

**Byrne State Crisis Intervention Program  
Advisory Board**

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**FEDERAL  
BYRNE STATE CRISIS  
INTERVENTION  
PROGRAM GRANT**

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**Calendar Years 2024-2025  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m., January 5, 2024  
BY EMAIL TO [kggpapp@ks.gov](mailto:kggpapp@ks.gov)**

**For questions regarding application requirements, please contact the  
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or [KGGPApp@ks.gov](mailto:KGGPApp@ks.gov)**

# Federal Byrne State Crisis Intervention Program Guidelines

## Overview

The Federal Byrne State Crisis Intervention Program (SCIP) grant program was created and funded by Congress in 2022 through the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C. The U.S. Department of Justice, Bureau of Justice Assistance (BJA) distributes the grant funds to each state based on population and crime rates. The funds are intended to assist state, local, and tribal efforts to prevent or reduce gun violence and violent crime. The Kansas Governor's Grants Program (KGGP) is the state administrating agency for the SCIP grant program.

The SCIP grant requires states to form an Advisory Board to inform and guide the state's funding priorities related to preventing and addressing gun violence and violent crime. In August 2023, the SCIP Advisory Board approved the [Kansas SCIP Plan \(Plan\)](#) to ensure the best use of the SCIP funds to optimize efficiency, maximize impact, and achieve measurable results.

There is approximately **\$2.4 million** available for grant awards. The SCIP Advisory Board intends to commit SCIP grant funds to 3 or 4 primary projects for this 24-month grant project period. Please refer to the "Pass-Through Requirement" section on page 4 for more information regarding the distribution of these funds. The SCIP is a competitive grant process with no guarantee of funding or continued funding. Specifically, applicants receiving SCIP funding should engage in sustainability planning.

## Grant Project Period

Grant projects funded by SCIP shall be for a period of 24 months, beginning April 1, 2024, and ending March 31, 2026. Any funds not obligated by March 31, 2026, must be returned to the KGGP.

## Grant Application Deadline

Grant applications must be submitted by email to [kggpapp@ks.gov](mailto:kggpapp@ks.gov) **by 11:59 p.m. January 5, 2024.**

## Funding Priorities

Applicants should review the [Plan](#) in its entirety. **Applications are being accepted for projects addressing only priorities 1 and 2. Applications must clearly set forth the priority under which funds are being requested.**

## **Priority 1**

### **Piloting or expanding a specialty court program that merges domestic violence intervention and civil protection orders with criminal cases presided by the same judge.**

Kansas does not have any operational or planned specialized domestic violence courts. Domestic Violence Courts provide an effective administration of justice by promoting:

- Swift, certain, and consistent responses to domestic violence;
- Judicial monitoring of case follow-through;
- Victim safety and access to court case information, social services, housing, and counseling;
- Intensive monitoring to ensure offender compliance to orders of protection and a swift response to violators;
- Judicial supervision of cases from arraignment through post-disposition when sentences include probation;
- Offender accountability and rehabilitation, defendant monitoring, and victim advocacy;
- Judicial education on domestic violence issues; and
- Court partnership with prosecutors, defense, probation, parole, and other stakeholders.

(The New York State Domestic Violence Courts Program Fact Sheet; and *A National Portrait of Domestic Violence Courts* by Melissa Labriola, Sarah Bradley, Chris S. O’Sullivan, Michael Rempel, Samantha Moore.)

## **Priority 2**

### **Enhancing community programs and initiatives focused on reducing gun violence and trauma by providing victims of gun violence with community resources, wraparound services, and behavioral health deflection and treatment services.**

Initiatives focused on reducing the effects of violence through cross-sector partnerships to reduce trauma, connecting victims with community resources, providing wraparound services, and reducing hospital readmissions and retaliation.

