

**COLORADO DIVISION OF  
CRIMINAL JUSTICE**

**OFFICE OF ADULT & JUVENILE  
JUSTICE ASSISTANCE**

**2019 Law Enforcement Assistance  
Grant Program (LEAGP)**

**Intent to Apply & Application  
Instructions**

**Intent to Apply Deadline: 12/7/18**

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# GENERAL INFORMATION

## DEFINITIONS/ACRONYMS/ABBREVIATIONS

<b>Applicant Agency</b>	The local law enforcement agency which is applying for the Law Enforcement Assistance Grant funds, created pursuant to 24-33.5-522 C.R.S.
<b>DCJ</b>	Division of Criminal Justice - One of five divisions within the Colorado Department of Public Safety
<b>DUNS</b>	Dun & Bradstreet Data Universal Numbering System ( <b>DUNS</b> ) number which is a unique number that identifies an organization and helps track the distribution of grant money. These are required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.
<b>LEAGP</b>	Law Enforcement Assistance Grant Program
<b>Legal Entity</b>	The legal entity that will be listed on the Grant Agreement, if awarded. This entity must have authorization to enter into a legal binding contract. (Examples: Town of Granby dba Granby Police Department, City of Colorado Springs dba Colorado Springs Police Department)
<b>LEAGP Working Group</b>	The Working Group which reviews project applications and makes funding recommendations.
<b>OAJJA</b>	Office of Adult and Juvenile Justice Assistance. The office within DCJ that administers the LEAGP and other state and federal grants.
<b>Grant Agreement (GA)</b>	Issued to approved projects, it is the contract between DCJ and the applicant agency.
<b>Signature Authority</b>	This is the individual authorized to enter into binding commitments on behalf of the applicant agency (Legal Entity above). For local units of govt., this will normally be a city manager or mayor.
<b>ZOOMGRANTS</b>	The Grant Management System in which projects are submitted and grants administrated

**AMOUNT AVAILABLE:** There is up to \$1,423,274 available for grants in the 2019 Law Enforcement Assistance Grant program (LEAGP).

**PURPOSE OF THE FUNDS:** The purpose of the Law Enforcement Assistance Grant Program is for law enforcement agencies to apply for grants up to the amount of money that the agency can establish that it would have received except for Section 16-13-306.5 or 16-13-504.5 C.R.S. Broadly, grant money is to be used for operations and investigations, training and education, equipment and supplies, joint community-based programs, support of community based programs, or any other purpose that would have been permissible under federal equitable sharing guidelines (see <https://www.justice.gov/criminal-afmls/file/794696/download>). Further, grant money can be used only to supplement and not supplant money received by the applicant agency from other sources.

**ELIGIBILITY:** Seizing law enforcement agencies, as defined in Section 16-13-301 (2.7), eligible for reimbursement for money that the agency would have received except for section 16-13-306.5 or 16-13-504.5 C.R.S.

One application per law enforcement agency per funding year will be permitted with the exception of law enforcement agencies serving as the fiscal agent for Multi-Jurisdictional Task Forces (MJTF) seeking reimbursement as individual agencies and then also as a fiscal agent of a MJTF.

**16-13-306.5. Limitations on receipt of forfeiture payments from federal agencies**

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(1) A seizing agency or participant in any joint task force or other multijurisdictional collaboration shall accept payment or distribution from a federal agency of all or a portion of any forfeiture proceeds resulting from adoption or a joint task force or other multijurisdictional collaboration only if the aggregate net equity value of the property and currency seized in a case is in excess of fifty thousand dollars and a forfeiture proceeding is commenced by the federal government and relates to a filed criminal case.

(2) Subsection (1) of this section shall not be construed to restrict seizing agencies from collaborating with a federal agency to seize property that the seizing agency has probable cause to believe is the proceeds or instruments of a crime through an intergovernmental joint task force.

**16-13-504.5. Limitations on receipt of forfeiture payments from federal agencies**

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(1) A seizing agency or participant in any joint task force or other multijurisdictional collaboration shall accept payment or distribution from a federal agency of all or a portion of any forfeiture proceeds resulting from adoption or a joint task force or other multijurisdictional collaboration only if the aggregate net equity value of the property and currency seized in a case is in excess of fifty thousand dollars and a forfeiture proceeding is commenced by the federal government and relates to a filed criminal case.

