Consent Agenda #5

COUNTY AGENDA REQUEST

Department:	Fayette County Juvenile Court	Presenter(s):	Katie Cunningham, Clerk
Meeting Date:	Thursday, April 24, 2014	Type of Request:	Consent

Wording for the Agenda:

Approval of a request from the Fayette County Juvenile Court for authorization to file continuation and enhancement grant applications, 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 documents.

Background/History/Details:

On July 22, 2013, Fayette County was awarded a grant from the Governors Office for Children and Families in the amount of $59,800.00. This grant allowed the Fayette County Juvenile Court, in collaboration with the Department of Justice and Grace Harbour Counseling Center to implement Thinking for a Change; an evidence based program for youth. This program has been effective in reducing the felony commitments and STP sentences in Fayette County.

Fayette County Juvenile Court desires to apply for the continuation of funding in order to maintain the Thinking for a Change program for another year. In addition, the court is requesting authority to submit an Enhancement Proposal for funds to develop a second evidence based program for youth.

These programs will help divert juveniles from either entering the juvenile justice system or from further involvement in the system. By focusing on diversion / early intervention measures, these programs will help promote a positive relationship between youth, their families and their communities.

What action are you seeking from the Board of Commissioners?

Approval of a request from the Fayette County Juvenile Court for authorization to file continuation and enhancement grant applications, 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 documents.

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

Staff Notes:

On June 13, 2013, the Fayette County Juvenile Court requested authorization to file a grant application with the Governor's Office for Children and Families, and the Board unanimously approved the request. These requests represent a continuing effort between the Fayette County Board of Commissioners and the Fayette County Juvenile Court to provide for the betterment and a second chance for Fayette's juveniles.

CRIMINAL JUSTICE COORDINATING COUNCIL
104 Marietta Street, NW • Suite 440 • Atlanta, GA • 30303-2743
404/657-1956 • 877/231-6590 • 404/657-1957 (Fax) • 404/463-7650 (TTY)

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

2014 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Eligibility

Applicants are limited to local county commissions/boards of commissioners to apply on behalf of juvenile courts within Georgia. High priority will be given to the counties who commit the highest numbers of juveniles to the Department of Juvenile Justice (see Appendix A). 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 a portion of these funds at the national level.

Award Period

July 1, 2014 – June 30, 2015

Award Amount

Up to $500,000

Deadline

All applications are due at 5:00 p.m. on April 28, 2014

Contact Information

For assistance with the requirements of this solicitation, contact:

Matthew Pitts, Grants Specialist, at 404-656-5160 or Matthew.Pitts@children.ga.gov

Release Date: March 28, 2014

2014 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Deadline: Applications are due at 5:00 p.m. on April 28, 2014

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal oversight of the Juvenile Justice Incentive Grant Program.

Governor's Office for Children & Families

The Governor's Office for Children & Families (GOCF) is designated by the Governor of Georgia as the Designated State Agency for administering federal juvenile justice programs. Created by the General Assembly (O.C.G.A. § 49-5-130), the Office is charged with supporting and empowering communities to serve Georgia's children and families. Beginning July 1, 2014, these federal juvenile justice programs will be administered by the Criminal Justice Coordinating Council.

Overview

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

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

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

For 2014, applicants are required to include evidence-based program models that have demonstrated a reduction in juvenile recidivism.

Applicants are encouraged to review the Office of Justice Program's Crime Solutions website to ensure that their juvenile intervention proposal has a 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 13 and 14 of this application.

Eligibility

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

High Priority will be given to applications that specifically formulate strategies 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.

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

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

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

For more information on Service Delivery Strategy visit the link below:
http://www.dca.ga.gov/development/PlanningQualityGrowth/Pages/Regional/SDS.asp

Grant Award Agreement

Grant Award Amount: Applicants are applying for one year of funding through this RFP. New Applicants are eligible to apply for a maximum of $500,000 for this grant year. Continuation applicants are asked to apply for an amount not to exceed their first year award. Applicants seeking to expand or enhance existing programs must submit a separate application in addition to their response to this solicitation. Please refer to the Enhancement solicitation on CJCC's website.

