NATHAN DEAL
GOVERNOR

JACQUELINE BUNN
EXECUTIVE DIRECTOR

At the direction of the Juvenile Justice Incentive Grant Funding Committee, 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 2017 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, 2016 – June 30, 2017

Deadline

All applications are due at 5:00 p.m. on May 2, 2016

Award Amount

Up to $750,000

Contact Information

For assistance with the requirements of this solicitation, contact:

Program: Stephanie Larrick, Planner, at 404-657-1959 or Stephanie.Larrick@cjcc.ga.gov
Finance: Rachel Furbee, Grants Specialist, at 404-657-2073 or Rachel.Furbee@cjcc.ga.gov

Release Date: March 2, 2016

2017 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Deadline: Applications are due at 5:00 p.m. on May 2, 2016

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.

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 Grant Funding Committee 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 funding aims to develop programs that address the needs of youth who are typically committed to the Department of Juvenile Justice (DJJ).

During the first year of funding, a total of 1,122 youth were served through community based services. During the second year of funding, a total of 1,666 youth were served through community based services. The CJCC and the Juvenile Justice Incentive Grant Funding Committee are committed to keeping Governor Deal's goal by continuing 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 http://www.crimesolutions.gov. Specific required evidence-based interventions are listed on pages 11 and 12 of this application.

A summary of the year one program accomplishments can be found at: http://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/Juvenile%20Justice%20Evaluation%20Report%20FY2014_0.pdf.

A summary of the year two program accomplishments can be found at: http://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/Juvenile%20Justice%20YR2%20Report%20FY15.pdf.

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 the link below:
http://www.dca.ga.gov/development/PlanningQualityGrowth/Pages/Regional/SDS.asp

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 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.

High Priority will be given to applications that specifically formulate strategies to reduce 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 admissions. High priority will be given to the eighteen (18) counties who commit the highest numbers of juveniles to the Department of Juvenile Justice.

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. Continuation applicants are allowed to apply up to $750,000 and are allowed to expand or enhance services under this solicitation.

Grant Award Period: *The grant award period is from July 1, 2016 through June 30, 2017.* 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.

Continuation Funding: A continuation 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. Continuation grants are awarded to applicants that demonstrate the following:

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

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

Modification of Funds: The Juvenile Justice Incentive Grant 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 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, the Juvenile Justice Incentive Grant 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.

Financial Reporting Requirements

This is a **reimbursement-based grant**. 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 continuation 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 CJCC for review; i.e., check/purchase requisitions, travel expense forms, copies of check payments, invoices and /or receipts, etc.

1. *Monthly or Quarterly Subgrant Expenditure Requests (SER):* Upon accepting the award, each grantee is required to indicate whether they agree to submitting Monthly or Quarterly SERs to the CJCC. The SER must be submitted with the "JJ Unit SER Cover Form" provided by the CJCC, in addition to the respective SER and backup documentation. The "JJ Unit SER Cover Form" can be found at: http://cjcc.georgia.gov/reporting-3. *Monthly expenditure reports are due 30 days after the end of each month (i.e. an SER for expenses incurred in July is due by August 30th). 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.*
2. **Grantees are expected to expend 25% of the awarded funds in the first quarter, 50% in the second quarter, and 75% in the third quarter**. If a grantee anticipates not meeting the spending requirement for the first and second quarter of the grant cycle, the grantee will be permitted to submit a waiver requesting an extension in lieu of the requirement. Please see Appendix A. The waiver request form can be found at:

http://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/JJ%20Waiver%20Request%20Form%20.pdf. The waiver will be subject to the Juvenile Justice Incentive Grant Funding Committee approval. Any unused, remaining funds from any quarter will be retained by the Council to be managed by the Juvenile Justice Incentive Grant Funding Committee.

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

Please see section "Fiscal Responsibility & Proposal Budget Worksheet" page 16 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.

1. ***Monthly*** – Grantees are required to submit monthly reports directly to the Carl Vinson Institute of Government (CVIOG).

Reporting Month	*Programming Timeframe*	*Reporting Period Opens**	*Reporting Period Closes**
July	July 1-31	August 1, 2016	August 15, 2016
August	August 1-31	September 1, 2016	September 15, 2016
September	September 1-30	October 1, 2016	October 15, 2016
October	October 1-31	November 1, 2016	November 15, 2016
November	November 1-30	December 1, 2016	December 15, 2016
December	December 1-31	January 1, 2017	January 15, 2017
January	January 1-31	February 1, 2017	February 15, 2017
February	February 1-28	March 1, 2017	March 15, 2017
March	March 1-31	April 1, 2017	April 15, 2017
April	April 1-30	May 1, 2017	May 15, 2017
May	May 1-31	June 1, 2017	June 15, 2017
June	June 1-30	July 1, 2017	July 15, 2017

**Dates are subject to change. Please adhere to CVIOG's deadlines. For any data submission not met and reported by the due date, a penalty may be imposed at the discretion of the Juvenile Justice Incentive Grant Funding Committee.*

** Please be aware that Graduated Sanction Violations under DJJ's Probation Management Program (PMP) are included in overall STP/Felony Commit numbers. If said Violation resulted in an admission to 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 & Department of Juvenile Justice staff are strongly encouraged to share this information with one another in order to measure potential impact.*

2. ***Quarterly*** – Grantees may be requested to submit quarterly reports directly to the 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 Stephanie.Larrick@cjcc.ga.gov.

