

Kentucky Justice & Public Safety Cabinet  
125 Holmes Street  
Frankfort, KY 40601

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## Grants Management Branch

JUSTICE ASSISTANCE GRANT (JAG)  
AMERICAN RECOVERY AND REINVESTMENT  
ACT OF 2009  
PROGRAM & FINANCIAL GUIDELINES

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# JUSTICE ASSISTANCE GRANT AMERICAN REINVESTMENT AND RECOVERY ACT

## PROGRAM REQUIREMENTS

Administering Agency: Kentucky Justice & Public Safety Cabinet  
125 Holmes Street  
Frankfort, KY 40601

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## INTRODUCTION

This document is prepared by the Kentucky Justice & Public Safety Cabinet, Grants Management Branch, (and is consistent with that developed by the USDOJ, Bureau of Justice Assistance) to establish program and financial policy and administrative guidance for the management of the Justice Assistance Grant (JAG) authorized by the American Reinvestment and Recovery Act (ARRA) of 2009. This document also describes JAG ARRA application and grant management procedures and requirements.

## KEY IMPLEMENTATION ELEMENTS

### Coordination

The fight against drugs requires coordination and cooperation at all levels. The development of the Commonwealth's strategy for statewide drug control and violent crime prevention includes the participation of federal, state, and local criminal justice agencies. The Justice and Public Safety Cabinet is charged with increasing coordination among the criminal justice, treatment and education systems to achieve a comprehensive and effective approach to drug control and violent crime prevention. Multi-jurisdictional programs, interagency projects, and collaborative efforts that result in increased coordination and cooperation among criminal justice agencies are a priority of this program.

## PURPOSE

The purpose of the JAG Recovery Act Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system while creating and preserving jobs and promoting investment. Funding may be requested for projects conforming to one of the seven federally defined purpose areas. Those areas are:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

## ADMINISTRATIVE REQUIREMENTS

### Eligible Applicants

Any state agency, local unit of government (i.e., city, county, township, town, or Area Development District) or not-for-profit organization may apply for funding under the formula grant program. Jurisdictions designated as JAG Recovery Act direct award recipients, as determined by the United States Department of Justice, *may not* apply for additional funds *except* for funds requested for Drug Task Forces

Local governments receiving direct JAG awards under the Recovery Act may be identified at [www.ojp.usdoj.gov/BJA/recoveryJAG/recjag/KY.xls](http://www.ojp.usdoj.gov/BJA/recoveryJAG/recjag/KY.xls)

### Funding Categories

Applicants will be able to choose from two funding categories: **Restricted and Unrestricted**. The **Restricted** category is intended for smaller scope projects consisting primarily of equipment and/or overtime that have a total project cost of \$25,000 or less. Restricted grant applicants are only required to complete an abbreviated application. The **Unrestricted** category has no funding limit and is intended to fund larger scale programs. However, although no maximum budget request has been established for unrestricted grants, GMB expects the significant majority of awards will be less than \$200,000. Subcategories include:

- Crime/Substance Abuse Prevention
- Crime/Substance Abuse Intervention
- Law Enforcement
- Other

## **Application Process**

All grant activities are managed through the Kentucky Justice & Public Safety's electronic grants management system (egms). JAG applications must be submitted via the egms system within the required time frame. Applicants must establish a system account prior to submission at [www.kyjusticegms.com](http://www.kyjusticegms.com). General instructions for system access may also be accessed at this site. For additional information, see the GMB Management Policies and Procedures Manual, [www.justice.ky.gov/departments/gmb/](http://www.justice.ky.gov/departments/gmb/).

## **Required Registrations**

Proof of DUNS Number and Central Contractor Registration are requested at time of application. Awards will not be issued without these. See <http://fedgov.dnb.com/webform/displayHomePage.do> and [www.ccr.gov](http://www.ccr.gov) for further information on obtaining a DUNS Number and/or CCR registration.

## **Designated Grant Officials**

The following persons are eligible to serve as the designated grant officials:

Authorized Official/Agency Representative/CEO - The person authorized to apply for, accept, decline, or cancel the grant for the applicant agency (e.g., state agency head, county judge executive, city mayor).

