



CRIMINAL JUSTICE COORDINATING COUNCIL

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At the direction of the Juvenile Justice Incentive Funding Committee, the Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for competitive funding for qualified counties in the State of Georgia.

2013 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Eligibility

Applicants are limited to local county commissions/boards of commissioners to apply on behalf of juvenile courts within Georgia. High priority will be given to the counties who commit the highest numbers of juveniles to the Department of Juvenile Justice. Data can be found at: (<http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets>).

Award Period

July 22, 2013 – June 30, 2014

Award Amount

Up to \$500,000

Deadline

All applications are due at 5:00 p.m. on June 21, 2013

Contact Information

For assistance with the requirements of this solicitation, contact:

Aisha Ford, Program Director, at 404-657-2045 or Aisha.Ford@cjcc.ga.gov
Jennifer Wade, Planner, at 404-657-1972, or Jennifer.Wade@cjcc.ga.gov

Release Date: April 12, 2013

2013 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Deadline: Applications due at 5:00 p.m. on June 21, 2013.

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 Justice Incentive Grant Program.

Governor's Office for Children and Families

The future of Georgia depends on supporting and nurturing the creation and development of strong, safe, stable, and successful families. The Governor's Office for Children and Families is established by statute (O.C.G.A. 49-5-130, 49-5-132) to serve in an advisory capacity to the Governor on issues impacting children's service systems in Georgia and is charged with providing effective communication and coordination among child services providers and the juvenile justice and child welfare systems at all levels of state government.

Overview

In 2011, the Special Council on Criminal Justice Reform was formed to study Georgia's criminal justice system and was charged by Governor Nathan Deal with recommending policy changes. On December 18, 2012, the Council released their final report to the Governor:
<http://gov.georgia.gov/press-releases/2012-12-18/criminal-justice-reform-report-released>

"We know there's room for dramatic improvement in the results we see in the juvenile justice system." – Governor Nathan Deal

In keeping with Governor Deal's goal of increasing public safety through a more effective juvenile system, CJCC and the Juvenile Justice Incentive Funding Committee offers this request for proposals seeking local juvenile justice projects that aim to reduce the number of youth served out of home. This goal can be realized by using available grant funds to develop programs that address the needs of youth who are typically committed to the Department of Juvenile Justice.

For 2013, applicants are required to include evidence-based or evidence-informed program models that have been shown to reduce juvenile recidivism.

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

Eligibility

Applicants are limited to local county commissions/boards of commissioners to apply on behalf of juvenile courts within Georgia

High Priority will be given to applications that specifically formulate strategies that address reducing the applicant county's annual felony commitment rate to the Department of Juvenile Justice and reduce the applicant county's annual number of Short Term Program sentences. High priority will be given to the counties who commit the highest numbers of juveniles to the Department of Juvenile Justice (see <http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets>).

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.

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 one year of funding through this RFP. Applicants are eligible to apply for a maximum of \$500,000 for this grant year, a 11-month period.

Grant Award Period: *The grant award period covers 11 months, from July 22, 2013, through June 30, 2014. All new or enhanced services must be fully implemented within sixty (60) 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. Continuation plan for their program.

Please keep in mind 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 Juvenile Justice Incentive Funding Committee 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 Georgia State Legislature, the Juvenile Justice Incentive Funding Committee may immediately reduce or terminate the grant award by written notice to the grantee.

Reporting Requirements

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

Finance

This is a **reimbursement grant**. CJCC may award an initial payment for the first three months of the grant. However, subsequent to the first three months, the grant will continue on a reimbursement only basis. If awarded funds, your county will be required to submit check stubs and copies of invoices to CJCC for reimbursement on a quarterly basis.

Subgrant Expenditure Report (SER): Grantees must submit SER's Reports on a 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

Notice of Implementation: This notice must be submitted within 60 days of the grant award, documenting the implementation of the full project.

Planning Period: In order to allow for successful integration of these evidence-based services into court operations, CJCC is allowing a 2 month planning period for each local project. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional and all projects must be operational no later than October 1, 2013.

Quarterly Progress Reports: Quarterly Progress Reports are to be submitted to CJCC within 10 days after the end of each quarter. Payments will not be processed until programmatic reports have been approved. Failure to turn in quarterly reports in a timely fashion could result in an end to grant funding.

Final Report: The 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 July 30, 2014.

Evaluation: CJCC/GOCF will conduct a rigorous study of grantee programs to determine effectiveness. Grantees will have the following roles and responsibilities within the 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

In order to demonstrate potential cost-savings to taxpayers by incentivizing evidence-based options, the overarching goal of this offering is the reduction of felony commitments to the Department of Juvenile Justice and Short-Term Program sentences.

The purpose of this grant opportunity is to provide funding for local programs designed to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice (DJJ). Data from the previous fiscal year should be studied in an effort to understand the profiles of youth who were committed to DJJ before, and who, with appropriate community-based services, could be served at home.

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 assessment to aid in decision-making.