From 2018 – 2021, Wyandotte, Shawnee, and Sedgwick Counties had the highest firearm death rates in Kansas, respectively 30.5, 21.0, and 19.5 per 100,000 people. Kansas communities experiencing such high gun violence rates can benefit from mobile crisis unit services, community-based services and programming, integrated case management, and wraparound support for people who experienced or witnessed gun violence. Gun violence has a profound long-term (i.e., chronic health issues, emotional issues, and economic consequences) and short-term impact (i.e., physical injuries and psychological trauma) on individuals and communities. These counties lack enough programs or initiatives to provide coordinated and integrated services to victims of gun violence to address the short-term and long-term impacts of gun violence.

Additionally, the National Criminal Justice Association survey completed by the SCIP Advisory Board members and discussion among the members indicates Kansas communities need community-based violence intervention strategies, behavioral threat assessment programs, and crisis response programs for behavioral health emergencies.

The SCIP Advisory Board focus on these two priorities is aimed to maximize the impact of financial resources in such a way that measurable results can be demonstrated. Applications that do not designate one of the two priorities will not be considered for an award.

### **Pass-Through Requirement**

The SCIP Advisory Board intends to commit SCIP grant funds to 3 or 4 primary projects for this 24-month grant project period. In distributing the funds, a minimum of approximately one-third of the \$2.4 million in SCIP funds are passed through and awarded to units of local government (city or county). An additional minimum of 11.3 percent of the \$2.4 million in SCIP funds must be awarded to jurisdictions not eligible to receive a direct SCIP from the BJA or be awarded to state courts that provide criminal justice and civil justice services directly benefitting those same jurisdictions.

### **No Match Requirement**

Match is **not** required. However, applicants should note the SCIP Advisory Board looks favorably on projects providing a match to optimize sustainability of the grant project. The SCIP Advisory Board will give preference to applicants demonstrating a commitment from local and regional partners and communities. The applicant should describe monetary participation and assistance with project implementation in the Sustainability section of the Project Narrative.

Applicants cannot use SCIP funds as any part of a match requirement for another grant program.

### **Limitations on the Use of Grant Funds**

SCIP funds cannot be used for:

- Costs incurred in applying for, administering, or auditing the grant;
- Lobbying or fundraising;
- Expenses outside of the SCIP priority areas;
- Land acquisition;
- Luxury items;
- Construction projects;
- Infrastructure investments; or
- Vehicles.

### **Food and Beverage**

Purchasing food and/or beverages for any meeting, conference, training, or other event is not allowed. No food and/or beverages can be purchased with other funds constituting program income for a federal grant award. Exceptions to the restriction may be made only in cases where such sustenance is not otherwise available (i.e. extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior written approval from the KGGP. The restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, the restriction does not

impact direct payment of per diem amounts to individuals in a travel status under the applicant's travel policy. The OJP guidance on food and beverage, conference planning, minimization of costs, and conference cost reporting is U.S. Department of Justice (DOJ) [DOJ Grants Financial Guide](#).

### **Travel-Related Expenses**

Reimbursing in-state mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware no grant funds administered by the KGGP may be used to make up the difference.

### **Equipment**

Equipment is defined as assets with a useful life of one year or more and a purchase cost of **\$5,000** or more per unit.

### **Fringe Benefits**

SCIP funds used for fringe benefit costs shall not exceed the proportion of personnel costs supported by SCIP funds.

### **Misuse of Grant Funds**

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

### **Supplanting**

SCIP funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for the proposed activities. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a SCIP award has not replaced funds otherwise available for the same program or purpose.

**Defined:** To reduce federal, state, or local funds for an activity specifically because SCIP funds are available (or expected to be available) to fund that same activity. SCIP funds must be used to **supplement** existing funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, SCIP funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in non-SCIP resources occurred for reasons other than the receipt or expected receipt of SCIP funds.