Project Director/Agency Administrator - The employee of the applicant agency who will be responsible for operation of the project and program activity reporting.

Financial Officer - The chief financial officer of the applicant agency (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all financial aspects of the grant's management, including financial report submission.

## **Distribution of Funds**

The Justice and Public Safety Cabinet is required to distribute to local units of government, in the aggregate, the portion of Kentucky's grant funds equal to the local government share of total state and local criminal justice expenditures for the previous fiscal year. As determined by the United States Department of Justice, (USDOJ), Kentucky's minimum pass-through requirement is 38.5% of the amount of federal grant funds received. Any funds not required to be passed through to local units of government may be used for programs administered by state agencies. The JAG Recovery Act program is a competitive grants program.

Funds granted to Kentucky by USDOJ are further subgranted by the Justice and Public Safety Cabinet to state agencies, units of local government, and not-for-profits to carry out programs and projects contained in an approved application that complies with the priorities established by the USDOJ and the Commonwealth.

### **Funding Priority**

JAG Recovery Act funds are to provide the seed money for new projects or to enhance existing projects that address specific USDOJ purposes. The Commonwealth's funding priority continues to be programs which focus on addressing and solving the many issues and problems associated with substance abuse.

In line with the Recovery Act's purposes of creating and preserving jobs and promoting investment, priority will also be given to programs which demonstrate the strongest likelihood of achieving job creation and preservation as well as programs which can be started and completed expeditiously in a manner that maximizes economic benefits.

### **Positions Created/Preserved**

To comply with the Recovery Act's mission of transparency and accountability, applicants must provide the estimated number of positions which will be created, preserved and/or maintained as a result of the proposed project. Positions may be within the applicant agency or within an entity providing equipment or services to the applicant agency. Portions of positions may be reported, e.g., a half-time position may be reported as .5 FTE (full time equivalent).

In keeping with the Recovery Act's purposes of creating, preserving, and sustaining jobs and promoting economic investment, applicants must specify post-award continuation plans for any positions created within their agency. Although not an absolute requirement, where staff positions are created, preference will be given to applicants who express their intent to create a net increase in the number of funded agency positions after conclusion of award period.

Applicants must describe intent and basis of continuation plan for any positions created. Include anticipated (or committed) funding sources and other relevant information.

### **Award Period**

The standard award period is one year. Extended award periods may be approved at Kentucky Justice and Public Safety Cabinet discretion. Applicants requesting multiple years' funding must provide justification and annual budget detail in the budget narrative. Applicants must include economic or program data that details extenuating circumstances justifying the request. Applicants may request up to a maximum of four years' funding.

### **Application Review and Approval Process**

When a completed application has been submitted, it shall be subject to programmatic and financial review. Applications are reviewed by appropriate GMB staff and also by an independent review committee of subject matter experts using set review criteria and assigned point values specific to the program (see tables below).

Following the initial review and scoring of the application, GMB may request additional information or explanation from the applicant in order to complete the review of the application. Notification may be in the form of a system-generated message, written letter, email, or telephone call. Failure to respond in the time frame specified may result in the application not being further considered for funding during that application period. Responses to requests for

follow-up information will be used to determine additional scoring consideration to justify the minimum required for funding.

An average score is determined from each reviewer's results, based on the criteria set forth here. Applications receiving an initial score of less than 50 (on a 100 point scale) will not be contacted for follow-up information; applications receiving a final score of less than 70 (on a 100 point scale) will not be funded.

Award recommendations are made by GMB to the Secretary of the Kentucky Justice and Public Safety Cabinet. Final approval of all grant applications rests with the Secretary and/or the Governor of the Commonwealth, who will provide GMB with approval to proceed with final funding decisions.

For additional information on the application review process, please access the Kentucky Justice and Public Safety Cabinets, Grants Management Branch, Policy and Procedure Manual at [www.justice.ky.gov/departments/gmb](http://www.justice.ky.gov/departments/gmb) .

## **Review Criteria**

### **1. Statement of the Problem**

Clearly describes problem or gap in services that will be addressed with requested grant funds. Statement of the problem includes local, quantifiable data demonstrating problem/issue.