Reporting Period	*Programming Timeline*	*Performance Requirements*	*Due on or before the following dates*
Initial Allotment	7/1/2016-9/1/2016	• Fully executed grant award agreement and attachments	9/15/2016

Reporting Period	*Programming Timeline*	*Performance Requirements*	*Due on or before the following dates*
First Quarter	7/1/2016-10/1/2016	• Quarterly Progress Report-including performance objectives	10/30/2016
Second Quarter	10/1/2016-1/1/2017	• Quarterly Progress Report-including performance objectives	1/30/2017
Third Quarter	1/1/2017-4/1/2017	• Quarterly Progress Report-including performance objectives	4/30/2017
Fourth/Final Quarter	4/1/2017-6/30/2017	• Quarterly Progress Report-including performance objectives	7/30/2017

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** local projects. 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 new projects must be operational no later than **September 1, 2016**.

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 program evaluation:

1. Collect, enter, and maintain participant-level implementation and outcome data monthly.
2. Data collection training and use of any Grants Management System (GMS).
3. Submit youth enrollment, activity attendance, and necessary reports to evaluator.
4. Grantee must participate as a focus site for evaluation.

The CJCC and the Juvenile Justice Incentive Grant Funding Committee are 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.

POST-AWARD REQUIRED ACTIVITIES

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 may conduct a fiscal 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 program and financial documents.

Additional Training, Technical Assistance, and Events: CJCC will offer a number of non-mandatory post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC

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

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 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 before, and who, with appropriate community-based services, could be served at home. Recipients of this grant opportunity will be employing evidenced-based programming appropriate to the needs of youth in the community.

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 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 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.

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 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.

The CJCC and the Juvenile Justice Incentive Grant Funding Committee ask that applicants fully describe how their project will reduce risk factors of participants through the use of an evidence 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, 2016 – June 30, 2017.

Target Population

All youth receiving services from this grant award **MUST** score a medium to high on the Pre-Disposition Risk Assessment (PDRA) and be appropriate for the selected evidence-based program.

Goals and Objectives

Each applicant must utilize all the following goals and performance 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) 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 citizens of Georgia 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 funding 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. 100% of project participants will score a medium to high on the PDRA.
3. At least 75% of project participants will complete program requirements.
4. At least 55% of youth completing services will not re-offend as calculated using the recidivism definition below:
   >As defined by: *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. 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.

PROPOSAL SUBMISSION INSTRUCTIONS

The application must be submitted electronically using the link on the Council's website at http://cjcc.georgia.gov/funding-opportunities. Application should include: application narrative, application budget request in Excel format, application budget narrative, and application attachments with all signature pages**. *All*** of the aforementioned proposal documents are required to be submitted electronically as a PDF by scanning and uploading the documents to Formstack. The application must follow the outline as described on **page 19** 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 May 2, 2016.** 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 the Council, there is no commitment on the part of CJCC or the Juvenile Justice Incentive Grant 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 Grant 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 Grant Funding Committee.

Disqualification Factors

Any application electronically time-stamped after **5:00 p.m. on May 2, 2016** 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;
- Failure to provide appropriate number of copies and format 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 Stephanie Larrick, Planner. Applicants may reach Ms. Larrick by email Stephanie.Larrick@cjcc.ga.gov, or by phone at (404) 657-1959. 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.

PROPOSAL 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 answers who, what, when, where, why, and how about the grant proposal.

CJCC requires that applicants restate each question and number each Narrative Section followed by the response.

E.G. " **1. Statement of Need/Summary**
a. Statement of the community problem: In X county...etc."

1. 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 2017:
   - 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 implementing agency.
c. Overview of the target population to be served.
d. Name and description of the chosen evidence-based intervention(s) for proposal and reason for selection. Please include why this particular program was chosen and will benefit your community.
e. Brief description of the activities requesting 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. The **fiscal agent 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 initial allotment, this grant will transition to a reimbursement-only grant. Does the fiscal agent have the ability to maintain a positive cash-flow once reimbursements are provided on a quarterly basis?

3. Target Population

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 (please only apply for counties you are able to serve);
f. Other demographics, including at-risk population(s); and
g. List assessment instruments to be used for selected target population and how they will be used to screen youth (Described more extensively in Section 4.e).

4. Methods and Procedures

Service Delivery

a. State the selected evidence-based program

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

- State the proposed primary curriculum or evidence-based interventions that will be employed during this grant period. Describe how this will be implemented.

2. 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 appropriate for the needs of the youth in the community.

Evidence-Based Interventions:

Seven Challenges (7C)	The Seven Challenges Program (7C) is designed specifically for adolescents with drug problems, to motivate a decisions and commitment to change- and to support success in implementing desired change. The program simultaneously helps young people address their drug problems as well as their co-occurring life skill deficits, situational problems, and psychological problems. The challenges provide a framework for helping youth think through their own decisions about their lives and their use of alcohol and other drugs. Counselors using The Seven Challenges Program teach youth to identify and work on the issues most relevant to them. In sessions, as youth discuss the issues that matter most, counselors seamlessly integrate the Challenges as part of the conversation.
Aggression Replacement Training (ART)	Aggression Replacement Training® (ART) concentrates on development of individual competencies to address various emotional and social aspects that contribute to aggressive behavior in youths. Program techniques are designed to teach youths how to control their angry impulses and take perspectives other than their own. The main goal is to reduce aggression and violence among youths by providing them with opportunities to learn pro-social skills in place of aggressive behavior.
Brief Strategic Family Therapy (BSFT)	Brief Strategic Family Therapy (BSFT) is a family-based intervention designed to prevent and treat child and adolescent behavior problems. The goal of BSFT is to improve a youth's behavior by improving family interactions that are presumed to be directly related to the child's symptoms, thus reducing risk factors and strengthening protective factors for adolescent drug abuse and other conduct problems. BSFT targets children and adolescents who are displaying—or are at risk for developing—behavior problems, including substance abuse.
Functional Family Therapy (FFT)	Functional Family Therapy (FFT) is a short-term (approximately 30 hours), family-based therapeutic intervention for delinquent youth at risk for institutionalization and their families. FFT is designed to improve within-family attributions, family communication and supportiveness while decreasing intense negativity and dysfunctional

