



School Safe Haven Grant Program

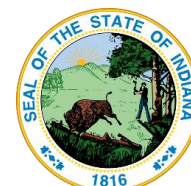
2022-2023

REQUEST *for* PROPOSAL

State of Indiana
Governor
Eric J. Holcomb

Indiana Criminal Justice Institute
Executive Director
Devon McDonald

Indiana Criminal Justice Institute
Behavioral Health Division Director
Michael Ross



2022-2023 SCHOOL SAFE HAVEN GRANT PROGRAM

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (“ICJI”) is now accepting applications for the 2022-2023 School Safe Haven Grant Program. Indiana’s School Safe Haven Grant Program awards matching grants to public school corporations and public charter schools to improve and/or increase school safety resources and programming.

HOW TO APPLY



Applicants must be registered in IntelliGrants in order to access the electronic application.

[Register](#)

or

[Log in](#)

WHEN TO APPLY



Applications must be submitted via IntelliGrants on or before:

11:59 P.M. (ET) on Friday, April 29th, 2022

Applicants are strongly encouraged to submit applications at least 48 hours prior to the deadline.

AWARD PERIOD



July 1, 2022 – June 30, 2023

TECHNICAL ASSISTANCE



For technical assistance with submitting an application, contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. ICJI Helpdesk hours are Monday – Friday 8:00 am to 4:30 pm ET, except state holidays.

For assistance with this solicitation, please contact the Behavioral Health Division Director Michael Ross at MiRoss@cjin.in.gov or 317-232-1233.

IMPORTANT



ICJI is not responsible for technical issues with grant submission within 48 hours of grant deadline.

Late or incomplete applications will not be accepted.

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OVERVIEW

Pursuant to Indiana Code § 5-2-10.1-7, the School Safe Haven grant program enables public schools and public charter schools in Indiana to establish and operate a school safe haven program. School safe haven programs must include at least the following components:

- » The school must be open to students of the school before and after normal operating hours, preferably from 7 a.m. to 9 p.m., on days determined by the school corporation.
- » The program must operate according to a plan to do the following in the school:
 - A. Reduce alcohol, tobacco, and drug abuse.
 - B. Reduce violent behavior.
 - C. Promote educational progress.

The School Safe Haven grant program **may not** be used for threat assessments, equipment, or school resource officers. The Indiana Department of Homeland Security provides funding for school resource officers through the Indiana Safe Schools Funds. Additional information about this can be found at the Indiana Department of Homeland Security's [website](#).

PROGRAM SCOPE

Activities supported by this grant program are determined by state statute and ICJI policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, and any other applicable award conditions, laws, policies, and regulations. All grants from ICJI are **reimbursement** grants. Documentation of expenses and proof of payment must be provided to ICJI prior to reimbursement of expenses.

PRIORITY AREAS

Funding will only be awarded to *evidence-based* or *best practice* **bullying prevention programs**.

The programmatic goals of the 2022-2023 School Safe Haven grant awards are to:

1. Offer students and staff opportunities to develop the skills and strategies necessary to prevent bullying and potential bullying situations in digital and physical spaces;
2. Enable schools to identify and acquire the programs and resources necessary to apply research-based models and proven practices for curriculum, policies, procedures, and instruction that mitigate bullying in digital and physical spaces; and
3. Assist schools in developing a cyberbullying prevention framework in order to promote the safety and well-being of students.

ELIGIBILITY REQUIREMENTS

Pursuant to [IC 5-2-10.1-7](#), Indiana school corporations, school corporation career and technical education schools, and charter schools are eligible to apply for funding.

An entity may apply, but will not be eligible for grant funding until the entity has prequalified through a series of threshold requirements including:

- » *DUNS Number and Unique Entity ID:* Historically, subgrantees (i.e., subrecipients) were required to obtain and report a DUNS number. Beginning on April 4, 2022, a Unique Entity ID (UEI) issued through the System for Award Management (SAM) will be required instead of a DUNS number to receive funding. The UEI is entered in the *Project Information* section of the grant application. For more information and/or to obtain SAMS UEI, please visit the following [website](#).
- » *System for Award Management (SAM) Registration:* To enable ICJI to report subawards in a timely manner, subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website, and it will be used to populate the information needed to report subaward information. Registration can be completed by clicking [here](#).
- » Review of the entity's good standing with Indiana Department of Revenue (DOR), Indiana Department of Workforce Development (DWD), and Secretary of State (SOS).

