



## **Use of De-obligated Funds Policy 10-01**

### **Purpose**

The purpose of this policy is to outline processes related to the return and redistribution of federal funds de-obligated by grantees receiving funding from the Indiana Criminal Justice Institute (ICJI). The intent of reinvesting de-obligated funds is to leverage and maximize the impact of criminal justice programming in the state of Indiana.

### **Use of De-obligated Funds**

During the course of any grant funding cycle, some grantees may not be able to use their entire award amount. . In these cases, unused funding is reverted to ICJI. The Institute will then attempt to redistribute this funding to other grantees in the same funding stream that are in need of additional grant funding.

### **Procedure**

- a) Once a sufficient amount of de-obligated funds accumulates in any one of the agency's multiple federal funding streams, ICJI staff will notify the executive director of the amount of funding available. At the direction of the executive director, ICJI will post the information on the agency website to inform grantees and/or individuals of additional funding opportunities. Upon direction of the executive director, de-obligated funds may be awarded: To an evidenced based program that is consistent with one of the original purpose areas identified in the federal grant from which the funds were originally dispersed;
- b) To supplement the additional needs of another sub grantee funded by the original federal grant from which the de-obligated funds were returned; or,
- c) To support training in a purpose area described in the original federal grant.

Program requests that are not evidence-based or requests for training in an unapproved purpose area of a federal grant will not be eligible for grant consideration.

Should more than one grantee apply for de-obligated funds at the same time and the total amount requested by all parties exceed the funds available, recommendations for awards in this instance may be prioritized as follows:

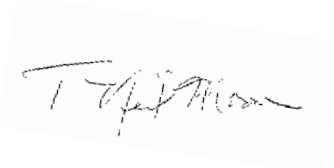
- Programs that represent the greatest statewide impact;

- Programs that represent the greatest need of a community;
- For training, programs that will reach the greatest number of practitioners; and
- Programs where the grantee has never received a grant from the ICJI and all other grant requirements have been satisfied.

All requests for de-obligated funds shall be scored by a scoring rubric designed by ICJI. Grantees must agree to adhere to all state and federal grant requirements and conditions. Awards for de-obligated funds shall be processed by ICJI staff, presented to the appropriate subcommittee of the ICJI Board of Trustees for review and voted upon by the both the subcommittee and the Board of Trustees prior to award.

**Post-Award Requirements**

Any agency or entity receiving an award of de-obligated funds shall comply with all conditions and reporting requirements associated with the receipt of the funds pursuant to all state and federal requirements during the established award period for the grant. As with all grants awarded by ICJI, any violation of the conditions or requirements established as part of the award may be cause for immediate sanctioning as specified in the grant itself.



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Executive Director

June 15, 2010  
Date