COUNTY AGENDA REQUEST

Department:	Fayette County Juvenile Court	Presenter(s):	Katie Cunningham, Clerk
Meeting Date:	June 13, 2013	Type of Request:	Consent

Wording for the Agenda:

Approval of a request from the Fayette County Juvenile Court for authorization to file a grant application, on behalf of the Fayette County Board of Commissioners, with the Governor's Office for Children and Families, and authorization for the Chairman to execute said application.

Background/History/Details:

The Governor's office of Children and Families has released a one million dollar grant in support of recommendations made by the Special Council on Criminal Justice Reform. The council recommended expanding access to effective community-based programs and practices that research demonstrates can reduce recidivism.

The grant will provide the County the opportunity to develop and implement a therapeutic diversion program that would divert juveniles from entering the Juvenile Justice System or from further involvement in the system. The Fayette County Juvenile Court has collaborated with the Department of Juvenile Justice and Grace Harbour Counseling Center to develop a community based program that would incorporate the evidence based programs supported by this grant.

Each County can request up to $100,000 in grant funding and the grant award period covers 11 months, from August 1, 2013, through June 30, 2014.

What action are you seeking from the Board of Commissioners?

Approval of a request from the Fayette County Juvenile Court for authorization to file a grant application, on behalf of the Fayette County Board of Commissioners, with the Governor's Office for Children and Families, and authorization for the Chairman to execute said application.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

Summary of Request for Proposal:

The State of Georgia Governor's Office for Children and Families recently released a juvenile accountability grant application that will provide funding, up to $100,000 for diversion and aftercare programs that aim to reduce the county's annual commitment rate to the Department of Juvenile Justice and reduce the county's annual number of Short Term Program (STP) sentences by at least 20%. The Fayette County Juvenile Court, in partnership with the Fayette County Department of Juvenile Justice and local community mental health provider, Grace Harbour, Inc., have begun to collaborate to submit a grant application that will reduce the total number of Fayette County youth commitments to the Department of Juvenile Justice and Short Term Program (STP) sentences by at least 20% in 2014. In order to accomplish this, a therapeutic diversion program is being proposed to divert juveniles from either entering the juvenile justice system or from further involvement in the system. By focusing on diversion/early intervention measures, this program will promote a positive relationship between youth, their family and their community, and reduce recidivism.

Fayette County currently has 24,868 at risk youth. In 2011, Fayette County youth had 110 new instances of secure detention (RYDC), 10 total commitments, and 9 new instances of secure

confinements. In 2012, Fayette County had 5 total commitments and 8 STP admissions. The 2012 total felony commitments consisted of the following charges: aggravated assault and battery.

The overall format and design of the program consist of a community-based program which will allow participants to meet after school from 5:30pm until 7:00pm two nights per week on Tuesdays and Thursdays for 3 months or 12 weeks in duration. The program frequency will consists of two program cycles. In regards to program hours, each youth will receive a minimum of 36 program hours. Based on the State of Georgia published DJJ statistics for Fayette County in combination with local data and statistics, the potential target population for this proposed program will be Caucasian and African American males, in both middle and high school, age 13 and up. This therapeutic diversion program will aim to service at least 36-45 Fayette County youth. The proposed evidenced-based curriculums that will be utilized in this therapeutic diversion program will consist of the 7 Challenges program, Thinking for a Change, and Trauma Focused CBT.

The specific site where programming will occur with be the Fayette County Department of Juvenile Justice Office located at 90 J Commerce Drive, Fayetteville, Georgia 30214. The facility space at this location will easily accommodate both group and

individual sessions. This location is both safe and convenient for youth and parents to receive services. The youth and parents presently meet with assigned DJJ probation officers at this location on a monthly basis.

Furthermore, this collaboration will bring together system stakeholders, community leaders and residents to identify and access existing local resources for the development of a multifaceted response to divert the youth of Fayette County from the juvenile justice system, or prevent further involvement. This community-focused planning approach will allow maximum usage of available community resources and ensure broad community support.