MATCH REQUIREMENT

Matching or cost sharing means the portion of the project costs not paid by state or federal funds. Match is typically stated as a percentage of the total project costs for an award.

Pursuant to [IC 5-2-10.1-2](#), a 1:1 (50/50) cash match is required for all School Safe Haven grant awards. The purpose of matching funds is to increase the amount of resources available to programs supported by state grants. *No "in-kind" donations will be accepted for match purposes.*

ADDITIONAL REQUIREMENTS

All applicants awarded grant funding from ICJI must agree to:

1. Enter into a grant agreement between ICJI and the applicant agency and agree to abide by all provisions and terms of the grant agreement.
2. Submit all programmatic and fiscal reports in the prescribed format and timeframes set forth by ICJI.

IMPORTANT: Failure to submit the required reports by the stated due date will result in reimbursement of grant funds being withheld until the report(s) is received AND approved by ICJI. ICJI reserves the right to refuse reimbursement or withdraw grant funding due to failure to report. Future grant funding may be denied if reports are not timely submitted to ICJI.

AWARD PERIOD

The award period for this grant shall be July 1, 2022 – June 30, 2023. Projects should begin on July 1, 2022, and must be in operation no later than sixty (60) days after this date. Failure to have the funded project operational within sixty (60) days from July 1, 2022, will result in the cancellation of the grant and the de-obligation of all awarded funds.

All projects must conclude, and all funding obligations must be made no later than June 30, 2023. All outstanding expenses must be paid, and the Final Fiscal Report must be submitted via IntelliGrants within 30 days from June 30, 2023. Proof of payment for all expenses must be provided with the Final Fiscal Report. Any expenses that have not been paid within 30 days after June 30, 2023, will not be reimbursed. Late Fiscal and Programmatic Reports will not be accepted.

IMPORTANT: Programs may operate outside of the award period identified above and utilize the organization's own funding, but any expenses incurred outside of the award period WILL NOT be reimbursed by ICJI.

APPLICATION SUBMISSION

Applications must be submitted through [IntelliGrants](#) by **11:59 P.M. (ET) on Friday, April 29, 2022**. No late or incomplete applications will be considered for funding. If an applicant would like to apply for multiple programs, then separate applications must be submitted for each proposed program.

IntelliGrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal drawdowns will occur online within IntelliGrants. Applicants must register in IntelliGrants in order to apply for funding opportunities. Instructions can be found on the ICJI [website](#).

It is recommended that applicants review IntelliGrants training materials before logging in for the first time. The training webinar and Subgrantee User Manual are available on the ICJI website and on the training tab in IntelliGrants. ICJI is not responsible for applications submitted past the submission deadline due to technical difficulties that occur within 48 hours of the deadline.

Additional application requirements include the following:

1. Only applications demonstrating a valid need will be considered. The applicant must demonstrate the need for the proposed program, curriculum, or strategies outlined in its Safe Haven grant application. Please use specific data from the school district including, but not limited to:
 - A. Suspension/expulsion data;
 - B. Behavioral data (i.e., office referrals, attendance records);
 - C. Improved/declining ISTEP and other standardized testing scores;
 - D. Alcohol, Tobacco, and Other Drug (ATOD) survey results through Indiana Prevention Resource Center (IPRC) (if available); and/or
 - E. State Epidemiological Outcomes Workgroup (SEOW) Report.

2. *No guarantee of funding is made to any applicant.* Whether or not an applicant receives grant funding is dependent upon eligibility requirements, the grant application as submitted, and the availability of funding.

