

# 2026 Byrne SCIP APPLICATION INSTRUCTIONS

## Byrne State Crisis Intervention Program (Byrne SCIP)

**Application Deadline: FRIDAY, JULY 10, 2026**

### FLUXX APPLICATION STEPS

There are specific instructions regarding Fluxx that you should familiarize yourself with prior to beginning your application.

| Name                                  | Microsoft Word       | Adobe PDF           | Video                 |
|---------------------------------------|----------------------|---------------------|-----------------------|
| How to Log Into Fluxx                 | <a href="#">Word</a> | <a href="#">PDF</a> | <a href="#">Video</a> |
| Reset Fluxx Password                  | <a href="#">Word</a> | <a href="#">PDF</a> | <a href="#">Video</a> |
| Add New Fluxx Users                   | <a href="#">Word</a> | <a href="#">PDF</a> | <a href="#">Video</a> |
| Create and Submit an Application      | <a href="#">Word</a> | <a href="#">PDF</a> | <a href="#">Video</a> |
| Grantee Navigation & Application Tips | <a href="#">Word</a> | <a href="#">PDF</a> | N/A                   |

[Register and join DCJ for a virtual Application Workshop via Zoom](#) on Wednesday, June 10th from 11:00AM - 1:00 PM. In this webinar, DCJ's SCIP & JAG Grant Managers will present the programmatic and financial components of both grant programs, including application requirements and tips, followed by a question and answer session. For those unable to participate on June 10th, a recording and transcript will be available on DCJ's [SCIP Program web page](#).

### APPLICATION MATERIALS

The application materials listed below are available within the application in Fluxx, as well as on the Byrne SCIP [web page](#).

[Announcement of Availability of Funds](#)

Byrne SCIP Application Instructions

Frequently Asked Questions

## PROJECT APPLICATION TIPS

- Please read these Application Instructions in full as they contain guidance on how best to answer many of the questions and information that is required for applications to be considered complete.
- A unique entity identifier (UEI) number and registration with the federal System for Award Management (SAM) is required to receive federal grant funds. Grant awards without a current registration in SAM and an UEI will have a Special Condition placed on award documents to complete this requirement within 30 days of the start of the grant award period.
- Be aware that the Justice Assistance Grant (JAG)/SCIP Board is composed of subject matter experts. Assume a high level of understanding and expertise of readers when completing your problem statement and project plan. This often helps in keeping the language short and to the point.
- Make sure there is a thread that ties the project application together from the problem statement through the evaluation and the budget; the elements should all be related, flow, and make sense.
- Illustrate any collaborative efforts where appropriate. This is vitally important when grant projects involve or potentially impact other agencies or systems.
- Goals and Objectives should be viable.
  - Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate the problem described, and should be logical, sensible, clearly written and directly tied to the project.
  - Objectives are realistic and able to be accomplished in the time frames described. Objectives identify the amount of intended change expressed as a rate, percent, or whole number. Include measures that will sufficiently document any change that occurs.
- Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project review and verify the proposed budget.
- Justify and explain all budget items and calculations in the budget narrative (example-price per unit x number of units =), including how costs were determined.
- Double-check budget descriptions to make sure they contain a sufficient level of detail and that all figures are calculated correctly.
- Provide information about why you did not ask for the funding for this project through your agency's regular budgeting process. If you did, what was the reason for denial?

## Questions

DCJ is committed to a fair and impartial competitive application process. As such, any grant *programmatic and application* questions and answers will be posted on DCJ's Byrne SCIP web page in the frequently asked questions section. Please check the [web page](#) frequently to ensure you have the most up-to-date information.

Please read the 2026 Byrne SCIP Announcement of Availability of Funds and these Application Instructions in their entirety, which are also located within the application in Fluxx, before contacting DCJ with questions.

## Questions about Grant Program or the Application

Meghan Moore, Byrne SCIP Grant Program Manager

Colorado Division of Criminal Justice, Office of Adult and Juvenile Justice Assistance

Direct: 303-518-6761

E-mail: [Meghan.Moore@state.co.us](mailto:Meghan.Moore@state.co.us)

## Questions about Fluxx & Technical Support

If you experience problems or have questions about how to use Fluxx, please contact [cdps\\_dcjgms@state.co.us](mailto:cdps_dcjgms@state.co.us).