State of Georgia
Governor's Office for Children and Families

"Uniting and empowering communities, so they can unite and empower families"

2013 Request for Proposal (RFP)

JUVENILE REINVESTMENT
GRANT PROGRAM

RFP Release Date:	April 12, 2013
Deadline for Proposal Submission:	**June 21, 2013**
Award Notification:	July 22, 2013
Return by Mail or Overnight Delivery:	Governor's Office for Children and Families 55 Park Place NE, Suite 410 Atlanta, Georgia 30303 **NO HAND DELIVERIES**
Contact Person:	Joe Vignati Administrator Email: Joe.Vignati@children.ga.gov Phone: (404) 656-5183

Table of Contents

1. OVERVIEW 1
1a. Introduction 1
1b. Purpose of the Request for Proposal (RFP) 1
1c. Award Eligibility 2
1d. Grant Award Agreement 2
1e. Reporting Requirements 3
2. PROGRAM DESIGN 4
2a. Program Purpose 4
2b. Program Requirements 6
2c. Program Period 6
2d. Target Population 6
2e. Goals and Objectives 7
2f. Performance Deliverables 9
3. PROPOSAL SUBMISSION INSTRUCTIONS 10
3a. Number of Copies 10
3b. Submission Date 10
3c. Disqualification Factors 10
3d. Questions 11
4. PROPOSAL NARRATIVE (11 Total Pages) 11
4a. Statement of Need/Summary (½ page) 11
4b. Administration (½ page) 12
4c. Target Population (½ page) 12
4d. Methods and Procedures (6 pages) 12
4e. Goals, Objectives, and Evaluation (2 pages) 14
4f. Sustainability (½ page) 14
4g. Previous Accomplishments (1 page) 14
5. FISCAL RESPONSIBILITY & PROPOSAL BUDGET WORKBOOK 15
6. APPLICATION ATTACHMENTS: APPLICATION FORMS, ASSURANCES, CERTIFICATIONS, AND FINANCIAL STATEMENTS 17
7. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT 18
8. SELECTION PROCESS 18
9. POST-AWARD REQUIRED ACTIVITIES 19
9a. GOCF Grant Management Workshop 19
9b. Site Visits 19
9c. Additional Training, Technical Assistance, and Events 19
Application Submission Instructions 18

Application Attachments:

A-1 Application Face Sheet
A-2 Program Timeline
A-3 Memorandum(s) of Agreement (if applicable)
A-4 Job Descriptions
A-5 Forms, Assurances, and Certifications
A-6 Applicant's Financial Statements
A-7 Not applicable for this offering
A-8 Budget Workbook

State of Georgia – Governor's Office for Children and Families Juvenile Accountability Grant Program

Request for Proposal

1. OVERVIEW

1a. Introduction

The mission of the Governor's Office for Children and Families (GOCF) is to provide grants and technical assistance to communities to build their capacity to help improve outcomes for Georgia's children, youth, and families. GOCF's Justice Division provides funding for programs that demonstrate a clear commitment to the accountability principles of restorative justice for youth

1b. Purpose of the Request for Proposal (RFP)

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 18th 2012, the Council released their 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, the Governor's Office for Children and Families offers this request for proposals seeking local juvenile justice projects focusing on a two-pronged approach:

- Diversion
- Aftercare/Re-entry

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

High Priority will be given to applications that specifically formulate strategies that address reducing the applicant county's annual commitment rate to the Department of Juvenile Justice and reducing the applicant county's annual number of Short Term Program sentences.

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

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 16.523 & 16.540) administers these funds at the national level.

1c. Award Eligibility

An eligible applicant must meet ***all*** of the following criteria:

- Be a public government entity;
- Serve as the fiscal agent for the grant and the point of contact to GOCF;
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements;

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

NOTE: Applicants are also eligible for funding through the Criminal Justice Coordinating Council and are strongly encouraged to apply directly to the Council at http://cjcc.georgia.gov/ . If a county is planning on applying for both streams of funding, applicants are required to highlight this in their proposal narrative, Section 4a-Statement of Need/Summary.

