

**BRIAN P. KEMP**  
GOVERNOR



**JAY NEAL**  
DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for funding under the Opioid Affected Youth Initiative (OAYI).

**Office of Juvenile Justice and Delinquency Prevention Opioid Affected Youth Initiative  
Georgia Opioid Affected Youth Initiative  
2021 Request for Proposals (RFP)  
CFDA # 16.842**

**Eligibility**

Applicants are limited to public government entities, nonprofit organizations and for-profit organizations, and institutions of higher education in Georgia. The availability of funds is dependent on appropriations from the U.S. Department of Justice. The Office reserves the right to reduce the amount of funds available based on government budgetary actions. The U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, (CFDA 16.842) administers a portion of these funds at the national level.

**Award Period**

August 3, 2020 – September 30, 2021

**Deadline**

All applications are due at 5:00 p.m. on July 20, 2020

**Award Amount**

Up to \$100,000

**Contact Information**

For assistance with the requirements of this solicitation, contact:

**Program:** Samantha Wolf at [Sam@samwolfstrategies.com](mailto:Sam@samwolfstrategies.com)

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or [Sam@samwolfstrategies.com](mailto:Sam@samwolfstrategies.com).

**Release Date: June 3, 2020**

**Office of Juvenile Justice and Delinquency Prevention Opioid Affected Youth Initiative  
Georgia Opioid Affected Youth Initiative  
2021 Request for Proposals (RFP)**

**Deadline: Applications are due by 5:00 p.m. on July 20, 2020.**

## **Criminal Justice Coordinating Council**

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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 27 members representing various components of the criminal justice system.

## **Overview**

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The funding sources for this solicitation is the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Opioid Affected Youth Initiative (OAYI). In 2018, CJCC was one of six governmental organizations across the nation to be awarded the OAYI grant from OJJDP.<sup>1</sup> The purpose of OJJDP OAYI is to develop local data-driven coordinated responses to identify and address challenges resulting from opioid abuse that impact youth.

## **Eligibility**

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Applicants are limited to public government entities, nonprofit organizations, and for-profit organizations. Please note any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements or conditions attached thereto. An eligible applicant must meet the following criteria:

1. Be a non-profit organization or a public government entity;
2. Serve as the fiscal agent for the grant and the point of contact to CJCC; and,
3. Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

**All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.**

Additional specific eligibility requirements:

- **Religion-** Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any eligible 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 program(s). 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's auditing purposes.

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<sup>1</sup> Other recipients include: Alameda County, Clackamas County, Miami-Dade County, Tennessee Bureau of Investigation, Western Massachusetts.

- **Comply with federal rules regulating grants** - Applicants must comply with the applicable provisions of OAYI, the Program Guidelines, and the requirements of the Office of Justice Programs (OJP) Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of OAYI funds received. Other requirements are also outlined in the special conditions to the subgrant award. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable OAYI victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC and/or other state/federal agencies as requested in a timely manner, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and Department of Justice.
- **Internet Security Policy** – The 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’s 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.

## **Purpose & Priority Areas**

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As a recipient of the 2018 OJJDP OAYI grant, CJCC was awarded funds to address the growing opioid epidemic affecting youth across the state. The OAYI Steering Committee is made up of subject matter experts including, but not limited to, law enforcement, judges, education, public health, and non-profits. The Committee’s purpose is to guide the initiative’s work by leveraging agency partnerships to promote evidence-based prevention, intervention, treatment, and recovery initiatives across Georgia for youth at risk of opioid misuse. The Committee developed a data-driven strategic plan with goals and objectives to ensure the safety of Georgia’s youth. The Georgia OAYI Strategic Plan can be accessed [here](#).

The following categories have been established as a result of the Georgia OAYI Strategic Plan. Please select the category in which you would like to apply:

Category 1 - Increase local reporting to the overdose map maintained by the High Intensity Drug Trafficking Area (HIDTA)

Category 2 - Support for additional data elements in the Opioid Overdose Surveillance Reports and Prescription Drug Monitoring Program

Category 3 - Track the availability and use/administration of naloxone in K-12 schools

Category 4 - Increase the number of naloxone kits in K-12 schools

Category 5 – Provide training for school personnel to respond to an opioid-involved overdose

Category 6 – Connect, create or expand direct treatment and recovery support services for youth involved with the Department of Juvenile Justice (DJJ)

Category 7 - Support for a statewide data dashboard to monitor opioid misuse indicators among youth

Applicants can apply for multiple categories. However, each category must have a separate application.

