



The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for competitive funding for qualified counties in the State of Georgia.

2016 Request for Proposal (RFP)

JUVENILE JUSTICE DELINQUENCY PREVENTION AND TREATMENT PROGRAMS

Eligibility

Applications to support juvenile court projects must be made by county commissions/boards of commissioners on behalf of the juvenile court.

Moreover, all local units of government are required to be in compliance with the Georgia Service Delivery Strategy Act in order to be eligible for state administered financial assistance.

This RFP is a competitive request for proposal only open to current recipients.

No new programs or applications will be accepted.

Award Period

October 1, 2015 – September 30, 2016

Award Amount

Up to \$100,000

Deadline

All applications are due at 5:00 p.m. on August 21, 2015

Contact Information

For assistance with the requirements of this solicitation, contact:

Matthew Pitts, Planning and Policy Development Specialist, at 404-657-2014 or Matthew.Pitts@cjcc.ga.gov

Release Date: July 24, 2015

State of Georgia - Criminal Justice Coordinating Council

JUVENILE JUSTICE DELINQUENCY PREVENTION AND TREATMENT PROGRAMS

Request for Proposals (RFP)

Deadline: Applications due at 5:00 p.m. on August 21, 2015

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal oversight of the Juvenile Accountability Grant Program and the Title II Formula Grant Program.

Overview

The aim for all proposed projects for this funding must be to improve juvenile accountability for offending behaviors through increased accountability programming for juvenile offenders and improved juvenile justice system accountability to juvenile offenders. This funding cannot be used for youth who are brought before the court at no fault of their own (dependency cases). Juvenile Justice Delinquency Prevention and Treatment Programs grant funding may not be used to serve CHINS youth. All youth in programs funded through this solicitation should be involved with the juvenile court through a delinquency case.

Recipients of the 2016 grant funding **MUST** serve youth offenders who score a maximum of a 1 on the Pre-Disposition Risk Assessment (PDRA). Programs should focus on prevention for youth with beginning involvement with the juvenile justice system. This offering is being made to address the need for prevention activities for at-risk youth in local communities in the initial stages of justice system involvement.

Applicants are required to continue evidenced based or evidence-informed program models that have been shown to reduce juvenile recidivism and are aimed at preventing and diverting youth from deeper involvement with the juvenile justice system.

Applicants are encouraged to review the Office of Justice Program's Crime Solutions website to ensure that their continued juvenile intervention proposal has a sound basis. This can be accessed at: <http://www.crimesolutions.gov>.

Availability of funds is dependent on appropriations from the U.S. Department of Justice and the Georgia State Legislature. The Office reserves the right to reduce the amount of funds available based on government budgetary actions.

***Please note that available funding for this grant award period is less than the previous award period, therefore continuation awards are not guaranteed at previously awarded amounts.*

Eligibility

An eligible applicant must meet all of the following criteria:

- Be a public government entity;
- Serve as the fiscal agent for the grant and the point of contact to CJCC;
- Be responsible, liable, and oversee financial, program and post-award reporting requirements;
- Be a current Juvenile Justice Delinquency Prevention and Treatment Programs grant recipient.

Applications to support juvenile court projects must be made by county commissions/boards of commissioners on behalf of the juvenile court. Moreover, all local units of government are required to be in compliance with the Georgia Service Delivery Strategy Act in order to be eligible for state- administered financial assistance.

For more information on Service Delivery Strategy visit the link below:

<http://www.dca.ga.gov/development/PlanningQualityGrowth/Pages/Regional/SDS.asp>

Grant Award Agreement

Grant Award Amount: Applicants are applying for twelve months of funding through this RFP. Applicants are eligible to apply for a maximum of \$100,000 for this grant year, a 12 month period.

Grant Award Period: *The grant award period is from October 1, 2015 – September 30, 2016.*

All services must be fully implemented within thirty (30) days of the grant award agreement beginning date.

