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## 2023 Title II Formula Grant Program Solicitation

**Assistance Listing Number #** 16.540  
**Application Release Date** March 27, 2026  
**Application Deadline** May 8, 2026, 5:00pm EST

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### Overview

[The Department of Juvenile Justice](#) (DJJ) seeks subaward applications for federal Title II Formula Grant Program funds awarded to the Commonwealth of Kentucky by the [U.S. Department of Justice](#) (DOJ), [Office of Juvenile Justice Delinquency Prevention](#) (OJJDP). Subawards will be administered by the DJJ, Grants Branch. Title II funds are available to provide funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective delinquency prevention efforts.

This solicitation establishes program and financial policy as well as provides administrative guidance to effectively manage Title II Grants. There are additional instructions for the application, grant management processes, and post-award requirements.

The Program & Financial Guidelines and Instructions are consistent with the U.S. Department of Justice (USDOJ) Office of Justice Programs, and the Office of Juvenile Justice and Delinquency Prevention, and the Juvenile Justice and Delinquency Prevention Act (JJDP). [Juvenile Justice and Delinquency Prevention Act of 1974 \(as Amended Through P.L. 115-385, enacted December 21, 2018\) \(ojp.gov\)](#)

### Eligible Applicants

Units of state and local government, public and private nonprofit, non-governmental programs addressing juvenile delinquency prevention, including faith-based and community organizations are eligible to apply for Title II funds. Priority will be given to applications implementing evidenced-based programs and promising practices. Collaboration with other organizations is encouraged.

### Federal Award Information

Federal Program Name	Title II Formula Grant Program
Federal Award(s) Supporting Subawards	15PJDP-23-GG-05562-MUMU
Federal Awarding Agency	U.S. Department of Justice Office of Juvenile Justice Delinquency Prevention

### Subaward Information

Anticipated Number of Subawards	No established maximum
Anticipated Maximum Dollar Amount of Subawards	\$150,000.00
Anticipated Award Notification Date	September 1, 2026
Period of Performance Start Date	October 1, 2026
Period of Performance End Date	September 30, 2027
Period of Performance Duration	12 months
<b>Anticipated Total Amount to be Awarded</b>	<b>\$386,609</b>

### Match Requirement

No Match required.

### Submission Information

The applicant must submit the **full application**, including attachments, in [Intelligrants 10.0 \(IGX\)](#), JPSC's electronic grants management system, by the established deadline.

### Method of Payment

**Payments will be issued on a reimbursement basis.** Reimbursement requests will be made through financial reports submitted to Title II Program Administrator. Entities must maintain an active [eMARS](#) vendor account to receive a grant reimbursement.

### Contact Information

For technical assistance with submitting the full application in [Intelligrants 10.0 \(IGX\)](#), contact the IGX Service Desk at [JUSIGX@ky.gov](mailto:JUSIGX@ky.gov) or 502-564-8271.

For assistance with other requirements of this solicitation, contact the Title II Program Administrator, Carly Gill, by email at [carly.gill@ky.gov](mailto:carly.gill@ky.gov) or phone at 502-892-3643.

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### **Program Description**

The primary objective of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Title II Formula Grants Program is to provide funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective delinquency prevention and juvenile justice system improvement efforts.

### **Statutory Authority**

This program is authorized by 34 U.S. C. §§ 11132, 11133

### **State Administering Agency**

Kentucky Justice and Public Safety Cabinet  
Department of Juvenile Justice  
1025 Capital Center Drive  
Frankfort, Kentucky 40601  
Phone 502-895-3643

### **Statutory Purpose Areas**

Pursuant to OJJDP 2022 Title II Program and Budget Areas (ojp.gov), the State Designated Agency's (DJJ) three-year plan budget must include not less than 75 percent of total Formula Grant Program allocation minus the State Advisory Group (SAG) funds, shall be used to support the following areas with priority for evidence-based and promising practices. The Juvenile Justice Advisory Board and the Department of Juvenile Justice has included the following areas to meet this requirement:

- (A) community-based alternatives (including home-based alternatives) to incarceration and institutionalization including—
  - (i)for status offenders and other youth who need temporary placement: crisis intervention, shelter, and after-care;
  - (ii)for youth who need residential placement: a continuum of foster care or group home alternatives that provide access to a comprehensive array of services; and
  - (iii)for youth who need specialized intensive and comprehensive services that address the unique issues encountered by youth when they become involved with gangs;
- (B) community-based programs and services to work with—
  - (i)status offenders, other youth, and the parents and other family members of such offenders and youth to strengthen families, including parent self-help groups, so that juveniles may remain in their homes;
  - (ii)juveniles during their incarceration, and with their families, to ensure the safe return of such juveniles to their homes and to strengthen the families; and
  - (iii)parents with limited English-speaking ability, particularly in areas where there is a large population of families with limited English-speaking ability;
- (C) comprehensive juvenile justice and delinquency prevention programs that meet the needs of youth through the collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, healthcare agencies, and private nonprofit agencies offering youth services;
- (D) programs that provide treatment to juvenile offenders who are victims of child abuse or neglect, and to their families, in order to reduce the likelihood that such juvenile offenders will commit subsequent

violations of law;