## Accessibility & Accommodations

The Division of Criminal Justice (DCJ) is committed to the full inclusion of all individuals, and we are continually making changes to improve accessibility and usability of our services. As part of this commitment, DCJ is prepared to offer reasonable accommodations for those who have difficulty engaging with our content. As an example, documents can be produced in an alternative file format upon request. To request this and other accommodations, or to discuss your needs further, please contact Meghan Moore at 303-518-6761 or [Meghan.Moore@state.co.us](mailto:Meghan.Moore@state.co.us)

# BYRNE SCIP PROJECT APPLICATION INSTRUCTIONS

## Organization Information & Project Officials

### Project Officials

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

### **Project Director**

This must be an individual other than the authorized official or financial officer and must be from the applicant agency. The project director is the individual who will be in direct charge of and has overall responsibility for the project. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of their time to the project. This person will be required to sign and submit all quarterly reports, payment requests, and other grant forms.

### **Financial Officer**

This must be an individual other than the project director or authorized official and must be from the applicant agency. The financial officer is the person who will be responsible for financial matters relating to the project and is in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports.

### **Signature Authority**

This must be an individual other than the project director or financial officer. This is the individual authorized to enter into binding agreements on behalf of the applicant agency. This person will be required to sign the grant agreement, payment requests, and other grant forms. For units of local government, this will normally be a city or town manager, mayor, district attorney, and/or the chair of the county commission.

### **Primary Contact**

This is the individual that will be contacted during the review period, and will be notified of award decisions and next steps.

## **Project Overview**

### **Project Title**

Please choose a name or title that is descriptive of the proposed project so it can be distinguished from other applications. (Limit 60 characters - No special characters)

### **Project Duration**

The project period will be April 1, 2027 to March 31, 2028.

### **Application Type**

Select the best description of your proposed project (*See Addendum B at the end of this document for examples of each project type*):

- Implementation of crisis intervention court proceedings, including, but not limited to, extreme risk protection order programs (ERPO).
- Related crisis intervention court-based programming, including, but not limited to, drug, mental health, veteran's treatment, and community courts.
- Referrals to community-based services for people in crisis.

- Funding for law enforcement crisis intervention programs or initiatives.

### **Project Summary**

(Limit 1000 characters) Provide a brief description of the proposed project, including the purpose, activities and/or deliverables that will be completed to address the stated problem, and anticipated outcomes. Additionally, explain how the project will address one or more of Colorado's Byrne SCIP Program goals. Be clear and succinct.

## **Project Details**

### **Problem Statement**

(Limit 5000 characters) What is the problem you are trying to change, reduce, or eliminate?

In your response, consider the following:

1. What are the causes and the consequences of the problem? Articulate why this problem should be addressed.
2. What state or local data illustrates the scope of the problem?
3. How will addressing the problem positively impact Colorado's Byrne SCIP Program goals?
4. Why are you requesting grant funds (did you experience a loss of funding, is this a new program or initiative, are you seeking to expand an existing program or initiative, etc.)?

### **Measures to Protect Constitutional Rights**

(Limit 5000 characters) If requesting Byrne SCIP funds to implement crisis intervention court proceedings or related programs/initiatives, including extreme risk protection (ERPO) programs or specialized court-based programs, describe measures that will be taken to safeguard the constitutional rights of individuals subject to such proceedings or programs/initiatives. See Addendum A at the end of this document for the Bureau of Justice Assistance's list of minimum requirements specific to ERPO programs supported with Byrne SCIP funds.

### **Project Plan**

(Limit 6500 characters) Describe the project plan. *(See Addendum B at the end of this document for examples of allowable programs/initiatives. See the Announcement of Availability of Funds for the list of Colorado's Byrne SCIP Program goals).*

In your response, consider the following:

1. A description of the project to be implemented, including specific activities and/or deliverables, as well as intended beneficiaries and geographic area where funds will be utilized.
2. The purpose and goals of the project, including how it addresses the stated problem.
3. A description of the strategy(ies) you will use to accomplish project goals and objectives.
4. Other resources, including collaborations, needed for successful implementation of the project.
5. Anticipated outcomes and impact of the project. A description of how the project will address one or more of Colorado's Byrne SCIP Program goals.