1d. Grant Award Agreement

Grant Award Amount: Applicants are applying for one year of funding through this RFP. Applicants are eligible to apply for a maximum of $100,000 for this grant year, a 11 month period.

Grant Award Period: The grant award period covers 11 months, from August 1, 2013, through June 30, 2014. All new or enhanced services must be *fully* implemented within sixty (60) days of the grant award agreement beginning date.

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

- Professional management of grant funds and compliance with administrative requirements,
- Accurate and prompt submission of required program and financial data and reports,

- Positive performance history with achievement of program goals and objectives, and
- Continuation plan for their program.

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

Modification of Funds: GOCF 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. GOCF may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions. If, during the term of the grant award period, the funds appropriated are reduced or eliminated by the Georgia State Legislature or the US Department of Justice, GOCF may immediately reduce or terminate the grant award by written notice to the sub-grantee.

1e. Reporting Requirements

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

Finance

1. ***Performance Payment Request and Quarterly Report:*** Grantees must submit a performance payment request and report on a quarterly basis. Reports are due within 30 days after the end of the quarter. Payments will not be processed until programmatic reports have been approved.
2. Grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
3. Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

Program

1. ***Notice of Implementation:*** This notice must be submitted within 60 days of the grant award, documenting the implementation of the full project.
2. ***Planning Period:*** In order to allow for successful integration of these evidence-based services into court operations, GOCF is allowing a 2 month planning period for each local project. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional and all projects must be operational no later than October 1, 2013.
3. ***Program Status Reports*** Grantees are required to submit accurate and timely program reports. Grantees must remain current with their reporting as a requirement prior to payment. Grantees must submit reports via US Mail or e-mail:

Quarterly Progress Reports: Quarterly Progress Reports are to be submitted to GOCF within 30 days after the end of each quarter.

Final Report: The Final Report is due at the end of the grant award period. This report must be received and approved prior to the release of the final payment. The final report is due no later than July 31, 2014.

Evaluation

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

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

2. PROGRAM DESIGN

2a. Program Purpose

In order to demonstrate potential cost-savings to taxpayers by incentivizing evidence-based options, **the overarching goal of this offering is the reduction of felony commitments to the Department of Juvenile Justice and Short-Term Program sentences**. Applicants are asked to select from one of the two following program types, based on the needs of their community.

Diversion

Provide grant funding for local programs designed to divert juveniles from entering the juvenile justice system OR preventing further involvement. Youth indicating the need for services based on a standardized risk/needs assessment will be referred to the appropriate evidence-based intervention(s).
By focusing on diversion/early intervention measures, these programs will promote a positive relationship between the youth, their family and their community, and reduce recidivism. Please refer to Section 2.d. for a detailed description of expected targeted Diversion population.

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 divert youth from the system, or prevent further involvement. This community-focused planning approach

will allow for the maximum usage of available community resources and ensure broad community support.
Part of this planning process will include a requirement for both judicial & Department of Juvenile Justice support of the programming through the execution of a pre-award MOU.

Aftercare/Re-entry

Provide grant funding for programs to prepare incarcerated juvenile offenders for successful return to their communities. For the purposes of this plan; incarcerated shall be defined as any juvenile serving a period of secure confinement in a juvenile correctional facility (Youth Development Campus) OR youth who have been adjudicated for a designated felony offense.
Youth indicating a need for services based on a standardized risk/needs assessment will be referred to the appropriate evidence-based intervention(s).
By focusing on preparing youth for release and providing a continuum of community support services and supervision after release, these aftercare programs promote a positive relationship between the youth and the community and reduce recidivism.
Please refer to Section 2.d. for a detailed description of expected targeted Aftercare/Re-entry population.

