

BRIAN P. KEMP  
GOVERNOR



JAY NEAL  
EXECUTIVE DIRECTOR

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.

## Juvenile Justice Incentive Grant Program 2020 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 eighteen (18) counties who commit the highest numbers of juveniles to the Department of Juvenile Justice. The 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. The U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, (CFDA 16.540) administers a portion of these funds at the national level.

### Award Period

July 1, 2019 – June 30, 2020

### Deadline

All applications are due at 5:00 p.m. on April 26, 2019

### Award Amount

Up to \$750,000

### Contact Information

For assistance with the requirements of this solicitation, contact:

**Program:** Stephanie Mikkelsen, Juvenile Justice Supervisor, at 404-657-1959 or  
[SMikkelsen@cjcc.ga.gov](mailto:SMikkelsen@cjcc.ga.gov)

**Finance:** Haley Dunn, Grant and Program Specialist, at 404-654-1781 or [Haley.Dunn@cjcc.ga.gov](mailto:Haley.Dunn@cjcc.ga.gov)

**Release Date: March 15, 2019**

## Contents

Criminal Justice Coordinating Council.....	3
Overview.....	3
Eligibility.....	4
Grant Award Agreement.....	5
Reporting Requirements.....	6
Financial Reporting Requirements.....	6
Program Reporting Requirements.....	6
Goals and Objectives.....	10
Proposal Submission Instructions.....	12
Submission Date.....	12

## 2020 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

**Deadline: Applications are due by 5:00 p.m. on April 26, 2019**

### **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 27 members representing various components of the criminal justice system. The CJCC is charged with fiscal oversight of the Juvenile Justice Incentive Grant Program.

### **Overview**

In 2011, the Special Council on Criminal Justice Reform was formed to study Georgia's criminal justice system and was charged by former Governor Nathan Deal with recommending policy changes. On December 18, 2012, the Council released their final report to the Governor:

<https://dcs.georgia.gov/georgia-council-criminal-justice-reform>

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

In keeping with Georgia's goal of increasing public safety through a more effective juvenile system, CJCC offers this request for proposals seeking local juvenile justice projects that aim to reduce the number of youth served out of home. The Juvenile Justice Incentive Grant Program funding aims to develop programs that address the needs of youth who are typically committed to the Georgia Department of Juvenile Justice (DJJ).

Since 2012, each year Georgia has reduced out-of-home placements by over 50% in Juvenile Justice Incentive Grant Program recipient counties. During the first year of funding, a total of 1,122 youth were served through community-based services, and by the fifth year, the number of youth served increased to 1,390 youth. The CJCC is committed to continue the funding of evidenced-based programming for youth in the community.

Applicants are encouraged to review the Office of Justice Program's Crime Solutions website to ensure that their juvenile intervention proposal has a methodical and measurable approach to reducing juvenile recidivism. This can be accessed at: <https://www.crimesolutions.gov/>. Specific required evidence-based interventions are listed on page 11 of this RFP.

An evaluation report of yearly program accomplishments can be found at <https://cjcc.georgia.gov/juvenile-justice-incentive-grant-program-0>

## Eligibility

Applicants are limited to local county commissions/boards of commissioners to apply on behalf of juvenile courts within Georgia. 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 this link: <https://www.dca.ga.gov/local-government-assistance/planning/intergovernmental-coordination/service-delivery-strategies-sds>

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; and,
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

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.
- **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.

High priority will be given to applications that specifically formulate strategies to reduce the applicant county's annual felony commitment rate to DJJ and reduce the applicant county's annual number of Short Term Program admissions. High priority will be given to the eighteen (18) counties who commit the highest numbers of juveniles to the DJJ.

## Grant Award Agreement

### Grant Award Amount

Applicants are applying for one year of funding through this RFP. New applicants are eligible to apply for a maximum of \$350,000 for this grant year. Existing JJIG grantees are allowed to apply for a maximum of \$750,000 and are allowed to expand or enhance services under this solicitation.

### Grant Award Period

The grant award period is from **July 1, 2019 through June 30, 2020**. All new or enhanced services must be *fully* implemented within sixty (60) days of the grant award agreement beginning date. All continuation services must be fully implemented within thirty (30) days of the grant award agreement beginning date.

