

**2024  
BYRNE STATE CRISIS  
INTERVENTION PROGRAM (BYRNE  
SCIP) GRANT APPLICATION**

**APPLICATION DEADLINE  
April 12, 2024  
11:59 p.m.**

District Attorneys Council  
Federal Grants Division  
421 N.W. 13<sup>th</sup> Street, Suite 290  
Oklahoma City, OK 73103  
Phone: 405/264-5008  
Website: [www.ok.gov/dac](http://www.ok.gov/dac)

**2024 BYRNE STATE CRISIS INTERVENTION PROGRAM GRANT**  
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**2024 BYRNE STATE CRISIS INTERVENTION PROGRAM (SCIP) GRANT  
Application Information**

**GRANT APPLICATION**

This grant application is intended for applicants who wish to apply for funds under the 2024 Byrne SCIP Grant. **This is a competitive grant in which funds are limited and not all applications will receive funding.**

All awards are contingent on the receipt of the Grant Award Notice from the Bureau of Justice Assistance (BJA), Office of Justice Programs, and United States Department of Justice.

**ELIGIBILITY REQUIREMENTS**

To be eligible for funding from the Byrne SCIP Grant, an applicant must be one of the following:

Eligible applicants for the **state share** of the SCIP are a state agency, unit of local government (i.e., city, county, or town, a tribal government); or a private, non-profit community-based organization.

Eligible applicants for the **local share** of the SCIP are defined as a city, county, township, town, or certain federally recognized tribes.

Awards could include, but are not limited to, an organization unit of local government, such as a prosecutor's office, a public defender's office, law enforcement agency, public health agency or court system.

**All awards made by the SCIP Board are contingent on the approval of the Bureau of Justice Assistance (BJA), Office of Justice Programs, United States Department of Justice, and receipt of the Grant Award Notice.**

**DEADLINE FOR SUBMISSION OF APPLICATION**

Applications must be received by the District Attorneys Council by the following deadline: **April 12, 2024 at 11:59 p.m. CST.**

Any application received after this time and date will not be reviewed.

**AWARD PERIOD**

The 2024 Byrne SCIP award is October 1, 2024 through September 30, 2025.

**PURPOSE**

The purpose of this grant is intended to assist state, local, and tribal efforts to prevent or reduce gun violence and violent crime. The Byrne SCIP grant provides the state with

the flexibility to prioritize and place funds in alliance with the purpose areas of the grant and where most needed.

### **CRISIS INTERVENTION ADVISORY BOARD**

The Crisis Intervention Advisory Board, comprised of 15 members, is tasked with informing and guiding the state's related gun violence reduction programs and initiatives, as well as coordinating and approving the state's Program and Budget Plan for the use of SCIP funding. The Board includes representatives from law enforcement, the community, courts, prosecution, behavioral health providers, victim services, and legal counsel. Current membership includes both urban and rural representation.

### **SCIP FUNDING PRIORITIES**

The Board has established specific priority areas for the 2024 funds. **Only applications within these areas will be considered.**

#### **1. Behavioral Health Deflection for Those At-Risk to Themselves and Others**

This priority is focused on supporting initiatives that provide behavioral health deflection and assertive community treatment. The following programs are examples of the types of programs to be funded:

- **Mobile Crisis Teams** consist of mental/behavioral health professionals who can respond to crisis situations in the community, provide on-site assessments, provide de-escalation, and refer to appropriate services, with a goal of diverting individuals from unnecessary hospitalizations and connecting them to community-based support.
- **Crisis Intervention Team (CIT) Program & Training:** CIT equips law enforcement officers with the knowledge and skills to effectively respond to individuals experiencing crisis. CIT also builds coordinated community systems consisting of law enforcement, mental/behavioral health professionals, individuals with lived experience and their families, and community partners to respond to crisis by connecting individuals to resources rather than placement in the criminal justice system.
- **Community Violence Intervention (CVI) Programs** employing trusted, credible messengers in targeted communities to build relationships with those at the highest risk of committing violence and intervene to resolve conflicts before they escalate to violence.
- **Crisis Stabilization Services** offer short-term residential care that provides a safe and supportive environment for individuals experiencing acute mental health crises for stabilization, assessment, and access to appropriate follow-up care.
- **Peer Support Programs** employ individuals with lived experience to provide support, empathy, and guidance to others going through mental/behavioral health challenges have been integrated into crisis response efforts in a number of communities across the state.