Bolstering a continuum of community support services and supervision has been shown to reduce recidivism, while promoting a positive relationship between youth, their families, and the community. Support services may include family and community reintegration and prevention services, basic life skills, job skills & employment training, job placement, educational support, as well as providing mentoring and apprenticeship opportunities. Applicants interested targeting programs for youth adjudicated for a designate felony offense are encouraged to contact the Clayton County Juvenile Court and model their application on their 2nd Chance Court.

Communities applying for these funds will be expected to bring together system stakeholders, community leaders and residents to identify and access existing local resources for the development of a multifaceted response to prevent further penetration in the system. This community-focused planning approach will allow for the maximum usage of available community resources and ensure broad community support. Part of this planning process will include a requirement for both judicial & Department of Juvenile Justice support of the programming through the execution of a pre-award MOU.

CJCC and the Juvenile Justice Incentive Funding Committee ask that applicants fully describe how their project will reduce risk factors of participants through the use of an evidence-based or evidence-informed 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.

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 initial grant award period is July 22, 2013 –June 30, 2014.

Target Populations

Youth who have been referred to juvenile court for a felony charge, including youth adjudicated for a designated felony offense, that would result in possible commitment to Department of Juvenile Justice or youth who would have previously been sentenced to the Short-Term Program.

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. Reduce felony commitments to Department of Juvenile Justice and Short Term Program (STP) sentences in the target county.
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. Reduce annual secure detention rate of target county
5. Reduce annual secure confinement rate of target county.
6. Demonstrate a cost-savings to citizens of Georgia through provision of research-informed services to youth in juvenile justice system.

Performance Objectives

All Projects

1. Project will demonstrate 20% reduction in rate of annual felony commitments to DJJ and Short Term Program (STP) sentences (counties can find 2012 numbers in order to calculate target at:
<http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets>
2. Project will report an increase in:
 - a. number of evidence-based services over previous year
 - b. overall percentage of court's evidence-based programs
3. Project will demonstrate a 20% reduction in annual Secure Confinement rate.
4. Project will demonstrate reduction in annual Secure Detention rate.
5. At least 75% of project participants will complete program requirements.
6. At least 55% of youth completing services will not re-offend as calculated using recidivism definition. As defined by: *A new charge (within 3 years of the initial post-adjudication community placement) which results in a juvenile court delinquency adjudication OR adult criminal court conviction.*
7. Project will report cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to detain youth.
(Selected projects will be provided a marginal cost rate in order to perform this calculation).
Counties can find 2012 numbers in order to calculate target at:
<http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets>

Note: Performance targets will be used as a means to determine future award allocations and/or continuations.

PROPOSAL SUBMISSION INSTRUCTIONS

The application must be submitted electronically using the link on the Council's website at <http://cjcc.georgia.gov/>. Application should include: proposal narrative in Word format, detailed budget worksheet in Excel format, and application attachments with all signature pages. **All** of the aforementioned proposal documents are also required to be submitted electronically by uploading the original files or by uploading scanned documents to the online application. The application must follow the outline as described on **page 17** of this RFP. The proposal package must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified.

Submission Date

Applications must be submitted by 5:00pm on **June 21, 2013**. Applications submitted after that date will be classified as late and may not be considered. **When an application is received by the Council, there is no commitment on the part of CJCC or the Juvenile Justice Incentive Funding Committee 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. The Juvenile Justice Incentive Funding Committee 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 and the Juvenile Justice Incentive Funding Committee.

Disqualification Factors

Any application electronically time-stamped after 5:00pm on the June 21, 2013 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:

- Failure to include application narrative, application budget, and application attachments;
- Submission fails to be electronically time-stamped by the deadline date;
- Applicant is not a public government entity; or
- Application lacks original signatures where appropriate.

Questions

CJCC asks that applicants direct all questions to Aisha Ford, Program Director or Jennifer Wade, Planning and Policy Development Specialist. Applicants may reach Ms. Ford by email, Aisha.Ford@cjcc.ga.gov, or by phone at (404) 657-2045 or Ms. Wade by email, Jennifer.Wade@cjcc.ga.gov, or by phone at (404) 657-1972. 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 Submission of Judicial/DJJ MOU 	7/22/2013
FIRST PERIOD	<u>7/22/2013-9/30/2013:</u> <ul style="list-style-type: none"> Quarterly Progress Report-including performance objectives Submission of performance payment request Attendance at CJCC Grant Management Workshop 	10/10/2013
SECOND PERIOD	<u>10/01/13-12/30/13 Reporting Period:</u> <ul style="list-style-type: none"> Quarterly Progress Report-including performance objectives Submission of performance payment request and match report <p>* 5% reduction in felony commitments to DJJ and sentences to Short Term Program achieved</p>	01/10/13
THIRD PERIOD	<u>01/01/13-03/31/14 Reporting Period:</u> <ul style="list-style-type: none"> Quarterly Progress Report- including performance objectives Submission of performance payment request and match report 	4/10/14
FOURTH PERIOD	<u>04/01/13-06/30/14 Reporting Period:</u> <ul style="list-style-type: none"> Submission of Final Progress report- including performance objectives Submission of performance payment request and match report <p>* 20% reduction in felony commitments to DJJ and sentences to Short Term Program achieved.</p>	7/10/14

*For any deliverable not met and reported by the due date, a penalty of up to a 5% reduction may be imposed at the discretion of the Juvenile Justice Incentive Funding Committee.