(2) Subsection (1) of this section shall not be construed to restrict seizing agencies from collaborating with a federal agency to seize property that the seizing agency has probable cause to believe is the proceeds or instruments of a crime through an intergovernmental joint task force.

**16-13-301 Definitions**

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(2.7) "Seizing agency" means any agency that is charged with the enforcement of the laws of this state, of any other state, or of the United States and that has participated in a seizure or has been substantially involved in effecting a forfeiture through the development of evidence underlying the claim for forfeiture or through legal representation pursuant to this part 3. The department of corrections, the division of parks and wildlife in the department of natural resources, and a multijurisdictional law enforcement task force shall be deemed to be included under this definition.

**REQUIREMENTS FOR DEMONSTRATING AMOUNT OF DECLINED EQUITABLE SHARING FUNDS FOR WHICH REQUESTING REIMBURSEMENT:** Applicants can apply for reimbursement for the amount of funding the applicant would have received of the aggregate net equity value of the property and currency seized in a federal case which is fifty thousand dollars or less, where a forfeiture proceeding was commenced by the federal government, was related to a filed criminal case, and the declination of funds from the federal government occurred after August 9, 2017 due to Section 16-13-306.5 or 16-13-504.5 C.R.S.

Applicants must submit their list of declined seizures (after August 9, 2017) via the Federal Eshare portal report of declined seizures. The report should list the following information (please highlight the lines/rows which list the property or currency and amount seized for which reimbursement is being sought):

- As of date of report
- Asset ID
- Processing Agency
- Description
- Sharing Status (must show Declined By Recipient)
- Decided Share
- Asset Type
- Asset Value (aggregate net equity value of the property and currency seized in a case must be \$50,000 or less)
- Hours Worked (listing hours worked by all law enforcement agencies)
- Sharing Decision Date
- Processing Agency Seizure No
- Requesting Agency Case No
- Seizure Date
- Forfeiture Decision Date
- Forfeiture Type
- Forfeiture Decision (must show Approved)
- Pending Appeal (must not be under Appeal)

**How much of the seized assets values for each federal case can an agency apply for?**

Applicants can apply for only the percentage of seized assets for which it would have been eligible to receive reimbursement if not for Section 16-13-306.5 or 16-13-504.5 C.R.S.

Under the federal guidelines, no more than 80% of the asset value is eligible to be dispersed to local law enforcement, therefore applicants under this LEAGP can apply for up to 80% of a seized asset's value. If multiple agencies were involved in the case, each agency's portion will be determined by the proportion of hours worked by the applicant agency of total hours worked by all agencies.

Because this is a new grant program, additional information may be requested by DCJ to assist it and the LEAGP Working Group in making funding decisions.

So by example, in the Federal Eshare portal Report example provided, the total value under Asset Value Column comes to \$25,450.00. The case asset value is not larger than \$50,000 so the amount of assets seized under this case are eligible for reimbursement. This LEAGP grant would reimburse up to 80% of that amount, or \$20,360 ( $\$25,450 \times 80\% = \$20,360$ ).

If 2 local law enforcement agencies worked on the above case with the federal agency and Agency A worked 30 hours and Agency B worked 70 hours which total 100 hours, then agency A is eligible for 30% ( $\$20,360 \times 30\% = \$6,108$ ) and Agency B is eligible for 70% ( $\$20,360 \times 70\% = \$14,252$ ).

\*If the total of the requests for funding approved exceed the total amount available for grants, all

projects recommended for funding will be awarded the percent of available funds that equals the percent they would otherwise be eligible to receive of the total approved requests. These reductions are not eligible for reconsideration.

**HOW TO APPLY:** This will be a two-part application process.

**Step One:** Applicant will submit an **Intent to Apply** showing the total amount requested and provide the necessary back up documentation. DCJ/OAJJA staff and the LEAGP Working Group will review the request and supporting documentation to determine the amount eligible for reimbursement. Clarifying information will likely be requested from applicant since this is a new program.