- **Behavioral Threat Assessment Programs and Related Training** is a fact-based, systematic process designed to identify, assess, and manage potentially dangerous or violent situations and associated training.
- **Technological Supports**, such as smartphone applications to help families and patients navigate mental health and related systems and telehealth initiatives, including technology solutions for telehealth visits outside the hospital.
- **Specialized Training for Individuals** who serve or provide training for families who are in crisis.

## 2. **Funding for Law Enforcement Agencies to Safely Secure, Store, Track, and Return Relinquished Guns**

This priority aims at enhancing the law enforcement sector's capacity to deal with firearm violence and related issues. It includes:

- Gun locks and storage for individuals and businesses.
- Software/technologies to track relinquished guns.
- Development and delivery of specialized training and overtime for officers to attend training.

### **DELIVERABLES**

With this competitive solicitation, applicants must demonstrate a need for and the ability to expend the SCIP funds in a timely fashion and propose projects that **directly address one or more of the defined purpose areas.**

### **REIMBURSEMENT**

This grant is a reimbursement grant. After grant funds are awarded, reimbursement to the awarded applicant **will not be paid until after the applicant has expended funds.** Reimbursements can be requested on a monthly basis.

### **APPLICANT REQUIREMENT – UEI NUMBER**

All applicants are required to include a UEI (Unique Entity Number) in their application. A UEI is the standard for identifying and keeping track of entities receiving federal funds. For more information or to register with SAM, go to <https://www.sam.gov>

### **APPLICANT REQUIREMENT – SYSTEM FOR AWARD MANAGEMENT (SAM)**

Byrne SCIP funding requires all applicants to be registered on the **FREE** System for Award Management (SAM) database. The SAM database is the repository for standard information about applicants, recipients, and subrecipients of federal financial assistance. An agency's SAM registration must be current throughout the life of the grant. If a SAM registration expires during the grant period, it must be renewed in order to request or continue to request reimbursement. For more information or to register with SAM, go to <https://www.sam.gov>

### **APPLICANT REQUIREMENT - PERSONNEL**

There are three administrative positions required for all grant projects as outlined below. Each position has specific requirements, and all three positions must be held by separate people.

#### **AUTHORIZED OFFICIAL**

The Authorized Official, or Chief Executive Officer, is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorized Official must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, or a District Attorney.

#### **PROJECT DIRECTOR**

The Project Director is the contact person for all project activities and must be an employee of the applicant agency. The Project Director is responsible for meeting the goals and objectives of the award and is the primary contact for the District Attorneys Council. The primary communication between the Project Director and the DAC occurs through email so the Project Director must be available by email.

#### **FISCAL OFFICER**

The Fiscal Officer is responsible for reporting the financial activity related to the award. The Project Director and Fiscal Officer may **NOT** be the same person.

### **APPLICANT REQUIREMENT - FINANCIAL AND PROGRAMMATIC REPORTING**

Awardees of the Byrne SCIP Grant agree to comply with all of the state and federal provisions of the 2024 Byrne SCIP Grant and the provisions as set forth in the *Administrative and Financial Guide Manual*. The manual will be provided to the successful applicants by the District Attorneys Council Federal Grants Division. These requirements include project record keeping, programmatic reporting, and financial reporting. Reporting requirements include:

- **Monthly Request for Funds Form (MFR)**  
The subgrantee is required to submit the Monthly Request for Funds on a monthly basis by the 15<sup>th</sup> day of every month even if the subgrantee is not requesting reimbursement.
- **Quarterly Expenditure and Financial Status Report (QFR)**  
Quarterly Financial Status Reports are due on a quarterly basis by the 15<sup>th</sup> day of the month immediately following the end of a quarter, e.g. QFRs for January to March are due on April 15<sup>th</sup>.
- **Performance Reports**

The subgrantee must submit detailed semi-annual progress reports which show measurable progress towards the goals and objectives outlined in the subgrantees application. Progress reports will be due on July 15<sup>th</sup> and January 15<sup>th</sup> each year for the life of the award.

- **Annual Evaluation Report**

A Final Activities Report will be due within 60 days of the end of the award period. This report shall describe the project's activities in sufficient detail so that a report may be made to the Bureau of Justice Assistance (BJA).

### **COMPLIANCE WITH REPORTING REQUIREMENTS**

The Program Specialist of the Byrne SCIP Grant will monitor the status of fiscal and programmatic reporting requirements for all current subgrantees to the Federal Grants Division Director. Current subgrantees must have all reporting requirements up to date prior to drawing funds on an approved award.