Grant Award Period: *The grant award period is from July 1, 2014 through June 30, 2015.* 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 grant does not guarantee continued funding.* The annual submission allows grantees to improve or modify objectives or activities, as well as assess the performance of the previous year. Continuation grants are awarded to applicants that demonstrate the following:

1. Professional management of grant funds and compliance with administrative requirements;
2. Accurate and prompt submission of required program and financial data and reports;
3. Positive performance history with **achievement** of program goals and objectives; and
4. 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 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 program requirements provisions. If, during the term of the grant award period, the funds appropriated are reduced or eliminated by the Georgia State Legislature, the Juvenile Justice Incentive Funding Committee may immediately reduce or terminate the grant award by written notice to the grantee.

Reporting Requirements

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

Finance

This is a **reimbursement grant**. CJCC may award *first-time recipients* an initial payment for the first three months of the grant. However, subsequent to the first three months, the grant will continue on a reimbursement only basis. Grantees receiving continuation funds, will not receive an advance.

If awarded funds, your county will be required to submit check stubs and copies of invoices to CJCC for reimbursement on a monthly or quarterly basis.

Subgrant Expenditure Report (SER)*:* Grantees must submit SER Reports on a monthly or quarterly basis. Grantees are required to maintain supporting documentation on file such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.

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

Program

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 an end to grant funding.

Planning Period (New Applicants Only)*:* In order to allow for the successful integration of evidence-based services into court operations, CJCC will provide a 2-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, 2014.

Final Report*:* A Final Report is due at the end of the grant award period. This report must be received and approved prior to the release of the final payment. The final report is due no later than July 30, 2015.

Evaluation: CJCC will conduct a study of grantee programs to determine effectiveness. Grantees will have the following roles and responsibilities related to evaluation:

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

Program Design

Purpose

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

The purpose of this grant opportunity is to provide funding for local programs designed to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice (DJJ). 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.

Considerable evidence has been found to show that assessing each youth's risk of re-arrest can help with classifying youth for both appropriate levels/types of programming, as well as, the necessary intensiveness of services. Therefore, applicant counties will have the benefit of utilizing a standardized risk assessments to aid in decision-making. The instruments include, at a minimum, the Department of Juvenile Justice's Pre-Disposition Risk Assessment (PDRA), Detention Assessment Instrument (DAI), and/or Criminogenic Needs Assessment (CNA).

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 system. This community-focused planning approach will allow for the maximum usage of available community resources and ensure broad community support.

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

Program Requirements

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

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

Internet Security Policy CJCC requires all grantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Other Applicants must comply with all forms, assurances, and certifications attached to this RFP. Projects may not provide incentives (e.g., trophies/plaques, rewards for individual accomplishments, gift certificates, gas cards, etc.). Items such as motivational tools, training aids, and educational materials may be purchased. These items must be provided to all participants. Projects are allowed to provide food/snacks to all participants as part of a "substantial work" activity.

Program Period

The initial grant award period is July 1, 2014 – June 30, 2015

Target Population

Youth who have been referred to juvenile court for a felony charge, including youth adjudicated for a designated felony offense, that would result in possible commitment to Department of Juvenile Justice or youth who would have previously been admitted to the Short-Term Program. All youth receiving services from this grant award **MUST** score a medium to high on the Pre-Disposition Risk Assessment (PDRA).

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) 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

All Projects

1. Project will demonstrate a 20% reduction from fiscal year 2012 in the rate of annual felony commitments to DJJ and Short Term Program (STP) admissions. Counties can find 2012 numbers in order to calculate target at: http://juveniledata.georgia.gov/RgpReports.aspx?report=2012DataTargets [1]

2. Project will demonstrate reduction in annual Secure Confinement rate.

3. Project will demonstrate reduction in annual Secure Detention rate.

4. At least 75% of project participants will complete program requirements.

5. 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.*

6. 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/. The application should be submitted via an adobe form. Application should include: application narrative, application budget request in Excel format, and application attachments with all signature pages**. *All*** of the aforementioned proposal documents are also required to be submitted electronically by scanning and uploading the documents to the online application. The application must follow the outline as described on **page 20** 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.