**Step Two:** Once the final amount to be awarded is established, the applicant will be asked to complete formal application which provides details on how the funds will be spent. Applicants must apply and submit their 2019 LEAGP Application on-line.

**PROJECT MATERIALS:** Grant announcement, intents to apply, full project applications and instructions can be obtained through the on-line application system, ZOOMGRANTS at <https://www.zoomgrants.com/zgf/LEAGP>.

For questions regarding ZOOMGRANTS, contact Lyndsay Clelland at [lyndsay.clelland@state.co.us](mailto:lyndsay.clelland@state.co.us). For questions other than technical ZOOMGRANTS issues, contact Meg Williams at [meg.williams@state.co.us](mailto:meg.williams@state.co.us) or 303-239-5717.

**INTENT TO APPLY SUBMISSION DATE:** Applicants must submit an Intent to Apply including requested backup documentation by December 7, 2018.

**LEAGP WORKING GROUP:** The LEAGP Working Group is comprised of members representing the County Sheriff's of Colorado (CSOC), Colorado Association of Chiefs of Police (CACP), Fraternal Order of Police (FOP), Colorado State Patrol (CSP), and Colorado Bureau of Investigations (CBI). This working group assisted the DCJ in crafting and refining the application process assuring clarity on how to determine what can and cannot be funded, ascertaining if applicant provided appropriate documentation to determine the amount of funds for which they are eligible, and finally assisting DCJ in making funding decisions.

**PERMISSIBLE USES OF THE FUNDS:**

By applying for LEAGP funding, applicant is agreeing that use of the LEAGP funds will only be used for operations and investigations, training and education, equipment and supplies, joint law enforcement and public safety operations, support of community-based programs, or any other purpose that would have been permissible under federal equitable sharing guidelines.

**Law enforcement operations and investigations-** Support of investigations and operations that further the law enforcement goals or missions. Examples include reward money (annual dues paid to a crime tip organization or payment for a specific reward for information in a specific case), recruitment and advertisement costs, agency accreditation or agency membership dues (but individual dues are impermissible), equitable sharing account maintenance fees, reimbursement to the jurisdiction for payments to informants, purchase of evidence, buy-back programs, and "buy" money.

**Law enforcement training and education-** Training of investigators, prosecutors, and sworn and non-sworn law enforcement personnel in any area necessary to perform official law enforcement duties, such as canine handler, narcotics, defensive tactics, criminal justice, language, constitutional law, accounting/finance, or forensics—provided that the employees' regular duties require knowledge of these topics. Examples include training and conference registration fees, tuition, speaker fees, or costs to produce training curricula. This provision does not permit donations or

transfers of funds to associations or organizations providing training.

**Law enforcement equipment-** Costs associated with the purchase, lease, maintenance (including repairs or service agreements), or operation of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. Examples include furniture, file cabinets, office supplies, telecommunications equipment, copiers, safes, fitness equipment, computers, computer accessories and software, body armor, uniforms, firearms, radios, cellular telephones, electronic surveillance equipment, vehicles (e.g., patrol and unmarked vehicles), and animals and animal-related expenses.

**Joint law enforcement/public safety operations-** Costs associated with the purchase of multi-use equipment and operations used by both law enforcement and non-law enforcement personnel. Examples include 911 call center equipment, defibrillators, search and rescue boats, aircraft, and diving equipment. These expenditures are exempt from the pro-rata calculation. This provision does not include equipment to be used solely by non-law enforcement personnel, such as fire and EMS vehicles.

**Drug, gang, and other prevention or awareness programs-** Costs associated with conducting law enforcement agency awareness programs. Examples include public service announcements, meeting costs, motivational speakers, and items used or distributed by the agency such as child identification kits and anti-crime items, literature, or software. See Section V.B.1.k for supporting non-law enforcement agency community-based programs.

**Support of community-based organizations-** Transfers of shared funds from a state or local law enforcement agency to community based non-profit organizations (501(c)(3) or (4)) whose stated missions are supportive of and consistent with a law enforcement effort, policy, and/or initiative. An agency may expend up to a total of \$25,000 annually to transfer to such organizations. Examples include a drug treatment facility, job skills program, or a youth program with drug and crime prevention education. The following requirements apply:

1. Law enforcement agency head must approve the transfer and must ensure the recipient is a qualified entity;
2. Agency must ensure that all transferred funds are spent permissibly in accordance with this Guide; and
3. Agency's jurisdiction must perform applicable sub-recipient monitoring requirements.