- (E) educational programs or supportive services for at-risk or delinquent youth or other juveniles—
  - (i) to encourage juveniles to remain in elementary and secondary schools or in alternative learning situations, including for truancy prevention and reduction;
  - (ii) to provide services to assist juveniles in making the transition to the world of work and self-sufficiency; and
  - (iii) to enhance coordination with the local schools that such juveniles would otherwise attend, to ensure that—
    - (I) the instruction that juveniles receive outside school is closely aligned with the instruction provided in school; and
    - (II) information regarding any learning problems identified in such alternative learning situations is communicated to the schools;
- (F) programs to expand the use of probation officers—
  - (i) particularly for the purpose of permitting nonviolent juvenile offenders (including status offenders) to remain at home with their families as an alternative to incarceration or institutionalization; and
  - (ii) to ensure that juveniles follow the terms of their probation;
- (G) programs—
  - (i) to ensure youth have access to appropriate legal representation; and
  - (ii) to expand access to publicly supported, court-appointed legal counsel who are trained to represent juveniles in adjudication proceedings, except that the state may not use more than 2 percent of the funds received under section 222 for these purposes;
- (H) counseling, training, and mentoring programs, which may be in support of academic tutoring, vocational and technical training, and drug and violence prevention counseling, that are designed to link at-risk juveniles, juvenile offenders, or juveniles who have a parent or legal guardian who is or was incarcerated in a federal, state, tribal, or local correctional facility or who is otherwise under the jurisdiction of a federal, state, tribal, or local criminal justice system, particularly juveniles residing in low-income and high-crime areas and juveniles experiencing educational failure, with responsible individuals (such as law enforcement officials, Department of Defense personnel, individuals working with local businesses, and individuals working with community-based and faith-based organizations and agencies) who are properly screened and trained;
- (I) programs designed to develop and implement projects relating to juvenile delinquency and learning disabilities, including on-the-job training programs to assist community services, law enforcement, and juvenile justice personnel to more effectively recognize and provide for learning disabled and other juveniles with disabilities;
- (J) projects designed both to deter involvement in illegal activities and to promote involvement in lawful activities on the part of gangs whose membership is substantially composed of youth;
- (K) programs and projects designed to provide for the treatment of youth's dependence on or abuse of alcohol or other addictive or nonaddictive drugs;
- (L) programs for positive youth development that assist delinquent and other at-risk youth in obtaining—
  - (i) a sense of safety and structure;
  - (ii) a sense of belonging and membership;
  - (iii) a sense of self-worth and social contribution;
  - (iv) a sense of independence and control over one's life; and
  - (v) a sense of closeness in interpersonal relationships;

- (M) programs that, in recognition of varying degrees of the seriousness of delinquent behavior and the corresponding gradations in the responses of the juvenile justice system in response to that behavior, are designed to—
- (i) encourage courts to develop and implement a continuum of pre-adjudication and post-adjudication alternatives that bridge the gap between traditional probation and confinement in a correctional setting (including specialized or problem-solving courts, expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, and similar programs, and secure community-based treatment facilities linked to other support services such as health, mental health, education (remedial and special), job training, and recreation); and
  - (ii) assist in the provision of information and technical assistance, including technology transfer, in the design and utilization of risk assessment mechanisms to aid juvenile justice personnel in determining appropriate sanctions for delinquent behavior;
- (N) community-based programs and services to work with juveniles, their parents, and other family members during and after incarceration in order to strengthen families and reduce the risk of recidivism;
- (O) programs (including referral to literacy programs and social service programs) to assist families with limited English-speaking ability that include delinquent juveniles to overcome language and other barriers that may prevent the complete treatment of such juveniles and the preservation of their families;
- (P) programs designed to prevent and to reduce hate crimes committed by juveniles;
- (Q) afterschool programs that provide at-risk juveniles and juveniles in the juvenile justice system with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities;
- (R) community-based programs that provide follow up post-placement services to adjudicated juveniles, to promote successful reintegration into the community;
- (S) projects designed to develop and implement programs to protect the rights of juveniles affected by the juvenile justice system;
- (T) programs designed to provide mental health or co-occurring disorder services for court-involved or incarcerated juveniles in need of such services, including assessment, development of individualized treatment plans, provision of treatment, and development of discharge plans;
- (U) programs and projects designed—
- (i) to inform juveniles of the opportunity and process for sealing and expunging juvenile records; and
  - (ii) to assist juveniles in pursuing juvenile record sealing and expungements for both adjudications and arrests not followed by adjudications; except that the state may not use more than 2 percent of the funds received under section 222 for these purposes;
- (V) programs that address the needs of girls in or at risk of entering the juvenile justice system, including pregnant girls, young mothers, survivors of commercial sexual exploitation or domestic child sex trafficking, girls with disabilities, and girls of color, including girls who are members of an Indian tribe; and
- (W) monitoring for compliance with the core requirements and providing training and technical assistance on the core requirements to secure facilities.