Support services will include, as necessary, basic life skills, job skills & employment training, job placement, GED Support, as well as providing mentoring/apprenticeship opportunities for youth participating in the program. Applicants interested in applying for funding in the Aftercare/Re-entry program area are encouraged to contact the Clayton County Juvenile Court and model their application on Clayton's 2nd Chance Court for youth charged with a designated felony.

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 for the juvenile re-entry population. This community-focused planning approach will allow for the maximum usage of available community resources and ensure broad community support.
Part of this planning process will include a requirement for both judicial & Department of Juvenile Justice support of the programming through the execution of a pre-award MOU.

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

2b. Program Requirements

Religion

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

Criminal Background Checks

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

Internet Security Policy

GOCF requires all sub-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 GOCF funding and technology utilized by participants during a GOCF funded program component.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFP.

Projects may not provide incentives (e.g., trophies/plaques, rewards for individual accomplishments, gift certificates, gas cards, etc.). Items such as motivational tools, training aids, and educational materials may be purchased. These items must be provided to all participants.

Projects are allowed to provide food/snacks to all participants as part of a "substantial work" activity.

2c. Program Period

The initial grant award period is August 1, 2013 –June 30, 2014.

2d.Target Populations

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

Aftercare/Re-entry- Any juvenile serving a period of secure confinement in a juvenile correctional facility (Youth Development Campus) OR who has been adjudicated for a designated felony offense.

2e. Goals and Objectives

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

Goals

1. Reduce felony commitments to Department of Juvenile Justice and Short Term Program (STP) sentences in target county.

2. Increase the use of evidence-based practices in Georgia's juvenile justice system by initiating community-based juvenile justice programs.

3. Reduce the recidivism rate of youth involved with Georgia's juvenile justice system.

4. Reduce annual secure detention rate of target county

5. Reduce annual secure confinement rate of target county.

6. Demonstrate a cost-savings to citizens of Georgia through provision of research-informed services to youth in juvenile justice system.

Performance Objectives

All Projects

1. Project will demonstrate 20% reduction in TOTAL number of annual felony commitments to DJJ and Short Term Program (STP) sentences (*counties can find FY 2012 numbers in order to calculate target at* http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets).

2. Project will report an increase in:
    a. number of evidence-based services over previous year
    b. overall percentage of court's evidence-based programs

Diversion Project Objectives

- Project will demonstrate reduction in annual Secure Detention rate.
- At least 75% of project participants will complete program requirements.

- At least 80% of youth completing services will not re-offend as calculated using recidivism definition. As defined by: *A new charge (within 3 years of the initial post-adjudication community placement) which results in a juvenile court delinquency adjudication OR adult criminal court conviction.*
- 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).

Aftercare/Re-Entry Project Objectives

- Project will demonstrate a 20% reduction in annual Secure Confinement rate.
- (*counties can find FY 2012 numbers in order to calculate target at* http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets).
- At least 75% of project participants will complete program requirements.
- At least 55% of youth completing services will not re-offend as calculated using recidivism definition. As defined by: A new charge (within 3 years of the initial post-adjudication community placement) which results in a juvenile court delinquency adjudication OR adult criminal court conviction.
- Project will report annual cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to securely confine youth. (Selected projects will be provided a marginal cost rate in order to perform this calculation).

2f. Performance Deliverables

REPORTING PERIOD	*PERFORMANCE REQUIREMENTS*	*DUE ON OR BEFORE THE FOLLOWING DATES*
Initial Allotment	• Fully executed grant award agreement and attachments • Submission of Judicial/DJJ MOU	9/2/2013
FIRST PERIOD	<u>10/1/2013-12/31/2013:</u> • Quarterly Progress Report-including performance objectives • Submission of performance payment request • Attendance at GOCF Grant Management Workshop	1/31/2014
SECOND PERIOD	<u>1/01/14-3/31/14 Reporting Period:</u> • Quarterly Progress Report-including performance objectives • Submission of performance payment request and match report * **5% reduction in felony commitments to DJJ and sentences to Short Term Program achieved**	4/30/14
FINAL PERIOD	<u>4/01/14-06/30/14 Reporting Period:</u> • Quarterly of Final Progress Report- including performance objectives • Submission of performance payment request and match report *** 20% reduction in felony commitments to DJJ and sentences to Short Term Program achieved.**	7/31/14