### **2. Goals**

Discusses the significance of the program and describes how it combats substance abuse, crime and improves the functioning of the criminal justice system. Clearly provides description of long-term effect(s) the proposed project should achieve. Goals provide the number of jobs which will be created, preserved and/or maintained as a result of the proposed project. Where applicable, describes how program design employs evidence based practices or is based upon research knowledge and/or data.

### **3. Objectives**

Describes project objectives that are linked to meaningful and measurable outcomes. Objectives are consistent with the goals of the Recovery Act. Applications that demonstrate job creation and sustainability will be given priority. Includes an outline of the strategy for sustaining the project and/or personnel. (See also JAG ARRA Requirements and Certifications Section in application.)

### **4. Performance Measures**

Explains how the program's effectiveness will be demonstrated. Discusses the significance of the program's impact in assisting criminal justice programs. For each performance measure selected, describe: 1) what data will be collected; 2) how it will be collected; 3) how it will be assessed/analyzed; and 4) the process for reporting the findings and outcomes which will measure the impact of the proposed efforts. Includes innovative approaches which will be used to maximize the programs' impact and cost-effectiveness and how this will help sustain the program when grant funding ends.

### 5. Project Activities

Project activities contain a concise summary of the proposed project, including a description of major tasks necessary to fully implement. Provides the who, what, where, when and how of the proposed project. Includes a comprehensive performance timetable identifying milestones to be achieved in this project. Ties program activities to goals, objectives and the performance measures applicable to the proposed project.

### 6. Budget Narrative and Budget

Provides a comprehensive budget and budget narrative that are complete, allowable, justified, and clearly related to project goals, objectives and operations. Applicants are strongly encouraged to avoid unsubstantiated equipment purchases. Applicants requesting multi-year projects must provide justification and annual budget detail.

<b>2009 American Reinvestment and Recovery Act Justice Assistance Grant – Unrestricted (Projects over \$25,000)</b>	
Statement of the Problem	10
Goals	10
Objectives	20
Performance Measures (Monitoring and Evaluation Criteria)	20
Project Activities and Operation	20
Budget Narrative and Budget	20
<b>Total Points</b>	<b>100</b>

<b>2009 American Reinvestment and Recovery Act Justice Assistance Grant – Restricted (Projects up to \$25,000)</b>	
Statement of the Problem	20
Project Activities and Operation	20
Budget Narrative and Budget	25
<b>Total Points</b>	<b>65</b>

### Segregation and Reporting Requirements

Clearly segregated and enhanced tracking and reporting of JAG Recovery Act funds, outcomes, and benefit data are required. Reports are due quarterly, by the 5<sup>th</sup> of the following month. Number of positions supported must be included as well as other data not yet determined. Additional information will be provided by US Department of Justice and GMB as it becomes available.

## **Evaluation and Monitoring**

Each program funded by the Kentucky Justice & Public Safety Cabinet under the JAG Recovery Act Program shall contain an evaluation component. Project Reports (required reporting of a subgrantee) will be analyzed for evaluation purposes. Some projects may receive intensive evaluations.

Grants Management Branch monitoring includes desk audits, a review of financial and program reports submitted by the subgrantee on a quarterly basis and periodic on-site monitoring to review grant compliance, assess management controls, evaluate the applicable activities and provide technical assistance. In addition, the subgrantee agrees to maintain and provide any data or information requested for the purposes of monitoring and program evaluation. For additional information, see GMB Management Policies and Procedures Manual, [www.justice.ky.gov/departments/gmb/](http://www.justice.ky.gov/departments/gmb/).

## **Waste, Fraud, Error and Abuse**

If awarded JAG ARRA funds, applicant agrees to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds. Such reports may be forwarded to:

Office of the Inspector General  
US Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, NW  
Room 4706  
Washington, DC 25030

## **GENERAL FINANCIAL REQUIREMENTS**

Grants funded under the JAG Recovery Act Program are governed by the financial management requirements of the Financial Guide, published by the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, <http://www.ojp.usdoj.gov/financialguide/index.htm>, as well as, the Kentucky Justice and Public Safety Cabinet, Grants Management Branch, Policies and Procedures Manual, [www.justic.ky.gov/departments/gmb](http://www.justic.ky.gov/departments/gmb). However, many projects funded under the JAG ARRA Program may require more specific management procedures, which will be provided to the recipient in an award binder.

