

Application Guidelines

Instructions:

- Please read over the following, and click the "I agree" button.
- You must click save when you are finished, or all changes to this page will be lost.

Application Guidelines

Match Requirement

There is **no** match requirement. The provision of match (cash or in-kind) by the applicant is optional. In lieu of match the JJAB and DJJ require a high level of community involvement with the intent of institutionalizing successful programs.

Eligibility Requirements

This program is open for applications from public and private non-profit organizations and units of municipal, county or state government.

In order for governmental entities to be eligible, they must be certified by the Kentucky Department of Juvenile Justice to be in compliance with the JJDP Act core requirements. Certification will be made upon written assurance by a qualified official that the local unit of government is in compliance with all of the following requirements:

- Local jurisdictions may not place juvenile status offenders and non-offenders in secure confinement.
- Local jurisdictions may not confine juveniles in adult jails and lockups.
- Local jurisdictions must separate juveniles from adult offenders in custody (out of sight and sound).
- Local jurisdictions must demonstrate efforts to reduce the rate of over representation of minority youth in secure detention and correctional confinement.

Certification of compliance can be received by contacting Stephanie L. Reynolds at StephanieL.Reynolds@ky.gov. Be prepared to provide the geographic area the application will cover. DJJ will then verify that the jurisdiction(s) is in compliance with all federal requirements and send verification in writing of that compliance. You must include this information on the Area Served page of the application. *Note: This applies only to units of local government and not to private youth serving agencies.*

Applicants may not have outstanding debt or delinquent reports due the Department of Juvenile Justice. Continuation programs must attach their most recent progress reports on the Attachments page of the application.

Supervisory Authority

The Kentucky Department of Juvenile Justice (DJJ) is the state agency designated by the Governor and approved by the Administrator of OJJDP to administer funds received under the JJDP Act. The Kentucky Juvenile Justice Advisory Board (JJAB) is the advisory authority established under the JJDP Act. The JJAB is also the statutory advisory board to DJJ. Members of the JJAB are appointed by the Governor to oversee the development and implementation of Title II grant funds. The JJAB reviews the Title II applications and makes funding recommendations to DJJ. DJJ makes final funding decisions, and grants are executed and administered by DJJ. This solicitation and implementation of Title II grant funds is a joint effort of DJJ and the JJAB.

Use of Funds-Financial & Administrative

Grants are governed by the financial management and administrative requirements of the federal OJP Financial Guide and the provisions of any contract executed with DJJ. Copies of the OJP Financial Guide may be obtained via the internet at

<http://www.ojp.usdoj.gov/FinGuide/>. If the applicant is unfamiliar with the financial and administrative requirements of utilizing federal funds, they are encouraged to obtain a copy of the OJP Financial Guide prior to responding to this solicitation. Applicants should note that grant funds are only provided on a reimbursement basis.

Restrictions on the Use of Funds

These services will be reimbursed based on a per diem rate. As such, all costs should be gauged against the following cost restrictions to determine whether they are acceptable. All cost restrictions apply to any agreements or contracts between the applicant (if funded) and other entities whose activities or services are to be supported with grant funds.

1. Grant funds cannot be used to supplant (replace or substitute) other federal, state or local funds supporting existing programs or activities. This means you cannot use federal funds to pay for salaries, fringe benefits, contractual services, equipment, utilities, supplies or other miscellaneous expenses for which you are already paying or have already paid. For example, if a secretary or an administrator is going to spend 20% of his or her time on the project, you may use that amount as an in-kind match, but you may not use grant funds to pay that person for 20% of their time. Grant funds may be used for salaries and fringe benefits only for staff who devote 100% of their time to the project.
2. Grant funds cannot be used for construction; acquisition; the payment of real estate mortgages or taxes; dues to organizations or federations; costs for social activities not related to the purpose of the approved activities; costs related to political activity; interest costs; fines, penalties, law suits or legal fees; contingencies such as pending litigation, possible liabilities, etc; and contributions or donations.
3. 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 either as direct or indirect 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 recipient from engaging in fund raising activities as long as such activities are not financed in whole or in part by federal or match grant funds.
4. The Anti-Lobbying Act, 18 U.S.C. Â§ 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. Â§ 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may 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, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars. You can access current information in the Financial Guide which can be accessed at the following address: <http://www.ojp.usdoj.gov/FinGuide/>.

Continuation Funding

Continuation funding may be available in future years contingent on the availability and focus of Federal Title II funding to the state. Grant funding is awarded to recipients in 12-month terms. Receipt of grant funding does not imply or guarantee continuation funding beyond the grant term. Successful applicants must demonstrate a high level of community involvement with the intent of institutionalizing successful programs if or when federal funding ends.

State Clearinghouse Review

Pursuant to Presidential Executive Order 12372, applicants must submit proposals for intergovernmental review. The Department of Local Government (DLG) coordinates the review of all proposed Federal financial assistance.

The review process will take approximately 30 days. Therefore, it is very important to submit your proposal to DLG either prior to or simultaneously with submission of your Plan to the Department of Juvenile Justice (DJJ). Award Binders cannot be executed until State Clearinghouse review is completed.

Use required SF 424 form provided in the application package. The following information will assist you in completing the SF424:

1. Block #1 " Type of Submission should be "Application Non-Construction"
2. Block #2 - Applicant identifier should be left blank.
3. Block #3 " State Application Identifier should be left blank.
4. Block #4 " Federal Identifier should be left blank.
5. Block #5 " In Legal Name fill in the legal applicant, not the subcontractor; information on how to obtain a DUNS number is included with the SF 424 form.
6. Block #9 and Block #10 (federal agency and the CDFA number) have been filled in for you.
7. You must also submit a short narrative description of the proposed activities (i.e., abstract or executive summary) and your budget summary.