Continuation Funding: A continuation proposal is required annually. *An initial grant does not guarantee continued funding.* The annual submission allows grantees to improve or modify objectives or activities, as well as assess the performance of the previous year. Continuation grants are awarded to applicants that demonstrate the following:

1. Professional management of grant funds and compliance with administrative requirements;
2. Accurate and prompt submission of required program and financial data and reports;
3. Positive performance history with **achievement** of program goals and objectives; and
4. Cohesive continuation plan for their program.

Please note that continuation funding is contingent on several factors including achievement of goals, organizational capacity, performance history, contractual compliance, and availability of funds.

Modification of Funds

The Criminal Justice Coordinating Council (CJCC) reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions. If, during the term of the grant award period, the funds appropriated are reduced or eliminated by the Federal Government, CJCC may immediately reduce or terminate the grant award by written notice to the grantee.

Reporting Requirements

CJCC requires that sub-grantees comply and fully participate in the financial, program, and evaluation reporting for this grant program.

Finance

This is a **reimbursement grant**. *If awarded funds, your county will be required to submit check stubs and copies of invoices to CJCC for reimbursement on a monthly or quarterly basis.*

Subgrant Expenditure Report (SER): Grantees must submit SER Reports on a monthly or quarterly basis. Grantees are required to maintain supporting documentation on file such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.

Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

Program

Grantees must submit programmatic reports on a quarterly basis as requested. Failure to submit programmatic reports in a timely fashion could result in an end to grant funding.

Final Report: A Final Report is due at the end of the grant award period. This report must be received and approved prior to the release of the final payment. The final report is due no later than October 15, 2016.

Evaluation: CJCC will conduct a study of grantee programs to determine effectiveness. Grantees will have the following roles and responsibilities related to evaluation:

1. Collect, enter, and maintain participant-level implementation and outcome data.
2. Submit youth enrollment, activity attendance, and necessary reports to evaluator.
3. Must participate if chosen as a focus site for evaluation.

Program Design

Purpose

The aim for all proposed renewal projects for this funding must be to improve juvenile accountability for offending behaviors through increased accountability programming for juvenile offenders and improved juvenile justice system accountability to juvenile offenders. Juvenile Justice Delinquency Prevention and Treatment Programs grant funding may not be used to serve CHINS youth. All youth in programs funded through this solicitation should be involved with the juvenile court through a delinquency case.

Applicants are required to continue evidenced based or evidence-informed program models that have been shown to reduce juvenile recidivism and are aimed at preventing and diverting youth from deeper involvement with the juvenile justice system.

Considerable evidence has been found to show that assessing each youth's risk of re-arrest can help with classifying youth for both appropriate levels/types of programming, as well as, the necessary intensiveness of services. Therefore, applicant counties will have the benefit of utilizing a standardized risk assessments to aid in decision-making. The instruments include, at a minimum, the Department of Juvenile Justice's Pre-Disposition Risk Assessment (PDRA), Detention Assessment Instrument (DAI), and/or Criminogenic Needs Assessment (CNA).

Recipients of this grant funding **MUST** serve youth offenders who score at low-risk, and no higher, on the Pre-Disposition Risk Assessment (PDRA). Programs should focus on prevention for youth with beginning involvement with the juvenile justice system. This offering is being made to address the need for prevention activities for at-risk youth in local communities in the initial stages of justice system involvement to reduce future recidivism.

No new programs or applications will be accepted.

Renewal projects must target the following Purpose Area:

Allowable Program Area

Accountability Programming: Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles.

CJCC asks that applicants fully describe how their project has reduced risk factors of participants through the use of an evidence-based model that addresses family engagement, reduces negative peer association, increases pro-social activities, and is tailored to the individual cognitive and maturational levels of their participants.

Additional resources that may prove especially helpful to applicants include:

<http://www.ncmhjj.com/pdfs/publications/FinalRecommendations.pdf>

<http://www.ndci.org/publications/drug-court-review/special-issue-juvenile-drug-courts>

Program Requirements

Religion

Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Federal Criminal Background Checks

All Grantees must conduct federal criminal background checks on all personnel who will have direct contact with youth served by the grant project. These background checks must take place prior to the provision of services by program personnel and the grantee must maintain a copy of these records for CJCC auditing purposes.