All JAG ARRA awards funded through the Grants Management Branch will be made on a reimbursable basis. Requests for reimbursement may be submitted on a quarterly basis. Reimbursement payments may be delayed if awardees do not adhere to program and financial reporting requirements.

## **Matching Requirement**

No match is required for JAG ARRA grants.

### **Nonsupplanting Requirement**

Federal funds cannot be used to supplant state or local funds. All applicants must certify that JAG ARRA grant monies will be used to increase the amount of funds available for criminal justice activities. For personnel involved in a project, these guidelines apply:

- If a new person is going to be hired to conduct project activities (i.e., the department's personnel strength is increased), his/her salary may be charged to the project.
- The salaries of existing personnel transferred to grant activities may be charged to the project as federal expenditures only if the original positions are filled with new personnel.

### **Prorating Costs**

Proration requirements are applicable if program funds are used for projects involving a combination of JAG ARRA-funded activities and other criminal justice activities.

### **Fund Raising**

Costs of organized fund raising, including financial campaigns, solicitation of gifts and similar expenses solely to raise capital or obtain contributions, may not be charged as costs against the grant. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the grant. Nothing in this section should be read to prohibit a subgrantee from engaging in fund raising activities, as long as such activities are not financed by federal grant funds.

### **Project Income**

Project income means gross income earned as a direct result of the grant award. Examples of project income could include sale of property, attorney's fees and costs, registration/tuition fees, and asset forfeitures.

Project income resulting from activities of the grant and adjudicated to the subgrantee must be used for any purpose that furthers the objectives of the legislation under which the grant was made. GMB prior approval is required for all expenditures made with program income.

All income generated as a direct result of an agency-funded project shall be deemed project income (e.g., if the purpose of the grant is to conduct conferences, any training fees that are generated would be considered project income). Project income must be used for the purposes and under the conditions applicable to the award. Unless specified by the awarding agency, project income should be used as earned and expended as soon as possible. If the cost is allowable under the federal grant program, then the cost would be allowable using project income.

The following policies apply to project income resulting from asset seizures and forfeitures:

- A. Amounts received from asset seizures and forfeitures are considered earned when the property has been adjudicated on the benefit of the plaintiff (i.e., law enforcement entity) and should be reported at the time of the adjudication, or court award, regardless of date of seizure.

- B. Project income resulting from forfeitures obtained as a result of activities of the grant and adjudicated to the subgrantee must be used within the 12-month grant period in which the funds were adjudicated.
- C. Subgrantees may request up to a one-year extension through a grant adjustment notice for large forfeiture awards or forfeitures adjudicated near the end of the 12-month grant period.

NOTE: Fines as a result of law enforcement activities are not considered project income.

### **Expenditures by Budget Categories**

NOTE: A budget checklist is provided at the end of these guidelines to assist in completing the JAG ARRA application.

The following is an overall view of all costs associated with JAG ARRA Program funds:

#### **I. Personnel**

No grants will be made to supplement salaries for existing positions. Salaries for federal funded and match positions shall comply with state, city, county, or other relevant classification systems and shall be documented by appropriate time and attendance records. Charges of the employees' time assigned to grant projects may be reimbursed or recognized only to the extent they are directly and exclusively related to grant purposes. In no case is dual compensation allowable.

Where salaries apply to both project operation and non-project activity, or apply to two or more separate projects, pro-ration of costs to each activity must be made based on time and attendance reports.

Each position must be listed by title (and name of employee, if available), monthly salary rate for the employee, the percentage of the employee's time to be devoted to the project and total employee cost for the project.

Funded part-time positions (positions devoting less than 100% of a standard work shift to the grant project) should be supported by a brief explanation of the incumbent employee's duties outside the grant project or by a statement that the employee is not employed elsewhere by the grantee.