	patterns of behavior. Parenting skills, youth compliance, and the complete range of behavior change (cognitive, emotional, and behavioral) domains are individualized and targeted for change based on the specific risk and protective factor profile of each family.
Multi-Systemic Therapy (MST)	Multi-systemic Therapy® (MST) is an intensive family- and community-based treatment that addresses the multiple causes of serious antisocial behavior in juvenile offenders. The MST program seeks to improve the real-world functioning of youth by changing their natural settings - home, school, and neighborhood - in ways that promote pro-social behavior while decreasing antisocial behavior. Therapists work with youth and their families to address the known causes of delinquency on an individualized, yet comprehensive basis. By using the strengths in each system (family, peers, school, and neighborhood) to facilitate change, MST addresses the multiple factors known to be related to delinquency across the key systems within which youth are embedded.
Thinking 4 Change (T4C)	Thinking for a Change (T4C) is a cognitive-behavioral curriculum developed by the National Institute of Corrections that concentrates on changing the comprehensive thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of problem- solving skills.

- 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 that will be supported, in whole or part, by these grant funds.
  An example chart follows:

Activity	Type	Number of Hours per Youth*
Primary Evidence-Based Juvenile Justice Intervention	**Multi-Systemic Therapy**	9
Developmental	Connections	1
Developmental	Enrichment Activities	1
Developmental	Tutoring	1
Total Program Hours Per Youth		12

*Approximate
* Secondary activities (i.e. electronic monitoring, tutoring, etc.) and interventions will be considered part the applicants 30% administrative cost. See page 16 “Budget Breakdown” under “Financial Responsibility and Budget Proposal Worksheet.” The primary evidence-based intervention should be 70% of a youth’s program time.

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 name of selected evidence-based program. Please list materials

associated with program (i.e. for Aggression Replacement Training – 3rd edition Glick, Gibbs. 2011);

- Number of cohorts expected during the grant year. Please include a detailed program schedule which includes specific dates, and must reflect appropriate dosage according to selected evidence based program (see Appendix B).
- Program Policy (i.e. any policy covering homework, attendance, participation, missed days, and successful completion if applicable to the selected program (i.e. Thinking for a Change, Aggression Replacement Training). Please note, the CJCC understands this may not to apply to EBPs such as FFT, MST, or BSFT.

c. Complete the Program Timeline (Attachment A-2). Provide a detailed timeline from July 1, 2016 through June 30, 2017 of planned grant activities including, but not limited to, program start and end dates for each cohort (*for each evidence-based program*), special events, and planning period activities.
d. List the specific site(s) where programming will occur (i.e., the site name and the street address). Please describe how the proposed program site is a safe and conveniently accessible location for youth and parents to receive services.
    - Attach any Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).
    - Please list any transportation services or assistance needed.
e. Fully describe the intake process. List the criteria to determine which individuals will be offered program services. Applicants must provide a detailed description of how the DJJ Detention Assessment Instrument (DAI) and Pre-Disposition Risk Assessment (PDRA) 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
f. 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.
g. Describe the services and supports provided to **all** individuals in the target population using CJCC grant funds and which entities will provide these services.
h. Describe the CJCC grant-funded services provided to youth in the target group who may or may not be receiving intensive services, if applicable.
i. Describe the parent involvement and/or community awareness activities provided using CJCC grant funds, if applicable.

Staffing

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

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.
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

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

7. Previous Accomplishments

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. Applicants who received an Incentive Grant in previous years should include their accomplishments from this program.

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 must provide an adequate accounting system described in Forms, Assurances, and Certifications (Attachment A-5), and should meet the following criteria as outlined below:

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

Proposal Budget Excel Worksheet

Complete the Budget Workbook (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 (Attachment A-7) should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, if an applicant includes a cost item for "Speaker Contracts," the applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value-add to the grant. Any expense not listed in the proposed budget and approved, must be submitted to the CJCC for preapproval if grantee expects to be reimbursed.

Grantees 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.

Grantees are expected to adhere to Georgia's State Travel and Meal Policy if requesting reimbursement for grant-related expenses. Subcontractors purchasing meals or snacks must adhere to the state policy. Additional information can be found at https://sao.georgia.gov/state-travel-policy. Food or travel expense should be included in the proposal budget.

Please note, for both meal and travel* reimbursement, grantees must submit a typed listing or travel form for any meal or travel 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.*

Budget Breakdown

At a minimum, 70% of awarded funds must be used for evidence-based program costs associated with contract and direct services. No more than 30% of awarded grant funds can be used for non-direct services or administrations costs, this includes any programming not listed on page 11-12 of this RFP. *The 70/30 split should be reflected in the Budget Narrative* (Attachment A-7).

. I.e. 70/30 Split – Total Budget $100.20

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

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

- Individuals who provide direct service to youth (therapists, facilitators, etc.).
- Snacks or meals associated with programming
- Travel to participants home
- Journals or program books for youth

Costs that will ***require preapproval*** to be considered as direct costs:

- Trainings
- Conferences
- Travel (Outside of direct service travel)
- Equipment
- Administrative staff and supervisors
  - Whom 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 program materials)
- Cell phones for direct service employees requiring travel
- Meeting expenses for outreach and awareness activities

Indirect Costs: Expenses accrued that are not directly from the primary evidence-based programming; this includes any direct service interventions that are not listed in the chart on pages 11 and 12 of this RFP.

The following is a brief list of common 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
- Wrap around services (tutoring, Botvin Lifeskills, etc.)