Internet Security Policy

CJCC requires all grantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFP. Projects may not provide incentives (e.g., trophies/plaques, rewards for individual accomplishments, gift certificates, gas cards, etc.). Items such as motivational tools, training aids, and educational materials may be purchased. These items must be provided to all participants. Projects are allowed to provide food/snacks to all participants as part of a “substantial work” activity.

Program Period

The grant award period is twelve months.

Target Population

Youth who have involvement with the juvenile court system in Georgia.

Goals and Objectives

Each applicant must utilize the following goals and objectives for its project. Applicants may add additional goals or objectives specific to their program.

Goals:

1. Increase the number and percent of youth completing program requirements.
2. Increase the use of evidence-based practices in Georgia's juvenile justice system by initiating community-based juvenile justice programs.
3. Reduce the recidivism rate of youth involved with Georgia's juvenile justice system.
4. Demonstrate a cost-savings to citizens of Georgia through provision of research-informed services to youth in juvenile justice system.

Performance Objectives

1. Project will demonstrate project specific reduction in recidivism
2. Project will maintain:
 - a. number of evidence-based services over previous year
 - b. overall percentage of court's evidence-based programs
3. Project will report cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to detain youth.

Proposal Submission Instructions

The application must be submitted both *electronically and by mail* to the Criminal Justice Coordinating Council.

The application (including *all* attachments) **must be converted in one (1) PDF** and electronically submitted to the following e-mail: Matthew.Pitts@cjcc.ga.gov.

The application must also be submitted by mail (**hard copy**) to the following address:

ATTN: Matthew Pitts
Criminal Justice Coordinating Council
Juvenile Justice Unit
104 Marietta Street, NW Suite 440
Atlanta, Georgia 30303

The application should include: application narrative, application budget request, and application attachments with all signature pages. The application must follow the outline as described on **page 14** of this RFP. The proposal package must be completed and submitted in accordance with RFP guidelines for submission and disqualification factors or the proposal may be disqualified.

Submission Date

Applications must be submitted by 5:00 pm on August 21st, 2015. Only complete applications received by the deadline will be reviewed. Applications submitted after that date will be classified as late and may not be considered. **When an application is received by CJCC, there is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. CJCC has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget. Applications for funding will undergo several reviews. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

Disqualification Factors

Any application electronically time-stamped after 5:00pm on the August 21st, 2015 deadline will be regarded as late, excluding extenuating circumstances, and may not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received by the specified deadline.

Additionally, CJCC may not consider funding any applicant that fails to comply with all application requirements. Disqualification factors may include any of the following:

- Applicant is not a current Juvenile Justice Delinquency Prevention and Treatment Programs grant recipient;
- Failure to include application narrative, application budget, and application attachments;
- Failure to provide appropriate number of copies and format requested;
- Applicant is not a public government entity;
- Application lacks original signatures where appropriate.

Questions

CJCC asks that applicants direct all questions to Matthew Pitts, Planning and Policy Development Specialist. Applicants may reach Mr. Pitts by email Matthew.Pitts@cjcc.ga.gov, or by phone at (404) 657-2014. Although questions will be permitted until the date of the RFP submission, they will be answered subject to staff availability. As such, applicants are strongly encouraged to pose all questions as early as possible in the RFP process.

Performance Deliverables

<i>REPORTING PERIOD</i>	<i>PERFORMANCE REQUIREMENTS</i>	<i>DUE ON OR BEFORE THE FOLLOWING DATES</i>
Initial Allotment	<ul style="list-style-type: none"> Fully executed grant award agreement and attachments 	October 1, 2015
FIRST PERIOD	<ul style="list-style-type: none"> Quarterly Progress Report Quarterly Reimbursement Request 	January 15, 2016
SECOND PERIOD	<ul style="list-style-type: none"> Quarterly Progress Report Quarterly Reimbursement Request 	April 15, 2016
THIRD PERIOD	<ul style="list-style-type: none"> Quarterly Progress Report Quarterly Reimbursement Request 	July 15, 2016
FOURTH PERIOD	<ul style="list-style-type: none"> Final Progress Report Final Reimbursement Request 	October 15, 2016

*For any deliverable not met and reported by the due date, a penalty may be imposed at the discretion of CJCC.