### **COMMINGLING OF FUNDS**

A physical segregation of funds that are provided to a subgrantee is not required. However, the accounting systems of all subgrantees must ensure that agency funds are not commingled with funds from other sources. Each award must be accounted for separately. Subgrantees are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a subgrantee's accounting system cannot comply with this requirement, the subgrantee must establish a system to provide adequate fund accountability for each separate project.

### **NON-SUPPLANTING OF FUNDS**

**Federal funds shall not be used to supplant, or replace, state, local, or tribal funds in an agency's or organization's budget.** Supplanting occurs when an organization reduces state, local, or tribal funds for an activity specifically because federal funds are available to fund that activity. Federal funds must be used to supplement or add to existing funds for project activities and not to replace those funds appropriated for the same purpose.

### **DATA GATHERING**

Each funded program will require pertinent data to be collected throughout the life of the grant from the agency or agencies carrying out the objectives of the grant.

### **CONFIDENTIALITY**

No recipient of monies, or any personnel involved in the project, may use or reveal any information received from the project for any purpose other than the purpose for which such information was obtained.

## **CERTIFICATIONS, SPECIAL CONDITIONS, AND STANDARD ASSURANCES**

Upon approval of an application by the Crisis Intervention Advisory Board and the Bureau of Justice Assistance, DAC will send an award packet to the Authorizing Official, Project Director, and Financial Officer of the applicant agency prior to the award date. This packet will contain the Award Notice, Special Conditions, a Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing, and other critical documents. The Authorizing Official of the applicant agency is required to sign and return these documents to the DAC Federal Grants Division.

The obligation of the awarded funds is forfeited without further cause if the subgrantee fails to sign and return the complete award packet to the DAC within forty-five (45) days of the date of the award or by the date designated by the Federal Grants Division.

Requirements for the award include, but are not limited to:

- **Lobbying**

The subgrantee, contractors, and subcontractors will not use any federal funds for lobbying. Any lobbying activities will be disclosed by completing the form, Disclosure of Lobbying Activities.

- **Debarment**

The subgrantee has not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

- **Drug Free Workplace Policy**

Each subgrantee must implement and post a Drug Free Workplace Policy within the agency.

- **Information Technology Compliance**

As appropriate, all equipment and software developed under this grant program must be compliant with U.S. Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Sharing Plan.

- **National Environmental Policy Act**

All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most projects will not be affected by NEPA. If however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the subgrantee must provide a full description of the proposed project to



DAC prior to project implementation. A determination regarding whether any further action is necessary will be made to and by BJS.

- **Seat Belt Use**

Recipients of federal funds shall encourage the adoption and enforcement of on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

- **Limited English Persons**

Recipients are required to take reasonable steps to ensure that limited English persons (LEP) persons have meaningful access to services provided by the grant. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

### **CIVIL RIGHTS COMPLIANCE**

Compliance with the provisions of the following federal laws is required:

- Section 601 of Title VI of the Civil Rights Act of 1964
- Section 815(c) of Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Section 303 of the Age Discrimination Act of 1975
- Section 901 of the Title IX of the Education Amendments of 1972
- Title II of the Americans with Disabilities Act of 1990
- Regulations on the Partnerships with Faith-Based and Other Neighborhood Organizations

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

### **OTHER REQUIREMENTS**

#### **Purchase of American-Made Equipment and Products**

It is the sense of Congress, as conveyed through each year's appropriations act that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

#### **AUDITS**

A non-federal entity that expends \$750,000 or more in federal funds (from all sources including pass-through subawards) in the organization's fiscal year must have a single organization-wide audit conducted in accordance with the provisions of the Part 200 Uniform Requirements.

A non-federal entity that expends less than \$750,000 a year in federal awards is exempt from federal audit requirements for that year, except as noted in [§ 200.503](#). Records must

be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

### **APPLICATION REVIEW**

The State Crisis Intervention Advisory Board, comprised of 15 members, is tasked with informing and guiding the state's related gun violence reduction programs and initiatives. The Board will review each grant proposal and determine awards for the grant funds. All proposals which are approved by the State Crisis Intervention Advisory Board will then go to the Bureau of Justice Assistance (BJA) for final approval.

### **MANDATORY PROGRAMMATIC AND FINANCIAL MEETING**

Attendance at the mandatory Programmatic and Financial Meeting is required for all approved applicants. The Project Director and the Fiscal Officer of the project must attend the meeting as scheduled. Additional information for this meeting will be provided to approved subgrantees after notification of award is received from the BJA.

### **INDIRECT COSTS**

If awarded, the applicant may elect to have indirect costs. Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. By contrast, direct costs can be attributed directly to a specific cost objective and tracked in discrete categories such as personnel, travel, supplies, etc. See Question 15 of the application for more information.