ATTACHMENTS REQUIRED WITH APPLICATION

- » *Sustainability Plan:* Please attach a document detailing the applicant’s plan to maintain the program once the grant award period expires. Applications must contain program sustainability information and applicants must have a plan in place to continue the proposed program should state funding become unavailable.
- » *Timeline:* Please attach a timeline for the completion of the project and/or expenditure of the grant funds.
- » *Letters of Endorsement:* Please attach at least one letter of endorsement evidencing community support for the applicant’s program.
- » *Miscellaneous*
 - A. Completed and signed EEOP certification [form](#).
 - B. If applying for funds for personnel costs, attach the relevant job descriptions in the Attachments section in IntelliGrants.
 - C. If applicable, attach other information as needed.

APPLICATION REVIEW

The State will review and score all grant applications as part of the competitive application process. In doing so, the state will assess:

- » The completeness of the grant application;
- » Whether the grant application is within the purpose areas of the funding;
- » The applicant’s eligibility;
- » Whether the grant application, the applicant, and the project are in compliance with all federal and/or state laws, regulations, and rules;
- » Whether the expenditures set forth in the proposed budget are allowable and allocable;
- » Any potential conflicts of interest;
- » Whether the applicant has any federal and/or state debt delinquency;
- » The applicant’s ability to successfully pass clearance checks from the DOR, DWD and SOS.

- » Any and all risk associated with granting funds to the applicant;
- » Whether the applicant is debarred or suspended by any federal or state department or agency; and
- » Whether the applicant maintains a current registration in SAM and has an active DUNS number.

INELIGIBLE COSTS & BUDGET ITEMS

The following costs and budget items are ineligible and will not be supported by this grant program:

1. Threat assessments, safety equipment, and/or school resource officers.
2. First class travel.
3. Expenses incurred outside of the grant award period.
4. Lobbying (including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding 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 written approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation).
5. Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions and time spent procuring funding, including completing federal and state funding applications).
6. Purchase of real estate or construction.
7. Physical modification to buildings and/or construction (including minor renovations such as painting or carpeting).
8. Purchase of vehicles.
9. The applicant understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

I. SUPPLANTING

Safe Haven funds must be used to supplement existing funds for program activities and cannot replace or supplant any federal or state funds that have been appropriated for the same purpose.

TRAVEL COSTS

Expenses and reimbursements for in state and out of state travel must follow the most current Indiana Department of Administration State Travel Policy or the subrecipient's travel policy, whichever is more restrictive. [Learn more.](#)

CONTRACTORS & CONSULTANTS

When a grant recipient contracts for work or services, the following is required:

1. All contractual services must be obtained through a procurement method. Verification of this method must be provided to the State upon execution of the relevant contract.
2. All consultant and contractual services shall be supported by written contracts signed by all parties stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
3. A copy of all written contracts for contractual or consultant services must be uploaded in the Attachments section of the grant application in IntelliGrants upon their execution.
4. Payments must be supported by statements outlining the services rendered, date of service, and cost of service.
5. Any consultant costs exceeding the maximum allowable rate (\$81.25 per hour or \$650 per day) will not be allowed.

AWARD PROCESS AND MODIFICATIONS

I. AWARD PROCESS

Grant recipients (i.e., subgrantees) may be asked to revise or adjust proposed grant budgets and/or grant applications depending on the amount of funding approved by the ICJI Board of Trustees. These adjustments must be submitted via IntelliGrants and approved by ICJI staff. Upon approval, grant award notices will be sent to subgrantees within thirty (30) days.

II. MODIFICATIONS

If a subgrantee wishes to change any aspect of the program during the grant period— whether a programmatic modification or budget modification — the grantee **MUST** submit a Project Modification Request (PMR) via IntelliGrants. ICJI will review the PMR and the subgrantee will be notified by email concerning the approval or denial of its request. *Any programmatic or budget modifications initiated prior to ICJI approval will not be reimbursed.*

Please note that there is a maximum PMR limit of 10%, meaning that if funds need to be adjusted, only 10% of the total award amount can be modified over the life of the award. Additionally, subgrantees may not initiate a PMR within the last thirty (30) days of the grant award period. Please contact your ICJI program manager for further information.

REPORTING REQUIREMENTS

Grant recipients are required to submit **quarterly** programmatic and fiscal reports through IntelliGrants. Program reports contain information related to the grant program’s performance measures. Fiscal reports contain financial information related to grant expenditures and claims for reimbursement of approved budget expenses. Fiscal reports must include adequate documentation of expenses and proof of payment. For more information, please refer to ICJI’s supporting documentation [policy](#).