### **Program Period**

The initial grant award period is August 3, 2020 – September 30, 2021.

### **Goals and Objectives**

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

#### **Goals**

1. Provide a better understanding of where opioid-involved youth are most vulnerable in order to improve the ability of state and local partners to respond.
2. Improve outcomes related to adverse opioid-involved events for youth.
3. Increase collaboration among state partners to assist opioid-affected youth.
4. Expand the understanding, availability, and use of naloxone in K-12 schools and community-based resources targeted for youth.

### **Performance Objectives Based on Category Selected**

**Category 1** - Increase local reporting to the overdose map maintained by the HIDTA. Examples of how this might be accomplished are by connecting with High Intensity Drug Trafficking Area (HIDTA) to find out which counties, law enforcement, and first responder entities in Georgia are currently reporting as well as how HIDTA communicates with local enforcement/first responder agencies. Additional coordination with Georgia's Department of Public Health's (DPH) overdose mapping initiative in Georgia's public health districts will be necessary. For more information on output and outcome indicators, please see page 6 in the OAYI Strategic Plan.

**Category 2 - Support for additional data elements in the Opioid Overdose Surveillance Reports and Prescription Drug Monitoring Program.** This can be accomplished by adding additional data elements to the Opioid Overdose Surveillance Reports, include the same age brackets as the Online Analytical Statistical Information System (OASIS), race, ethnicity, and gender by county. Further, data elements needed on the PDMP reports are the same age brackets as OASIS and race, ethnicity, and gender by county. This can be done through contact with the relevant department heads to discuss the need for such data best practice. For more information on output and outcome indicators, please see page 9 in the OAYI Strategic Plan.

**Category 3 - Track the availability and use/administration of naloxone in K-12 schools.** This can be accomplished by working with state partners to determine a responsible agency to build and maintain a database and work with the responsible agency to determine the appropriate data elements to track. Suggested tracking elements are the number of kits/doses available at each school, location of kits, date of purchase, date for renewal of expired kit(s), who is trained to administer, prior administration of naloxone, and point of contact at each school. For more information on output and outcome indicators, please see pages 10-11 in the OAYI Strategic Plan.

**Category 4 - Increase the number of naloxone kits in K-12 schools.** This can be accomplished by identifying the national standard for the number of naloxone kits that a school should have on hand. Additionally, reach out to the K-12 schools whose naloxone kits are expired/about to expire and those that do not have a kit to encourage them to assist them in acquiring one or more kits. Funding will be provided to purchase the appropriate number of naloxone kits. For more information on output and outcome indicators, please see pages 11-12 in the OAYI Strategic Plan.

**Category 5 - Provide training for school personnel to respond to an opioid-involved overdose.** This can be accomplished by coordinating with state partners to determine which schools need personnel to be trained. Additionally, coordinate with state partners to determine the appropriate personnel to be trained such as SRO's, counselors, nurses, or others. Funding will be provided to gain additional training. For more information on output and outcome indicators, please see page 12 in the OAYI Strategic Plan.

**Category 6- Connect, create or expand direct treatment and recovery support services for youth involved with Department of Juvenile Justice.** This can be accomplished through exploring the creation of Youth Opioid Peer Mentors and connecting youth and their families to needed services. Funding will be provided for activities such as creating a Youth Peer Mentor Program, training Youth Peer Mentors, and/or the creation of a resources packet. For more information on output and outcome indicators, please see pages 12-14 in the OAYI Strategic Plan.

**Category 7 - Support for a statewide data dashboard to monitor opioid misuse indicators among youth.** Examples of the data elements that can be tracked are the number and rate of opioid-and heroin-involved emergency department visits by county, number and rate of opioid-and heroin-involved hospitalizations by county, number and rate of opioid-and heroin-involved overdoses by county, and treatment data. For more information on output and outcome indicators, please see pages 14-15 in the OAYI Strategic Plan.