Proposal Narrative

The following information provides a description of necessary components to be contained in the narrative portion of your proposal. Limit the narrative to eleven (11) pages and use the outline format described in this section. The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how statements about the grant proposal. ***CJCC requires that applicants restate and number each Narrative Section followed by the response.***

1. Statement of Need/Summary (½ page)

Provide a clear and concise statement of need, including the following:

- a. Statement of the community problem

For the purposes of this RFP applicants are instructed, **at a minimum**, to use each of the following metrics as justification of need for programming:

- At-Risk Population
- New Instances of Secure Detention (RYDC)
- Cases Resulting in Commitment to DJJ
- New Instances of Confinement in Secure Juvenile Correction Facilities (YDC)

- Current Numbers of Offenders Scoring a 1 or Lower on the PDRA

This information for each county can be found at:

<http://juviledata.georgia.gov/DataReports.aspx?report=RRIDataEntryReport>

- A description of how the problem relates to the mission of the implementing agency.
- Overview of the Target Population to be served.
- Description of the chosen program area for renewal and evidence based service used
- Brief description of the activities requesting CJCC funds.

2. Administration (½ page)

- Name the implementing agency. Provide a brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency.
- List the agency's qualifications and experience with managing grants.
- List the Community Partners and their description and contribution, if any, to the proposed program.
- After the initial allotment, this grant will transition to a reimbursement-only grant. Does the fiscal agent have the ability to maintain a positive cash-flow once reimbursements are provided on a quarterly basis?

3. Target Population (½ page)

Provide a detailed description of the clearly defined target population to be served in the grant period, including the following:

- Target group/age range: a) middle school; b) high school; or c) both middle and high schools;
- How and Why Target Population was selected?
- Number of projected youth to be served (list projected number of low risk PDRA youth if data available);
- Gender: a) male only; b) female only; or c) male and female;
- County or counties to be served;
- Other demographics, including at-risk population(s); and
- List assessment instruments to be used for selected target population and how they will be used to screen youth. (More fully described in Section 4.d. regarding Intake).

4. Methods and Procedures (6 pages)

Service Delivery

- Describe the overall format and design of the program, addressing the following:
 - Program type (i.e., Youth Reporting Center, community-based, school-based, peer court, or other);
 - Program time (i.e., during school hours, after school, weekends, summer, and/or year-round);
 - Program frequency (i.e., the number of times the program is implemented or, in other words, the number of program cycles);
 - Program duration (i.e., the length of the program in days, weeks, and/or months);
 - Program hours (i.e., the minimum number of program hours per youth).
- Complete the Program Timeline (Attachment A-2). Provide a detailed timeline of planned grant activities including, but not limited to, program start and end dates for each site, special events, and planning period activities.
- List the specific site(s) where programming will occur (i.e., the site name and the street address). Please describe how the proposed program site is a safe and conveniently accessible location for youth and parents to receive services. Attach any Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).

- d. Fully describe the intake process. List the criteria to determine which individuals will be offered program services.
- e. Describe how parental consent is obtained for youth to participant in the program. Explain if additional information (e.g., intake form, participant application, and /or needs assessment) is obtained for a youth to be enrolled in the program.
- f. Describe the services and supports provided to all individuals in the target population using CJCC grant funds and which agencies will provide these services.
- g. State and describe any other developmental activities program participants will receive in addition to the curriculum or intervention listed above. Explain how each of these developmental activities will be implemented.

Insert a chart that indicates the activity, the type of activity, and the number of hours per activity per youth.