[1] *For court circuits or partnering applicants with services that span two or more counties, please report these rates for all counties in your proposed geographic catchment area. Targets will be measured as the aggregate for all counties in the proposal.

Submission Date
Applications must be submitted by **5:00pm on April 28, 2014.** 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 Funding Committee to fund an application or to fund it at the amount requested**. All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The Juvenile Justice Incentive Funding Committee has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget. Applications for funding will undergo several reviews. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC and the Juvenile Justice Incentive Funding Committee.

Disqualification Factors
Any application electronically time-stamped after 5:00pm on the April 28, 2014 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 executive officer on the application face sheet; or
- Application lacks original signatures where appropriate.

Questions
CJCC asks that applicants direct all questions to Matthew Pitts, Grants Specialist. Applicants may reach Mr. Pitts by email Matthew.Pitts@children.ga.gov, or by phone at (404) 656-5160. Although questions will be permitted until the date of the RFP submission, they will be answered subject to staff availability. As such, applicants are strongly encouraged to pose all questions as early as possible in the RFP process.

Performance Deliverables (New Projects)

REPORTING PERIOD	*PERFORMANCE REQUIREMENTS*	*DUE ON OR BEFORE THE FOLLOWING DATES*
Initial Allotment	7/1/2014-9/1/2014: • Fully executed grant award agreement and attachments	9/3/2014
FIRST PERIOD	7/1/2014-10/1/2014: • Quarterly Progress Report-including performance objectives • Attendance at CJCC Grant Management Workshop	10/3/2014
SECOND PERIOD	10/1/2014-1/1/2015 Reporting Period: • Quarterly Progress Report-including performance objectives	1/3/2015
THIRD PERIOD	1/1/2015-4/1/2015 Reporting Period: • Quarterly Progress Report-including performance objectives ∗ **5% reduction in felony commitments to DJJ and admissions to Short Term Program achieved**	4/3/2015
FINAL PERIOD	4/1/2015-6/30/2015 Reporting Period: • Quarterly Progress Report- including performance objectives ∗ **20% reduction in felony commitments to DJJ and admissions to Short Term Program achieved.**	7/3/2015

**For any deliverable not met and reported by the due date, a penalty may be imposed at the discretion of the Juvenile Justice Incentive 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.*

Performance Deliverables (Continuation Projects)

REPORTING PERIOD	*PERFORMANCE REQUIREMENTS*	*DUE ON OR BEFORE THE FOLLOWING DATES*
Initial Allotment	7/1/2014-8/1/2014: • Fully executed grant award agreement and attachments	8/3/2014
FIRST PERIOD	7/1/2014-10/1/2014: • Quarterly Progress Report-including performance objectives • Attendance at CJCC Grant Management Workshop	10/3/2014
SECOND PERIOD	10/1/2014-1/1/2015 Reporting Period: • Quarterly Progress Report-including performance objectives	1/3/2015
THIRD PERIOD	1/1/2015-4/1/2015 Reporting Period: • Quarterly Progress Report-including performance objectives ∗ **5% reduction in felony commitments to DJJ and admissions to Short Term Program achieved**	4/3/2015
FINAL PERIOD	4/1/2015-6/30/2015 • Quarterly Progress Report- including performance objectives ∗ **20% reduction in felony commitments to DJJ and admissions to Short Term Program achieved.**	7/3/2015

*For any deliverable not met and reported by the due date, a penalty may be imposed at the discretion of the Juvenile Justice Incentive 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.*

PROPOSAL NARRATIVE

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

1. Statement of Need/Summary (½ page)

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

a. Statement of the community problem

For the purpose of this RFP applicants are instructed, **at a minimum**, to use each of the following metrics as justification of need for programming for fiscal year 2012:

- 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. Description of the chosen evidence-based intervention for proposal and why it was selected.
e. Brief description of the activities requesting CJCC funds.