## Implementation Plan

(Limit 6500 characters) Describe the steps that will be taken to implement the project, how funds will be used, project roles and responsibilities, and timeline.

In your response, consider the following:

1. Steps to be taken to implement the project, including specific activities/deliverables throughout the grant period.
2. How grant funds will be used to carry out the project plan.
3. How other resources, including other funds aside from these requested grant funds and any collaborations will be or have been secured for the project.
4. Indicate who will be responsible for this project overall and who will be responsible for individual steps, if different.
5. Identify any risks, challenges, or barriers to the project's success. Include any strategies to mitigate these issues.
6. Provide a **timeline** for implementation of the project.

## Goals and Objectives

### Goals and Objectives

These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress. In addition, funded applicants will be required to report quarterly on program specific [Byrne SCIP performance measures](#) developed by the Federal funding agency, the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

*Note: There is one on-line system for DCJ's quarterly narrative and financial reports (Fluxx) and a separate federal on-line site for quarterly performance measures reporting accessible through BJA's Performance Measurement Tool (PMT) system.*

### Goals

Goals are logical, sensible, clearly written and directly tied to the project. Write one or more goals you will focus on for this project. Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate the problem described.

### Objectives

Objectives are realistic and able to be accomplished in the time frames described. Objectives identify the amount of intended change expressed as a rate, percent, or whole number. Include measures that will sufficiently document any change that occurs.

Please write at least one measurable objective(s) for each goal. Objectives should include:

- The specific type of change or improvement that will occur
- The level at which the change or improvement will occur, such as *individual/client-based* (number served; changes in knowledge, behavior; reduced risk, system involvement), *environmental* (larger changes at the community level), *deliverable/product-based* (e.g. development of a risk assessment tool), or *system improvement* (specific changes to system to improve functioning and/or implementation of a program/initiative)

- The expected magnitude, on average, of the expected change
- If individual/client based, include Objectives reflecting the number or percent of individuals/clients to be served/who will be impacted.

### **Measurements**

Measurement is the description of what data will be collected to measure the change. Please describe the specific measurement tool(s) and/or method(s) you will use to collect data for each Objective. If you have not yet identified tool(s) and/or method(s), please state TBD (To Be Determined).

### **Timeframes**

The quarter(s) in which the objective will be completed.

## **Budget & Budget Narrative**

The budget will not be visible in Fluxx unless the Project Title is populated, and you have clicked Save at least once after populating the title.

### **Overall Budget Instructions**

These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

**Budget items should be detailed, reasonable, specifically defined, justified and the applicant should demonstrate how the costs were determined. It should be clear so that no concerns of supplanting will exist.** The budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.
- In figuring the budget, work with **WHOLE DOLLAR AMOUNTS ONLY**. When necessary, round to the next highest whole dollar amount.
- The budget is broken into seven Budget Categories: Personnel, Supplies and Operating, Travel, Equipment, Consultant/Professional Services, and Indirect Costs.
- **Direct administrative costs of the project are limited to 10 percent of the budget.** Indirect costs are not part of the 10 percent limit on direct administrative costs.

### **Budget Narrative and Justification**

The applicant must provide a justification and explanation of the budget items listed in each Budget Category. Failure to justify and explain/show calculations could result in denial of funding.

Provide computations for determining all costs and describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and

the hourly cost of the services to be provided.

OAJJA recognizes that governments are constantly faced with the challenges of limited resources. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services.

### **Personnel**

This budget category should be used when employees are positions within the applicant agency and/or the implementing agency is a division (under the same unit of government) of the applicant agency.

The Personnel Budget should consider overtime, time needed to acquire new staff, and changing demands for personnel during the course of the project.

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

### ***Do You have Personnel line items to enter?***

(Enter Yes or No)

If you are requesting or using personnel, you must add an Organizational Chart and Job Descriptions under the Application / Grant Documents section of the application.