## **2024 BYRNE STATE CRISIS INTERVENTION (BYRNE SCIP) PROGRAM GRANT Application Instructions**

### **COMPLETING THE APPLICATION**

Follow these instructions to correctly fill out and complete the application:

- The Application is provided to you in the form of a fillable PDF. You must use Adobe Acrobat or Adobe Reader to fill, sign, and save the application.
- Applications must be submitted on the enclosed forms. Do not submit the application on disk, through fax, or by mail. Do not alter or recreate the forms in another format.
- Submit the completed PDF application with digital signature along with any required attachments through email.
- Do not use all capital letters in Problem Statement or Project Description.

## **ATTACHMENTS**

The following attachments must be included with the application (if applicable). Please use the forms supplied to you.

- If requesting funding for Personnel/Benefits, attach the job description(s) which clearly and concisely communicates the job duties, responsibilities, and qualifications of the position.
- A copy of the current indirect cost agreement (if applicable)

## **SUBMISSION OF THE APPLICATION**

To be considered, you MUST submit a digitally signed PDF application.

**Applications and attachments should be emailed to**  
[dac-grants@dac.state.ok.us](mailto:dac-grants@dac.state.ok.us)

## **REQUIRED SIGNATURES**

The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, or a District Attorney. The signature of the Authorizing Official is required on the following Certificate of Application (page 36).

**2024 BYRNE STATE CRISIS INTERVENTION PROGRAM GRANT  
APPLICATION FORM INSTRUCTIONS**

These instructions are provided to assist in the completion of the application form.

**1. ENTER THE NAME OF THE PROJECT**

**2. ENTER THE NAME OF THE APPLICANT AGENCY**

**3. PRIORITIES/PURPOSE AREA NUMBER**

Check the primary priority/purpose area under which this application falls. See pages 5 and 6 for more information.

**4. TYPE OF AGENCY**

Identify the type of agency by selecting the option which best describes your organization.

**5. APPLICANT AGENCY MAILING ADDRESS**

Enter the mailing address, city, state, zip (+4), area code/phone number, and web address (if applicable) of the applicant agency.

**6. FEDERAL TAX IDENTIFICATION NUMBER**

Enter the organization's employer identification number or tax identification number.

**7. UEI NUMBER**

Enter the organization's UEI number.

**8. SAM REGISTRATION**

Enter the organization's SAM Registration expiration date.

**9. CHIEF EXECUTIVE OFFICER AND CONTACT INFORMATION**

Enter the name of the Chief Executive Officer, the mailing address, city, state, zip, area code/phone number, and the email address of the Chief Executive Officer.

**10. PROJECT DIRECTOR AND CONTACT INFORMATION**

Enter the name of the Project Director, title, the mailing address, city, state, zip, area code/phone number, and the email address of the Project Director.

**11. FISCAL OFFICER AND CONTACT INFORMATION**

Enter the name of the Fiscal Officer, title, the name of the fiscal officer, the mailing address, city, state, zip, area code/phone number, and the email address of the Fiscal Officer.

**12. AWARD REQUEST AMOUNT**

Enter the total amount of federal funding requested in this application.

**13. IF FUNDED, CHECK THE TYPE OF PROJECT(S) THAT THE FUNDING WILL SUPPORT, SUCH AS CREATING A NEW SERVICE OR ACTIVITY, ENHANCING AN EXISTING PROJECT OR CONTINUATION OF A FEDERAL PROJECT.**

**14. LIST THE INDIRECT COST, IF ANY**

**15. PROGRAM OVERVIEW**

In 25 words or less, provide a brief and succinct paragraph on the purpose of the funded project which will be used on the DAC's website for approved projects.

**2024 BYRNE STATE CRISIS INTERVENTION PROGRAM GRANT  
Application Form**

**1. Name of the Project:** \_\_\_\_\_

**2. Name of the Applicant Agency:** \_\_\_\_\_

**3. Purpose Area of the Project:**

Behavioral Health Deflection for Those At-Risk to Themselves and Others.  
Supporting initiatives that provide behavioral health deflection and assertive community treatment.