Positions that existed prior to the grant and were funded from any source other than Grants Management Branch grant funds are not eligible for JAG ARRA grant funds. Existing employees of the applicant may be transferred from other positions to fill the positions in the grant project; however, the new positions vacated must be filled by new hires so that the applicant's full staff of non-grant employees is not reduced in number by the award of the grant.

Payments for fringe benefits are allowable personnel costs and cannot exceed the amount paid by the employer. The fringe benefits must be reasonable and in line with state, city or county rates. Documentation must be submitted with the budget to reflect the actual rates being paid by the employer. The following are considered allowable benefits:

- A. Health, Dental and Life Insurance
- B. FICA
- C. Retirement
- D. Worker's Compensation
- E. Unemployment Insurance

## **II. Overtime**

Overtime pay can be funded for personnel funded by the grant on a full-time basis, whose duties are consistent with the statewide drug strategy. Overtime pay may be approved through the original grant application.

## **III. Contractual Services**

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs) for an 8-hour day or \$56.25 per hour. An 8-hour day may include preparation, evaluation and travel time in addition to the time required for the actual performance. Additionally, travel and subsistence costs may be paid. A request for compensation for over \$450 per day requires prior approval and additional justification.

Contractual Arrangements with individuals must ensure that:

- A. Dual compensation is not involved (i.e., the individual may not receive compensation from his regular employer and the applicant for work performed during a single period of time even though the services performed benefit both).
- B. The contractual agreement is written, formal, proper and otherwise consistent with the applicant's usual practices.
- C. Time and/or services for which payment will be made and rates of compensation must be supported by adequate documentation.
- D. Travel and subsistence costs are at an identified rate consistent with the cost allowed in Section III, Travel.

## **IV. Travel and Training**

Funds may be used for transportation, subsistence and registration fees for applicants to attend conferences and training seminars. Travel must be approved through the original grant application or a subsequent grant adjustment notice. Requested travel expenses shall not exceed the established mileage and subsistence policy as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. Please see 200 KAR 2:006 and <http://finance.ky.gov/internal/travel> for current rates and regulations.

Transportation must be the most economical. Bus, subway and taxi fares are allowed for city travel. Commercial airline travel shall be coach/tourist class. Additional expense for first class travel will not be allowed. The cost of rental cars in lieu of ordinary transportation will be allowed only with acceptable justification. Actual parking, bridge and toll charges are reimbursable. Reasonable

expenses for baggage handling, for delivery to or from a common carrier or lodging and for storage are reimbursable. Registration fees required for admittance to official travel meetings are reimbursable. If the fee entitles registrants to meals, claims for subsistence must be reduced accordingly. Telephone, tip charges, and laundry charges are not reimbursable with grant funds.

All expenses shall be supported by documentation that indicates destination, time and purpose of travel.

**NOTE: If the travel and reimbursement requirements of the applicant agency are more stringent than that of the Commonwealth, the more stringent of the two must be followed.**

#### V. Operating Expenses

Operating expenses include items necessary and essential for the ongoing operation of the project. Items must be individually listed and approved through the original grant application or in subsequent grant adjustment notices prior to the actual expense.

Confidential fund expenditures are limited to the purchase of evidence (physical), purchase of information (informant fees), and purchase of services (for undercover purposes). Guidelines related to confidential expenditures and management may be obtained from the Kentucky Justice and Public Safety Cabinet, Grants Management Branch. All applications for projects that will utilize funds for confidential expenditures must contain an assurance that the guidelines will be followed.

#### VI. Capital Equipment

Capital equipment is defined as items with a unit price of \$5,000 and over and usefulness greater than one year. Items with a unit price under \$5,000 should be included under operating expenses. Authorization for equipment will be based on the applicant's demonstration that the requested equipment is necessary and essential to the successful operation of the grant project. The applicant must adhere to the following principles:

- A. No other equipment owned by the applicant is suitable for the effort.
- B. Grant funds are not used to provide reimbursement for the purchase of equipment already owned by the applicant. Equipment that has already been purchased and charged to other activities of the applicant will not be an allowable expense to the grant.
- C. Equipment purchased and used commonly for two or more programs has been appropriately prorated to each activity.