### Continual Funding

A continual proposal is required annually. *An initial award 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. Continual grants are awarded to applicants that demonstrate the following:

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

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

### 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 Georgia State Legislature, CJCC may immediately reduce or terminate the grant award by written notice to the grantee.

## 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**. The CJCC may award *first-time recipients* an initial advance for the first three months of the grant cycle. However, subsequent to the first three months, the grant will continue on a reimbursement-only basis. Grantees receiving continual funds are not entitled to receive an advance payment.

*If awarded funds, each county 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. The SER must be submitted with the “JJ Unit SER Cover Form” provided by CJCC, in addition to the respective SER and backup documentation. The “JJ Unit SER Cover Form” can be found at: <https://cjcc.georgia.gov/reporting-3>. *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.*
- 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 15 for additional financial reporting requirements.*

### Program Reporting Requirements

Grantees must submit programmatic reports on a monthly and/or quarterly basis as requested. Failure to submit programmatic 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.

- **Monthly** – Grantees are required to submit monthly reports directly to the Carl Vinson Institute of Government (CVIOG). *The following dates are subject to change. Please adhere to CVIOG’s deadlines.*

<i>Reporting Month</i>	<i>Programming Timeframe</i>	<i>Reporting Period Opens*</i>	<i>Due By *</i>
July	July 1-31	August 1, 2019	August 16, 2019
August	August 1-31	September 1, 2019	September 13, 2019
September	September 1-30	October 1, 2019	October 11, 2019
October	October 1-31	November 1, 2019	November 15, 2019
November	November 1-30	December 1, 2019	December 13, 2019
December	December 1-31	January 1, 2020	January 17, 2020
January	January 1-31	February 1, 2020	February 14, 2020
February	February 1-28	March 1, 2020	March 13, 2020
March	March 1-31	April 1, 2020	April 10, 2020
April	April 1-30	May 1, 2020	May 15, 2020
May	May 1-31	June 1, 2020	June 12, 2020
June	June 1-30	July 1, 2020	July 17, 2020

*\* Please be aware that Graduated Sanction Violations under DJJ’s Probation Management Program (PMP) are included in overall Short-Term Program (STP)/Felony Commit numbers. If said violation resulted in an admission to an Regional Youth Detention Center (RYDC), it was included in the baseline target number in 2012 data and will be counted in this grant year’s target number. Juvenile courts and DJJ staff are strongly encouraged to share this information with one another in order to measure potential impact.*

- **Quarterly** – Grantees may be requested to submit quarterly reports directly to CJCC. Quarterly progress reports are *due 30 days after the end of each quarter*. Quarterly progress reports are to be submitted with quarterly SER submissions or saved as a PDF and emailed to [Haley.Dunn@cjcc.ga.gov](mailto:Haley.Dunn@cjcc.ga.gov).

<i>Reporting Period</i>	<i>Programming Timeframe</i>	<i>Performance Requirements</i>	<i>Due By</i>
Initial Allotment	July 1 – September 1	Fully executed grant award agreement and attachments	September 15, 2019
First Quarter	July 1– September 30	Quarterly Progress Report-including performance objectives	October 30, 2019
Second Quarter	October 1 – December 30	Quarterly Progress Report-including performance objectives	January 30, 2020
Third Quarter	January 1 - March 31	Quarterly Progress Report-including performance objectives	April 30, 2020
Fourth/Final Quarter	April 1 – June 30	Quarterly Progress Report-including performance objectives	July 30, 2020

### **Planning Period (New Applicants Only)**

In order to allow for the successful integration of evidence-based services into court operations, CJCC will allow a two-month planning period as an option for **new** projects. This will allow time for staff to be hired and trained, and contracts with service providers to be established. The planning period is optional. All new projects must be operational no later than **September 1, 2019**.

### **Evaluation**

The CJCC will conduct an evaluation 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 participant-level implementation and outcome data monthly;
- Data collection training and use of any Grants Management System (GMS);
- Submit youth enrollment, activity attendance, and necessary reports to evaluator; and,
- Grantee must participate as a focus site for evaluation.

