

**KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET
DEPARTMENT OF CORRECTIONS**

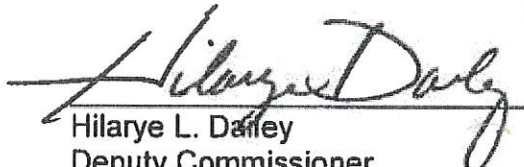
STATEMENT OF AWARD

Grantee: Kenton County Fiscal Court Award No: 2020-CCG-Kenton C-00276	Award: \$110,000 Award Period: 07/01/2021 to 6/30/2022
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In accordance with the provisions of the Kentucky Revised Statutes 196.700 to 196.736 and on the basis of your approved application, the Kentucky Department of Corrections on behalf of the Kentucky State Corrections Commission does hereby offer this contract and award in the amount and for the time specified above.

This contract is subject to the liabilities and obligations specified in the application as well as the general and special conditions attached to it. It is also subject to further guidelines, regulations, and policies as may be reasonably prescribed by the Kentucky General Assembly, the Kentucky Justice and Public Safety Cabinet, and the Kentucky Department of Corrections consistent with the purpose and authorization of KRS 196.700 to 196.736.

In order to legally accept this award and contract, the authorized official for the grantee must sign this action award and return with original signature within fifteen (15) days to the Kentucky Justice and Public Safety Cabinet, Department of Corrections.



Hilarye L. Darley
Deputy Commissioner
Department of Corrections

ACCEPTED BY GRANTEE:



Grantee

06/30/2021
Date

SPECIAL CONDITIONS

Award Number: 2020-CCG-Kenton C-00276
Grantee: Kenton County Fiscal Court.
Award Period: 07-01-2021 through 6-30-2022
Award Amount: \$110,000

Through this Grant Document, the Kentucky Justice & Public Safety Cabinet ("JPSC"), Department of Corrections ("DOC"), on behalf of the Kentucky State Corrections Commission ("Commission"), grants Kenton County Fiscal Court ("Grantee") the sum of \$110,000 ("the Grant Money"), subject to the following conditions:

1. Grantee agrees and understands that an award may be terminated, fund payments discontinued, or other appropriate actions may be taken by JPSC or DOC where either finds a substantial failure to comply with the provisions under which the application or award was made; this statement of award, including these special conditions, applicable DOC or other governing organizations' published regulations and policies, and relevant state and federal statutes, but only after notice and/or hearing.
2. Only expenditures approved as part of the SFY2022 award may be made. This funding is intended to be used to support and provide alternatives to detention programs. Funds received under this grant are strictly for community corrections programs. Expenditures used for any other purpose will render the grant money rescinded in full, which will become the property of DOC and may be granted to a third party.
3. Grantee agrees and understands that any additional monies awarded in excess of the initial application shall only be used for services or programming for grant participants, and cannot be used for salaries.
4. Grantee agrees and understands that they must abide by the provisions set forth in the Commission Guidelines effective for FY22.
5. Fiscal Requirements and Stipulations
 - 5.1. Grants are intended to *expand existing resources*, not replace or take the place of existing services. Community Corrections Grant funds shall *not* be used to supplant funds. Grant funds must be used to supplement existing funds and may not replace funds previously committed to programs by other state or county appropriations.
 - 5.2. Projects cannot expend any funds unless services have been provided as authorized in the grant award.


- 5.3. Funds shall not be used for operating costs, construction, or other costs associated with local jail confinement. (KRS 196.730)
- 5.4. Funds shall not be used for cell phones, furniture, or computers.
- 5.5. Funds cannot be utilized for charitable contributions.
- 5.6. An employee shall not receive compensation from two (2) jobs for the same hours being worked.
- 5.7. Funds cannot be allocated for administrative fees.
- 5.8. Funds cannot be utilized for payment of income taxes, tax penalties, or interest on tax penalties.
- 5.9. Programs are encouraged to develop a sliding fee schedule for participants who have an ability to pay to reduce the expenditure of grant funds.
- 5.10. Supplemental funds may be used to pay salary and benefits for individuals employed in the program but shall be prorated if the employee is not assigned to work on program-related duties full-time. This applies to new hires and current employees if this is a continuation application.
- 5.11. Funds may be used to pay for supplies, materials, and services relating to counseling, clinical assessments or psychological testing, treatment, and substance testing.
- 5.12. Funds may be used to purchase equipment, if the equipment is essential for the operation of the program and is identified at the time of application along with the estimated cost. Equipment is defined as anything that has a value of \$500.00 or greater or a serial number. All equipment purchased with grant funds will be considered state property and must be made part of state inventory. An inventory listing of equipment shall be maintained.
- 5.13. All supplies and equipment must be purchased in accordance with State Purchasing Regulations. These regulations can be found through the Kentucky Finance and Administration Cabinet's Office of Procurement Services (www.finance.ky.gov/services/eprocurement).
- 5.14. Funds may be used to pay for mileage at the state rate for an employee's travel while on duty for the program pursuant to state regulation.
 - 5.14.1. If the grantee's mileage reimbursement policy is more restrictive, the grantee shall make reimbursement pursuant to their policy rather than the state rate.
- 5.15. Requests for training, travel, and lodging expenses must be submitted at the time of application or approved through a GAN request. If approved, travel expenses shall be reimbursed at current state rates for meals, travel, and lodging.
 - 5.15.1. If the grantee's training, travel, and lodging reimbursement policy is more restrictive, the grantee shall make reimbursement pursuant to their policy rather than the state rate. All overnight travel must have prior approval from DOC except for travel and lodging for grant training conducted by DOC.
- 5.16. Funds must be used in accordance with the approved budget and grant stipulations. Deviations from the approved budget require a written request and justification from the grantee to the Commission for review and approval. The grantee shall not expend any funds unless services have been rendered.