Quarter	Reporting Period	Reports Due	Reporting Deadline
1st	July 1, 2022* – September 30, 2022	Fiscal Report Program Report	October 20, 2022
2nd	October 1, 2022 – December 31, 2022	Fiscal Report Program Report	January 20, 2023
3rd	January 1, 2023 – March 31, 2023	Fiscal Report Program Report	April 20, 2023
4th	April 1, 2023 – June 30, 2023**	Fiscal Report Program Report	July 30, 2023

*Project Start Date

**Project End Date: All grant funds must be expended or encumbered by this date.

All program and fiscal reports are to be submitted via [IntelliGrants](#) on or before the date they are due. Failure to submit reports according to the due dates set forth above will result in grant funds being withheld until the past due report is received.

MONITORING REQUIREMENTS

All grant recipients will be monitored by ICJI staff using a combination of desk reviews and site visits. Additionally, the ICJI program manager will routinely review all submitted reports for timeliness and accuracy.

APPENDIX A: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

I. GENERAL

All grants governed by 2 C.F.R. Part 200 and the current DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statutes, regulations, and rules. Failure to abide by the federal and state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited, to:

- » The applicant becoming ineligible for this grant funding opportunity;
- » Requiring repayment of any grant funds already received;
- » The de-obligation of grant funds; and
- » The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, the applicant may not obligate, expend, or draw down grant funds until the Federal Office of the Chief Financial Officer notifies the State that the grant has been awarded to Indiana. The State shall not reimburse an Applicant for expenditures outside the grant period of performance.

Pursuant to CJI policy and 2 C.F.R. Part 200, all applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The applicant understands and agrees that it cannot use federal funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or drawn down of any federal funds awarded from ICJI concerning the identical cost items.

II. STATE LAWS AND REQUIREMENTS

Recipients of grant funds from the state are required to adhere to all state laws concerning the receipt and use of grant funds from federal and state funding sources. Those laws include, but are not limited to, the laws set forth below.

- » *State Ethical Requirements:* The applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, et seq., IC §4-2-7, et seq. and the regulations promulgated thereunder. If the applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the applicant is not familiar with these ethical requirements, the applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's [website](#). If the applicant or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this grant immediately upon notice to the applicant. In addition, the applicant may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

- » *Indiana Secretary of State*: Pursuant to Indiana Code Title 23, applicant must be properly registered and owes no outstanding reports to the Indiana Secretary of State.
- » *Telephone Solicitation of Consumers; Automatic Dialing Solicitations*: As required by Indiana Code §5-22-3-7:
 - (1) the Applicant and any principals of the Applicant certify that
 - (A) except for de minimis and nonsystematic violations, it has not violated the terms of:
 - (i) IC §24-4.7 [Telephone Solicitation of Consumers];
 - (ii) IC §24-5-12 [Telephone Solicitations]; or
 - (iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];
 - in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
 - (B) the Applicant will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.
 - (2) The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC §24-4.7 for the duration of the grant agreement even if IC §24-4.7 is preempted by federal law.
- » *Drug-Free Workplace Certification*: Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from state agencies. This clause was modified in 2005 to apply only to contractor's employees within the State of Indiana and cannot be further modified, altered or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the applicant, or an employee of the applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this grant agreement is in excess of \$25,000.00, the applicant certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
 - D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
 - E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
 - F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.
- » *Employment Eligibility Verification:* As required by IC §22-5-1.7, the applicant hereby swears or affirms under the penalties of perjury that:
- A. The applicant has enrolled and is participating in the E-Verify program;
 - B. The applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
 - C. The applicant does not knowingly employ an unauthorized alien; and the applicant shall require its contractors who perform work under this grant agreement to certify to applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.
 - D. The State may terminate for default if the applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.
- » *ICJI Policies and Requirements:* Recipients of grant funds from ICJI are required to adhere to all ICJI policies, procedures, and guidelines concerning the receipt and use of grant funds from both federal and state funding sources, including those directives, policies, and guidelines found on ICJI's [website](#).