## **Grant Recipient Compliance and Reporting Requirements**

Applicants awarded SCIP funds are expected to comply with the SCIP requirements set out in the grant assurances, reporting requirements, research evaluation process, and any requirements arising because of a compliance review. The KGGP will conduct a compliance review of each SCIP grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the [DOJ Grants Financial Guide](#), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SCIP funds. Including but not limited to:

- Financial documentation for disbursements;
- An accounting system that tracks the SCIP funds separately from all other funds with a distinct identifier;
- Daily time and activity records specifying time and type of service devoted to allowable SCIP activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving SCIP funding are required to submit the following certification and reports:

- Copy of the current **Equal Employment Opportunity Plan (EEOP) Certification** verifying it has been submitted to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights.
- **Five Most Highly Compensated Officers Certification** must be submitted to open the award.
- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 15 calendar days after the end of each month.
- The **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant project funds. The annual report is due 15 calendar days after the end of each year.
- The **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal BJA PMT website within 15 calendar days after the end of each quarter.

- The **Projection of Final Expenditures Report** is due January 15, 2026.
- Any other reporting procedures that may be required by the federal government, the SCIP Advisory Board, or the KGGP.

Agencies submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided may result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

### **Review of Applications**

The SCIP Advisory Board makes final grant award decisions for all applications, and the BJA must expressly approve all final grant award decisions. Outside grant reviewers will assist the SCIP Advisory Board evaluate the SCIP grant applications. The SCIP Advisory Board will determine final grant awards in an open meeting. Notice of the SCIP Advisory Board meeting will be posted on the [KGGP SCIP webpage](#) and the [Kansas Public Square](#). Incomplete applications will not be considered. Applicants will be notified in writing of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant agency's support of SCIP priorities 1 and/or 2 as set forth in the Plan;
- Quality of any needs assessment in terms of proposed services;
- Demonstration of clear, measurable, and appropriate grant project objectives and activities consistent with SCIP priorities 1 and/or 2 outlined in the SCIP Solicitation instructions;
- Efficacy of evaluative components, both programmatic and fiscal;
- Relevant budget information;
- Description of sustaining the grant project in future years without SCIP funding;
- Submission of all required documents and a complete application; and
- Applicant agency's ability to fulfill all of the requirements of the SCIP.

### **Application Requirements**

Please read the SCIP Solicitation requirements and [Plan](#) in their entirety before completing the grant application. Submit the application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- \_\_\_\_\_ General Information (complete attached form)
- \_\_\_\_\_ Project Narrative (separate document; not to exceed 10 pages)
- \_\_\_\_\_ Grant Project Budget (complete attached form)
- \_\_\_\_\_ Agency Budgets (separate document)
- \_\_\_\_\_ Grant Management Capacity (separate document)
- \_\_\_\_\_ Proof of 501(c)(3) status, if applicable (separate document)
- \_\_\_\_\_ Certificate of Good Standing, if applicable (separate document)

### **General Information (attached form)**

Applicants must complete the General Information Form attached to this solicitation. Please note the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the grant project.

### **Project Narrative (separate document - not to exceed 10 pages)**

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed 10 pages in length.

#### **Identify Priority to be Addressed**

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of how the identified SCIP Priority will be addressed, either in whole or in part, with the requested grant funds. Describe any needs assessment that was used to develop the activities to address the Priority. If the applicant is comparing local data to state or national data, include information establishing the need locally or describing why the local community is limited in resources to address the Priority.

#### **Justification of Need for Grant Funds/Increase Request**

Applicants must explain why the proposed project is cost effective, demonstrate how the jurisdiction and/or community will maximize cost effectiveness of grant expenditures, and provide a description of cost effectiveness in relation to potential alternatives and the goals of the project. Applicants should state whether other funds have been sought to support the program and describe the outcome of those efforts.

#### **Grant Project Goal(s) and Objectives**

State the goal(s) of the proposed grant project. This should not be the goals of the agency but should be specific to the proposed SCIP-supported project.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Specifically identify any evidence-based programs or practices addressing the SCIP Priority being incorporated into the proposed objectives and activities.

### **Grant Project Performance Measures and Results**

Applicants receiving SCIP funds will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please describe the following information:

- Process used for monitoring the implementation, progress, and outcomes of the grant project;
- What data will be collected;
- How the data collected will be used to ensure the success of the grant project;
- Criteria used to evaluate the activities and/or services provided through the proposed grant project;
- How the proposed objectives are measured and how the applicant will determine whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives; and
- What the grant project will achieve.