The CJCC is committed to implementing evidence-based programming successfully and providing juveniles with the best services. Evidence-based programs are effective in reducing recidivism in juvenile populations when the programs are delivered as intended by the developers of the models. Grantees may be subject to a model fidelity evaluation. Information related to model fidelity site visits can be found at: <https://cjcc.georgia.gov/juvenile-justice-model-fidelity>

### **Post-Award Required Activities**

#### **CJCC Grant Management Workshop**

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

#### **Site Visits**

The 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, model fidelity, and to view programmatic and financial documents.

#### **Additional Training, Technical Assistance, and Events**

The 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. The CJCC staff will also provide ongoing, individual technical assistance and other support to grantees as needed or requested throughout the year.



## Program Design

### Purpose

In order to demonstrate potential cost-savings to taxpayers by incentivizing evidence-based options, the overarching goal of this grant program is the reduction of out-of-home placements and to better serve youth in the community.

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 DJJ. Applicants are encouraged to examine their local data from the previous fiscal year in order to understand the profiles of youth who were committed to DJJ, and who, with appropriate services, could have received services while remaining in their community. Recipients of this grant opportunity will be employing evidenced-based programming appropriate to the needs of youth in the community.

Considerable evidence has shown that assessing each youth's risk of re-arrest can help with classifying youth for appropriate levels/types of programming, as well as the necessary intensiveness of services. Therefore, applicant counties will have the benefit of utilizing 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) and the Detention Assessment Instrument (DAI).**

Bolstering a continuum of community support services and supervision has been shown to reduce recidivism, while promoting a positive relationship among youth, their families, and the community. Support services may include family and community reintegration and prevention services, basic life skills, job skills and employment training, job placement, educational support, and mentoring and apprenticeship opportunities.

Communities applying for these funds will be expected to bring together system stakeholders, leaders, and residents to identify and access existing local resources for the development of a multifaceted response to prevent further penetration in the justice system.

By employing evidence-based programming, implementing risk assessment tools, involving the community, and ensuring appropriate youth are served, the State of Georgia will increase public safety while decreasing recidivism among juveniles through an effective juvenile justice system.

CJCC ask that applicants fully describe how their project will reduce 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.

### Program Period

The initial grant award period is July 1, 2019 – June 30, 2020.

### Target Population

All youth receiving services from this grant **MUST** have a delinquent adjudication, score medium to high on the PDRA, **and** be appropriate for the selected evidence-based program.

### 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. Reduce felony commitments to DJJ and STP admissions 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 Georgia citizens through provision of research-informed services to youth in juvenile justice system.

#### **Performance Objectives**

1. The DAI and PDRA will be used on all youth considered for grant programming with all scores reported in JTS or the Juvenile Data Exchange (JDEX) when available. Additionally, when available, grantees are encouraged to use the Juvenile Needs Assessment (JNA) on all youth considered for grant funding.
2. All participants will score medium to high on the PDRA.
3. At least 75% of participants will complete program requirements.
4. At least 55% of youth completing services will not re-offend as calculated using this recidivism definition below:  
*A new charge (within three years of the initial post-adjudication community placement) which results in a juvenile court delinquency adjudication OR adult criminal court conviction.*
5. Each 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).

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

## Services

**Continual applications** are allowed to continue current interventions in Year Six if they so choose. If the applicant plans to make a change to utilize a different intervention in Year Seven, please detail this change and why it is being made. Applicants switching interventions **MUST** select an intervention from the list below. Applicants who are starting a new evidence-based service will be allowed a two-month implementation period for that service, if needed.

**New applicants** must select an evidence-based intervention that has been shown to be effective from the list below. New applicants should choose the evidence-based intervention which is most appropriate for the needs of the youth in the community. A detailed description of the following intervention models is provided [here](#).

### **Evidence-Based Interventions**

- Seven Challenges (7C)
- Aggression Replacement Training® (ART)
- Brief Strategic Family Therapy (BSFT)
- Functional Family Therapy (FFT)
- Multi-Systemic Therapy® (MST)
- Thinking for a Change (T4C)

## Proposal Submission Instructions

The application must be submitted electronically using CJCC's Online Grant Management System <http://georgia.intelligrants.com/>.

The new system **requires** a profile be made for the implementing agency (i.e. juvenile court) **and** authorized official agency (e.g. Board of Commissioners) to apply for grant funding. Instructions on how to create a profile are available at <https://cjcc.georgia.gov/resources-2>.