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

- Items such as motivational tools, graduation gifts, and enrichment activities may be eligible for reimbursement. **Please note, these expenses should be reflected in both your budget proposal and budget narrative, and will be considered as part of the 70% allowed for direct costs.**
    - Categorize as 'Supplies'
    - These items must be available to all program participants. Applicants must submit a policy outlining the parameters related to issuing enrichments to program participants (Attachment A-8). See Appendix D for sample policy. **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 under this category is not to exceed $25 per individual youth served. $25 is the maximum allowance per youth regardless of the number of programs in which the youth is enrolled or number of times the youth participates in programming.

      I.e. 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. Expenses are approved at the discretion of the Juvenile Justice Incentive Grant Funding Committee.***
    - 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 proposal and will be considered as part of the allowable direct costs.
- **Applicants must request preapproval for all expense related to graduation ceremonies. All expenses must be detailed and approved in the grant budget. Expenses are approved at the discretion of the Juvenile Justice Incentive Grant Funding Committee.**
- The use of flex funds will require preapproval. All requests should include a detailed explanation as part of the Budget Narrative (Attachment A-7).
  Please note, all requests will be approved at the discretion of the Juvenile Justice Incentive Grant Funding Committee. If approved, the following will apply:
  1. *There must be judicial oversight.* The presiding juvenile court judge must request the use of flex funds in *each individual instance***;**
  2. A note must be included in the youths' file notating the judicial approval of the flex fund spending specific to the youths' case; and,
  3. 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 the each individual case.

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

APPLICATION ATTACHMENTS: APPLICATION FORMS, ASSURANCES, CERTIFICATIONS, AND FINANCIAL STATEMENTS

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

A-1 ***Cover Form***

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

A-3 ***Grant Subagreements/Contracts:*** 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. Accounting System/ Internal Control Questionnaire
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 Worksheet:*** Submit budget detail worksheet electronically.

A-7 ***Budget Narrative****:* Submit a budget narrative describing the reasoning for expenses.

A-8 ***Enrichment Policy:*** Submit a policy outlining the parameters related to issuing enrichments to program participants (only submit if applying for related funding).

Application Review

The Juvenile Justice Incentive Grant Funding Committee will review all eligible applications. The Juvenile Justice Incentive Grant Funding Committee will not review incomplete applications and CJCC will not permit applicants to add information to their application after submission, unless clarification or additional information is requested. ***Special Conditions:*** If awarded the grant, grantees will be expected to submit SAM, Ethics, etc., per special conditions.

Application Submission Instructions

Disqualification Factors

- Applicant is not a public government entity
- Submission fails to be electronically time-stamped by the deadline date
- Submission fails to include the original signature of the Executive Officer of the applicant on the application face sheet
- 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, PDF, or Excel format with the exception of the Memorandum of Understanding (MOU).
- Applicants must restate and number each proposal narrative question followed by the response

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

Required Application Document	Applicant Checklist (Y/N)
A-9 Proposal Narrative:	
A. Statement of Need/Summary	
B. Administration	
C. Target Population	
D. Methods and Procedures	
E. Goals, Objectives, and Evaluation	
F. Sustainability	
G. Previous Accomplishments	
Application attachments: A-1 Cover Form A-2 Program Timeline A-3 Grant Subagreements/Contracts A-4 Job Descriptions A-5 Forms, Assurances, and Certifications A-6 Budget Worksheet A-7 Budget Narrative A-8 Enrichment Policy	

Appendix A.

NATHAN DEAL
GOVERNOR

JACQUELINE BUNN
EXECUTIVE DIRECTOR

Juvenile Justice Waiver Request Form

Reporting Period: _____ thru _____

Per the Special Conditions of the Juvenile Justice grant award(s),

> ***"25% of the awarded funding must be expended each quarter. Any unused funds will be retained by the Council to be managed by the Juvenile Justice Funding Committee."***

As such, if your court did not expend **and** request reimbursement for 25% of the original award amount for the current quarter, any unexpended funds for the quarter will be de-obligated and reallocated to ensure optimal utilization of appropriated state grant funds.

If your agency expended grant funds during the quarter that have not been accounted for as part of your reimbursement request, or if there are extenuating circumstances that warrant consideration, you must submit this form, along with a Subgrant Adjustment Request (SAR), and any supporting documentation to substantiate your request to retain any unexpended funds for the respective period.

This waiver request and the supporting documentation should be submitted along with your monthly/quarterly expenditure report. **The submission deadline for expenditure reports and waiver request forms will be the same for each reporting period**. Any waivers submitted after the deadline for the respective reporting period **will not** be considered. The supporting documentation must provide a detailed explanation of the event(s) that prevented the grantee from fully expending 25% of the original award amount. Waivers will not be accepted for 3rd and 4th quarters.

Please note: All waivers will be reviewed and/or granted at the discretion of the Juvenile Justice Funding Committee

Please check one of the following:

☐Funds encumbered during the quarter (supporting documentation required for consideration (i.e., invoices)

☐Other (delayed implementation, etc.) Please provide an explanation on the respective SAR.

Waiver Amount $ _____

Project Name: _____ Subgrant Number: _____

_____ _____ _____

Signature of Authorized Official or Project Director* Title Date

*By signing this document, I am certifying that the information listed above is true and accurate.

FOR CJCC USE ONLY

	Approval	Disapproval	Reviewer Signature	Date
Reviewed by:	_____	_____	_____	_____
Authorized by:	_____	_____	_____	_____

104 MARIETTA STREET, SUITE 440 ★ ATLANTA, GEORGIA 30303-2743
404.657.1956 ★ 877.231.6590 ★ 404.657.1957 FAX

cjcc.georgia.gov

Appendix B.