- An example chart is follows:

Activity	Type	Number of Hours per Youth*
Primary Evidence-Based Juvenile Justice Intervention	Teen Peer Court	6
Developmental	Community Service	1
Developmental	Educational Services	1
Developmental	Counseling	3
Developmental	Tutoring	1
Total Program Hours Per Youth		12

*approximate

- h. Describe the CJCC grant-funded services provided to youth in the target group who may or may not be receiving intensive services, if applicable.
- i. Describe the parent involvement and/or community awareness activities provided using CJCC grant funds, if applicable.

Staffing

- Describe the primary roles and responsibilities for each grant-funded position. Attach a job description for each position discussed (Attachment A-4).
- Explain the plan for orientation and training of grant-funded staff.

5. Goals, Objectives, and Evaluation (2 pages)

- a. List the required program goals as outlined in the RFP. List any additional program goals in a clearly defined and measurable manner.
- b. List the required program objectives as outlined in the RFP. List any additional program objectives in a clearly defined and measurable manner.
- c. Explain fully how all stated goals and objectives will be reached and evaluated.

- d. Explain how they currently collect data on youth served and how they plan to expand this collection to include source of referral information.

6. Sustainability (1 page)

- a. Describe the specific activities that will take place during this upcoming grant period to ensure sustainability.
- b. List the current funding sources and amount of funding for your organization.
- c. Identify potential state, federal, and or/private funding streams for program support.
- d. Identify any staff or volunteers that have assigned, dedicated efforts towards sustainability.
- e. Identify potential ways to increase current evidence-based service capacity for the target population.
- f. Describe any local actions taken to specifically support evidence-based services

7. Previous Accomplishments (½ page)

Provide a detailed description of any previous successful interventions or grant funding received for similar programs. Include a detailed summary of activities, number/percent of youth served to-date, and supporting data to demonstrate whether or not the project objectives and goals were met.

If problems were encountered in previous grants or objectives were not fully achieved, please provide a full description detailing issues and corrective action(s) taken to address. This information is an essential component of all applications.

FISCAL RESPONSIBILITY & PROPOSAL BUDGET WORKSHEET

The applicant agency must provide an adequate accounting system (see Accounting System/Internal Control Questionnaire) described in Forms, Assurances, and Certifications, and should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each grant awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each grant and the expenditure of funds for each grant award;
2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located;
3. The accounting system provides accurate and current financial reporting information; and
4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

Proposal Budget Worksheet: Complete the Budget workbook (Attachment A-8). The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities. A detailed budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, if an applicant includes a cost item for “Speaker Contracts,” the applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value-add to the grant.

Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period. No indirect costs will be permitted on this grant. The following is a brief list of common indirect costs and costs that will need to be justified as direct costs:

Indirect Costs:

- Grants Manager
- Finance Director/Accountant/Bookkeeper
- Trainer
- Bookkeeping costs
- Financial and/or programmatic audit costs
- Rent and/or mortgage on administrative offices
- Utilities on administrative offices
- Office supplies for staff
 - Pens, paper, etc.
- Insurance
- Employee travel to grantee trainings
- Printing
- Meeting Expenses
- Copier
- Postage
- Vehicle Maintenance
- Background Investigations

Costs that will require justification to be considered direct service:

- Trainings
- Conferences
- Travel
 - Outside of direct service travel
- Equipment
- Administrative Staff and Supervisors
 - Who also provides direct service
 - Supervision of any staff is not direct service, only hands-on work with community
- Volunteers
- Copier
 - Use of the copier for direct service
- Cell phones for direct service employees requiring travel
- Meeting expenses for outreach and awareness activities

Allowable and Unallowable Costs: A list of allowable and unallowable costs is provided at the back of the budget workbook. Examples of allowable expenses are defined under the budget categories.

Supplanting

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Application Attachments: Application Forms, Assurances, Certifications, and Financial Statements

The applicant is required to comply with the following as described in the RFP attachments. The grantee will be responsible for ensuring that any service delivery partners comply with the following forms applicable to the partner.

A-2 **Program Timeline:** A detailed timeline of grant activities.