Along with the required fields being completed, the applicants will be required to submit the following: personnel documents, supporting documentation for budgeted items, 70/30 budget breakdown, program policies/enrichment policies for group-based therapy, program timeline, cohort schedules for group-based therapy, and other documents. **All** of the aforementioned proposal documents are required to be submitted electronically as a PDF by scanning and uploading the documents to the website.

Additionally, CJCC **requires** implementing agencies to upload their documentation of permission to apply for grant funding on behalf of their authorized official agency. Examples include, a formal letter or a county resolution.

### Submission Date

Applications must be submitted by **5:00 p.m. on April 26, 2019**. Only complete applications received by the deadline will be reviewed. Applications submitted after that date and time will be classified as late and may not be considered.

**When an application is received, 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. 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 April 26, 2019**, 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, budget, and attachments;

- Failure to format as requested;
- Applicant is not a public government entity;
- 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

CJCC asks that applicants direct all questions to Haley Dunn, Grants and Program Specialist. Applicants may reach Ms. Dunn by email at [Haley.Dunn@cjcc.ga.gov](mailto:Haley.Dunn@cjcc.ga.gov), or by phone at (404) 654-1781. 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.

## Project Narrative

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.

### 1. Administration

- a. Provide brief description of the implementing agency. Additionally, provide the agency's qualifications and experience with managing grants. Name the applicant and fiscal agents, if these agencies are different from the implementing agency. The **fiscal agent must be a county commission/board of commissioners.**
- b. 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 or monthly basis?

### 2. Statement of Need/Summary

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 for fiscal year 2020:
  - 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: <https://juveniledata.georgia.gov/node/29>
- b. A description of how the problem relates to the mission of the implementing agency;
- c. Overview of the target population to be served;
- d. Name and description of the chosen evidence-based intervention(s) for proposal. Please include why this particular program was chosen and how it will benefit your community;
- e. Provide a brief description of the activities requiring CJCC funds.

### 3. Goals, Objectives, and Evaluation

- a. List the required program goals as outlined in the Request for Proposal. List any additional program goals in a clearly defined and measurable manner.
- b. List the required program objectives as outlined in the Request for Proposal. 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 you currently collect data on youth served and how you plan to expand this collection to include source of referral information.

#### 4. Methods and Procedures

- a. State and describe, if any, other developmental activities youth will receive in addition to the primary evidence based program. Explain how each additional activity will be implemented.
- b. 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); Include the name of the selected evidence-based program. Please list materials associated with the program (i.e. for ART® – Third Edition, Glick & Gibbs, 2011);
  - Number of cohorts expected during the grant year. Please include a detailed program schedule that includes specific dates and reflects appropriate dosage according to the selected evidence-based program (see Appendix B); and,
  - Program Policy. Please note that ‘number of cohorts’ and ‘program policy’ are only applicable for group based therapies. Please upload your program policies and cohort schedule in Required Attachments.
- c. Fully describe the intake and referral process. List the criteria to determine which individuals will be offered program services.
- d. List assessment instruments to be used for selected target population and how they will be used to screen youth. Applicants must provide a detailed description of how the DJJ’s DAI and PDRA will be utilized to ensure consistency and uniformity in decision-making. More information can be found at: <http://www.djj.state.ga.us/Policies/DJJPolicies/Chapter20/DJJ20.11DetentionDecision.pdf>
- e. Describe how parental consent is obtained for youth to participate in the program. Explain if additional information (i.e. intake form, participant application, and/or needs assessment) is obtained for a youth enrolled in the program.
- f. Describe the parent involvement and/or community awareness activities provide using the CJCC grant funds, if applicable.
- g. State the services and supports provided to all individuals in the target population using the CJCC grant funds and state which entities (i.e. service providers, contractors) will provide these services. Please upload MOU/Contracts in the ‘Supporting Documentation for Budgeted Items’ in the Required Attachment section.
- h. Describe the primary roles and responsibilities for each grant-funded position. Additionally, explain the training history for the staff associated with service delivery. Please upload job description(s)/personnel action form in the ‘Personnel Documents’ in the Required Attachment section.
- i. List the community partners and their description and contribution, if any, to the proposed program.
- j. List additional resources or programming, if any, will be available to youth that are not funded through the proposed CJCC funded program.
- k. Describe the CJCC grant-funded services provided to youth in the target group who may or may not be receiving intensive services, if applicable.