APPENDIX B: APPLICATION INFORMATION

Below is an outline of the School Safe Haven grant application as set forth in IntelliGrants. All applicants must provide the information below in their grant application. Applicants can save partially completed applications and return to add additional information prior to the application submission deadline. Only full completed and submitted applications will be reviewed and considered for funding.

I. PROJECT INFORMATION

1. Project Title
2. Project Summary
3. Amount of Funding Requested
4. SAM Expiration
5. DUNS/UEI Number
6. Ever been audited: Y/N
 - A. IF YES: Please Upload your most recent audit report
 - B. IF YES: Date of most recent audit
 - C. IF YES: Any adverse audit findings? Y/N
 - D. IF YES: Describe Adverse Audit Findings
 - E. IF YES: Upload Corrective Action Plan

II. PROGRAMMATIC INFORMATION

1. Please select whether this application is for a “Continuation” or “New” program. If a continuation,
 - A. Please provide the number of years the program has received ICJI support.
 - B. Please provide the previous subgrant number(s):
 - C. Please provide the amount of Safe Haven funding previously received:
 - D. Were all programmatic and fiscal goals achieved through the objectives as approved in the program's previous application? If no, please explain why in detail:
 - E. Did your program encounter any barriers? If so, please describe explain how they were resolved. If they were not resolved, please describe why:
 - F. Do you have any success stories or interesting findings or results regarding your program's activity to share? If so, please describe:
 - G. Please describe any program modifications you are making to the current program and why, if funded under this solicitation. If not, simply answer N/A.
2. Evidence-Based Program Description: Please include a description of the proposed program, solution, or remedy to the problem. List any partners involved in the project, and include the name of the evidence-based program and where you found the program. State how this program will benefit the school and enhance the safety of the students.
3. Provide an estimated number of youth to be served. If youth are not directly served, enter zero “0”.
4. Identify which county/counties your proposed program will serve. Please select all that apply.
5. How often will students receive services provided by the Safe Haven Grant?
6. Please provide a brief description for obtaining permanent financial support if Safe Haven funds were eliminated.
7. Safe Haven funding requires a 1:1 match, does your school corporation have the ability to supply this funding? If yes, please provide the source of these matching funds (local, State, other). If no, please explain.

8. Please give the contact information for the person completing this application (Name, email address, and phone number)

III. PROBLEM STATEMENT & ANALYSIS

1. Please provide a clear and succinct summary of the problem to be addressed by this program. Your Problem Statement should be no more than one or two sentences.
2. Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and explain how the proposed program will assist in meeting community goals.
3. How will the proposed program alleviate the stated problem?

IV. GOALS, OBJECTIVES & OUTCOMES

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, and consistent with overall mission/purpose of agency.
2. Provide objectives that measure progress toward achieving the goal.
3. Provide at least 1 outcome for EACH stated objective (outcomes quantitatively measure program impact).

V. PROGRAM DESCRIPTION

Please provide a detailed description of the full program to be implemented (what, who, where, why, when, and how)

1. What? – Describe the nature of the proposed program.
2. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved.
3. Where? – Describe the location(s) where the program is to be administered as well as the geographical area served.
4. Why? – Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization.
5. When? – Provide a detailed monthly program timeline for the proposed award period.
6. How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.

VI. EVIDENCE-BASED PROGRAMS/BEST PRACTICES

1. Is your program evidence-based?
2. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)
3. Name the source (website, publication, etc.) that identifies the selected model as evidence-based or a best practice.
4. If your program is not evidence-based, why not?