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

## **Grant Award Agreement**

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**Grant Award Amount:** Applicants are eligible to apply for a maximum of \$100,000 for 16 months of funding.

**Grant Award Period:** The grant award period is from **August 3, 2020 through September 30, 2021**. All new or enhanced services must be *fully* implemented within sixty (60) days of the grant award agreement beginning date.

**Modification of Funds:** The 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. The CJCC may negotiate all or part of any proposed budget after execution of the grant award agreement due to funding or provisions to program requirements. If, during the term of the grant award period, the funds appropriated are reduced or eliminated by the Department of Justice, CJCC may immediately reduce or terminate the grant award by written notice to the grantee.

**Nondiscrimination:** Federal laws prohibit subgrantees of financial assistance from discriminating on the basis of race, color, religion, national origin, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Subgrantees must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by CJCC. Compliance with guidance as may be issued from time to time by the Office for Civil Rights and CJCC is required per 28 C.F.R. part 42.

**Limited English Proficiency (LEP) Individuals:** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subgrantees of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information, access <https://www.lep.gov/>. CJCC requires subgrantees to have written LEP plans that outline their policies and procedures for ensuring victims have access to necessary forms of communication, both written and verbal.

**Equal Employment Opportunity Plans:** The applicant agency must meet the requirements of 28 CFR 42.301 et seq., EEO. The plan must cover the grant period specified in the application. If technical assistance is needed while preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

**Award Acceptance:** To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are accurately completed and returned to CJCC.

**Special Conditions:** At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the CJCC. These guidelines can be found in the Subgrantee Programmatic and Fiscal Compliance Policy on CJCC's website. Any programmatic and/or fiscal noncompliance may result in a reduction of the award.

**Other:** Applicants must comply with all forms, assurances, and certifications in relation to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

## Reporting Requirements

The CJCC requires grantees to comply with and fully participate in the financial, programmatic, and evaluative reporting for this grant program.

### Financial Reporting Requirements

This is a **reimbursement-based grant**.

*If awarded funds, each entity will be required to establish proof of payment for all project expenses by submitting the appropriate documentation to the CJCC for review. E.g., check/purchase requisitions, travel expense forms, copies of check payments, invoices and /or receipts, etc.*

- *Monthly or Quarterly Subgrant Expenditure Requests (SER):* Upon accepting the award, each grantee is required to indicate whether they agree to submit monthly or quarterly SERs to CJCC. *Monthly expenditure reports are due 30 days after the end of each month. Quarterly expenditure reports are due 30 days after the end of each quarter. Additionally, invoices that are more than 30 days outside of the reporting period **should not** be included as part of the expenditure report.*

Quarterly Subgrant Expenditure Reports (SERs)

SER	SER Reporting Period	SER Due Date
1	July 1, 2020 - September 30, 2020	October 30, 2020
2	October 1, 2020 - December 30, 2020	January 30, 2021
3	January 1, 2021- March 30, 2021	April 30, 2021
4	April 1, 2021- June 30, 2021	July 30, 2021
5	July 1, 2021- September 30, 2021	October 30, 2021

- Grantees are also required to maintain supporting documentation, such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts, on file. This documentation may be requested at any time.
- Grantees must attend any required, scheduled grant management workshop prior to the release of grant funds.

*Please see section “Fiscal Responsibility & Budget Detail Worksheet” on page 11 for additional financial reporting requirements.*

### Programmatic Reporting Requirements

Grantees must submit progress reports on a quarterly basis. Failure to submit progress reports in a timely fashion could result in the suspension or termination of grant funding. For any data submission not met or reported by the due date, a penalty may be imposed at the discretion of the CJCC.

Quarterly Progress Reports

Report	Programming Timeframe	Programmatic Report Due
1	July 1, 2020 - September 30, 2020	October 30, 2020
2	October 1, 2020 - December 30, 2020	January 30, 2021
3	January 1, 2021 - March 30, 2021	April 30, 2021
4	April 1, 2021- June 30, 2021	July 30, 2021
5	July 1, 2021- September 30, 2021	October 30, 2021

CJCC will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables. The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding. **Please note that applicants are not required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.**

### **Evaluation**

CJCC will conduct a study of each awarded program to determine effectiveness. Grantees will be held accountable for the following as it relates to programmatic evaluation:

- Collect, enter, and maintain reporting requirements for the purpose of the grant;
- Submit progress reports on a quarterly basis; and,
- Grantee must participate as a focus site for evaluation.