Submit a cover letter with 8 copies of SF424, abstract of activities and budget summary to:

Lee Nalley
 Kentucky State Clearinghouse
 Department of Local Government
 1024 Capital Center Dr., Suite 340
 Frankfort, KY 40601-8204

DLG will send you a memo with your state application identifier number when the review process begins. You will receive a clearance letter when the review process is complete. **When received, submit a copy of the clearance letter and any attachments to Mavis Williamson, Department of Juvenile Justice.** If you need technical assistance regarding the State Clearinghouse review process, please contact DLG directly at 502/573-2382 (fax 502/573-2512).

The SF424 form **must** be submitted to DLG for the state review process and to the Department of Juvenile Justice as part of the application.

Submit the original SF424 to DLG and a copy to the Department of Juvenile Justice.

Waiver of Deficiencies

DJJ and the JJAB reserve the right to waive minor deficiencies in a proposal. The decision as to whether a deficiency will be waived or will require the rejection of an application will be solely within the discretion of DJJ and the JJAB. Failure to comply with or respond to any part of this solicitation may result in the rejection of an application.

Rejection of Applications

At any time prior to the execution of a legally-binding agreement, DJJ and the JJAB reserves the right to reject any or all applications received by reason of the request for proposals, in whole or in part, for any reason. Further, DJJ and the JJAB reserve the right to fund all, part, or none of any individual services to the extent necessary to maximize the use of federal Title II grant funds. Issuance of this request for proposals in no way constitutes a commitment by DJJ or the JJAB to award a contract.

Property of DJJ

All applications become the property of the Department of Juvenile Justice (DJJ).

Proposal and Award Conditions

Applicants are advised that: (a) Any contract awarded shall be governed by applicable laws of the Commonwealth of Kentucky; (b) The contents of the successful applications shall be incorporated into any contract awarded; and (c) DJJ and

the JJAB reserves the right to request proposal amendments or modifications after the initial receiving date and during the entire grant period.

Permission for Pre-Audit Survey

DJJ reserves the right to require a pre-audit survey of the financial records and accounting system of any organization which is selected to receive grant award funds. With submission of the application, the applicant agrees to the following, if approved for funding: the agency will permit the survey to be conducted upon notification by DJJ; the agency will make all financial and accounting records available for such a survey; and the agency will cooperate with DJJ staff and the JJAB members conducting the reviews.

Release of Claims

With the submission of an application, the applicant agrees that it will not bring any claim or have any cause of action against DJJ, the JJAB or the Commonwealth of Kentucky based on any misunderstanding concerning the information provided herein or based on the DJJ's or the JJAB's failure to provide the applicant with information.

Policies and Procedures

All grant recipients must agree to follow any applicable DJJ policies and procedures or program guidelines for any services funded under this solicitation.

Civil Rights Requirements

All grant recipients are required to comply with federal nondiscrimination laws. Specifically, *“No person in any State shall on the ground of race, color, religion, national origin, sex (or disability) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.”* Federal sub-grant recipients will be required to maintain on file or submit to the Office of Civil Rights, an acceptable Equal Employment Opportunity Plan (EEOP) and required to send any adverse findings of discrimination to the Office of Civil Rights for Review. Training and technical assistance on civil rights compliance will be included for all federal sub-grant recipients by the Kentucky Department of Juvenile Justice.

Subcontracts

All grant recipients will provide DJJ copies of all subcontracts to be kept on file with the Program Services Branch.

Contracting with Faith Based Organizations

DJJ and JJAB encourage faith based organizations to apply for federal monies for the provision of alternatives to secure detention. However, faith based organizations must be aware that these monies may not be used for the provision of religious counseling or religious teaching. The submission of a proposal, by any organization, does not create an inherent or implied understanding concerning the use of requested funds. It is for this reason that faith based organizations applying for funding under this grant program must provide secular programming alternatives for youth and families receiving services or participating in activities to be funded by these federal funds.

Licenses

All programs funded shall adhere to all applicable state and local licensing requirements. It is the responsibility of the applicant to apply and obtain such licenses.

Monitoring

DJJ will conduct site visits to review grant compliance, assess management controls, assess applicable activities and provide technical assistance. DJJ will provide recipients with all required forms and instructions for processing invoices when a legally-binding agreement is executed. Recipients shall agree to provide any data or information required for the purposes of monitoring and program evaluation. In addition, the grant recipient shall have a system to internally monitor activities through inspections and reviews. Specific procedures should describe the methods for internal monitoring and enforcing contract provisions.

Records

Youth records must remain current and accurate at all times. The grant recipient must maintain strict confidentiality of

records in accordance with DJJ policy, state and federal laws and regulations. The vendor is required to provide weekly progress reports to the Detention Alternative Coordinators.

Certification and Assurances

The following forms must be completed and signed by the applicant's administrative head or chief executive officer. Include these forms with the original copy only. Blank forms are included in the Forms section of this application package.

- Federal Form SF 424: Application for Federal Assistance (original to State Clearinghouse; copy to DJJ)
- Federal Form 4061/6: Other Responsibility Matters; and Drug-Free Workplace Requirements
- Federal Form 4000/3: Assurances
- DJJ AS-2: DJJ Certified Assurances

Lobbying Restriction

The Anti-Lobbying Act, 18 U.S.C. Â§ 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. Â§ 1352.

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I agree that I have read and understand the application guidelines specified above.

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