- 5.17. Two signatures or approvals shall be required for every transaction. The fiscal officer and the person signing for the applicant agency cannot be the same person. It is recommended that the program establish a practice of documenting approvals. Documentation of the secondary approval shall be retained with the transaction documentation.
- 5.18. A uniform accounting system, which conforms to generally accepted accounting practices, must be maintained and include the following:
 - 5.18.1. Retention of copies of all appropriately approved, received/paid invoices/packing slips.
 - 5.18.2. Monthly reconciliation of the checking account.
 - 5.18.3. Documentation of any paid invoices, including evidence of payment
 - 5.18.4. Submission of all required performance and financial reporting, as well as any supporting documentation, on a quarterly basis as required.
- 5.19. To protect against co-mingling of funds, grantees shall record grant receipts and expenditures in distinct and separate categories within their accounting system(s). Procedures for procurement must be developed which will avoid the purchase of unnecessary or duplicative items. When feasible and cost effective, local agencies shall participate in state and/or local intergovernmental agreements for procurement of equipment and supplies. These procedures must be submitted to DOC for review and approval prior to expending grant dollars.
- 5.20. Financial obligations incurred after the effective grant termination date will be the responsibility of the grantee. All funds must be obligated by the end of the program period. Any grant funds that are not expended and reimbursed within thirty (30) days of the grant year end will divert to DOC.
- 5.21. Financial records shall be maintained for a minimum of seven (7) years after the close of the grant period. Personnel records shall be maintained for a minimum of five (5) years after the close of the grant period. Information pertaining to offender records and the community corrections grant program files shall be maintained for a minimum of five (5) years after the close of the grant period.
- 5.22. Individual time and attendance records must be maintained on all employees hired under this grant. These records should be signed by a supervisor and must record both the hours worked and a log of any activities that were carried out during the compensated time.
- 5.23. Appropriate documentation should be submitted or maintained in support of grant-related expenditures, which includes time and activity logs to support the use of grant funds. Approval documentation shall also be maintained for employee and contract employee payroll.
- 5.24. Agencies shall complete annual employee evaluations for all funded employees. These shall be available for review by DOC or the Commission on request.
- 5.25. Community Corrections Program funds must be in a non-interest bearing account.
- 5.26. Eligible personnel expenses include staff salary and fringe benefits, including overtime. Payments for fringe benefits are allowable personnel costs but

cannot exceed the amount paid by the employer. The fringe benefits must be reasonable and in line with state, city, or county rates. The following are considered allowable benefits:

- 5.26.1. Health, Dental, and Life Insurance
 - 5.26.2. Federal Insurance Contributions Act (FICA)
 - 5.26.3. All other applicable federal, state, and local taxes
 - 5.26.4. Retirement; and
 - 5.26.5. Any unemployment insurance or worker's compensation insurance required by state, federal or local statutes.
- 5.27. Amount of grant funds used to provide participant transportation shall be in alignment with the program's individual grant application. Approved means of transportation include bus tokens, ride share companies, vouchers, and pre-paid cards that exclusively limit purchases to gasoline. Other forms of transportation shall be subject to prior approval. Transportation expenditures shall be in alignment with costs for other similar services. Additional reporting requirements will be required to ensure accountability of funds, such as a log requiring the participant's signature. The amount expended for participant transportation should be reported on the Quarterly Reports.

This grant document, including special conditions, is subject to the terms and conditions stated herein. By his or her signature below, the signer verifies that he or she is authorized to enter into this agreement and sign on behalf of the grantee.



Grantee

06/30/2021
Date