- l. List the specific site(s) where programming will occur. Please describe how the proposed program site is a safe and conveniently accessible location for youth and parents to receive services.

## **5. Sustainability**

- 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 target population.
- f. Describe any local actions taken to specifically support evidence-based services.
- g. Provide a detailed description of any previously 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. Applicants who received an Incentive Grant in previous years should include their accomplishments from this program.
- h. If problems were encountered in previous grants or objectives were not fully achieved, please provide a full description detailing both the issues and corrective action(s) taken. This information is an essential component of all applications.



## **Fiscal Responsibility and Proposed Budget Section**

The applicant must provide an adequate accounting system described in Forms, Assurances, and Certifications 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 Section**

Complete the Budget Detail Section using CJCC's Online Grant Management System. The budget detailed section will contain the 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 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-added to the grant. Each cost listed in the budget detail section 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 CJCC upon procurement. Grantees are to submit copies of the agreements with their award packet or by the submission of their first-quarter SER. Subcontractors are still expected to adhere to the budget breakdown (see below); a full budget breakdown must be submitted.

If you are implementing an evidence-based program that requires a meal for participants and their families, the cost should be reasonable and meal purchases should not exceed \$9 per individual per meal. In your application budget, please break down the expectation for these costs.

For those programs that do not require a meal as part of the evidence-based program, snacks are still allowable, but the cost must be reasonable and the basis for arriving at that cost must be included in your budget.

Grantees are expected to adhere to Georgia’s State Travel Policy 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 list or travel form for any expenses incurred as a result of serving program participants. The list 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. All travel expenses submitted for reimbursement should adhere to the respective county’s travel policy in addition to the state travel policy.

**Budget Breakdown**

At a minimum, 70% of awarded funds must be used for direct, evidence-based program costs. No more than 30% of awarded grant funds can be used for non-direct services or administrative costs; this includes any programming not listed on page 11 of this RFP. *The 70/30 split must be reflected in the Budget Narrative and attached in the required documents within CJCC’s Grant Management System application.*

E.g. 70/30 Split – Total Budget \$100.20

<b>30% INDIRECT</b>	Breakdown	Cost
Grants Coordinator	Part-time, \$1 per hour x 1 hour per month x 12 months	\$12
Rent	\$1 per month x 12 months	\$12
Insurance	\$6 per year	\$6
	Total/Percent	\$30 (30%)
<b>70% DIRECT</b>	Breakdown	Cost
Facilitator for Evidence-Based Program	\$1.35 per hour x 1 hour per week x 52 weeks	\$70.20
	Total/Percent	\$ 70.20 (70%)

Direct Costs are defined as expenses accrued through direct services of the primary evidence-based programming. The following is a brief list of common direct costs:

- Salary and benefits of individuals who provide direct service to youth (therapists, facilitators, etc.);
- Snacks or meals associated with programming;
- Travel to participants’ homes; or,
- Journals or program books for youth.

The following is a brief list of costs that will require preapproval to be considered as direct costs:

- Trainings;
- Conferences;

- Travel (Outside of direct service travel);
- Equipment;
- Volunteers' compensation and/or service related expenses;
- Copier (use of the copier for program materials);
- Cell phones for direct service employees requiring travel; or,
- Meeting expenses for outreach and awareness activities.

Indirect Costs are defined as expenses accrued that are not directly from the primary evidence-based programming; this includes any direct service interventions that are not listed on page 11 of this RFP. The following is a brief list of common indirect costs:

- Salary and benefits of supervisory and/or administrative staff who provide indirect services to program youth (e.g. grants manager, finance director, trainer, etc.);
- Bookkeeping costs;
- Rent and/or mortgage on administrative offices;
- Utilities on administrative offices;
- Office supplies for staff (e.g. pens, paper, ink, etc.);
- Insurance;
- Employee travel to grantee trainings;
- Printing, copier, postage;
- Meeting expenses;
- Vehicle maintenance;
- Background investigations; or,
- Wrap around services (tutoring, Botvin Lifeskills, etc.).