Funding for Law Enforcement Agencies to Safely Secure, Store, Track, and Return Relinquished Guns

**4. Type of Agency: (mark one)**

State Agency                       Unit of Local Government

Private Non-Profit               Tribal Government

**5. Agency Applicant Contact Information**

Address:

City:                      State:                      Zip:                      (+4-digit)

Area Code/Phone Number:

Agency web address:

**6. Federal Tax Identification Number:**

**7. Applicant Agency UEI Number:**

**8. SAM database expiration date:**

**9. Authorizing Official and Contact Information:**

Name:

Title:

Address:

City: State: Zip: (+4-digit)

Area Code/Phone Number:

E-mail Address:

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, Chairperson of the Board of Directors, or an authorized tribal leader. The Chief of Police or Sheriff is NOT authorized to sign this document.

**10. Project Director and Contact Information:**

Name:

Title:

Address:

City: State: Zip: (+4-digit)

Area Code/Phone Number:

E-mail Address:

**11. Fiscal Officer and Contact Information:**

Name:

Title:

Address:

City: State: Zip: (+4-digit)

Area Code/Phone Number:

E-mail Address:

**12. Federal Amount Requested:**

**13. If awarded, these funds will: (check all that apply)**

- Create a new service or activity
- Enhance an existing project

**14. Indirect Costs (Check the box that applies)**

**Request to Waive Indirect Costs**

The organization understands a request for indirect costs is voluntary and chooses **NOT** to request indirect costs for this grant. If the above box is **NOT** checked, select from one of the groups below.

**De minimis Indirect Cost Request**

Instruction: The de minimis indirect cost rate may be requested by:

- a) Non-profit organizations that do not have a current negotiated federal indirect cost rate.
- b) State and local units of government, and federally recognized tribal governments that receive less than \$35 million in direct federal funding and do not have a current negotiated indirect cost rate with a cognizant agency.

*Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.*

The organization certifies it does not have a current negotiated indirect cost rate and meets the qualifications for a de minimis rate of \_\_\_\_\_ (a whole number between 1% & 10%) for this grant.

The amount of indirect direct costs requested must be based on the de minimis rate chosen above and can only be calculated by using the following budget categories:

The de minimis rate can only be applied to the following budget categories:

- Personnel
- Benefits
- Travel (Excluding travel requested for non-agency employees)
- Supplies/Operating
- Consultant/Contractor (only the first \$25,000 of each contract)
- Other (excluding scholarship costs)
- Equipment (dependent upon applicant's Asset Capitalization Policy)



Please note that capital expenditures are excluded from indirect cost calculations. Please submit a copy of your agency's Assets Capitalization Policy that shows the dollar amount the agency inventories purchases, including both furniture and IT.

If your agency does not have an Asset Capitalization Policy, please submit an affidavit to that effect. Your agency will fall under the federal definition of equipment: Equipment that means the tangible personal property (including information technology systems having 1(a) useful life of more than one year 2) a per-unit acquisition cost of \$5,000 or greater.

Excluded from the distribution base for the indirect calculation are: rental costs (including equipment rental, facility rental, and transitional housing rent paid on behalf of a victim); and leasing costs (including vehicle leases).

*Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.*

**Organizations with Negotiated Indirect Cost Agreements**

The organization requests the approved negotiated rate of \_\_\_\_\_ %

The agreement is for the following period: \_\_\_\_\_ to \_\_\_\_\_

The approved negotiated rate agreement is based on the following budget categories:

*Note: A copy of the current indirect cost agreement must be included with this application.*

The organization has an approved negotiated rate of \_\_\_\_\_ %; however, in order to allow a greater share of the program funds for direct program costs, the organization voluntarily chooses to charge a lesser rate of \_\_\_\_\_ for this grant. The agreement is for the following period:

\_\_\_\_\_ to \_\_\_\_\_

The negotiated rate agreement is based on the following budget categories:

*Note: A copy of the current indirect cost agreement must be included with this application.*

**Organizations Requesting to Negotiate an Indirect Cost Rate**

State and local units of government, and federally recognized tribal governments receiving between \$35 million and \$125 million in direct federal funding that have never negotiated an indirect cost rate, and any non-profit organization (regardless of how much federal funding is received) that have never negotiated an indirect cost rate, may choose to negotiate a rate with the District Attorneys Council (DAC),

provided the DAC is the appropriate cognizant agency (e.g. DAC is the organization's major federal funding source). In order to negotiate an indirect cost rate with the DAC, you may do so by completing an Indirect Cost Proposal. Please contact DAC for guidance at 405-264-5008. *Note: If the organization is currently receiving de minimis indirect costs on any federal grant, what is the de minimis rate? % Grant name:*

The organization requests the negotiated indirect cost rate of % , as agreed upon by this organization and the DAC, pursuant to the cost allocation plan currently in use by the organization, modified total direct costs, or another methodology that provides a fair and equitable distribution of costs to all programs that benefit from the overhead in accordance with 2 CFR Part 200. A copy of the approved indirect cost agreement between the organization and the DAC must be attached to this application.