**Law enforcement, public safety, and detention facilities-** Costs associated with the purchase, lease, construction, expansion, improvement, or operation of law enforcement, public safety, or detention facilities used or managed by the recipient agency. Examples include the costs of leasing, operating, and furnishing an off-site undercover narcotics facility. Improvements should not be made on leased property or space since the law enforcement agency will not benefit from the improvements upon termination of the lease.

Agencies must contact DCJ prior to using these funds for all improvement and expansion projects. For example, the construction of a new facility or minor renovations including drywall, electrical, HVAC replacements, and internal modifications to an existing facility. Expenditures such as lease payments or utilities do not require consultation.

**Contracts for services-** Costs associated with a contract for a specific service that supports or enhances law enforcement is permitted. Examples include translation and language assistance services, staffing and feasibility studies, auditor to perform an audit of these funds, subject matter expert, grant writer, or software developer. Employment-related contracts or contracts involving inherently law enforcement functions are prohibited.

Examples include hiring an attorney, investigator, or civilian personnel to perform tasks typically or

previously performed by agency or jurisdiction personnel. Under no circumstances should a contract for service be entered into where the payment of that service is based on a percentage of the seizures and forfeitures of the law enforcement agency.

**Law enforcement travel and per diem-** Costs associated with travel and transportation to perform or in support of law enforcement duties and activities. All related costs must be in accordance with the jurisdiction's or state's travel policy and must not create the appearance of extravagance or impropriety.

Where an applicant agency has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Denver travel rates are provided below. Contact your DCJ Program Manager for access to the State of Colorado travel rates by location of travel. (Rates are subject to change so be sure to check for updated rates periodically to ensure the correct rate is being used for your application and when seeking reimbursement of costs.

Breakfast	\$ 11.00
Lunch	\$ 16.00
Dinner	\$ 34.00
<b>Total per diem</b>	<b>\$ 61.00</b>

**Law enforcement awards and memorials-** Costs associated with the purchase of plaques, certificates, and challenge coins for law enforcement personnel in recognition of a law enforcement achievement, activity, or training. These funds may not be used to pay awards in the form of cash or cash equivalents or stored value cards.

These funds may be used to pay the costs for commemorative plaques, displays, or memorials on law enforcement property that serve to recognize or memorialize a law enforcement officer's contributions, such as a memorial plaque or stone in honor of an agency's officers killed in the line of duty. The plaque, display, or memorial must not create the appearance of extravagance.

**Matching grants-** Costs associated with paying a state or local law enforcement agency's matching contribution or share in a state or federal grant program for items other than salaries, provided that the grant funds are used for a permissible law enforcement purpose in accordance with this grant program.

**IMPERMISSIBLE USES INCLUDE BUT ARE NOT LIMITED TO:**

- Uses contrary to the laws of the state or local jurisdiction
- Personal or political use of shared assets
- Purchase of food or beverages
- Extravagant expenditures
- Petty cash account and stored value cards
- Purchases of items for other law enforcement agencies
- Costs related to lawsuits
- Loans

**REPORTING REQUIREMENTS:** Funded applicants will be required to provide a financial report quarterly showing the LEAGP funds spent. A report is necessary even if no funds were expended during any quarter, the quarterly report must just show zeroes. If funds were expended, backup documentation showing the expenses paid that match the details within the approved application budget and the corresponding totals listed in quarterly financial report must be scanned and uploaded into Zoomgrants.

**LENGTH OF FUNDING:** Grants will be awarded for up to a twelve (12) month period. The actual start date will be determined after the final decisions are made. Applicants can request an

abbreviated period (less than 12 months) if all grant activities can be completed in a shorter period of time.

**REQUIREMENTS:** Intents to apply will be reviewed by the LEAGP Working Group using the criteria listed below. If a submitted intent to apply is denied, a letter describing the reasons for the denial of funding and information on how to request reconsideration of the LEAGP Working Group decision will be sent to the applicant.