*For any deliverable not met and reported by the due date, GOCF retains the right to issue a 5% reduction for the payment associated with the reporting period. For repeated non-compliance with the deliverables and payment schedule, GOCF may add an additional 2.5% penalty for each additional reporting period in which a deliverable is not completed within the prescribed timeline.

3. PROPOSAL SUBMISSION INSTRUCTIONS

3a. Number of Copies

One (1) original application must be submitted at the time of initial submission to include: application narrative, application budget request in Excel format, application attachments with all signature pages **signed in blue ink, 5 additional copies,** and **one (1) electronic copy.** ***All*** of the aforementioned proposal documents are also required to be submitted on a CD, which will serve as the electronic submission. Assemble the original printed application with a binder clip. 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 section 3b. and 3c. or the proposal will be disqualified.

3b. Submission Date

Applications must be postmarked by **June 21, 2013** and must include the original signature of the executive officer of the applicant on the application face sheet. Applications postmarked after that date will be classified as late and will **not** be considered for funding. Applicants are cautioned to request a legibly dated United States Postal Service postmark or receipt, or to obtain a legibly dated receipt from a commercial carrier. **GOCF will not accept office-metered postmarks, faxed, hand-delivered, or e-mailed applications.** The mailing address for applications is below:

Governor's Office for Children and Families
Juvenile Reinvestment RFP
55 Park Place NE, Suite 410
Atlanta, Georgia 30303-2529

3c. Disqualification Factors

Any application post-marked after the **June 21, 2013** deadline will be regarded as late and will not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received by the specified deadline.

Additionally, GOCF will not consider funding any applicant that fails to comply with all application requirements. Disqualification factors 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 executive officer on the application face sheet; or
- Application lacks original signatures where appropriate.

3d. Questions

GOCF asks that applicants direct all questions to Joe Vignati, Administrator. Applicants may reach Mr. Vignati by email Joe.Vignati@children.ga.gov or by phone at (404) 656-5183. 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.

4. PROPOSAL NARRATIVE

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

4a. Statement of Need/Summary (½ page)

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

1. Statement of the community problem

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

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

This information for each county can be found at-

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

2. A description of how the problem relates to the mission of the applying agency
3. Overview of the Target Population to be served
4. Description of the chosen priority area for proposal and why selected: **Diversion** or **Aftercare/Re-entry**
5. Brief description of the activities requesting GOCF funds
6. All applicants should indicate if they intend to apply for Juvenile Reinvestment Grant funds from CJCC in addition to this application.

4b. Administration (½ page)

1. Name the implementing agency. Provide a brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency.
2. List the agency's qualifications and experience with managing grants.
3. List the Community Partners and their description and contribution, if any, to the proposed program.
4. Does the fiscal agent have the ability to maintain a quarterly cash flow?

4c. Target Population (½ page)

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

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

4d. Methods and Procedures (6 pages)

Service Delivery

1. Describe the overall format and design of the program, addressing the following:
   a. Program type (i.e., Youth Reporting Center, community-based, school-based, or other);
   b. Program time (i.e., during school hours, after school, weekends, summer, and/or year-round);
   c. Program frequency (i.e., the number of times the program is implemented or, in other words, the number of program cycles);
   d. Program duration (i.e., the length of the program in days, weeks, and/or months);
   e. Program hours (i.e., the minimum number of program hours per youth).

2. Complete the Program Timeline (Attachment A-2). Provide a detailed timeline from August 1, 2013 – June 30, 2014 of planned grant activities, including, but not limited to, program start and end dates for each site, special events, and planning, and planning period activities.