*Please note, once there is a negotiated rate, the organization no longer qualifies for a de minimis indirect cost rate and must use the negotiated rate on all federal awards.*

*Note: Organizations receiving more than \$125 million in direct federal funding that wish to negotiate an indirect cost rate must go through their federal cognizant agency. A list of federal cognizant agencies can be found at*

*<https://www.dol.gov/oasam/boc/dcd/dcd-agency-list.htm>*

*For more information on indirect costs, see 2 CFR Part 200, [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)*

## **15. Program Overview**

In 25 words or less, provide a brief and succinct paragraph on the purpose of the funded project.

**APPLICATION NARRATIVE**  
**PROBLEM STATEMENT and PROJECT DESCRIPTION**

Provide a specific and detailed description of the project. Use Problem Statement and Project Description headers for each section. The Problem Statement and the Project Description Narrative should relate to the goals and objectives of the grant and should include the following:

**PROBLEM STATEMENT**

1. Provide a description of the agency and the jurisdiction or area in which services will be provided.
2. Provide a clear and concise description of the problem that will be addressed through the use of these funds and how the funding would alleviate the problem.
3. Use data, preferably local data, to support the need for the project.

**PROJECT DESCRIPTION**

1. Thoroughly describe the proposed project, including activities to accomplish the project. If more space is needed, the document will automatically expand this field.
-

**APPLICATION NARRATIVE**  
**GOALS, OBJECTIVES, PERFORMANCE MEASURES, ACTIVITIES and TIMELINE**

The goals and objectives of the grant must relate to the Problem Statement/Project Description.

1. Clearly state the goals, objectives, and activities of the grant project. The grant Problem Statement and the goals and objectives of a proposal must be related.
  2. Objectives must be reasonable, achievable, measurable, and sufficient to determine the effectiveness of the project.
  3. Identify the action steps required to complete the Goals and Objectives.
  4. Identify the staff member responsible and the timeline in which each Goal and objective will be completed.
- ❑ **Each column will expand to fit your narrative.**
  - ❑ **PLEASE REVIEW THE EXAMPLE PROVIDED AT THE BOTTOM. COMPLETE INFORMATION IS REQUIRED IN ORDER TO SUBMIT THE FEDERAL APPLICATION.**
  - ❑ **Please note that you will have to provide updates throughout the life of the grant on each goal and objective on your semi-annual progress report.**
-

<b>GOAL:</b>	
<b><u>Measurable Project Objective</u></b>	
<b>Action Steps</b>	
<b>Staff Member Responsible and Completion Timeline</b>	
<b>GOAL:</b>	
<b><u>Measurable Project Objective</u></b>	
<b>Action Steps</b>	
<b>Staff Member Responsible and Completion Timeline</b>	
<b>GOAL:</b>	
<b><u>Measurable Project Objective</u></b>	
<b>Action Steps</b>	

<b>Staff Member Responsible and Completion Timeline</b>	
<h1>Example</h1>	
<p><b>GOAL:</b> To improve crisis intervention capabilities and reduce instances of violence in the community.</p>	
<b>Measurable Project Objective</b>	<p>Within 10 months, decrease the number of violent incidents by 25% and increase successful crisis interventions by 30% compared to the previous year.</p>
<b>Action Steps</b>	<ol style="list-style-type: none"> <li>1. Conduct a comprehensive assessment to identify key areas of crisis intervention needs, including analyzing recent violent incidents and community feedback</li> <li>2. Provide specialized training sessions for crisis intervention teams, focusing on de-escalation techniques, trauma-informed care, and conflict resolution skills.</li> <li>3. Set up a 24/7 crisis hotline for community members to report potential crises, seek support, and receive immediate assistance from trained professionals.</li> <li>4. Organize workshops and informational sessions in collaboration with local schools, community centers, and faith-based organizations to raise awareness about crisis intervention resources and techniques.</li> <li>5. Foster stronger partnerships and improve communication channels between law enforcement agencies, mental health providers, and crisis intervention teams to ensure a coordinated response to crises.</li> <li>6. Continuously analyze data related to crisis incidents, intervention outcomes, and community feedback to assess the effectiveness of the intervention strategies and identify areas for improvement.</li> </ol>
<b>Staff Member Responsible and Completion Timeline</b>	<p>Assessment: Mike Smith, Crisis Intervention Coordinator, is responsible and will complete this action step by xx/xx/xx.</p> <p>Training: Mike Smith, Crisis Intervention Coordinator, and John Brown, Training Officer, are responsible and will complete this action step by xx/xx/xx.</p> <p>Hotline Setup: Sarah Johnson, Crisis Intervention Coordinator, and Alex Clark, IT Department, are responsible and will complete this action step by xx/xx/xx.</p>