OAJJA staff will work with successful applicants regarding the full application and the requirements that must be met which include:

- Applicant meets eligibility requirements and successfully demonstrated the amount it could have received of federal equitable sharing revenue for cases that were declined at or under the \$50,000 threshold.
- Applicants have requested funding in support of costs in alignment with the outlined permissible uses of funds.
- The applicant has the ability and willingness to comply with state administrative, financial, and other reporting and record keeping requirements.
- The applicant agrees to meet the requirements of quarterly and final financial and programmatic reporting within the 15-day due date.

**REQUESTS FOR RECONSIDERATION:** Applicants who are not approved for funding or who are recommended for less than their requested amount\* are eligible to request reconsideration by supplying information that addresses the reasons for denial such as not providing the requested/required documentation. The reconsideration process will be outlined in the notification letters sent to applicants via the grants management system informing them of the initial funding decision. Final decisions will be made by the Director of the Division of Criminal Justice.

\*If the total of the requests for funding approved exceed the total amount available for grants, all projects recommended for funding will be awarded the percent of available funds that equals the percent they would otherwise be eligible to receive of the total approved requests. These reductions are not eligible for reconsideration.

## **TIMELINE**

**Announcement and Intent to Apply available via ZOOMGRANTS:** November 5, 2018

**Questions?** If you experience problems or have questions about how to use ZOOMGRANTS, contact Lyndsay Clelland at [lyndsay.clelland@state.co.us](mailto:lyndsay.clelland@state.co.us) or 303-239-4550. For questions regarding the LEAGP application, other than technical ZOOMGRANTS issues, contact Meg Williams at [meg.williams@state.co.us](mailto:meg.williams@state.co.us) or 303-239-5717.

**Intent to Apply Submissions Deadline:** Submitted on-line on or before December 7, 2018.

**Notification of funding amount recommendations via ZOOMGRANTS:** January 11, 2019

**Determination of Funding Amounts for Successful Applicants:** January 4, 2019

**Complete applications due to DCJ:** February 4, 2019

**Grant Agreements (GA) available to grantees:** March 1, 2019

**Project Duration:** April 1, 2019 to March 31, 2020

## **Materials Submitted**

All material submitted regarding application for LEAGP funds becomes the property of the State of



Colorado and is subject to the terms of Colorado Revised Statutes 24-72-201 through 24-72-206, Public Open Records. The State of Colorado has the right to use any or all information/material presented in reply to the Announcement, subject to limitations for proprietary or confidential information. Disqualification or denial of the application does not eliminate this right. Any restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The contents of the application will become contractual obligations if the project is funded.

# STEP ONE

## LEAGP Project Intent to Apply Instructions

Only the Account Owner may create a new application by visiting the following site: <https://www.zoomgrants.com/zgf/LEAGP>.

- o Detailed Instructions may be found at: [http://cdpsdocs.state.co.us/dcj/Grants/LEAGP\\_Tips.pdf](http://cdpsdocs.state.co.us/dcj/Grants/LEAGP_Tips.pdf)

The Intent to Apply includes the completion and submission of the first two tabs of a project.

### SUMMARY TAB

**Agency Name - LEAGP 2019:** Please enter your Agency name followed by “- LEAGP 2019”. If this project is awarded at a later date, this name will be updated to the project title at that time.

**Amount Requested** (*This is the initial Intent to Apply requested amount.*): Enter the amount of LEAGP funding requested for this Intent to Apply.

**Applicant Information** (*aka Account Owner*): The information for the individual responsible for the account. Note, if you have ever had a DCJ issued grant in ZoomGrants, this information will already be populated. Changing information here will change ALL projects for your ZoomGrants account.

**Organization Information & CEO/Executive Director (if NA, enter Signature Authority)**: Enter all requested information for the applicant agency. Note, if you have ever had a DCJ issued grant in ZoomGrants, this information will already be populated. Changing information here will change ALL projects for your ZoomGrants account.

If you have questions about updating your ***Applicant Information***, please contact Cindy Johnson at (303) 239-4443.