Program duration/schedule
1 Cohort – Aggression Replacement Training

Week	Week beginning with	Weekday/ Time	Subjects covered		
			Social Skills Training	Anger Control Training	Moral Reasoning Training
1	July 4	M-4:30 – 5:30 W-4:30-5:30	Making a complaint	ABCs of anger	Jim(or Emilio's) problem situation
2	July 11	M-4:30 – 5:30 W-4:30-5:30	Understanding the feelings of others	Hassle logs and triggers	Jerry (or Latoya's) problem situation
3	July 18	M-4:30 – 5:30 W-4:30-5:30	Getting ready for a difficult conversation	Cues and anger reducers	Mark (or Ishan's) problem situation
4	July 25	M-4:30 – 5:30 W-4:30-5:30	Dealing with someone else's anger	Reminders	Georgie (or Enzio's) problem situation
5	Aug 1	M-4:30 – 5:30 W-4:30-5:30	Helping others	Thinking ahead	Sam (or Carmen's) problem situation
6	Aug 8	M-4:30 – 5:30 W-4:30-5:30	Keeping out of fights	Self-evaluation	Leon (or Cheri's) problem situation
7	Aug 15	M-4:30 – 5:30 W-4:30-5:30	Dealing with an accusation	Angry behavior cycle	Reggie (or Big Bear) problem situation
8	Aug 22	M-4:30 – 5:30 W-4:30-5:30	Dealing with group pressure	Using a social skill and rehearsal of full anger control chain	Alonzo (or Tara and Lashonda's) problem situation
9	Aug 29	M-4:30 – 5:30 W-4:30-5:30	Expressing affection	Rehearsal of full anger control chain	Juan (or Lin's) problem situation
10	Sept 5	M-4:30 – 5:30 W-4:30-5:30	Responding to failure	Overall review and rehearsal of full anger control chain	Antonio (or Emma's) problem situation

Appendix C.

Meal/Travel Expense Form Examples

Meal Expense Example

Meal for Strengthening Families	11/17/15
Cost	$40
Food	Pizza
Number of program participants	9
Location-	1 Blueberry Street, Atlanta, GA 30303
Signature	Billy Joe
Name	Billy Joe

Travel Expense Example

Billy Joe Home Location	1 Strawberry Street, Atlanta, GA 30303	
Programming Location	1 Blueberry Street, Atlanta, GA 30303	
Date	Location	Miles
11/02/15	1 Strawberry Street, Atlanta, GA 30303 - 1 Blueberry Street, Atlanta, GA 30303	10
11/07/15	1 Strawberry Street, Atlanta, GA 30303 - 1 Blueberry Street, Atlanta, GA 30303	10
11/17/15	1 Strawberry Street, Atlanta, GA 30303 - 1 Blueberry Street, Atlanta, GA 30303	10
	Total Miles	30
Signature	Billy Joe	
Name	Billy Joe	

Appendix D.

Enrichment Policy Example

Behavior Policy

Sanctions/Incentives

The [X] operates with a point system that rewards participants with positive points when they meet behavior and program expectations. When a participant violates any rule, they will be subject to sanctions. All sanctions and incentives will be documented and shared with parent, PO, and court.

Sanctions

The chart below is the sanction. It is subject to change as necessary.

	1st offense	2nd offense	3rd Offense	Final Offense
Not completing homework	Verbal Reprimand & Make Up Homework	Report to PO & Make Up Homework	Conference & Make Up Homework	Discharge
Constant Disrespect to facilitators	Verbal Reprimand, Letter of apology to be read aloud	Report to PO, Letter to apology to be read aloud	Conference, Letter of apology to be read aloud	Discharge
Having contraband (ex. Cell/electronics)	Verbal Reprimand	Report to PO	Conference	Turn into court
Lack of participation	Verbal Reprimand	Report to PO	Conference	Discharge
Bullying others	Report to PO	Conference	Discharge	N/A
Not following directives	Verbal Reprimand	Report to PO	Conference	Discharge
Negative Talk/Glorification for crime	Verbal Reprimand	Report to PO	Conference	Discharge
Inappropriate/Lewd Comments	Verbal Reprimand	Report to PO	Conference	Discharge
Sexual Misconduct (threats, physical contact, exposing self, etc)	Immediate Suspension/Immediate Conference	Discharge		
Leaving the classroom/session w/o permission	Verbal Reprimand	Report to PO	Conference	Discharge
Leaving the building/grounds	Call 911 & Conference	Call 911 & Discharge		
Destruction of property	Restitution/Labor outside of programming time	Restitution/Conference	Restitution/Discharge	
Defacing of property	Restitution/Labor & Verbal Reprimand (Facilitator)	Restitution/Labor, Report to PO	Restitution/Labor, Conference	Restitution/Labor, Discharge
Horseplay	Verbal Reprimand	Report to PO	Conference	Discharge
Profanity	Verbal Reprimand	Report to PO	Conference	Discharge
Side/Cross Conversations	Verbal Reprimand	Report to PO	Conference	Discharge
Sleeping in class (includes head down)	Verbal Reprimand	Report to PO	Conference	Discharge
Dress code violation	Verbal Reprimand (change clothes)	Report to PO (change clothes)	Conference (change clothes)	Discharge
Stealing	Call law enforcement /Immediate conference	Call Law enforcement/Discharge		
Gang- talk, signs, paraphernalia, colors- anything!	Report to PO	Conference	Discharge	N/A
Deragotory comments (ex. Racial or shaming)	Verbal Reprimand	Report to PO	Conference	Discharge
Feet on the furniture	Verbal Reprimand (Facilitator)	Clean up duty	Clean up duty	Clean up duty
Automatic Discharge	Physical Fighting	**Posession** of Drugs/Alcohol	Posession of Weapon	

Column A. - represents the various behaviors of a youth enrolled in the [X Program]. Note: depending on the severity of the offense, a stricter disciplinary action will be taken against the youth.

Column B-E - Highlights the sanction that youth will be given for certain offenses and which offense.

- Verbal Reprimand - Youth will be removed from the group and made aware of the offense they committed. The youth will be advised that their classroom conduct/behavior must improve, otherwise additional disciplinary actions will be taken against them.