### **Kentucky Title II Program Priorities**

For Federal Fiscal Year (FFY) 2020 through FFY 2023 Kentucky has adopted the following goals and

program priorities:

- community-based programs and services to work with—
  - (i) status offenders, other youth, and the parents and other family members of such offenders and youth to strengthen families, including parent self-help groups, so that juveniles may remain in their homes;
  - (ii) juveniles during their incarceration, and with their families, to ensure the safe return of such juveniles to their homes and to strengthen the families; and
  - (iii) parents with limited English-speaking ability, particularly in areas where there is a large population of families with limited English-speaking ability;
- comprehensive juvenile justice and delinquency prevention programs that meet the needs of youth through the collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, healthcare agencies, and private nonprofit agencies offering youth services
- programs and projects designed to provide for the treatment of youth's dependence on or abuse of alcohol or other addictive or nonaddictive drugs
- community-based programs that provide follow up post-placement services to adjudicated juveniles, to promote successful reintegration into the community.

### **Allocation of Subaward Funds**

Funds granted to the Commonwealth of Kentucky by the DOJ are further subawarded by the Department of Juvenile Justice to state agencies, units of local government, and not-for-profit agencies to carry out programs and projects contained in an approved application that complies with the priorities established by the DOJ and the Commonwealth. Programing collaborative partnerships are encouraged.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) encourages the use of evidence-based programs and practices. Evidence-based programs and practices generally have one or more rigorous outcome evaluations that demonstrated effectiveness by measuring the relationship between the program and its intended outcome(s). This includes measuring the direction and size of a change in outcome and the extent to which a change may be attributed to the activity or intervention. The methodology of the evaluation should rule out, to the extent possible, alternative explanations for the documented change.

### **Award Authorization**

Submitted applications are subject to programmatic and financial review by Juvenile Justice Advisory Board (JJAB) Grant Subcommittee and DJJ staff. External subject matter expertise may be incorporated into the application review process as needed or required by federal program guidelines. Applications will be scored numerically by assigned reviewers through completion of a structured application review questionnaire. DJJ may request additional information or clarification from applicants to complete review of the application to inform funding recommendations. Subaward recommendations are subject to approval from the Office of the Governor.

### **Award Notification and Acceptance**

Written notification of award decisions will be issued by the Commissioner of DJJ or authorized designee and delivered via email to the Agency Representative listed in the application. Applicants recommended for funding will receive instructions on award acceptance from DJJ Grants Branch. Approved applicants may be required to make modifications to application program pages to provide supplemental information or budget pages based upon the actual amount of the award. Should any modifications be necessary, DJJ Grants Branch will provide instructions on required modifications. Modifications must be completed in a timely fashion to ensure award acceptance before the beginning of the project period.

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### **Allowable Costs**

Funds subawarded to an eligible program must be spent to provide services to individuals up to eighteen (18) years of age as described above in “Program Purpose Areas.” Recipients are required to accept youth referred by the Department of Juvenile Justice for services. Cost are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the Uniform Requirements 2 C.F.R. Part 200, Subpart E. Allowable costs must be defined within the application budget.

### **Limitations on the Use of Title II Fund**

#### **Indirect Costs and De Minimis**

Agencies may charge a Federally negotiated indirect cost rate or the de minimis rate to Title II subawards.

**Indirect Costs.** Applicants with a current (unexpired) federally approved indirect cost rate may charge indirect costs to an award. A copy of the approved negotiated indirect cost rate agreement letter from the cognizant federal agency must be uploaded with the application. Applicants may visit <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/indirectcosts.pdf> for instructions on submitting an indirect cost rate proposal.

**De Minimis.** Subrecipients are permitted to charge 15% of the organization’s Modified Total Direct Costs (MTDC), also known as the *de minimis* indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC **excludes** equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, and participant support costs. The 10% rate is also known as a “de minimis” indirect cost rate. See [2 C.F.R. § 200.1](#). **Note: Subrecipients are not permitted to claim indirect costs for expenses that are also being allocated as direct costs to the subaward. See [2 C.F.R. § 200.403\(d\)](#).**

#### **Matching Funds for Other Federal Awards**

Title II award funds may not be used to match other federal awards.

#### **Prohibition on Supplanting**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated or allocated for the same purpose. Potential supplanting will be the subject of the application review, pre-award review, post-award monitoring, and

possible audit. The grant application should clearly demonstrate that Title II funds will not supplant state or local funds. Applicants and subrecipients may be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or anticipation of Federal funds. See [Chapter 2.3](#) of the [DOJ Grants Financial Guide](#) for guidance on maintaining documentation to demonstrate non-supplanting.

### **Lobbying**

In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. Recipients and subrecipients must comply with the provisions in [2 C.F.R. § 200.450 \(Lobbying\)](#) and [18 U.S.C. 1913](#) as appropriate. See [Chapter 2.1](#) of the [DOJ Grants Financial Guide](#) for more information on lobbying restrictions. Should any question arise as to whether a particular use of award funds might fall within the scope of these prohibitions, the applicant must contact DJJ Grant Branch for guidance, and may not proceed without the express prior written approval of DJJ Grant Branch.

### **Fundraising**

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 subrecipient from engaging in fundraising activities, as long as such activities are not financed by federal grant funds.