### INTENT TO APPLY

**Legal Entity Name. This is the information that will be used on the Grant Agreement, if awarded. This entity must have the legal authority to enter into and sign a legal binding document on behalf of the entity.**: (Q2) If your agency is a DBA, the Legal name will be different than the Applicant name. If your agency is NOT a DBA, then the Applicant Name and Legal Entity name will be the same. (See definition on page 3 of these instructions for more information.)

**Legal Entity Physical Address:** (Q3) Street Address, City, State, Zip +4

**Legal Entity County:** (Q6) Enter the county of your legal entity address.

**Legal Entity Type:** One application per law enforcement agency per funding year will be permitted with the exception of law enforcement agencies serving as the fiscal agent for Multi-Jurisdictional Task Forces (MJTF) seeking reimbursement as individual agencies and then also as a fiscal agent of a MJTF. See instructions for details.

**Enter the Asset ID from the Federal Eshare Portal Report of Declined Seizures.** The space provided is limited to 10 characters per box. When entering the Asset ID, do not include the year or -processing agency. Example: 17-DEA-12345, should be recorded as 12345. You may enter up to 20 assets. If the request exceeds 20 items, be sure to highlight ALL items on the attached Eshare

Portal Report.

**Were all of the above listed seizures declined after August 9, 2017?** Enter Yes or No.

**Are any of the above listed declined seizures pending appeal?** Enter Yes or No

**Upload the highlighted copy of the Federal Eshare Portal Report of Declined Seizures.** The report should list the information listed on page 3 of these instructions. Please highlight the lines/rows which list the property or currency and amount seized for which reimbursement is being sought.

Click on the upload tab to open a new pop-up window. Within the new window title the document and follow the prompts to select and upload the document. If you have more than one document, repeat the process until all documents are uploaded.

**Submitting the Intent to Apply:** Scroll back up to the top of the Intent to Apply document and click submit. If red text appears indicating a missing field, review the two tabs to ensure that all fields are correct, refresh the page, and then submit again. This action may only be completed by the Account Owner.

The Account Owner will receive an automatically generated email from ZoomGrants once the Intent to Apply has been submitted. After this time, please wait for DCJ instruction before continuing.

# STEP TWO

Once you have been notified of the amount for which to apply, Zoomgrants will be opened for a complete application.

## LEAGP Project Full Application Instructions

### PROJECT DESCRIPTION

**Project Duration:** (Q1 & 2) The anticipated project period will be April 1, 2019 to March 31, 2020 (or shorter if applicant can complete grant activities in an abbreviated period of time). If you anticipate an abbreviated project period (less than 12 months), you can adjust the start and/or end dates accordingly. Enter the anticipated project duration dates using the month/day/year method.

**Application Type:** (Q3) Please select 2019 Law Enforcement Assistance Grant Program (LEAGP)

**Project Officials:** (Q4-15) You must have a minimum of three contacts for this application, the Project Director, Financial Officer and Signature Authority (also called the Authorized Official). All three must be from the applicant agency and must be unique individuals; one person cannot serve in more than one role.

**PROJECT DIRECTOR:** This must be an individual other than the authorized official or financial officer and must be from the applicant agency. Enter the name, title, agency, mailing address, telephone number, and e-mail address, if applicable, of the Project Director. The project director is the individual who will be in direct charge of the project and must be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, payment requests, and other grant forms.

**FINANCIAL OFFICER:** This must be an individual other than the project director or authorized official and must be from the applicant agency. Enter the name, title, agency, mailing address, telephone number, and e-mail address, if applicable, of the Financial Officer. The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports.

**SIGNATURE AUTHORITY:** This must be an individual other than the project director or financial officer. Enter the name, title, agency, mailing address, e-mail address, and telephone number of the Authorized Official. This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head.

### PROJECT DESCRIPTION

**Project Summary:** (Q16) (Limit 1000 characters) Provide a brief description of the proposed project which will be used for the memo to the Governor and for reporting purposes to the state Legislature for funded projects.

**Project Plan:** (Q17) (Limit 5000 characters):

Provide a description of how the requested funds will be used including a detailed explanation of either a project to be funded (describe purpose of the program, need for the program, what will be accomplished, etc.), training to be provided (describe what training, for whom, when), and/or if simple

supplies/operating or larger equipment purchases will be made (describe what the purchases will be and how they will be used). See Permissible and Impermissible Uses of Funds in these instructions (pages 4-6). More details will be necessary in the budget tables.