### **Personnel Details**

- **Position Title**  
Add each position by title of employee, if available; if two individuals have the same title, list it twice.
- **Position Name**  
Add each position by name of employee, if available.
- **Total # hours per week position works for the agency (max = 40hrs)**
- **Is this position requesting overtime?**  
Enter Yes or No

### **Salary**

Enter the Total Annual Base (Salary) information regardless of funding source. If hourly, multiply hourly rate by 2,080 for annual salary/fringe.

- **Salary Base Pay (round up to the nearest whole dollar)**  
Enter the annual, full-time salary or base pay for the position. Round up to the nearest whole dollar.
- **% Paid by Grant**  
Enter the % of annual full-time salary that will be paid for with grant funds.
- **Salary to be Paid by Grant Funds**  
This value is automatically calculated by Fluxx.

### **Fringe**

Enter the Total Annual Base (Fringe) information regardless of funding source. If hourly, multiply hourly rate by 2,080 for annual salary/fringe.

- **Base Fringe / Benefits (round up to the nearest whole dollar)**  
Enter the amount of Fringe Benefits for that position.
- **% Paid by Grant**  
Enter the % of annual fringe that will be paid for with grant funds (can't exceed the % of salary that will be paid for with grant funds).
- **Fringe to Be Paid by Grant**  
This value is automatically calculated by Fluxx.

### **Personnel Additional Funding**

(Limit 1500 characters) List all other funding sources that pay for this person's salary and fringe. [Enter NA if not applicable].

### **Budget Narrative and Justification**

(Limit 1500 characters) Explain how the salary and fringe benefit rates for this position were determined. An explanation and justification are required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, the months covered by the increase, and justify it. Be sure that scheduled salary increase has been included in the Salary row, and that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area. Include a brief description of the project roles and responsibilities for this position.

### **Total to Be Paid by Grant**

This value is automatically calculated by Fluxx.

### **Supplies & Operating**

Add expendable or non-durable items within this category by major type [e.g., office supplies, **software (regardless of cost)**, training registration materials, mobile phone service, safe gun storage supplies, etc. each item must be named - "etc." is not an allowed cost.] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per person for training tuition, telephone-base charge plus long distance at "Z" dollars per month.

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

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

Items with a unit cost less than \$10,000 are considered supplies and should be listed in this category. Items costing \$10,000 or more should be listed under Equipment (see below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by OAJJA and should be shown in the Consultants / Contracts budget category. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

#### Narrative Instructions

Explain how the cost of each item was determined and justify the need for the item.

#### ***Do You have Supplies & Operating line items to enter?***

(Enter Yes or No)

#### Supplies and Operating Details

- **Item**  
Enter the name of the item
- **Amount to be Charged to the Grant**  
Enter the unit cost of the item
- **Narrative - Include # of items and Unit Cost**  
Explain how the cost of each item was determined and justify the need for the item.

#### Travel

Add travel expenses for project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, automobile, lodging and meals and incidentals per diem individually.

- Indicate if the travel is in state or out-of-state and, if known, the location..
- Out-of-state travel must be justified and tied to the project goals and objectives.

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

1. Mileage: \$.67 cents per mile for use of a personal automobile.
2. Lodging: In-state is the actual cost of reasonable accommodations. However, lodging costs in excess of the statewide standard rate of \$110.00/night must have prior approval of the Project Director. [Federal GSA rates](#) should be used for out-of-state lodging costs.
3. Meals & Incidentals (M&IE - per day): In-state and Out-of-state M&IE costs should be [Federal GSA rates](#). Reimbursement for the first and last day of travel and equals 75% of total M&IE.

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

#### Budget Narrative and Justification

Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the

project, you must explain why this training cannot be achieved in state). Out-of-state travel is discouraged and needs to be thoroughly justified.

***Do You have Travel line items to enter?***

(Enter Yes or No)

**Travel Details**

- **Item**  
Enter the name of the item
- **Amount (round up to the nearest whole dollar)**  
Enter the unit cost of the item
- **Travel Budget Narrative**  
Explain how the cost of each item was determined and justify the need for the item.