3. List the specific site(s) where programming will occur (i.e., the site name and the street address). Please describe how the proposed program site is a safe and convenient location for youth and parents to receive services. Attach any Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).

4. Fully describe the intake process. List the criteria to determine which individuals will be offered program services. For **Diversion** programs, applicants must provide a detailed description of how the DJJ Detention Assessment Instrument (DAI) and the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making.

   For **Aftercare/Re-entry** programs, applicants must provide a detailed description of how Community Risk and Needs Assessment (CRN) will be utilized to ensure consistency and uniformity in decision-making.

   Applicants must provide a detailed description of how the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making.

   More information can be found at the following-

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

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

5. 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.

6. Describe the services and supports provided to **all** individuals in the target population using GOCF grant funds and which agencies will provide these services.
   a. State the <u>proposed primary curriculum or evidence-based interventions that will be that will be employed during this grant period. Describe how this will be implemented.</u>
      Examples include- Aggression Replacement Therapy (ART), Thinking for A Change (T4C), and Multi-Systemic Therapy (MST).
      Applicants should propose using juvenile interventions found to be **Effective** or **Promising** as described by CrimeSolutions.Gov
      http://www.crimesolutions.gov/TopicDetails.aspx?ID=62

   b. 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.

c. Insert a chart that indicates the activity, the type of activity, and the number of hours per activity per youth.
An example chart is below:

Activity	Type	Number of Hours per Youth*
Primary Evidence-Based Juvenile Justice Intervention	**Multi-Systemic Therapy**	6
Developmental	Community Service/ BARJ model	2
Developmental	Botvin Life Skills	3
Developmental	Counseling	2
Developmental	Tutoring	2
Total Program Hours Per Youth		15

*approximate

7. Describe the GOCF grant-funded services and supports provided to subsets of the target population and/or to youth in the target group who may or may not be receiving intensive services, if applicable.

8. Describe the parent involvement and/or community awareness activities provided using GOCF grant funds, if applicable.

Staffing

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

10. Explain the plan for orientation and training of grant-funded staff.

4e. Goals, Objectives, and Evaluation (2 pages)

1. List the required program goals as outlined in the RFP. List any additional program goals in a clearly defined and measurable manner.

2. List the required program objectives as outlined in the RFP. List any additional program objectives in a clearly defined and measurable manner.

3. Explain fully how all stated goals and objectives will be reached and evaluated.

4. Applicants will be required to explain how they currently collect data on youth

served and how they plan to expand this collection to include source of referral information.

4f.Sustainability (1 page)

1. Describe the specific activities that will take place during this upcoming grant period to ensure sustainability.

2. List the current funding sources and amount of funding for your organization.

3. Identify potential state, federal, and or/private funding streams for program support.

4. Identify any staff or volunteers that have assigned, dedicated efforts towards sustainability.

4g.Previous Accomplishments (½ page)

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

If problems were encountered in previous grants or objectives were not fully achieved, please provide a full description detailing issues and corrective action(s) taken to address.

This information is an essential component of all applications.

5. FISCAL RESPONSIBILITY & PROPOSAL BUDGET WORKBOOK

All applicant agencies receiving GOCF funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of GOCF awards. The applicant agency must provide an adequate accounting system (see Accounting System/Internal Control Questionnaire) described in Forms, Assurances, and Certifications, and should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each grant awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each grant and the expenditure of funds for each grant award;

2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located;

3. The accounting system provides accurate and current financial reporting information; and

4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

Proposal Budget Workbook: Complete the Budget workbook (Attachment A-8). The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities. A detailed budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for "Speaker Contracts," the applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value-add to the grant.
Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by GOCF at any time during the contract period.

Budgets should be submitted within the grant proposal and electronically by CD. A maximum limit of 10% on Indirect costs will be permitted. The following is a brief list of common indirect costs and costs that will need to be justified as direct costs:

Indirect Costs:

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

Costs that will need justification to be considered direct service:

- Trainings
- Conferences
- Travel
    - Outside of direct service travel

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

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

6. 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 sub-grantee will be responsible for ensuring that any service delivery partners comply with the following forms applicable to the partner.