2. Administration (½ page)

a. Name the implementing agency. Provide a brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency. The **fiscal 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 (½ page)

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

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

(More fully described in Section 4.d. regarding Intake).

4. Methods and Procedures (6 pages)

Service Delivery

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

b. Complete the Program Timeline (Attachment A-2). Provide a detailed timeline from July 1, 2014 –June 30, 2015 of planned grant activities including, but not limited to, program start and end dates for each site, special events, and planning, and planning period activities.

c. List the specific site(s) where programming will occur (i.e., the site name and the street address). Please describe how the proposed program site is a safe and 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).

d. 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), Pre-Disposition Risk Assessment (PDRA), and Criminogenic Needs Assessment (CNA) will be utilized to ensure consistency and uniformity in decision-making.

Applicants must provide a detailed description of how the 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

e. Describe how parental consent is obtained for youth to participate in the program. Explain if additional information (e.g., intake form, participant application, and/or needs assessment) is obtained for a youth to be enrolled in the program.

f. Describe the services and supports provided to **all** individuals in the target population using CJCC grant funds and which agencies will provide these services.

Continuation applications should continue to report on the evidence-based interventions implemented in Year One. If applicant plans to make a change to a different intervention in Year Two, please detail this change and why it is being made. Applicants switching interventions MUST select an intervention from the table below. If the applicant chooses to switch interventions, the applicant MUST submit a budget no greater than their first year grant award amount. Continuation applicants wishing to expand or enhance evidence based services which results in a need for additional funding will be allowed to apply for additional funding through a separate Enhancement Request process. Applicants who are starting a new EB service will be allowed a 2 month implementation period for that service, if needed. Continuation applications are allowed to continue current interventions in Year Two if they so choose.

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

New applicants must select an evidence-based intervention that has been shown to be effective, from the list below:

Evidence Based Interventions:

Seven Challenges (7C)	The seven challenges program 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® 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 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® 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 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**	6
Developmental	Connections	3
Developmental	Enrichment Activities	1
Developmental	Tutoring	2
Total Program Hours Per Youth		12

*Approximate

* Secondary activities (i.e. electronic monitoring) and interventions will be considered part the applicants 30% administrative cost

g. Describe the CJCC grant-funded services provided to youth in the target group who may or may not be receiving intensive services, if applicable.

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

Staffing

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

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

5. Goals, Objectives, and Evaluation (2 pages)

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

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

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

d. Explain how they currently collect data on youth served and how they plan to expand this collection to include source of referral information.

6.Sustainability (1 page-Continuation Applications Only)

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 (½ page)

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

If problems were encountered in previous grants or objectives were not fully achieved, please provide a full description detailing issues and corrective action(s) taken to address.
This information is an essential component of all applications.

FISCAL RESPONSIBILITY & PROPOSAL BUDGET WORKSHEET

The applicant agency must provide an adequate accounting system (see Accounting System/Internal Control Questionnaire) described in Forms, Assurances, and Certifications, and should meet the following criteria as outlined below:

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

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

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

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

Proposal Budget 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 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.

Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period. A maximum limit of 30% 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 require 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
- Any direct services interventions that are not listed on the chart on pages 13 and 14.

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.

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 ***Application Face Sheet:*** Signed by county commissioner of the applying agency.

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

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

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

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

1. Questionnaire Accounting and Financial Capability Information
2. Non-Supplanting Certification
3. Service Delivery Strategy Act Compliance Certification
4. Immigration and Security Form
5. Child Abuse Reporting, Background Investigation, Internet Security Policy Requirements

A-6 ***Budget Worksheet:*** Submit budget detail worksheet electronically.

Application Review
The Juvenile Justice Incentive Funding Committee will review all eligible applications. The Juvenile Justice Incentive Funding Committee will not review incomplete applications and CJCC will not permit applicants to add information to their application after submission, unless clarification or additional information is requested.