**Equipment**

Add each item separately, by unit cost. This category should include all items with a unit cost of \$10,000 or more and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Equipment must be justified as necessary and not available currently.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

**Budget Narrative and Justification**

Explain how the cost of each item was determined. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

***Do You have Equipment line items to enter?***

(Enter Yes or No)

**Equipment Details**

- **Item**  
Enter the name of the item
- **Number of Items Charged to the Grant (If prorating, use decimals)**  
Enter the number of items being purchased with grant funds
- **Unit Cost (round up to the nearest whole dollar)**  
Enter the unit cost of the item. Piece of Equipment Unit Cost must be \$10,000 or more. Anything less than \$10,000 Unit Cost should be added to Supplies & Operating.

- **Equipment Budget Narrative**

Explain how the cost of each item was determined and justify the need for the item.

### **Consultants / Contracts**

**Application must contain a detailed budget and budget narrative for anything listed under Consultants / Contracts.** List each consultant, contractor, or type of service with the proposed fee (by eight-hour day or hourly rate). If the applicant agency is contracting with an outside agency to conduct the day-to-day operations of the project, the total cost should be in Consultant/Professional Services.

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. Rates for individual consultants cannot exceed \$650 per day or \$81.25 per hour. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service. One example is polygraph exams that cost the same no matter where the polygrapher must travel to perform the exam. There are other federal regulations that pertain to some professional services/consultant rates. Contact DCJ if you have questions.

Professional services should be procured competitively. **Sole source contracts must be justified** and must have specific prior written approval from DCJ before execution of any contract, separate from approval to fund the project. **Sole source contracts of \$350,000 or over require DCJ pre-approval.** Refer to the Administrative Guide for Federal Justice Grant Programs or contact DCJ for additional guidance. Consultants must be able to sign the Certification of Debarment, OJP Form 406 1/1 (see section J of the Certified Assurances for details).

### **Budget Narrative and Justification**

Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services).

### ***Do You have Consultants / Contracts line items to enter?***

(Enter Yes or No)

### **Consultants / Contracts Details**

- **Item Name**

Enter the name of the Consultant / Contractor (if known) or the type of service needed.

- **Total Requested Amount (round up to the nearest whole dollar)**

Enter the amount.

- **Narrative - if known, enter hourly rate**

Explain how the cost of each item was determined and justify the need for the item.

### **Indirect Costs**

Indirect costs are costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

Indirect cost must be applied uniformly across all grants.

### **Federally Negotiated Indirect Cost Rate (NICR)**

If a grantee has an approved, non-expired, federal indirect cost rate or allocation plan, then DCJ must accept the rate.

- A grantee may request less than the approved rate at the grantee's discretion.
- A grantee may not request an alternate indirect rate (i.e. De Minimis rate or DCJ negotiated rate).

### **De Minimis Indirect Cost Rate**

If a grantee never had a Federally Negotiated Indirect Cost Rate (NICR) or the current NICR is expired, the grantee may request the De Minimis.

- A grantee may request less than 15% of the Modified Total Direct Costs (MTDC).
- Costs must be consistently charged as either indirect or direct costs, and may not be double charged or inconsistently charged as both.

### **Modified Total Direct Cost, or MTDC?**

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first **\$50,000** of each subaward (regardless of the period of performance of the subaward).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of **\$50,000**.
- Other items may be excluded when necessary to avoid a serious inequity in the distribution of indirect costs as determined by DCJ. Example: up to the first **\$50,000** of procurement contracts.

### **Non-Federal Negotiated Indirect Costs Rate**

An indirect cost rate negotiated between another agency and the grantee. These rates may be based on a prior negotiated rate between a different entity and the grantee.

### ***Do You have Indirect line items to enter?***

(Enter Yes or No)

### **Indirect Type**

(Visible if Do You have Indirect line items to enter = Yes)

- De Minimis

- Federally Negotiated Indirect Cost Rate (Federal NICR)
- Non-Federal Negotiated Indirect Cost Rate (Non-Federal NICR)

**De Minimis Calculator Tool - Optional (15% calculation)**

(Visible if “Indirect Type” = De Minimis)

This tool is optional. The purpose is to assist with calculating the Modified Total Direct Cost.