### **Unallowable Costs**

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), Title II award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Gift cards
- Purchase of real property
- Physical modifications to buildings, including minor renovations
- Construction
- Research projects
- Automobiles
- Immigration fees or
- Civil legal representation in a lawsuit based on a tort claim.

### **Administrative and Financial Requirements**

In addition to the specific requirements set forth by the federal program through which grant funding is made available, grants administered by JPSC are governed by the administrative and financial requirements of the following:

- **2 C.F.R. Part 200 – Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards**  
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- **DOJ Grants Financial Guide:** <https://www.ojp.gov/funding/financialguidedojo/overview>

- **GMD Management Policies and Procedures:** <https://justice.ky.gov/Departments-Agencies/GMD/Documents/GMD%20Policy%20%26%20Procedure%20Manual%20-%20REVISED%2012-15-23.pdf>
- **Kentucky Finance and Administration Cabinet, Manual of Policies and Procedures**  
<https://finance.ky.gov/office-of-the-secretary/office-of-policy-and-audit/Documents/FINAL%202015%20FAP%20Manual%20corrections%20%28Pg%2080%20revisio n%20+%20111-43-00%29%20071516.pdf>

If awarded funds through this solicitation, subrecipients are responsible for reviewing and understanding all subaward terms and conditions, including requirements incorporated by reference, in full. Subaward conditions are material requirements of the subaward. Failure to comply with one or more conditions of the award may result in the withholding of award funds, disallowance of costs, or subaward suspension or termination.

### **Civil Rights Requirements**

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements. See the [OJP Office for Civil Rights \(OCR\)](#) webpage for additional information and resources.

### **OJP General Terms and Conditions**

Applicants are encouraged to review the [OJP Award Conditions](#) for general award conditions applied to all awards made by OJP. These conditions do not supersede any specific conditions passed through to subrecipients through subaward terms and conditions.

### **Financial System Requirements**

Subrecipients are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. The financial records must account for all charges paid for with federal funding and demonstrate how the charges support the objectives of the award. See DOJ Grants Financial Guide ([Chapter 2.3 Standards for Financial Management Systems](#)) for financial system requirements.

### **Cost Allocation**

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be readily determined, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis, with certain exceptions. See [2 C.F.R. § 200.405](#) for additional information.

### **Supporting Documentation**

Subrecipients must maintain records, including source documentation, supporting the use of grant funds that are sufficient to trace funds to a level of expenditure adequate to establish that such funds have been used in accordance with the federal statutes, regulations, and terms and conditions of the subaward ([2 C.F.R. § 200.302](#)). Programmatic and financial records must fully disclose and document the amount and disposition of Federal funds received. Items that must be included are, at minimum, but not limited to:

financial documentation for any disbursements; cancelled checks, paid bills, payroll records, daily time and effort records specifying time devoted to allowable grant activities; job descriptions; and contracts for services. Incomplete or inaccurate supporting documentation will delay reimbursement payment and may result in costs being disallowed.

### **Procurement**

All procurement actions are subject to the procurement requirements established within [2 C.F.R. Part 200 Subpart D – Procurement Standards](#), DOJ Grants Financial Guide ([Section 3.8 Procurement Under Awards of Federal Assistance](#)), and the documented procurement procedures maintained by the subrecipient organization. If the applicant elects not to establish a procurement policy of their own, they must adopt the Kentucky Model Procurement Code found in [KRS Chapter 45A](#). Subrecipients shall follow the same policies and procedures for procurements supported in whole or in part by Federal funds as used for procurements from other funding sources, unless the subrecipient policy provisions are more lenient than those in [2 C.F.R. § 200.318](#).

Prior written approval is required for any procurement transaction costing \$5,000 or more. Applicants and subrecipients shall submit a completed Procurement Request Form with the application or as soon as the need for procurement is recognized. A link to the Procurement Request form is provided on the relevant application budget pages. This requirement applies to the amount of the total procurement, regardless of whether the procurement is supported fully by federal funds or only in part. Procurement actions shall not be artificially divided to avoid any of the required reviews of procurement requests. For a sole source procurement over the Federal simplified acquisition threshold (SAT) of \$250,000, written pre-approval must be obtained from both JPSC and the federal awarding agency. Before submitting a request for a sole source procurement, applicants should carefully review the conditions governing this type of procurement in [2 C.F.R. § 200.320](#) and the DOJ Grants Financial Guide ([Section 3.8 Procurement under Awards of Federal Assistance](#)).

### **Potential Evaluation of Programs and Activities**

DJJ may conduct or support an evaluation of the programs or activities funded under this solicitation. If awarded funds under this solicitation, subrecipients will be required to cooperate with program related assessment or evaluation efforts, including through the collection and provision of information or data requested by DJJ (or its designee) for the assessment or evaluation of any activities or outcomes of activities funded under a subaward. The information and data requested may be in addition to the financial and performance data already required under the program.