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 purpose 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 Correctional Facilities (YDC)

This information for each county can be found at:

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

- b. A description of how the problem relates to the mission of the applying agency.
- c. Overview of the Target Population to be served.
- d. Description of the chosen priority area for proposal and why this area was selected.
- e. Brief description of the activities requesting CJCC funds.
- f. **All applicants should indicate their plan to apply for Juvenile Justice Reinvestment Grant funds from GOCF in addition to their CJCC application.**

2. Administration (½ page)

- a. 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. **The fiscal must be a county commission/board of commissioners.**
- b. List the agency's qualifications and experience with managing grants.
- c. List the Community Partners and their description and contribution, if any, to the proposed program.
- d. After the completion of the first quarter, 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:

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

4. Methods and Procedures (6 pages)

Service Delivery

- a. Describe the overall format and design of the program, addressing the following:
 - Program type (i.e., Youth Reporting Center, community-based, school-based, 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).
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- b. Complete the Program Timeline (Attachment A-2). Provide a detailed timeline from July 22, 2013 – June 30, 2014 of planned grant activities including, but not limited to, program start and end dates for each site, special events, and planning, and planning period activities.
- c. 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 convenient 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. For **Diversions** programs, applicants must provide a detailed description of how the DJJ Detention Assessment Instrument (DAI) and the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making.

Applicants must provide a detailed description of how the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making. More information can be found at the following:

<http://www.djj.state.ga.us/Policies/DJJPolicies/Chapter20/DJJ20.11DetentionDecision.pdf>
<http://www.djj.state.ga.us/Policies/DJJPolicies/Chapter20/DJJ20.30ComprehensiveRiskandNeedsAssessment.pdf>

- e. Describe how parental consent is obtained for youth to participate 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.
- State the proposed primary curriculum or evidence-based interventions that will be that will be employed during this grant period. Describe how this will be implemented.
 - Examples include- Aggression Replacement Therapy (ART), Thinking for A Change (T4C), and Multi-Systemic Therapy (MST).
 - Applicants should propose using juvenile interventions found to be **Effective** or **Promising** as described by CrimeSolutions.Gov <http://www.crimesolutions.gov/TopicDetails.aspx?ID=62>
 - 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	Multi-Systemic Therapy	6
Developmental	Community Service/ BARJ model	2
Developmental	Botvin Life Skills	3
Developmental	Counseling	2
Developmental	Tutoring	2
Total Program Hours Per Youth		15

*approximate

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

Staffing

- a. Describe the primary roles and responsibilities for each grant-funded position. Attach a job description for each position discussed (Attachment A-4).
- b. 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.

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.

Budget Detail Worksheet: Complete the Budget Detail Worksheet using the provided form (Attachment A-6). 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 also 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, applicants may not just include 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. A maximum limit of 10% on indirect costs will be permitted. 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 need 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 unallowable costs is provided at the back of the budget workbook.

Supplantation

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

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-1 **Proposal Narrative:** Refer to detailed instructions beginning on page 10. Completed by the applicant in MS Word format.
- A-2 **Program Timeline:** A detailed timeline of grant activities. Use the provided form and complete in MS Word format.
- 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
- A-6 **Budget Detail Worksheet:** Submit budget detail worksheet electronically in MS Excel format.
- A-7 **Budget Narrative:** Completed by the applicant in MS Word format.

Application Review

The Juvenile Justice Incentive Funding Committee will review all eligible applications. The Juvenile Justice Incentive Funding Committee will not review incomplete applications and CJCC 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 GOCF. 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 and GOCF 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 public government entity;
- Submission fails to be electronically time-stamped by the deadline date; or
- 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) and the Forms, Assurances, and Certifications
- Applicants must restate and number each proposal narrative question followed by the response

Application:

The application must be submitted electronically using the link on the Council's website at <http://cjcc.georgia.gov/>. Use the table below to ensure that all requested information is included and your documents are appropriately named and saved.

Required Application Document	Maximum Page Limit	Applicant Checklist (Y/N)
A-1 Proposal Narrative (Word Format):	11	
A. Statement of Need/Summary	½	
B. Administration	½	
C. Target Population	½	
D. Methods and Procedures	6	
E. Goals, Objectives, and Evaluation	2	
F. Sustainability	1	
G. Previous Accomplishments	½	
Application attachments: A-2 Program Timeline (Word Format) A-3 Memorandum(s) of Understanding (Word or PDF Format) A-4 Job Descriptions (Word Format) A-5 Forms, Assurances, and Certifications (PDF Format) A-6 Budget Detail Worksheet (Excel Format) A-7 Budget Narrative (Word Format)	N/A	