Items of equipment must be individually listed and approved through the original grant application or in subsequent grant adjustment notices prior to the purchase of the equipment.

Title to all expendable and nonexpendable personal property purchased with funds made available under this program shall vest in the criminal justice agency or nonprofit organization that purchased the property if it certifies to the Grants Management Branch that it will use the property for criminal justice purposes. If such certification is not made, title to the property shall vest in the Justice and

Public Safety Cabinet which shall seek to have the property used for criminal justice purposes elsewhere in the state prior to using it or disposing of it in any other manner.

### **Procurement Procedures**

Applicants shall use procurement procedures and regulations as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. Please see <http://finance.ky.gov/business/eprocurement/state-laws> for more information.

**NOTE: If the procurement policy of an agency is more restrictive than the Commonwealth's, the more restrictive of the two must be followed.**

### **Prohibitions/Unallowable Costs**

No JAG Recovery Act funds may be expended outside of the JAG purpose areas. Even within the purpose areas, however, JAG funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. US Department of Justice provides the following list as unallowable costs:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matters

Additionally, formula grant funds may not be used for indirect or solely administrative costs.

**BUDGET CHECKLIST**

**This checklist is for your convenience in preparing your budget, along with a budget narrative, as part of your grant application. It is for your use only and does not need to be submitted.**

**Section I. PERSONNEL**

**Yes      No      N/A**

**SALARIES**

- |  |  |  |  |
|--|--|--|--|
| 1. Is the basis for determining each employee's compensation described?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 2. Is each position identified by title?   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 3. Will vacant positions be filled by new hires or transfers from within?<br>If transfers, will replacements be hired? | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| 4. Are time commitments stated?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 5. Is the amount of each employee's annual compensation stated?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 6. Are salary increases anticipated during the grant period?   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 7. Are the increases justified?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 8. Are any personnel costs dual compensation?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |

**FRINGE BENEFITS**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is each type of benefit indicated separately?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the appropriate percentage and calculation been provided?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the authority for the percentage provided?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the listed benefits provided for all employees of the agency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are fringe benefit increases anticipated during the grant period? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are the increases justified?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Section II. CONTRACTUAL SERVICES**

- |   |  |  |  |
|---|--|--|--|
| 1. Is the type of each service to be rendered described?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| 2. For individuals:   |  |  |  |
| a. Is an hourly or daily rate given?  | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| b. Are base rates justified and reasonable?   | <input type="checkbox"/>                             | <input type="checkbox"/>                             | <input type="checkbox"/>                             |
| c. Is the total amount for any contract in excess of \$10,000?<br>If so, has the applicant indicated that services have been or will be obtained by<br>acceptable procurement procedures? | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |
| d. Is "sole source" an issue?<br>If so, is justification included?  | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> |

**BUDGET CHECKLIST (cont.)**

This checklist is for your convenience in preparing your budget, along with a budget narrative, as part of your grant application. It is for your use only and does not need to be submitted.

	Yes	No	N/A
<b>Section III. TRAVEL</b>			
1. Is a basis for computation provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the purpose of requested travel project-related?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are per diem, lodging and transportation costs listed separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have the most economical costs been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have the appropriate project personnel been identified for the travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section IV. OPERATING EXPENSES</b>			
1. Are operating expenses listed by major types (e.g., Supplies, Rent, Postage, Confidential Fund)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are unit costs or monthly estimates provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will proper procurement procedures be followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section V. EQUIPMENT</b>			
1. Are equipment items specified by units and cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the requested equipment project-related?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the purchased equipment be used 100% in the project? If not, has the cost been prorated and the computation provided?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Is no other equipment owned by the agency suitable for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the appropriate procurement procedures be followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section VI. SOURCE OF MATCH</b>			
1. Is the source of match identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the minimum cash match requirement met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section VII. BUDGET SUMMARY</b>			
1. Are all line item computations correct and do they equal the category totals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have the appropriate costs/percentages been identified as federal and match?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all requested costs in line with actual costs in previous grants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all requested costs:			
a. Justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Allowable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