A-3 **Memorandum(s) of Understanding:** Signed agreement(s) between the applying agency and program site(s) not under the jurisdiction of the applying agency, if applicable.

A-4 **Job Descriptions:** Job description for each grant-funded position.

A-5 **Forms, Assurances, and Certifications:** To certify intent to comply with all of the following, the chief executive officer of the applying agency must review, complete, sign, and submit all of the following forms:

1. Questionnaire Accounting and Financial Capability Information
2. Non-Supplanting Certification
3. Service Delivery Strategy Act Compliance Certification
4. Immigration and Security Form
5. Child Abuse Reporting, Background Investigation, Internet Security Policy Requirements
6. Certificates Regarding Lobbying; Debarment Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

A-6 **Budget Worksheet:** Submit budget detail worksheet electronically.

Application Review

The Criminal Justice Coordinating Council will review all eligible applications. CJCC will not review incomplete applications and will not permit applicants to add information to their application after submission, unless a clarification or additional information is requested.

POST-AWARD REQUIRED ACTIVITIES

Applicants are strongly encouraged to include costs that might be associated with the required and non-required activities (e.g., travel, lodging, food, etc.) within their proposed budgets.

CJCC Grant Management Workshop

If an applicant is awarded a grant, grantee may be required to attend a CJCC grant management workshop.

Site Visits

CJCC staff will conduct a site visit to each grantee during the grant period. CJCC's site visit is fiscal in nature and is separate from the programmatic and performance evaluations performed by CJCC. Additional visits may be conducted, but each grantee will have at least one visit from CJCC staff during the grant year. Site visits will be scheduled with the grantee in advance. Site visits will be conducted to monitor the program for progress, implementation, adherence to outcomes, and to view program and financial documents.

Additional Training, Technical Assistance, and Events

CJCC will offer a number of non-mandatory post-award training and technical assistance opportunities and special events.

Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance and other support activities to grantees as needed or requested throughout the year.

Application Submission Instructions

Disqualification Factors:

- Applicant is not a current Juvenile Justice Delinquency Prevention and Treatment Programs grant recipient;
- Applicant is not a public government entity;
- Mail or electronic submission fails to be time-stamped by the deadline date;
- Application lacks original signatures where appropriate.

Format:

- Number of every page submitted as part of your application
- Use type that is 12-point font size and one inch margins
- The application narrative should be typed on white paper that is 8 ½ x 11 inches
- Include a footer identifying the applying agency
- Adhere to page limits
- Application documents should be in word or excel format with the exception of the Memorandum of Understanding (MOU).
- Applicants must restate and number each proposal narrative question followed by the response

Application:

Use the table below to ensure that all requested information is included and your documents are appropriately named and saved as a word or excel

Required Application Document	Maximum Page Limit	Applicant Checklist (Y/N)
Application Narrative:	11	
A. Statement of Need/Summary	1/2	
B. Administration	1/2	
C. Target Population	1/2	
D. Methods and Procedures	6	
E. Goals, Objectives, and Evaluation	2	
F. Sustainability	1	
G. Previous Accomplishments	1/2	
Application attachments: A-1 Application Face Sheet A-2 Program Timeline A-3 Memorandum(s) of Understanding (Word or PDF Format) A-4 Job Descriptions A-5 Forms, Assurances, and Certifications A-6 Budget Worksheet	N/A	

Additional Resources

Office of Juvenile Justice & Delinquency Prevention Model Programs Guide

www.ojjdp.gov/mpg/

Evidence Based Programs

www.strengtheningfamilies.org

crimesolutions.gov/

JDAI (Juvenile Detention Alternatives Initiative)

www.jdaihelpdesk.org

Balanced and Restorative Justice (BARJ)

www.ojjdp.gov/pubs/implementing/balanced.html

Juvenile Accountability Block Grant (JABG)

www.ojjdp.gov/grantees/pm/solicitations.html

Family Connection Collaborative

www.gafcp.org/

Georgia Juvenile Data Clearinghouse

<http://juveniledata.georgia.gov/>