- Change Clothes - Youth is not permitted to wear any attire which is considered inappropriate or gang related. This includes t-shirts with derogatory wording/designs. Youth will be required to change into something that is at the center.
- Make Up Homework - Missed homework assignment(s) to be made up by youth.
- Letter of Apology - Depending on the severity of the offense, youth will be asked to write and read aloud their letter of apology expressing their remorse for the offense they committed.
- Report to Probation Officer - Probation Officer will be notified of youth offense and a copy of the [X PROGRAM] Developmental Counseling Form will be sent to the Probation Officer via e-mail.
- Conference - Based on the severity of the offense, youth will be suspended immediately and a counsel will be requested by the [X PROGRAM] Director/Facilitator to discuss the offense committed by the youth and determine the disciplinary action to be taken. Conference Attendees will be as follows: [X PROGRAM] Director/Facilitator, Youth, Parent, Probation Officer and Court Representative.
- Call 911 - Sheriff/Police Department will be called if youth walks out of the [X PROGRAM] building unannounced or without permission.
- Restitution - Will be implemented if youth damages <u>any</u> property within the [X PROGRAM] building.
- Work Labor - Youth will be required to perform labor duties to restore damaged/vandalized property (etc.).
- Report to Probation Officer - Probation Officer will be notified of youth offense and a copy of the [X PROGRAM] Developmental Counseling Form will be sent to the Probation Officer via e-mail.
- Immediate Conference - Based on the severity of the offense, an immediate counsel will be requested by the [X PROGRAM] Director/Facilitator to discuss the offense committed by the youth and determine the disciplinary action to be taken. Conference Attendees will be as follows: [X PROGRAM] Director/Facilitator, Youth, Parent, Probation Officer and Court Representative.
- Call 911 - Sheriff/Police Department will be called if youth walks out of the [X PROGRAM] building unannounced or without permission.
- Discharge - Based on the severity of the offense, youth is subject to immediate discharge from the [X PROGRAM] Program.
- Restitution - Will be implemented if youth damages <u>any</u> property within the [X PROGRAM] building.
- Clean Up Duty - Youth will be required to perform cleaning duties as a result of his/her behavior/action during class.
- Turn Into Court - Youth will be required to turn in the item in question to the Juvenile Court.

<u>Incentives</u>

<u>Point System</u>- A point system is established for teens who are participating in the [X PROGRAM] programs. The point system is set up to allow teens to accumulate daily points for desirable behavior. A chart will be set up in the classroom with a breakdown of daily points earned. A chart will also display the behaviors that will allow teens to earn points that will be accumulated for different rewards. One point will be assigned to each desirable behavior.

<u>Treasure Box</u>- When a youth gets 10 points, the youth is eligible to choose one (1) reward from the treasure box. The treasure box will be open and therefore teens know exactly what they have to choose from.

<u>7 Week Outing-</u> Participating teens are eligible for an outing/field trip at the 7 week mark if they have accumulated less than XXX sanctions. The specific outing/field trip will be announced by the 3rd week into the 10 week program**.**

Teen of the Week- The teen of the week is the participating teen with the most points by the end of the week. The teen will be announced each week on Thursday, before leaving for the day. Each teen attending [X PROGRAM] programs will have a minimum of 30 court ordered community service hours to fulfill by the end of their probation period. As teen of the week, the teen will be able to earn 5 hours of community service.

The following are desirable behaviors youth will be able to earn points for:

Daily Attendance
Completing Homework/Task
Helping Others
Role-Play

Attachment A-1

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant

Application Face Sheet

SECTION 1: APPLICANT AGENCY (for contracting purposes)

Applicant Agency (Legal Name): _____

Legal Mailing Address: _____

City:_____ County:_____ State:_____ Zip: _____

Federal Employer I.D. #: _____ DUNS #: _____ Congressional District #: _____

Executive Officer Name:_____ Title: _____

Street Address: _____

City:_____ State:_____ Zip: _____

Telephone:_____ FAX:_____ Email: _____

SECTION 2: FISCAL AGENT

Applicant's Fiscal Agent (Legal Name): _____

Street Address: _____

City:_____ State: _____Zip: _____

SECTION 3: FISCAL CONTACT

Fiscal Contact Name:_____ Title: _____

Street Address: _____

City:_____ State:_____ Zip: _____

Telephone:_____ FAX:_____ Email: _____

SECTION 4: PROGRAM CONTACT

Program Contact Name:_____ Title: _____

Street Address: _____

City:_____ State:_____ Zip: _____

Telephone:_____ FAX:_____ Email: _____

SECTION 5: GRANT AMOUNT REQUESTED: $_____

SECTION 6: AUTHORIZING SIGNATURES

I, the undersigned, an authorized representative of the applicant, have read, understand, and agree to all relative conditions specified in the Criminal Justice Coordinating Councils Request for Proposal and having read all attachments thereto do submit this application on behalf of the applicant agency. If awarded a grant to implement the provision herein, I do certify that all applicable federal and state laws, rules, and regulations thereto will be followed.

APPLICANT AGENCY:

_____
Signature, Executive Officer Date

_____
Title

FISCAL AGENT (if not applicant agency)

_____
Signature, Executive Officer Date

_____
Title

SECTION 7: APPLICANT AGENCY FISCAL INFORMATION

1. Month of Fiscal Year End: _____

2. Attach to the application, the applicant agency's financial statements as required by RFP Section 6, A-5.

3. Is applicant agency: ☐ Public Government Entity

4. Is applicant agency delinquent on any federal debt? ☐ NO ☐ YES If yes, attach a detailed explanation.

5. Did applicant agency receive 80 percent or more of its annual gross revenue in federal awards in its preceding fiscal year; and $25,000,000 or more in annual gross revenue from federal awards and in so doing is required to comply with "Federal Funding Accountability and Transparency Act"? ☐ NO ☐ YES If yes, attach names and total compensation of the five most highly compensated officers of the grantee.