### **Reporting Requirements**

Applicants awarded funding through this solicitation will be required to produce various types of reports, including monthly financial and quarterly performance reports. Subrecipients will be required to submit financial and progress reports to Title II Program Administrator within fifteen (15) days of the close of each reporting period. Additionally, at the conclusion of the project period, subrecipients shall submit a final, annual report documenting all relevant project activities during the entire subaward period. Near the end of the project period, the Title II Program Administrator will notify subrecipients, by email, of the date the report is due and in what format or system it should be submitted.

### **Closeout**

Subrecipients are required to submit financial and progress reports within fifteen (15) days of the close

of the project period. However, DJJ recognizes that some costs may be incurred during the project period but not yet liquidated before that report is due. In order to close out the subaward, such costs may be submitted for reimbursement via a Liquidation Report no later than 90 days after the end of the project period. Any funds not expended (liquidated) at the end of the 90-day period will revert to DJJ, unless a grant award modification extending the liquidation period has been approved.

### **Application Instructions**

Applicants are advised to read the instructions at the top of each page before populating and saving. The precision with which an applicant follows application instructions is an important factor in application review and scoring. Most [Intelligrants 10.0 \(IGX\)](#) text boxes display the maximum number of characters allowed per field. Applicants are encouraged to draft application content in a word processing document which tracks the number of characters and allows for spelling and grammar corrections, formatting, and other changes. In addition, [Intelligrants 10.0 \(IGX\)](#) “times out” after 20 minutes. Applicants are strongly encouraged to copy and paste content from a word processing document to ensure information is not lost after a period of inactivity and to save page changes frequently.

### **Applicant Information**

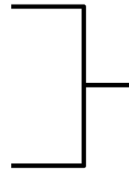
#### **Agency Information**

##### **Legal Name**

Enter the legal name of the organization as registered in the [Kentucky Secretary of State Business Entity Registry](#).

##### **eMARS Vendor Code**

For assistance obtaining a Kentucky Vendor ID or updating an existing Vendor Profile, visit the Commonwealth of Kentucky’s Vendor Self Service Portal at <https://vss.ky.gov/vssprod-ext/Advantage4>.



Ensure the Legal Name reported on this page matches the organization's [eMARS Vendor Name](#) and current Business Name in the Commonwealth of [Kentucky Secretary of State Business Entity Registry](#).

##### **Employer Identification Number**

Employer Identification Number (EIN) issued by the [Internal Revenue Service](#)

##### **System for Award Management Unique Entity Identifier**

Proof of active Unique Entity Identifier (UEI) from the federal System for Award Management (SAM). First-time SAM registrants can request UEIs by visiting <https://sam.gov/content/duns-uei>.

##### **Mailing Address**

Address to which official grant correspondence may be delivered.

##### **Phone Number**

Main phone number of applicant organization.

### **Agency Type**

Select from unit of state government, unit of local government, or non-profit organization.

### **Agency Overview**

Provide a brief description of the applicant agency and key positions within the organizational structure who would be responsible for project implementation to demonstrate applicant capacity to successfully administer proposed grant project.

### **Proof of Non-Profit or Tax-Exempt Status (If Applicable)**

Non-profit applicants must certify their status as a non-profit or tax-exempt organization by attaching one or the following: (a) copy of the recipient's IRS 501(c)(3) designation letter; (b) letter from the state/territory taxing body or Attorney General affirming the applicant is a non-profit organization, or (c) copy of the applicant's state/territory certificate of incorporation that substantiates its non-profit status. **If the applying organization has undergone an official name change since the IRS 501(c)(3) letter was received, either an IRS Name Change Letter or an updated designation letter must also be submitted.**

### **Board of Directors Listing (If Applicable)**

#### **Points of Contact**

- **Authorized Official** – The person authorized to apply for, accept, decline, or cancel the grant on behalf of the applicant's organization (e.g., state agency head, county judge executive, city mayor, county attorney, executive director, etc.).
- **Designee (Optional)** – The Authorized Official may delegate another agency official with authority to sign award documents and other grant documentation on their behalf by attaching a signed designee letter.
- **Project Director** – The employee of the applicant who will be responsible for operation of the project and program activity reporting.
- **Financial Officer** – The chief financial officer of the applicant organization (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all the financial aspects of the grant's management including submission of financial reports. The Financial Officer assigned to the award should not be assigned multiple roles on this page to promote segregation of duties.

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### **Certifications and Disclosures**

#### **Solicitation Requirements**

Acknowledgment and acceptance of solicitation requirements, including requirements incorporated by reference.

#### **Application Terms and Conditions**

Applicants must thoroughly review and accept the Application Terms and Conditions. Terms and conditions include pass-through [DOJ Certified Standard Assurances](#) and additional provisions applied by JPSC.

**DOJ Certifications**

Applicants must thoroughly review and accept the [DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements; Law Enforcement and Community Policing.](#)

**Financial Capability**

Complete the web-based Financial Capability Questionnaire and indicate whether applicant organization has been designated “high risk” by DOJ or another federal grant-making agency. Upload a copy of organization’s most recent audit and management letter(s) (if applicable) to the Organization Audits section of the Organization Details page using the link provided on the application page. Future audits are due no later than nine (9) months after the close of each fiscal year during the term of the award.