Enter the amount of Exclusions (costs that must be subtracted from the Overall Budget to calculate the Modified Total Direct Cost).

| Budget Category         | <u>Included</u> in MTDC                                                                                                        | <u>Excluded</u> from MTDC                                                                                                                                                                                        |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personnel               | <ul style="list-style-type: none"> <li>• All</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>• NA</li> </ul>                                                                                                                                                           |
| Supplies & Operating    | <ul style="list-style-type: none"> <li>• Materials and supplies</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Capital expenditures</li> <li>• Charges for patient care</li> <li>• Rental costs</li> <li>• Tuition remission</li> <li>• Scholarships</li> <li>• Fellowships</li> </ul> |
| Travel                  | <ul style="list-style-type: none"> <li>• Travel</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>• Participant support costs</li> </ul>                                                                                                                                    |
| Equipment               | <ul style="list-style-type: none"> <li>• NA</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• Always Excluded</li> </ul>                                                                                                                                              |
| Consultants / Contracts | <ul style="list-style-type: none"> <li>• Services up to \$50,000 per contract (regardless of period of performance)</li> </ul> | <ul style="list-style-type: none"> <li>• Contract amount above \$50,000 per contract (regardless of the period of performance).</li> </ul>                                                                       |

**What percentage of the allowable De Minimis will you take?**

(Visible if Indirect Type = De Minimis)

Enter a value between 1% and 15%

**Enter De Minimis Amount to be Charged to the Grant:**

(Visible if Indirect Type = De Minimis)

Enter the Total Indirect amount to be Charged to the Grant

**Indirect Details**

(Visible if “Indirect Type” = Federally Negotiated Indirect Cost Rate (Federal NICR) or Non-Federal Negotiated Indirect Cost Rate (Non-Federal NICR))

- [Indirect Effective Date](#)  
Enter the Start date of the negotiated indirect cost rate
- [Indirect Expiration Date](#)  
Enter the End date of the negotiated indirect cost rate

- **Amount to be Charged to the Grant (round up to the nearest whole dollar)**  
Enter the amount of Indirect to be charged to the grant
- **Narrative**  
In this section, explain and justify the need for the project-related expense requested. Demonstrate how the cost was determined and show the basis for the calculation if not already provided above. Indirect calculations should be shown as a calculation, e.g., \$100,000 x 15% = \$15,000.

### **Program Income**

Gross Income received by the Grantee as a direct result of grant activity. Examples of program income are service fees, restitution paid, client fees, usage or rental fee, sales of materials, and income received from the sale of forfeited assets or from forfeited money. Interest earned is not project income. Program income may be used only for allowable project expenses. Also known as Project Income.

### **Narrative Instructions**

Will this project earn Program Income?

Enter Yes or No

### **Estimated Program Income Earned**

Enter the estimated amount of program income to be earned for the duration of the project.

### **Program Income Narrative**

(Limit 1000 characters) In this section explain the estimated program income earned and demonstrate how the cost was determined and show the basis for the calculation if not already provided.

## **Application / Grant Documents**

### **Required if Requesting Personnel**

#### **Organizational Chart**

Required if personnel is being requested. If your project has personnel in the budget category, you must upload your organizational chart in this section.

#### **Job Descriptions**

Required if personnel is being requested. If your project has personnel in the budget category, you must upload a job description for each requested position in this section.

### **Required if Requesting Indirect using an Existing Negotiated Indirect Cost Rate**

#### **Negotiated Indirect Cost Rate**

If the applicant agency has an existing Negotiated Indirect Cost Rate (NICR), you may request up to the approved rate. Attach your NICR Agreement.