SECTION 8: TARGET POPULATION

Target group (check one): ☐ Middle School ☐ High School ☐ Middle and High School

Gender served (check one): ☐ Male only ☐ Female only ☐ Male and Female

Age range: Age _____to age _____

Number of youth to be served: _____

SECTION 9: SERVICE DELIVERY AREA

Primary county to be served: _____

List other counties to be served: _____

Congressional District(s) to be served: _____

SECTION 10: PROGRAM ACTIVITIES

Justice:

- ☐ Community Service /Restitution
- ☐ Evening Report Center
- ☐ Juvenile Drug Court
- ☐ Diversion Services
- ☐ Tutoring
- ☐ Counseling Services
- ☐ Other Evidence-based curriculum/Intervention (List Primary Intervention and secondary):

_____

_____

APPLICATION FACE SHEET- INSTRUCTIONS

GENERAL INSTRUCTION: Click on the gray highlighted areas to type responses. Do not press enter. To check boxes: double click box, select "Checked" under Default Value, and click "OK".

SECTION 1: APPLICANT AGENCY (for contracting purposes)

Complete this section to provide legal information for contracting purposes.

1. Enter legal name, address, federal employer identification number, and DUNS number of the applicant agency. The address may include a sub-division of the applicant agency, but may not include the name of an individual.
2. Enter the number of the congressional district for the city/county of the applicant agency.
3. Enter contact information as indicated for the Executive Officer who has the legal authority to enter into contractual agreements on behalf of the applicant agency.

SECTION 2: FISCAL AGENT

Complete this section if the applicant agency has a fiscal agent that manages its financial resources. If applicant agent is also the fiscal agent, please note as "SAME".

SECTION 3: FISCAL CONTACT

Enter the contact information of the person responsible for financial reporting. For entities that have a fiscal agent, indicate the fiscal agent's financial contact person. For non-profit entities, enter the contact information for individual that manages the financial accounts for the applicant agency.

SECTION 4: PROGRAM CONTACT

Enter the contact information of the primary person responsible for managing the program. If the person is not known at time of application, enter contact information of interim person responsible for managing the program.

SECTION 5: GRANT AMOUNT REQUESTED

Using whole dollars enter the total grant amount requested for the grant award period.

SECTION 6: AUTHORIZING SIGNATURES

The application face sheet must be signed in BLUE INK by the Executive Officer who has the legal authority to enter into contractual agreements on behalf of the applicant agency and on behalf of the fiscal agent (if applicant has a fiscal agent).

SECTION 7: APPLICANT AGENCY FISCAL INFORMATION

1. Enter the month of the applicant agency's fiscal year end;
2. Check one box to indicate if the applicant agency is a public government entity OR non-profit 501(c)3 entity;
3. Check one box to indicate if the applicant agency is delinquent on any federal debt. If the applicant agency is delinquent on federal debt, attach to the application the following: Federal Agency, Federal Program, CFDA number, Federal contact person's name and phone number and detailed explanation; and
4. Attach to the application, a copy of applicant's financial statements as required by RFP Section 6. If applicant agency is a non-profit entity attach to the application, a copy of the 501(c)3 non-profit letter issued by the Internal Revenue Service.
5. Check yes if applicant agency receives 80 percent or more of its annual gross revenue in Federal awards in its preceding fiscal year; and $25,000,000 or more in annual gross revenue from Federal awards. If yes, the applicant agency is required to comply with "Federal Funding Accountability and Transparency Act" by attaching to the application, the names and total compensation of the five most highly compensated officers of the applicant agency.

SECTION 8: TARGET POPULATION

The target population is the youth who receive abstinence education and all youth development activities. Check one target group and gender served. Enter the age range for the target population. Enter the number of youth to be served during the grant period.

SECTION 9: SERVICE DELIVERY AREA

List the service area by: 1) Primary county; 2) Other counties; and 3) Congressional district for the primary county to be served.

SECTION 10: PROGRAM ACTIVITIES

Check the additional service you propose to add to your existing program through this grant opportunity.

Attachment A-2

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Inventive Grant Program

Program Timeline

Applicant Agency: [Type Name of the Applicant Agency here]

Month	Grant Activities
July 2015	•
Aug 2015	•
Sept 2015	•
Oct 2015	•
Nov 2015	•
Dec 2015	•

Month	Grant Activities
Jan 2016	•
Feb 2016	•
March 2016	•
April 2016	•
May 2016	•
June 2016	•

Attachment A-3

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant Program

Grant Subagreements/Contracts

Attachment A-4

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant Program

Job Descriptions for Grant-Funded Staff

Attachment A-5

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant

Forms, Assurances, and Certifications

ACCOUNTING SYSTEM/INTERNAL CONTROL QUESTIONNAIRE
Applies to All Applicants

SECTION A: ACCOUNTING SYSTEM

1. Which of the following best describes the accounting system? If the applicant is using a commercial accounting package, attach a copy of the cover page of the run manual.

   ☐Manual ☐Automated ☐Combination

2. Is there a chart of accounts? If yes, please attach a copy of the chart of accounts.

   ☐Yes ☐No

3. Are the following books of accounts maintained? Please check "yes" or "no".

Description	*Yes*	*No*
General Ledger		
Project Cost Ledger		
Cash Receipts Journal		
Payroll Journal		
Accounts Receivable Ledger		
Accounts Payable Ledger		
Purchase Journal		

4. Does the accounting system adequately identify receipts and expenditures for each grant or contract?

   ☐Yes ☐No

5. Does the accounting system provide for recording of expenses for each program by budget cost category?

   ☐Yes ☐No

6. Are time distribution records maintained for each employee to account for 100 percent of his/her hours? Please attach a sample of a completed time sheet.