**Civil Rights Compliance**

Review the Equal Employment Opportunity (EEO), Office for Civil Rights (OCR) Training, and Meaningful Access requirements applicable to all recipients and subrecipients of DOJ funding. Complete the appropriate EEOP Report Builder based on the applicant’s relationship to DOJ to generate a Verification Form. Upload a copy of the EEO Verification Form and Utilization Report (if applicable) to the EEO page of the Organization Profile using the link provided on the application page.

- **Subrecipient EEOP Report Builder** – Use this form if applicant organization does NOT receive a direct award from DOJ: <https://eeop.ocr.ojp.gov/certsub/homepage>
- **Direct Recipient EEOP Report Builder** – Use this form if applicant organization receives a direct award from DOJ: <https://eeop.ocr.ojp.gov/cert/homepage>

**Meaningful Access: Limited English Proficiency**

Upload a copy of the applicant’s Limited English Proficiency (LEP) plan to the Organization Profile using the link provided on the application page. New applicants without an established LEP plan may upload a [Language Access Plan Worksheet.](#)

**Additional Requirements**

**Disclosure of Lobbying Activities**

All applicants must disclose the existence or nonexistence of lobbying activities by completing and attaching Form [SF-LLL](#) according to the instructions below.

<b>1. Type of Federal Action</b>	B. Grant
<b>2. Status of Federal Action</b>	A. Bid/offer/application
<b>3. Report Type</b>	A. Initial filing
<b>4. Name and Address of Reporting Entity</b>	Select “Subawardee” designation and enter applicant address
<b>5. Name and Address of Prime Awardee</b>	Kentucky Justice and Public Safety Cabinet 125 Holmes Street Frankfort, KY 40601
<b>6. Federal Department/Agency</b>	List the Federal Awarding Agency listed on the

	solicitation cover page
<b>7. Federal Program Name/Description</b>	List the Federal Program Name listed on the solicitation cover page
<b>8. Federal Action Number</b>	—
<b>9. Award Amount</b>	—
<b>10a. Name and Address of Lobbying Registrant</b>	If applicant has paid or will pay funds for lobbying, enter all the details required in sections 10a and 10b. If applicant does not lobby, enter N/A in sections 10a and 10b.
<b>10b. Individual Performing Services</b>	

**Determination of Suitability**

If the purpose of some or all activities to be carried out under the proposed project is intended to benefit a set of individuals, subrecipients must make determinations of suitability in advance for each individual reasonably expected to have unaccompanied contact with a minor. See <https://justice.ky.gov/Departments-Agencies/GMD/Pages/suitability.aspx> for details of this requirement. Upload a completed [Determination of Suitability Certification Form](#). A new form must be completed with each application, regardless of whether the applicant has received funding for a similar project in the past.

**Conflict of Interest Disclosure (If Applicable)**

All applicants are required to disclose in writing any potential conflict of interest, either in fact or appearance, as defined in [Chapter 3.20](#) of the [DOJ Grants Financial Guide](#). Potential conflicts of interest must be disclosed on agency letterhead and uploaded to the Attachments Page of this application. Disclosures of potential conflicts of interest are required for each grant period regardless of existence or prior disclosure in a previously funded grant year.

**Project Information**

**TITLE II Purpose Areas**

TITLE II funds may only be used to support proposed projects that support one or more of the listed OJJDP purpose areas. Please only select those purpose areas which are the clear focus of the proposed project.

**Kentucky Program Priority Areas**

Kentucky identified four (4) purpose areas for use of its TITLE II funds within the [Title II Formula Grant Program – Three Year Plan](#). The application review tool allocates additional points to project proposals that support one or more of Kentucky’s goals or priority areas.

**Project Details**

- **Project Title**
- **Project Abstract**  
 A proposal abstract summarizing the proposed project, including the purpose of the project, primary

activities, expected outcomes, the service area, and intended beneficiaries will be completed in the Intelligrants 10.0 (IGX) web-based form. This abstract should be written in the third person and may be made publicly available on the JPSC website if the project is awarded.

- **Project Period**

Enter the requested project period beginning and end dates.

- **Proposal Narrative**

Proposals should be concise, clearly written, and fully convey the project for which funds are being requested. Points must be supported by current local facts and data, with appropriate citations. The proposal narrative should describe the detailed strategy, activities, resources, and implementation of the project and consist of each of the following sections:

- a. Description of the Issue (or Statement of the Problem)

- b. Project Design and Implementation

Describe and explain the need for each component of the proposed project, including how currently available services are inadequate to meet the needs of at-risk or justice-involved youth.

- c. Capabilities and Competencies

Describe the management structure and staffing, specifically identifying the key person(s) responsible for carrying out program or project activities to demonstrate the capability to successfully implement the project. Describe how the applicant currently works with at-risk or justice-involved youth and how this project will support and enhance that work in one or more Kentucky Title II Program Priorities.

- d. Plan for Collecting the Data Required for Performance Measures

Applicants are strongly encouraged to incorporate research-based practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows the practice is effective, discuss the population(s) for which this practice has shown to be effective, and show that it is appropriate for the proposed target population.