VII. BUDGET INFORMATION

- » *Personnel:* Here you will enter all personnel associated with the project. Personnel must be broken down by whether they are salaried, hourly, part of a pool, or volunteers. Applicants must provide the position title, name of employee, fund type, employee type, annual salary, and % of time being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT LIST CONTRACTORS OR SUBRECIPIENT STAFF UNDER PERSONNEL.
- » *Employee Benefits:* Here you will enter all fringe benefits provided to personnel associated with the project. Benefits must be broken down by employee. Applicants must provide the name of employee, position title, employee type, fund type, benefit type, % of time being charged to the grant, and employer contribution. The cost will auto calculate once all the information is provided. DO NOT LIST BENEFITS FOR CONTRACTORS OR SUBRECIPIENT STAFF UNDER EMPLOYEE BENEFITS.
- » *Supplies and Operating Expenses:* Here you will enter supply items and operating expenses associated with the project. Supplies must be broken down by specific items. Applicants must provide a specific supply item, fund type, number of units, price per unit, and % being charged to the grant. Supplies are tangible items with a per-unit cost of less than \$500. Operating Expenses must be broken down by expense. Applicants must provide the operating expense, fund type, amount of operating expense, and % being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT LIST SUPPLIES OR OPERATING EXPENSES REQUIRED BY CONTRACTORS OR SUBRECIPIENT STAFF UNDER SUPPLIES AND OPERATING EXPENSES.
- » *Equipment:* Here you will enter all equipment associated with the project. Equipment must be broken down by item. Equipment includes tangible items with a per-unit cost of \$500 or more. Applicants must provide the equipment item, fund type, number of units, price per item, and % being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT LIST EQUIPMENT REQUIRED BY CONTRACTORS OR SUBRECIPIENT STAFF UNDER EQUIPMENT.
- » *Travel:* Here you will enter all travel associated with the project. Travel must be broken down by each trip. Applicants must provide the number of travelers, purpose of travel, location of travel, travel expense, fund type, quantity per traveler, cost per day/item/mile, and % being charged to the grant. The cost will auto calculate once all the information is provided. DO NOT INCLUDE TRAVEL EXPENSES FOR CONTRACTORS OR SUBRECIPIENT STAFF UNDER TRAVEL.
- » *Consultants and Contractors:* Here you will enter all contractors and consultants associated with the project. Each consultant must have its own line item on the budget. Applicants must provide the name, service being provided, fund type, hourly rate, number of hours, and percentage being charged to the grant. Each contractor must have its own line item on the budget. Applicants must provide the name, service provided, fund type, compensation, and percentage being charged to the grant. The cost will auto calculate once all the information is provided. You will also indicate whether there are travel expenses for the consultants and contractors associated with the project.

VIII. PROGRAM INCOME

1. Will your program generate income? Y/N
2. What is the estimated amount of program income?
3. Describe how your program will generate income.

4. What will the program income be used for?

IX. BUDGET SUMMARY

This section will auto-populate based on the information you previously entered. If there are errors, you must go back and edit the correct screen, save, and then re-review for accuracy.

X. BUDGET NARRATIVE

1. Personnel
 - 1.1. Describe the roles and responsibilities for each position or attach detailed job description(s). If you attach a job description, enter "See Attached Job Description(s)" into the text box.
 - 1.2. Describe how each position directly furthers the purpose of the program.
 - 1.3. If the position(s) funded with this grant have administrative duties, how do those duties directly impact the program?
 - 1.4. For each position identified in the Budget Detail, please state the percentage of time each position will spend on grant-funded activities.
 - 1.5. Does the position receive funding from other sources?
 - 1.6. If YES, identify, by position, the source and amount of other funds.
 - 1.7. If you are requesting funds for any new positions, please explain how the additional funds will enhance or expand the current program being funded.
2. Employee Benefits
 - 2.1. Describe the employee benefits that will be paid for each position(s) listed under Personnel.
3. Employee Travel
 - 3.1. Describe why travel is necessary to the program.
4. Equipment
 - 4.1. How will purchasing equipment facilitate meeting your stated program goals and objectives?
5. Supplies and Operating Expenses
 - 5.1. How will the supplies and operating expenses facilitate meeting your stated program goals and objectives?
6. Consultants (Including Contractual Services)
 - 6.1. Explain why consultant or contractual services are necessary.
 - 6.2. Describe the nature of the contracted service(s).
 - 6.3. What is the consultant or contractor's hourly rate?
 - 6.4. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc.)
7. Internal Controls
 - 7.1. Describe your internal control system(s). Internal controls are the policies, processes, and systems implemented to provide assurances that your organization can comply with all rules, regulations, and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records, and/or exercise control over the grant?



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