### **Allowable and Unallowable Costs**

A list of allowable and unallowable costs is provided below.

- Items such as motivational tools, graduation gifts, and enrichment activities may be eligible for reimbursement. Please note, these expenses should be reflected in both the Budget Detail Worksheet and the Budget Narrative. These costs will be considered as part of the 70% allowed for direct costs, and these items should be listed in the "Supplies" category.
  - These items must be available to all program participants. Applicants must submit a policy outlining the parameters related to issuing enrichments to program participants (Required Attachments Page). Please note, expenses submitted for the issuance of gift cards, gift certificates, gas cards, etc. will not be approved as allowable expenses as part of the grant.
  - The maximum funding allowed for enrichments is not to exceed \$25 per individual youth served. This \$25 maximum is the allowance per youth, regardless of the number of programs in which the youth is enrolled or the number of times the youth participates in programming.
    - E.g. Total program: \$100,000
    - Projected youth served: 30
    - Motivational tools/enrichments budget: 30 X \$25 = \$750

\*All expenses must be detailed and approved in the grant budget prior to being listed in the SER and requested for reimbursement. Expenses are approved at the discretion of the CJCC.

- Please note, any motivational tools, graduation gifts, and/or rewards donated or purchased using outside funds are not subject to this requirement.
- Projects are allowed to provide food/snacks to all program participants; please note, this expense should be reflected in your budget detail section and will be considered as part of the allowable, direct costs.
- Applicants must request preapproval for all expenses related to graduation ceremonies. All expenses must be detailed and approved in the grant budget. Expenses are approved at the discretion of the CJCC.
- The use of flex funds will require preapproval. All requests should include a detailed explanation as part of the Budget Narrative. Please note, all requests will be approved at the discretion of CJCC. If approved, the following will apply:
  - There must be judicial oversight. The presiding juvenile court judge must request the use of flex funds in each individual instance;
  - A note must be included in the youth's file notating the judicial approval of the flex fund spending specific to the youth's case; and,
- A copy of the notation must be submitted to CJCC along with your reimbursement request. The notation cannot be a "blanket" note but should instead be specific to each individual case.

Unallowable costs include:

- Acquisition of land
- Bonus or commissions
- Cost incurred outside the award period
- Construction costs including capital improvements
- Corporate formation
- Federal employees' compensation and travel
- Grant preparation fee
- Imputed interest charges (late fees)
- Organized fundraising activities (e.g., campaigns, endowment drives, and solicitation of gifts), which includes salary of any individual(s) engaged in direct fundraising activity for the organization. An organization may engage in activity to "institutionalize" the grant-funded project for sustainability purposes; however, grant funds may use for the purpose of raising funds to finance non-related grant programs and/or complementary program activities.
- Mileage rate may not exceed the travel regulation as published by the State Accounting Office. Current rate is \$.555 per mile for authorized use of personal car.
- Military-type equipment

### **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.

### **Commingling of funds**

Physical segregation of cash depositions are not required, however, the accounting system of all contractors and sub-contractors must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Commingling of funds is prohibited on either a program-by-program or project-by-project basis.

### **Political activities**

Political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationary, or personnel on behalf of any candidate or any question of public policy subject to referendum, in accordance with O.C.G.A.. 50-20-3(f).

## **Required Attachments: Personnel Documents, Supporting Budget Documents, and Program Timelines**

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. The following attachments must be submitted as a PDF by scanning and uploading the documents as part of CJCC's Online Grant Management System.

### **Attachments**

- Personnel Documents: e.g. job descriptions, personnel action form, etc.
- Supporting Documentation for Budgeted Items: e.g. service provider(s) MOU, contracts, etc.
- 70/30 Budget Breakdown: Please note that 70% of the requested funding will need to be allocated to direct services. Applicants will be expected to include a chart as shown on page 14 in the RFP.
- Program Timeline: Please use the template provided [here](#).
- Program Policies/Enrichment Policies: Applicable for group-based therapy only.
- Cohort Schedule: Applicable for group-based therapy only.
- Other Documents: e.g. Documentation of Submission, etc.

Examples of requirement documents will be available at <https://cjcc.georgia.gov/resources-2>.

### **Application Review**

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