A-1 ***Application Face Sheet:*** Signed by executive officer of the applying agency.

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

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

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

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

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

A-6 ***Applicant's Financial Statements:*** The applicant must maintain compliance and eligibility to receive state funds by complying with audit of OMB Circular A-

133 "Audits of States, Local Governments, and Non-Profit Institution" and requirements of O.C.G.A. 36-18-7. Reference: https://www.audits.state.ga.us/nalgad/rlocgovt.html ; Reference:https://www.audits.state.ga.us/nalgad/Audit_law_OCGA_36-81-7_effective_2004.pdf Submit the following:

Local Unit of Government Applicant
Local Units of Government must attach to the application an audit from the most recently concluded fiscal year in accordance with OMB Circular A-133.

A-7 **NOT APPLICABLE for this offering**

A-8 ***Budget Workbook:*** Submit in working Excel format and copies with the proposal.

7. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The Transparency Act requires information disclosure concerning entities receiving federal financial assistance through federal awards such as federal contracts, sub-contracts, grants, and sub-grants (Reference 31 U.S.C. 6101).

Successful applicants will be required to provide total compensation of the five highest compensated officers of the sub-grantee if the sub-grantee in the preceding fiscal year received 80 percent or more of its annual gross revenue in federal awards and $25,000,000 or more in annual gross revenue from federal awards. Successful applicants will also need to provide the following information in order to comply with the "Federal Funding Accountability and Transparency Act."

- Contractor's DUNS number
- Month of fiscal year end •Congressional district #
-

8. SELECTION PROCESS

GOCF will review all proposals received before the declared deadline to ensure all necessary worksheets and documentation are completed and included in submitted proposals. The proposal review committee will not review incomplete applications and GOCF will not permit applicants to add information to their application after submission, unless a clarification or additional information is requested.

GOCF will send award notices mid-July. Communication via phone, e-mail, and/or fax regarding award notices is prohibited before official notification.

9. POST-AWARD REQUIRED ACTIVITIES

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

9a. GOCF Grant Management Workshop

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

9b. Site Visits

GOCF staff will conduct a site visit to each grantee during the grant period. Additional visits may be conducted, but each grantee will have at least one visit from GOCF staff during the grant year. Site visits will be scheduled with the grantee in advance. Site visits will be conducted to monitor the program for progress, implementation, adherence to outcomes, and to view program and financial documents.

9c. Additional Training, Technical Assistance, and Events

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

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

Application Submission Instructions

Disqualification Factors:

- Applicant is not a public government entity
- Submission fails to be postmarked by the deadline date;
- Submission fails to include the original signature of the executive officer of the applicant on the application face sheet; or
- Application lacks original signatures where appropriate.

Format:

— Number of every page submitted as part of your application
— Use type that is 12-point font size and one inch margins
— The application narrative should be typed on white paper that is 8 ½ x 11 inches
— Include a footer identifying the applying agency
— Adhere to page limits
— Applications should <u>not</u> be stapled or bound; use binder clips
— Applicants must restate and number each proposal narrative question followed by the response

Application Order:
Use the table below to ensure that all requested information is included in your application in the correct order.

Required Application Order	Maximum Page Limit	Applicant Checklist (Y/N)
Application Face Sheet (Attachment A-1)	NA	
Application Narrative:	11	
A. Statement of Need/Summary	½	
B. Administration	½	
C. Target Population	½	
D. Methods and Procedures	6	
E. Goals, Objectives, and Evaluation	2	
F. Sustainability	1	
G. Previous Accomplishments	½	
Application attachments in the order listed below: A-2 Program Timeline A-3 Memorandum(s) of Understanding A-4 Job Descriptions A-5 Forms, Assurances, and Certifications A-6 Applicant's Financial Statements A-7 N/A A-8 Budget Workbook	N/A	