	<p>Community Outreach: Sarah Johnson, Crisis Intervention Coordinator, and Emily White, Outreach Specialist, are responsible and will complete this action step by xx/xx/xx.</p> <p>Partnership Enhancement: Mike Smith, Crisis Intervention Coordinator, and David Green, Law Enforcement Liaison, are responsible and will complete this action step by xx/xx/xx.</p> <p>Data Analysis: Sue Jones, Data Analyst, and Sarah Johnson, Crisis Intervention Coordinator, are responsible and will complete this action step by xx/xx/xx.</p>
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**2023 BYRNE STATE CRISIS INTERVENTION PROGRAM  
OVERALL BUDGET SUMMARY**

<b>CATEGORY</b>	<b>FEDERAL FUNDS REQUESTED</b>
<b>A. Personnel</b>	
<b>B. Benefits</b>	
<b>C. Equipment *</b>	
<b>D. Travel</b>	
<b>E. Supplies and Operating Expenses</b>	
<b>F. Facilities/Rental Expenses</b>	
<b>G. Contractor/Consultant Expenses</b>	
<b>H. Other</b>	
<b>I. Indirect Costs</b>	
<b>TOTAL</b>	

\* Price Quotes must be attached for all equipment requests.



**DETAILED BUDGET and NARRATIVE**  
**CATEGORY A and B – PERSONNEL and BENEFITS**

Directions:

1. List each position by name and title/position and list whether the position is new or existing in Column A.
2. List the percent of the employee's time that will be funded by the grant in Column B. Enter a value between 0 and 1. For example, to get 50% you will enter ".5"
3. List the total annual salary for the position in Column C.
4. List the total benefits for the position in Column D. Fringe benefits should be based on actual known costs or an established formula; they are for the personnel listed in Column A.
5. The total amounts for columns C and D will be calculated automatically.
6. Columns E, F, and G are calculated automatically from amounts entered in columns B, C, and D.

(A) Name of Employee/ Position / New (N) or Existing (E)	(B) % of Time Devoted to Project	(C) Total Annual Salary	(D) Total Amount of Benefits	(E) Total Federal Funds Portion for Salary B x C = E	(F) Total Federal Funds Portion for Benefits B x D = F	(G) Total Project Cost E+F= G
<b>TOTAL</b>						

**Example**

Davis Smith Project Director (N)	100%	\$44,000	\$12,000	\$44,000	\$12,000	\$56,000
Bob Jones Administrative Technician (N)	50%	\$35,000	\$20,000	\$17,500	\$10,000	\$27,500
<b>TOTAL</b>		<b>\$75,000</b>	<b>\$32,000</b>	<b>\$61,500</b>	<b>\$22,000</b>	<b>\$83,500</b>

**BUDGET NARRATIVE:**

**Instructions:** Provide a detailed explanation of the personnel that will be assigned to the project. The narrative should describe the responsibilities of each of the positions listed.

**DETAILED BUDGET and NARRATIVE  
CATEGORY C – EQUIPMENT**

1. List non-expendable items to be purchased. Expendable Items should be listed in the in the Supplies Category (See the Chart of Accounts in the Appendix for items to be included under equipment.)
2. Narrative: Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project.
3. **For all requested equipment attach a price quote dated within one year of this application to the end of this application.**

<b>Equipment</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Federal Funds Requested</b>
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**TOTAL**

**BUDGET NARRATIVE:**

**DETAILED BUDGET and NARRATIVE  
CATEGORY D – TRAVEL**

Directions:

1. Travel must be project related. Specify travel expenses of project personnel by purpose, such as travel to training, interjurisdictional travel, etc. (See the Chart of Accounts in the Appendix for items to be included under travel.) Travel expenses must follow state travel rates/guidelines.
2. Narrative: Provide an explanation of the travel being requested. Identify the personnel who will be using travel and the purpose of the travel. Explain how the travel is necessary to the success of the project. Use additional pages if necessary.