- **Proposal Citations**

Provide a list of verified sources for the data to support proposal narrative content.

## **Goals, Objectives, and Performance Measures**

- **Goals, Objectives, and Performance Measures Table**

Indicate the long-term goal(s) the project should achieve, and at least one associated objective and performance measure for each goal. Goals are broad intentions that represent the desired, long-term purposes of the grant project. Objectives should be **specific, measurable, achievable, relevant, and timebound (SMART)** and clearly linked to the goal. Performance measures are numerical descriptions of the applicant's work on the project and must be clearly connected to the project goals and objectives. Measures must be appropriate and collectable and include outcomes that relate to project objectives.

- **Evaluation Plan**

Describe the data that will be collected and how it will be used to measure the effectiveness or success of the project. Clearly define data collection methodologies and how the information collected will be used to guide, assess, and monitor the project. The data collection methodology must include appropriate and collectable data and address the following components: (a) who will be responsible for data collection, (b) source(s) of data (internal and external), (c) collection tool(s) used to obtain or organize data, and (d) how often data will be collected.

- **Project Timeline**

Attach a Project Timeline, Time/Task Plan, Logic Model, or comparable document showing how the project will be implemented over the period of performance. At a minimum, the timeline must include tasks to be accomplished and milestones. The timeline must cover the entire period of performance.

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### **Project Coordination Narrative**

- **Community Impact of Coordination Efforts**

Describe how the applicant will work with community partners to enhance project success. Describe in detail how planned collaboration with agencies who provided letters of support will substantively contribute to proposed project.

- **Letters of Support**

Attach three (3) letters of support or memorandums of understanding.

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### **Agency Performance**

Applicants proposing continuation funding will provide a description of funded services provided in the last year. Description must include the number of clients served, services provided, and counties served. New applicants must provide an overview of services provided in the last year. Additionally, all applicants will describe agency outreach and services to unserved and/or underserved populations in the past year and are encouraged to explain how the proposed project will enhance agency performance.

### **Budget**

Applicants will construct budgets using web-based budget pages within the application in [Intelligrants 10.0 \(IGX\)](#). Budget forms must be completed in detail, with amounts rounded to the nearest whole dollar.

Budget pages display columns for cash match, in-kind-match, and federal share values. Use the **federal share** column to enter requested grant expenditures. Do not enter values in the match columns unless match is required. See solicitation cover page for the match requirement of this funding opportunity.

Categorize line items into the appropriate budget category according to the instructions provided within this solicitation. There are six (6) budget categories:

1. Personnel

2. Contractual Services
3. Travel and Training
4. Operating Expenses
5. Equipment

If awarded funds through this solicitation, budget revisions may be required during the award acceptance process based on the availability of funds or removal of expenses not supported under the grant program. **Changes to the approved project budget are not permitted without written prior approval from GMD through the Grant Award Modification (GAM) process.**

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### Personnel

Applicants may request funds to support salary and fringe benefits for positions whose work is specifically related to implementing project activities, including time spent fulfilling grant-specific administrative requirements (time and activity reporting, maintenance of project records, reporting, etc.). See [Chapter 3.9](#) of the [DOJ Grants Financial Guide](#) for allowability and supporting documentation requirements.

- Each position must be listed by title, total gross salary rate for the position, percentage of the position's time devoted to project activities, and total budgeted cost for the position.
  - Include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title. *Example Position Title:* FT Therapist.
  - If requesting funds for multiple positions with the same position title, differentiate between them in a consistent way (e.g., FT Therapist 1, FT Therapist 2, etc.).
  - To be eligible for reimbursement, fringe benefits must be available to all staff regardless of whether the position is grant-funded.
  - Grant reimbursement for health, vision, and dental coverage is limited to the cost of an individual plan.
  - Upload a position description to demonstrate the responsibilities and duties of each position in relation to fulfilling the project goals and objectives.
  - Do not create personnel pages for contractors who regularly function as agency staff members. Such individuals should be listed individually on the Contractual Services budget page.
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### Contractual Services

Compensation for individual consultant rates shall not exceed \$650/day or \$81.25/hour. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for the actual performance. Subrecipient must screen all contractors and vendors for suspension or debarment from receiving federal funds. No grant funds may be paid to contractors or vendors who are ineligible to receive them due to suspension or debarment.

Contracts must be submitted to GMD as an attachment to the next financial report filed following execution of the contract. Documentation demonstrating how the contract was procured shall be maintained by the subrecipient and available for review during monitoring or upon request. **If a subrecipient has paid a contractor with grant funds without a contract in place, the subrecipient may be required to repay all related contractual expenses for failure to properly support the use of award funds.**

For information on contract assistance, including contract types and sample language, see *Guide to Procurements Under DOJ Grants and Cooperative Agreements* (revised November 2020) at <https://www.ojp.gov/doj-guide-to-procurement-procedures>.