## **ADDENDUM A**

**As required by 34 USC §10152 (a)(1)(I)(iv), ERPO programs supported with Byrne SCIP funds must include, at a minimum:**

- 1) Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the states and as interpreted by state courts and United States courts (including the Supreme Court of the United States).
  - a) Such programs must include, at the appropriate phase, to prevent any violation of constitutional rights, and at minimum notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses.
- 2) The right to be represented by counsel at no expense to the government.
- 3) Pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the state's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including, but not limited to, the Bill of Rights and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the states and as interpreted by state courts and United States courts (including the Supreme Court of the United States).
  - a) The heightened evidentiary standards and proof under such programs must, at all appropriate phases, prevent any violation of any constitutional right, and at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.
- 4) Penalties for abuse of the program.

## **ADDENDUM B**

As authorized by the Bipartisan Safer Communities Act of 2022, Byrne SCIP provides funds to implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs (ERPO) that work to keep guns out of the hands of those who pose a threat to themselves or others, as well as mental health courts, drug courts, and veterans treatment courts.

BJA understands “related programs or initiatives” to mean those programs/initiatives that have a direct connection to crisis intervention, which is focused on identifying risk and intervening before harm occurs. Programs/activities exclusively focused on response to crime in progress or already committed would not be considered crisis intervention. Related programs or initiatives can include certain court-based programs, programs that deflect individuals to behavioral health services, and gun safety programs such as, but not limited to:

- **ERPO Programs**
  - Implementing ERPO Programs - an extreme risk protection order (ERPO) empowers law enforcement, and in some states, family members, health care providers, and others to petition a court for a civil order that temporarily prevents a person from accessing firearms if they are found to be a danger to themselves. In 2021, the Department of Justice released model legislation that provides a framework for states to consider as they determine whether and how to craft laws allowing law enforcement, concerned family members, or others to seek these orders and to intervene before warning signs turn into tragedy.
- **Related Court-based Programming**
  - Develop processes to identify, triage and connect court-involved people in crisis to services.
  - Expand the capacity of existing drug, mental health, and veterans treatment courts, including to assist clients who are most likely to commit or become victims of gun crimes.
  - Implementing or expanding domestic violence courts focused on those at risk for gun related violence.
  - Embed social workers in prosecutor, public defender and/or courts agencies to provide screening, assessment, and referral to services for people in crisis, such as court-based navigators.
  - Prosecutor, pretrial, or court diversion programs.
  - Development and implementation of validated gun violence risk assessment tools, enhancement of existing tools and service case management and navigation programs to assess the risks and needs of clients and connect them to critical services to mitigate their risk of gun violence and enhance their access to effective interventions.
  - Community courts that connect people in crisis with community resources.
  - Programming and training on domestic violence cases and related protection orders, including relinquishment of firearms.

- Threat assessment training for prosecutors, judges, law enforcement, and public defenders.
- **Referrals to Community-based Services for People in Crisis**
  - Pre-arrest law enforcement and first responder deflection.
  - Assertive community treatment.
  - Behavioral threat assessment programs and related training.
  - Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists.
  - Suicide and crisis prevention and referral to services.
  - 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.
  - Behavioral health responses and civil legal responses to people in crisis, such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities for individuals in crisis.
  - De-escalation training for law enforcement, first responders and other justice practitioners.
  - Embedding social workers with law enforcement and co-responder programs.
  - Specialized training for individuals who work with or are in families of adults and youth who are in crisis.
  - Related law enforcement-based programs, training, and technology, focused on crisis intervention for those at risk to themselves or others.
- **Funding for Law Enforcement Crisis Intervention Programs or Initiatives**
  - Development and or delivery of specialized training, including crisis response and intervention training (CRIT), and overtime for officers to attend such training.
  - Training for school resource officers on identifying youth at risk for firearm violence.
  - Supplies, equipment, technology, and training to safely secure, store, track, and return relinquished guns, such as gun locks and storage for individuals and businesses and software or other technologies to track relinquished guns.
  - Gun safety training for community members.
  - Systems purchase or enhancement to facilitate service and/or tracking of ERPOs.
  - Technology, analysis, or information-sharing solutions for ensuring law enforcement, probation, prosecutors, the courts, and public defenders are informed when a prohibited person attempts to purchase a firearm.
  - Data collection, analysis, and strategic planning to address community gun violence.
  - Personnel, supplies, and other related costs for crisis intervention officers or co-responders.