Please note: Applicants receiving a SCIP grant award will be required to work with a program evaluator, identified by the SCIP Advisory Board, to monitor results and evaluate the project.

### **Grant Project Staff**

Provide a list of each staff member to be funded with the grant, include staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how the staffing pattern will help meet the goals of the grant project.

### **Sustainability**

Although match is not a SCIP requirement, applicants should note the SCIP Advisory Board will look favorably on projects providing a match to optimize sustainability of the grant project. The SCIP Advisory Board will give preference to applicants demonstrating a commitment from local and regional partners and communities. Provide a detailed description explaining what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the grant project and program. The applicant must detail how the grant project will be sustained in future years if SCIP funding declines or is not available. If the applicant is proposing to purchase equipment with SCIP funds, describe what plans will be used for maintenance and future replacement costs.

### **Civil Rights Contact Information**

Applicants must include the name, title, address, and telephone number of the civil rights contact person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

### **Current Board President Contact Information**

If the applicant is a nonprofit organization, the applicant must include the name, profession (if applicable), address, phone number, email address, and the term of service for the current Board President.

### **System for Award Management (SAM) Registration and Unique Entity Identifier**

Applicants must establish and maintain an active registration status in the [SAM](#). The applicant must provide 1) the agency's 12-character unique entity identifier provided in the agency's SAM registration profile, and 2) the current SAM expiration date.

### **Current Audit Report**

All applicants **must** provide information in this section of the Project Narrative on when the organization's most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed. If the KGGP has **not** received a copy of the nonprofit, community, or faith-based organization's most recent audit report, including the Single Audit report if applicable, and Internal Revenue Service (IRS) Form 990, those items must be forwarded in their entirety via email to [kggp@ks.gov](mailto:kggp@ks.gov) or by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

If the applicant is a city or county government, a current audit **does not** need to be submitted. However, governmental agencies **must** provide information on when the most recent audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

### **Grant Project Budget (attached form)**

The applicant must submit a reasonable and cost-effective grant project budget on the attached Budget Summary Form.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the grant project. The budget must adhere to allowable costs and activities as outlined in the SCIP solicitation, OMB Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the [DOJ Grants Financial Guide](#).

A detailed calculation and brief narrative explanation must be provided in the Explanation field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as "New" *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the SCIP project for each position requested. Training events and other travel costs must be specifically identified to the extent

possible. Following are examples of descriptions that might be used for line-item requests. Visit [Writing a Grant Project Budget](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Project Coordinator	\$82,000	Full-time, salaried, 80% of time on project. Staff expected to receive 5% raise on Jan 1 <sup>st</sup> : (\$50,000 x year 1) + (\$52,500 x year 2) x .8 of time
Mental Health Counselor	\$22,464	Full-time, hourly, 40 hrs./wk. 20% of time on project. Anticipated hire date of April 1, 2024. Staff expected to receive 5% raise on Jan 1 <sup>st</sup> : (\$30.00/hr. x 1,560 hrs.) + (\$31.50/hr. x 2,080 hrs.) = \$32,370 x .20 of time
Conferences/ Workshops	\$ 1,277	Crime Victims' Rights Conference, April, Wichita: (\$250 registr. x 2 staff) + (200 mi. x \$.625/mi. x 1 vehicle) + (\$118/nt. [103GSA + 15% taxes/fees] x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)
Supplies	\$ 850	Two laptop computers at \$850 each: (\$850 x 80% for Project Coordinator) + (\$850 x 20% for Mental Health Counselor)

**Current and Next Fiscal Year Agency Budgets (separate document)**

Submit the applicant’s current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of the grant application request as budgeted income with a “requested” status. Also, be sure all line items requested in this application can be found in the program’s budget for expenses.