### **BUDGET SUMMARY TAB**

After completing the Budget Details under the Tables Tab, return to this page and enter the final budget totals by line item.

### **TABLES (BUDGET DETAILS) TAB**

**BUDGET:** These grant funds can be used only to supplement and not supplant money received by the seizing agency from other sources, however, they may enhance or expand an existing program funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

**Budget items should be detailed, reasonable, specifically defined, justified and the applicant should demonstrate how the costs were determined. No concerns of supplanting have been identified.** Budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.
- In figuring the budget, work with WHOLE DOLLAR AMOUNTS ONLY. When necessary, round to the next highest whole dollar amount.
- The budget is broken into seven Budget Categories: Personnel, Supplies and Operating, Travel, Equipment, Consultants/Contracts (Professional Services), and Indirect Costs.

#### **PERSONNEL:**

This budget category should be used when requesting reimbursement for employees or positions within the applicant agency.

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

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

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

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

**% to be paid by Grant Funds:** This value will be calculated for you after you refresh the page.

**Annual Fringe:** Enter the annual amount of Fringe Benefits for that position.

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

**% to be paid by Grant Funds:** This value will be calculated for you after you refresh the page.

**Total Annual Base Salary + Fringe:** This value will be calculated for you after you refresh the page.

**Total Base Salary + Fringe to Be Paid by Grant Funds:** This value will be calculated for you after you refresh the page.

**Total To Be Paid By Grant Funds (including overtime):** This value will be calculated for you after you refresh the page.

**Budget Narrative:** Explain how the salary and fringe benefit rates for each position was determined.

### **Non Personnel: Budget and Budget Narrative Details:**

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Please Note: For all other Budget Categories (Supplies & Operating, Travel, Equipment, Consultants/Contracts (Professional Services), and Indirect Costs). **Be sure to read the following definitions for each budget category before completing it.**

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**Item:** Add each item

**Budget Narrative:** The applicant must provide computations for the budget items listed in each Budget Category.

### **SUPPLIES AND OPERATING:**

Add expendable or non-durable items within this category by major type [e.g., office supplies, **software (regardless of cost)**, training materials, research forms, telephone, tuition, postage, etc.] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per person for training tuition, telephone-base charge plus long distance at "Z" dollars per month

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

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

Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. Items costing \$5,000 or more should be listed under Equipment. If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category.

**Budget Narrative:** Explain how the cost of each item was determined.

### **TRAVEL:**

Add travel expenses for personnel (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, automobile, lodging and meals individually. Indicate if the travel is in state or out-of-state.

Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates are:

1. Mileage: \$.49 cents per mile for use of personal vehicle.
2. Lodging: In-state is actual cost of reasonable accommodations. However, lodging costs in excess of \$60.00 must have prior approval of the Project Director. Out-of-state costs should be government rates, and reasonable.
3. Meals: Exceptions to the following rates are available from the DCJ for higher cost metropolitan areas.

Meal In-State	
Breakfast	11.00
Lunch	12.00
Dinner	23.00
Total per diem	\$46.00

*NOTE:* Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses ~ travel. These types of costs must be shown in the Supplies and Operating category.

**Budget Narrative:** Explain the relationship of each cost item to the project.

**EQUIPMENT:**

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

All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

**Budget Narrative and Justification:** Explain how the cost of each item was determined.

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

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. Rates for individual consultants cannot exceed \$650 per day or \$81.25 per hour. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service.

Professional services should be procured competitively. **Sole source contracts must be justified** and must have specific prior written approval from DCJ before execution of any contract, separate from approval to fund the project.

**Budget Narrative:** Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services)

## **DOCUMENTS TAB**

**Audit/Financial Review:** Most A133 audits are available online. If possible, please provide that link to DCJ or you can upload a copy of the Applicant Agency's most recent Audit under this Tab.

**Financial Management Questionnaire: Required.** All applicants are required to download this form, complete, save, and upload back into ZOOMGRANTS. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. The questions should be answered by the Applicant Agency with the assistance of the Financial Officer.