fringe for the position that will be paid for with grant funds.

Budget Narrative and Justification: Explain how the salary and fringe benefit rates for this position were determined. An explanation and justification are required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, the months covered by the increase, and justify it. Be sure that scheduled salary increase has been included in the Salary row, and that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area. Include a brief description of the project roles and responsibilities for this position.

NON-PERSONNEL: BUDGET AND BUDGET NARRATIVE DETAILS

NOTE: *For all other Budget Categories (Supplies & Operating, Travel, Equipment, Consultant & Professional Services, and Indirect Costs) the following sample budget screen is the same.* ***Be sure to read the following definitions for each budget category before completing it.***

Item: List each item by name/type

Budget Narrative and Justification: The applicant must provide a justification and explanation of the budget items listed in each Budget Category, including how the costs were determined. Failure to justify and explain/show calculations could result in denial of funding.

Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and the proposed project plan. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided.

OAJJA recognizes that governments are constantly faced with the challenges of limited resources. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services/programs/initiatives.

SUPPLIES AND OPERATING: Add expendable or non-durable items within this category by major type [e.g., office supplies, **software (regardless of cost)**, training materials, tuition/registration, computer, phone service, database/measurement tool. Each item must be named; "etc." is not an allowed cost.] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per computer per person, "Z" dollars per month for database expense.

- Includes tuition/registration, vehicle gas, leases, etc.
- Out-of-state training registration/tuition costs must be justified in terms of availability of comparable training in state.
- Large items should be listed and justified (e.g., unusual supply items, software, special printing, etc.)

NOTE: *Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses, not travel. These types of costs must be shown in the Supplies and Operating category.*

Items with a unit cost less than $5,000 are considered supplies and should be listed in this category. Items costing $5,000 or more should be listed under Equipment (see D below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by OAJJA and should be shown in the Consultants/Contracts (Professional Services) Budget.

Budget Narrative and Justification: Explain how the cost of each item was determined and justify the need for the item.

TRAVEL: Add travel expenses for project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, mileage reimbursement, lodging, and meals and incidentals per diem individually.

- Indicate if the travel is in state or out-of-state and, if known, the location.
- Out-of-state travel must be justified and tied to the project goals and outcomes.

Where a jurisdiction has an established travel policy, those rates must be used. Otherwise, Federal GSA travel rates are the maximum allowed. Allowable Federal GSA travel rates are:

1. Mileage: $.67 cents per mile for use of a personal automobile.
2. Lodging: In-state is actual cost of reasonable accommodations. However, lodging costs in excess of the statewide standard rate of $98.00/night must have prior approval of the Project Director. Out-of-state lodging costs should be Federal GSA rates.

3. Meals & Incidentals (M&IE - per day): In-state and Out-of-state M&IE costs should be Federal GSA rates. Reimbursement for the first and last day of travel and equals 75% of total M&IE.

Budget Narrative and Justification: Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project, you must explain why this training cannot be achieved in state). Out-of-state travel is discouraged and needs to be thoroughly justified.

EQUIPMENT: Add each item separately, by unit cost. This category should include all items with a unit cost of **$5,000** or more and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Equipment must be justified as necessary and not available currently.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

Budget Narrative and Justification: Explain how the cost of each item was determined. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

CONSULTANTS/CONTRACTS (PROFESSIONAL SERVICES): Application must contain a detailed budget and budget narrative for anything listed under Contracted, Consultant and Professional Services. List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate).

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. Rates for individual consultants cannot exceed $650 per day or $81.25 per hour without prior approval from DCJ. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service. There are other federal regulations that pertain to some professional services/consultant rates. Contact DCJ if you have questions.

Professional services should be procured competitively. **Sole source contracts must be justified. Sole source contracts of $150,000 or more require federal pre-approval.** Refer to DCJ’s Administrative Guide for Federal Grant Programs or contact DCJ for additional guidance.

Budget Narrative and Justification: Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services).

INDIRECT COSTS: Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

- A governmental department or agency unit that receives more than $35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs for approval.
- Other governmental department or agency (receiving less than $35 million in direct Federal Funding) must develop an indirect cost proposal in accordance with the requirements of this Part (2 CFR 200) and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs.

If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "**de minimis**" rate, which is 10 percent of the Modified Total Direct Costs (MTDC) of the project.

When using this method, each cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all federal awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, supplies and operating items, travel, and consultants/contracts or subawards up to the first $25,000 of each consultant/contract and subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each consultant/contract and subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency (Office of Justice Programs).

Budget Questions: Answer these questions to ensure there is **NO** supplanting of other funds and that the project **IS** sustainable.

DOCUMENTS TAB

Financial Management Questionnaire: Required. All applicants are required to complete and submit this form via a link provided under this tab. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. The form should be completed by the Agency Director, Financial Officer, designated Authorized Official, or other official with the requisite knowledge and authority.

Most Recent Full Financial Audit and/or Governance Letter (or Full Financial Review if revenue is under $300,000): Required.

Organizational Chart: Required if personnel is being requested. If your project has personnel in the budget category, you must attach your organizational chart in this section.

Approved Indirect Cost Rate Agreement: Required if funds for a negotiated indirect cost rate are requested.