   ☐Yes ☐No

7. Are recording keeping duties for the receipts and the payment of cash separated?

   ☐Yes ☐No

8. Are <u>all</u> accounting entries supported by documentation that gave rise to the transaction?

   ☐Yes ☐No

9. Are budgetary controls in effect to preclude incurring obligations in excess of total funds available for an award?

   ☐Yes ☐No

10. Are budgetary controls in effect to precluding incurring obligations in excess of total funds available for a budget cost category?

☐Yes ☐No

SECTION B: FUND CONTROL

1. Is a separate bank account maintained for grant/contract funds?

☐Yes ☐No

2. If federal grant/contract funds are maintained in same bank account as fiscal agent funds, can the federal grant funds and related costs and expenses be readily identified?

☐Yes ☐No

SECTION C: COMMENTS/EXPLANATIONS

SECTION D: CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

_____

Signature Date
SOC Applicant Agency, Executive Officer

_____

Signature Date
SOC Fiscal Agent, Financial Officer
(If fiscal agent is not the applicant agency)

NON-SUPPLANTING CERTIFICATION
Applies to All Applicants

Regulations adopted by the Governor's Office for Children and Families (GOCF) require certification to the effect that grant funds will not be used to increase state or local funds that would, in the absence of such grant aid, be made available for the purpose of this grant program.

CERTIFICATION:

I certify that grant funds will not be used to supplant state or local funds that would otherwise be available for implementation of this grant program. I further certify that the program proposed in the grant application meets all the requirements of the applicable GOCF Request for Proposals; that all the information presented is correct; that there has been appropriate coordination with affected agencies; and that the applicant will comply with the provisions of the Governor's Office for Children and Families, all applicable federal and state laws, and the above-mentioned certification should a grant be awarded.

Authorizing Official:

_____

Signature Date
Applicant Agency Executive Officer

SERVICE DELIVERY STRATEGY ACT COMPLIANCE CERTIFICATION
Applies to Local Government Entities Only
www.dca.servicedelivery.org

CERTIFICATION:

I, (County Commission Chair)_____, certify that (County Name) _____ County is in compliance with the Service Delivery Strategy Act (House Bill 489). I also understand that if my county is not in compliance, the county and city governments contained herein are not eligible to receive state administered financial assistance, grants, loans, or permits.

Authorizing Official:

_____

Signature Date
County Commission Chairperson

Attachment A-5

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant

Forms, Assurances, and Certifications

ACCOUNTING SYSTEM/INTERNAL CONTROL QUESTIONNAIRE
Applies to All Applicants

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Description	*Yes*	*No*
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SECTION C: COMMENTS/EXPLANATIONS

SECTION D: CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

_____

Signature Date
SOC Applicant Agency, Executive Officer

_____

Signature Date
SOC Fiscal Agent, Financial Officer
(If fiscal agent is not the applicant agency)

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Applies to All Applicants

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Authorizing Official:

_____

Signature Date
Applicant Agency Executive Officer

SERVICE DELIVERY STRATEGY ACT COMPLIANCE CERTIFICATION
Applies to Local Government Entities Only
www.dca.servicedelivery.org

CERTIFICATION:

I, (County Commission Chair)_____, certify that (County Name) _____ County is in compliance with the Service Delivery Strategy Act (House Bill 489). I also understand that if my county is not in compliance, the county and city governments contained herein are not eligible to receive state administered financial assistance, grants, loans, or permits.

Authorizing Official:

_____

Signature Date
County Commission Chairperson

IMMIGRATION AND SECURITY FORM
Applies to All Applicants

A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must initial one of the sections below:

_____ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at https://www.vis-dhs.com/EmployerRegistration and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

_____ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2008, Contractor will register at https://www.visdhs.com/EmployerRegistration to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

_____ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009, Contractor will register at https://www.visdhs.com/EmployerRegistration to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

Authorizing Official:

_____

Signature Date
Applicant Agency Executive Officer

Firm Name:
Street/Mailing Address:
City, State, Zip Code:
Telephone Number:
Email Address:

OTHER CERTIFICATIONS
Applies to All Applicants

Regulations adopted by the Governor's Office for Children and Families (GOCF) require certification to the effect that grant funds will not be used to increase state or local funds that would, in the absence of such grant aid, be made available for the purpose of this grant program.

1. Any person associated with the program that has reasonable cause to believe that a child has been or is being abused, shall be required to report or cause report to be made with regard to the abuse as provided in O.C.G.A. 19-7-5.

2. Background investigations (Georgia Crime Information Center) are required on all persons with direct contact with children and youth. It is left to the discretion of the SOC governance partners to determine the methodology for completing these investigations.

3. Establish/enforce an Internet Security Policy when minor participants and/or staff have online access (supervised or unsupervised). This includes any technology provided by GOCF funding and technology used by participants during a GOCF-funded program.

4. The grantee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owed or leased or contracted for by the grantee and used routinely or regularly for the provision of healthy care, day care, early childhood development services, education or library services to children under the age of 18. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty up to $1,000 for each violation and/or the imposition of an administrative compliance order on the grantee.

Authorizing Official:

_____

Signature Date
Applicant Agency Executive Officer

ASSURANCES (Applies to All Applicants)

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally - assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, . approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergove-rnmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Authorizing Official:

_____

Signature Date
Applicant Agency Executive Officer

U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonpro-curement) and Government-wide Requirements for Drug- Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature 6. Date

Attachment A-7

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant Program

BUDGET NARRATIVE

Please include budget narrative and the 'Budget Breakdown' (Page 15 and 16 of the RFP).

Attachment A-8

State of Georgia – Criminal Justice Coordinating Council

Juvenile Justice Incentive Grant Program

Enrichment Policy