Example of budget income only:

<u>Fiscal Year January 1-December 31, 2024</u>			
<u>SOURCE:</u>	<u>AMOUNT:</u>	<u>STATUS:</u>	<u>DATE:</u>
City of ‘x’	\$500,000	Projected	7/24
United Way	5,000	Received	10/23
Walk-A-Thon	500	Collected	9/23
’24 SCIP-GOV	<u>51,487</u>	Requested	11/23
Total Organization Income	\$556,987		

**\*Note:** -Budget expenses are also required.  
 -Repeat for next Fiscal Year.

## **Grant Management Capacity (separate document)**

In accordance with requirements described in the Federal OMB Uniform Guidance for Federal Awards, 2 C.F.R. Part 200, the KGGP must assess the applicant's ability and capacity to implement the proposed SCIP project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must submit a separate document describing the following information:

- Written accounting policies and procedures and how often they are updated;
- Any potential personal or organizational conflicts of interest within the applicant agency or any of its employees, contractors, or affiliates related to the possible receipt of SCIP funds;
- Accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized, and any manual accounting processes used to complement the system;
- Procedures for monitoring the approved grant project budget and tracking expenditures at a line-item level;
- Internal controls for ensuring grant project expenditures are solely for allowable and approved purposes;
- Reserve funds and/or capacity to manage a SCIP subgrant award on a reimbursement basis;
- Knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance; and
- Experience managing other grant funds awarded to the applicant agency, including the name of the grant program, the purpose of the program, the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

## **Proof of 501(c)(3) (separate document)**

If the applicant is a nonprofit, community, or faith-based organization, submit proof of the applicant's exempt status as determined by the IRS.

## **Certificate of Good Standing (separate document)**

If the applicant is a nonprofit, community, or faith-based organization, submit the current (less than one year old) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.

# GENERAL INFORMATION FORM

KGGP USE ONLY

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

Application Number: \_\_\_\_\_

### APPLICANT IDENTIFICATION

Agency Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip + 4: \_\_\_\_\_ County: \_\_\_\_\_  
Federal Employer Identification Number: \_\_\_\_\_

### AUTHORIZED CERTIFYING OFFICIAL

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### PRIMARY CONTACT FOR PROPOSED GRANT PROJECT

(The primary contact listed will receive **ALL** correspondence from this office.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### FISCAL OFFICER

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION

Funding Period: **January 1, 2024 to December 31, 2025**

Brief Description of Proposed Grant Project: \_\_\_\_\_

City(ies) or County(ies) in Which Proposed Grant Project Will Operate: \_\_\_\_\_

<b>BUDGET SUMMARY FORM</b>		
BUDGET CATEGORY	SCIP	KGGP USE ONLY
<b>PERSONNEL:</b> (may include regular and/or overtime pay, as applicable) A. _____ B. _____ C. _____ D. _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	     <b>\$0</b>	
<b>FRINGE BENEFITS:</b> A. FICA B. Unemployment Insurance C. Health Insurance D. Workers' Compensation E. Retirement F. Other (Specify) _____ G. Other (Specify) _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	       <b>\$0</b>	
<b>TRAVEL/TRAINING:</b> A. Travel Costs B. Training Costs B. Other (Specify) _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	    <b>\$0</b>	
<b>SUPPLIES AND COMMUNICATIONS:</b> A. Supplies B. Telecommunications C. Other (Specify) _____ D. Other (Specify) _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	    <b>\$0</b>	
<b>EQUIPMENT:</b> A. Equipment/Other Fixed Assets B. Equipment Repair & Maintenance <div style="text-align: right;"><b>SUBTOTAL</b></div>	   <b>\$0</b>	
<b>CONTRACTUAL SERVICES:</b> A. _____ B. _____ C. _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	    <b>\$0</b>	
<b>OTHER:</b> A. _____ B. _____ C. _____ <div style="text-align: right;"><b>SUBTOTAL</b></div>	    <b>\$0</b>	
<b>TOTAL REQUEST</b>	<b>\$0</b>	

\_\_\_\_\_  
Signature of Authorized Certifying Official