- List each consultant, product, or service to be procured by contract, estimated cost, and planned procurement method.
- Indicate the planned method of procurement for each cost item. If the planned procurement amount exceeds \$5,000, upload a completed Procurement Request Form and supporting documentation using the upload fields provided. A link to the Procurement Request Form is available on this budget page.
- For each contractual line item requested, applicants should upload the following documents as a single PDF packet using the upload boxes available on the Contractual Services budget page:
  - A copy of the proposed contractual agreement, if available. Dates should be specific to the project period. The compensation rate must be specified.
  - Job description for any contractors who regularly function as agency staff members.
  - Resume for any contractors who regularly function as agency staff members.

### **Travel and Training**

Applicants may request funds to support necessary travel and training expenses, such as transportation, lodging, airfare, and subsistence for employees for travel and training activities directly related to project activities. Requested travel expenses may not exceed the cost limits established by the Kentucky Finance and Administration Cabinet. See <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx> and [200 KAR 2:006](#). If the travel and reimbursement policies of the applicant or subrecipient are more restrictive than those of the Commonwealth, the most restrictive policy must be followed.

- Itemize travel expenses of project personnel.
- Describe the purpose of each travel expenditure.
- Identify the location of travel, if known.
- Show the basis of computation.
- Travelers are not eligible to receive meal reimbursements for meals included within conference or training registration fee.

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### **Operating Expenses**

Operating expenses include items essential for the ongoing operation of the project. Allowable operating costs include but are not limited to rent, utilities, internet, telephone, costs of performing background checks for grant personnel, printing, supplies, equipment lease or rental fees, reasonable costs for technology, furniture, and other similar items with a unit price of less than the lower of \$5,000 or the applicant's capitalization threshold, and federally negotiated indirect cost rate or de minimis. Technology costs that comprise an *information technology system* (as defined in [2 CFR § 200.1](#)) with a total cost greater than \$5,000 must be categorized as Equipment.

- List each requested cost item. Items that are individually represented on inventory logs, items assigned to specific individuals, and non-consumable items (e.g., computers, tablets, printers, etc.)

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must be presented as discrete line items within the budget to be eligible for reimbursement.

- Show the basis of computation including cost allocation methodology.
  - Upload available supporting documentation to substantiate requested amounts.
  - If applicant requests funds for indirect costs, a copy of the current (unexpired) Federally approved indirect cost rate agreement must be uploaded.
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### Equipment

List non-expendable items with a unit price of \$5,000 or more and a useful life greater than one year on this page. Note: If the applicant's capitalization policy for classification of equipment establishes a lower threshold, the lower threshold should be applied. Items of equipment may include information technology systems as defined by [2 CFR § 200.1](#). Applicants are encouraged to analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances. Equipment purchases funded with this award must be completed within the first four (4) months of the project unless specific written approval is given by GMD.

- List each requested cost item, estimated cost, and planned procurement method. Items that are individually represented on inventory logs must be presented as discrete line items within the budget to be eligible for reimbursement.
  - Indicate the planned method of procurement for each cost item. If the planned procurement amount exceeds \$5,000, upload a completed Procurement Request Form and supporting documentation using the upload fields provided. A link to the Procurement Request Form is available on this budget page.
  - Show the basis of computation including cost allocation methodology. Equipment purchased and used by two or more programs must be appropriately prorated by program use.
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### Budget Narrative

The budget narrative should present a complete itemization of **all** proposed costs for the full period of performance expected for completion of the project. The purpose of the budget narrative is to communicate how the applicant estimated **all** costs, and how **each** cost is necessary to the completion of the project. The narrative should:

- Include a thorough and clear description of **every** cost included in the total project budget;
  - Describe the purpose of **every** line item in reference to project objectives;
  - Correspond clearly with the line items listed on each budget page; and
  - Provide a detailed computation for **every** budget item line item, listing the total cost of each and showing how it was calculated by the application.
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### Financial Reporting Schedule

Financial Reports shall be submitted on a quarterly basis unless a financial reporting schedule hardship waiver is granted. If requesting to file monthly requests for reimbursement, the following documentation must be uploaded at the time of application:

- Hardship Waiver Request Letter prepared on agency letterhead detailing the financial hardship
  - Most Recent Statement of Financial Position
  - Last Year-End Statement of Financial Position
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### **Budget Summary**

The budget summary is auto-populated with data from the other application pages and is not able to be altered by the applicant. If errors appear in this section, it often means there is an error on one or more of the budget pages. An exclamation point symbol (!) may appear in the title of a budget page that contains errors. If errors persist after corrections to other budget pages have been made or no data appears in the budget summary, contact the IGX Service Desk at [JUSIGX@ky.gov](mailto:JUSIGX@ky.gov).

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### **Application Submission**

Applicants must finalize submission by changing the status of the application to “Application Submitted” using the Status Options menu on the left side of the page. The Authorized Official listed on the Contact Information page will receive a confirmation e-mail upon submission of the grant application. If the applicant is unable to confirm application submission, believes they have cancelled an application in error, or believes a system error has occurred that prevented successful submission, the applicant must contact GMD at [JUSIGX@ky.gov](mailto:JUSIGX@ky.gov) in advance of the submission deadline to allow for confirmation or further inquiry. Requests for reconsideration of submission deadline compliance will only be considered for applicants providing sufficient documentation of both timely contact with GMD and identification of a specific, verifiable system error.