Destination	Airfare Costs	Per Diem	Mileage	Federal Funds Request
<b>TOTAL</b>				

**Example**

List Name of Conference List Location	\$42 p/p x 4 days x 3 persons = \$504 per diem and \$125 per person x 4 nights x 3 persons = \$1500 Lodging for a total of \$2,004	\$225 x 3 persons = \$675 total	\$2679.00
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**BUDGET NARRATIVE:**

**DETAILED BUDGET and NARRATIVE**  
**CATEGORY E – SUPPLIES and OPERATING EXPENSES**

Directions:

1. General supplies include any materials that are expended or consumed during the project period. List items by type, such as paper, folders, etc. Show the basis for computation. Operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance (See the Chart of Accounts in the Appendix for items to be included under supplies and operating expenses.)
2. Narrative: Provide an explanation of the supplies to be purchased. The narrative should serve as an explanation of the figures.

Expense	Rate Per Month	Federal Funds Request
<b>TOTAL</b>		

**BUDGET NARRATIVE:**

**DETAILED BUDGET and NARRATIVE**  
**CATEGORY F – FACILITIES / EQUIPMENT RENTAL**

Directions:

1. For this category, identify the facilities and/or equipment to be used and the annual rate for rental of facilities and/or equipment (See the Chart of Accounts in the Appendix for items to be included under rental.)
2. Narrative: Provide a detailed explanation of the category. Explain how the rental of facilities and/or equipment is necessary to the success of the project. The narrative should serve as an explanation of the figures.

<b>Facilities</b>	<b>Annual Rate</b>	<b>Federal Funds Request</b>
<b>TOTAL</b>		

**BUDGET NARRATIVE:**



**DETAILED BUDGET and NARRATIVE**  
**CATEGORY G – CONSULTANTS AND CONTRACTORS**

Directions:

1. For each consultant, enter the name, if known, the service to be provided, the hourly or daily fee or rate. Consultant fees in excess of \$650 per day (or \$81.25 per hour) require additional justification and prior approval from the Federal Grants Division Director, District Attorneys Council (See the Chart of Accounts in the Appendix for items to be included under consultants and contractors.)
2. Narrative: Provide a detailed explanation of the category. Explain how the consultant is necessary to the success of the project. The narrative should serve as an explanation of the figures.

<u>Service or Product</u>	<u>Fee or Rate</u>	<u>Federal Funds Request</u>
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**Total**

**BUDGET NARRATIVE:**



**DETAILED BUDGET and NARRATIVE**  
**CATEGORY I – INDIRECT COSTS**

Directions:

1. Describe how the Indirect Costs are calculated and will be utilized in this project.

**CERTIFICATE OF APPLICATION**

The signature below of the Authorizing Official certifies the accuracy of the information in this application and agrees to comply with all State and federal provisions of the 2024 Byrne State Crisis Intervention Grant Program and all other applicable State and federal laws.

Printed Name of Authorizing Official: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Authorizing Official:

\_\_\_\_\_

Date: \_\_\_\_\_

**The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a state agency head, mayor, city manager, chairperson of the County Commission, Chairperson of the Board of Directors, or an authorized tribal leader. The Chief of Police or Sheriff is NOT authorized to sign this document.**

## APPENDIX A

### CHART OF ACCOUNTS

This information is being provided to assist you in placing requested items in the correct budget category.

Budget Category	Item
<b>Personnel</b>	Salaries
	Longevity
	Overtime Wages
<b>Benefits</b>	Health, Dental, and Life Insurance
	Unemployment Compensation Insurance
	Medicare
	FICA
	Workers' Compensation
	Disability
	Retirement
<b>Travel</b>	Mileage
	Per Diem
	Public Transportation
	Lodging
	Baggage Fees
	Airfare
<b>Supplies/Operating Expenses</b>	Postage
	Printing
	Telecommunications Services
	Utility Charges
	Maintenance and Repair (Vehicle & Office)
	Office Supplies
	Data Processing Supplies
	Educational Supplies
	Motor Fuel
<b>Rental Expenses</b>	Office Space
	Other Building Space
	Equipment and Machinery, including vehicles
	Telecommunications Equipment
<b>Equipment</b>	Office Furniture and Equipment
<i>The definition of equipment is tangible non-expendable property having a useful life of more than one year AND/OR an acquisition cost of \$5000 or more per unit.</i>	Data Processing Equipment
	Data Processing Software
	Equipment – Medical, Telecommunications, Vehicles
<b>Other</b>	Volunteer time to support the funded program
	Uniform Clothing and Accessories
	Safety and Security Supplies and Services
	Registration Fees
<b>Consultant/Contractual</b>	Consultants
	Contractual Services
	All expenses related to the requested Consultants/Contractual, such as benefits, travel, etc.