## **Post-Award Required Activities**

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### **CJCC Grant Management Workshop**

If an applicant is awarded a grant, the grantee will be required to attend a CJCC grant management workshop either in-person or via webinar.

### **Site Visits**

CJCC staff may conduct a financial and/or programmatic site visit to each grantee during the grant period. 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 programmatic 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 will also provide ongoing, individual technical assistance and other support to grantees as needed or requested throughout the year.

## **Proposal Submission Instructions**

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The application must be submitted electronically using the link on the CJCC's website at <http://cjcc.georgia.gov/funding-opportunities>. The application should include the following: application narrative, Detailed Budget Worksheet in Excel format, application budget narrative, and application attachments with all signature pages. **All** of the aforementioned proposal documents (except the Detailed Budget Worksheet) are required to be submitted electronically as



a PDF by scanning and uploading the documents to Formstack. [Please click here to apply](#). The application must follow the outline as described on page 13 of this RFP, beginning with the application face sheet (Attachment A-1). The proposal package must be completed and submitted in accordance with RFP guidelines for submission.

### **Submission Date**

Applications must be submitted by **5:00 p.m. on July 20, 2020**. 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, there is no commitment on the part of the 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. The 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 the CJCC.

### **Disqualification Factors**

Any application electronically time-stamped after **5:00 p.m. on July 20, 2020**, 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, the 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;
- Failure to provide appropriate number of copies and format requested;
- Submission fails to include an original signature of the applicant's authorized official on the application face sheet; or,
- Application lacks original signatures where appropriate.

### **Questions**

The CJCC asks that applicants direct all questions to Samantha Wolf via [Sam@samwolfstrategies.com](mailto:Sam@samwolfstrategies.com). Although questions will be permitted until the date of the RFP submission, the response time will be subject to staff availability. As such, applicants are strongly encouraged to pose all questions as early as possible in the RFP process.

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements to advance to review and receive consideration for funding: Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative.

## **Abstract**

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Include a project abstract that summarizes the proposed project in 400 words or less.

The abstract should indicate what category the applicant is applying for, briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals.

## **Program Narrative**

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The following information provides a description of necessary components to be contained in the narrative portion of your proposal. The narrative is a detailed statement of the work to be undertaken and addresses questions regarding the grant proposal process. *The CJCC requires that applicants restate each question and number in the narrative section followed by the response.*

### **1. Statement of Need**

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

- a. Statement of the community problem.
- b. A description of how the problem relates to the mission of the implementing agency;
- c. Brief description of the activities requiring CJCC funds.

### **2. Administration**

- a. Name and brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency.
- b. List the agency's qualifications and experience with managing grants.
- c. This grant a reimbursement-only grant. Does the fiscal agent have the ability to maintain a positive cash-flow once reimbursements are provided on a quarterly or monthly basis?

### **3. Target Population**

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

### **4. Program Design and Implementation**

- a. Detail how the project will operate throughout the funding period and describe the strategies used to achieve the goals and objectives identified in the previous section.
- b. Describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6.

### **5. Goals, Objectives, and Evaluation**

- 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.

## **6. Sustainability**

- a. Describe the specific activities that will take place during this upcoming grant period to ensure sustainability, including any barriers for the program and how the organization intends to address said issues

## **Fiscal Responsibility and Proposed Budget Worksheet**

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This solicitation does not require a match.

The applicant must provide an adequate accounting system described in Forms, Assurances, and Certifications (Attachment A-4) and should meet the following criteria:

- 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;
- Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located;
- The accounting system provides accurate and current financial reporting information; and,
- 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 (Attachment A-5). The Excel workbook contains a budget summary for the applicant. The budget summary must provide a detailed computation of requested funds and justification of costs in relation to activities. A detailed Budget Narrative (Attachment A-6) 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, a justification for including this cost, and the value-add to the grant. Each cost listed on the Budget Detail Worksheet should be detailed and itemized. A breakdown of expenses should be included under each category. Any expense not listed in the proposed budget cannot be claimed for reimbursement on an SER.

Applicants are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of contract/service agreements must be submitted to the CJCC upon procurement. Grantees are to submit copies of the agreements with their award packet or by the submission of their first-quarter SER.

Grantees are expected to adhere to Georgia’s State Travel if requesting reimbursement for staff attending trainings or required conferences. Additional information can be found at <https://sao.georgia.gov/state-travel-policy>. All food and travel expenses should be included in the proposed budget.

Please note, for both meal and travel reimbursement, grantees must submit with their SER a typed listing or travel form for any expenses incurred as a result of serving program participants. The

listing of meal expenses should include: date, location, number of program participants during the scheduled session, cost (including attached receipts), and signature. The travel form at a minimum should include: name of person being reimbursed, date of travel, beginning/ending location, total mileage, and signature (See Appendix C). All travel expenses submitted for reimbursement should adhere to the respective county's travel policy in addition to the state travel policy.

### **Allowable and Unallowable Costs**

A list of allowable and unallowable costs is provided in the Budget Detail Worksheet. Examples of allowable expenses are defined under the budget categories in Sheet 1. Sheet 2 includes a brief list of unallowable costs, such as financial and/or programmatic audit costs, construction costs, and organized fundraising activities. \*All expenses must be detailed and approved in the grant budget prior to being listed in a SER and requested for reimbursement. Expenses are approved at the discretion of CJCC.

### **Supplanting**

Supplanting occurs when a state, local, or tribal government reduces previously allocated or appropriated funds by an agency for an activity, specifically because federal funds are available (or expected to be available) to fund the same activity. Any reduction in non-federal resources allocated for the same time period and the same purpose as the federal grant award will be subject to careful review.

To avoid potential supplanting issues, the following general guidelines should be followed:

- Federal funds cannot be used to pay for existing employees unless the existing position is “back-filled” with a new hire.
- Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.
- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.
- Maintain contemporaneous documentation demonstrating that any reductions in nonfederal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds. Examples of supporting documentation may include (but are not limited to) budget sheets and/or directives, city council or departmental meeting minutes, agency memoranda, notices, or orders, and any other official documents addressing the reduction in non-federal resources.

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. Supplanting may be grounds for suspension or termination of current and future federal funding, recovery of misused federal funds, and/or other remedies available by law.

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

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

## **Attachments**

- A-1 Application Face Sheet
- A-2 Grant Sub agreements/Contracts: Signed agreement(s) between the applying agency and program site(s) not under the jurisdiction of the applying agency, if applicable.
- A-3 Job Descriptions: Job description for each grant-funded position.
- A-4 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:
  - Accounting System/ Internal Control Questionnaire
  - Non-Supplanting Certification
  - Service Delivery Strategy Act Compliance Certification
  - Immigration and Security Form
  - Child Abuse Reporting, Background Investigation, Internet Security Policy Requirements
- A-5 Budget Detail Worksheet (included as a separate Excel sheet)
- A-6 Budget Narrative

## **Application Review**

The CJCC and OAYI Steering Committee will review all eligible applications. The CJCC will not review incomplete applications, and the CJCC will not permit applicants to add information to their application after submission, unless clarification or additional information is requested. If awarded the grant, Grantees will be expected to submit and comply with any additional financial and programmatic requirements per the Special Conditions of the grant agreement.

## **Application Submission Instructions**

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### Disqualifying Factors

- Submission fails to be electronically time-stamped by the deadline date.
- Submission fails to include the original signature of the Authorized Official of the applicant on the application face sheet.
- Application lacks original signatures where appropriate.
- Number of every page submitted as part of your application.
- Use type that is 12-point font size and one-inch margins.
- The proposal narrative should be typed on white paper that is 8 ½ x 11 inches.
- Include a footer identifying the applying agency.
- Application documents should be in PDF format, with the exception of the Budget Detail Worksheet that should be submitted in Excel format.
- Applicants must restate and number each proposal narrative question followed by the response.