POST-AWARD REQUIRED ACTIVITIES

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

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

Site Visits
CJCC staff 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, 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.

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 excel, or PDF 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	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: A-2 Program Timeline A-3 Memorandum(s) of Understanding (Word or PDF Format) A-4 Job Descriptions A-5 Forms, Assurances, and Certifications A-6 Budget Worksheet A-7 Budget Narrative A-8 Proposal Narrative	*N/A*	

NATHAN DEAL
GOVERNOR

JACQUELINE BUNN
EXECUTIVE DIRECTOR

2014 Juvenile Justice Incentive Grant Program Enhancement Proposal

Eligibility

Applicants are limited to local county commissions/boards of commissioners that apply on behalf of juvenile courts within Georgia. This award is only for juvenile courts that have an existing Juvenile Justice Incentive Grant (JJIG) currently and are applying for a 2014 continuation grant. The enhancement proposal must be filled out in addition to the 2014 JJIG RFP.

Award Period

July 1, 2014 – June 30, 2015

Award Amount

Up to $500,000

Deadline

All applications are due at 5:00 p.m. on April 28, 2014

Contact Information

For assistance with the requirements of this solicitation, contact:

Matthew Pitts, Grants Specialist, at 404-656-5160 or Matthew.Pitts@children.ga.gov

Release Date: March 28, 2014

104 MARIETTA STREET, SUITE 440 • ATLANTA, GEORGIA 30303-2743
404.657.1956 • 877.231.6590 • 404.657.1957 FAX
cjcc.georgia.gov

Section 1: Overview

Enhancement Proposal Overview

The purpose of this Enhancement Proposal is to give programs who are applying for continuation funding the opportunity to make modifications to the current services that are being provided. Programs have the opportunity to apply for enhancements (adding capacity for current services i.e. more slots) and /or expansion (adding an additional EB service to their existing menu). If awarded an enhancement opportunity, programs must adhere to all guidelines and regulations set forth in the 2014 Juvenile Incentive Grant Program RFP.

Section 2: Application Process:

Applications must include:

1. Cover Sheet
2. Proposal Narrative
3. Budget Narrative and Detail Worksheet

PROPOSAL NARRATIVE

Enhancement Proposal Narrative:

The following information provides a description of the necessary components to be contained in the narrative portion of your proposal. Limit the narrative to 3 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 enhancement proposal. ***CJCC requires that applicants restate and number each Narrative Section followed by the response***.

1. Statement of Need/Summary (1 page)

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

a. Why the expansion/enhancement is needed to improve your program outcomes.
b. A description of the target population to be served by the enhancement/expansion.
c. What is your programs current capacity?
d. Does your program have a waiting list? If yes, please provide the most current number of youth on the list.

2. Methods and Procedures (1 1/2 pages)

Service Delivery

What, specifically, will the Enhancement Proposal funds go toward?

a. What is the proposed enhancement and how will it fit into the current framework of existence.
b. If the enhancement award is to change to a different evidence based intervention, please detail why this change is being made.
c. Does the applicant have a service provider in place to handle the enhancement opportunity? Please list the provider information if already determined.
d. How much time will it take to implement the proposed enhancement?
e. By how much will the award increase the existing capacity? Please be as a specific as possible and include the formula you used.
f. How will funds be used, specifically? More supplies? More court staff or program personnel?

3. Goals and Objectives (½ Page)

a. Explain fully how the proposed enhancement proposal will help the applicant to achieve goals and objectives set out in the JIGP RFP?

Budget Summary

Provide a detailed budget summary highlighting the cost of the enhancement program, including all direct or indirect costs. This budget summary is used to explain how the costs were estimated and justifies the need for the cost. Additionally, include the budget detail worksheet that can be downloaded for the CJCC website: www.cjcc.georgia.gov.

Finance

This is a **reimbursement grant**. Because this is an enhancement opportunity award and the court programs are fully implemented and operational, there will be no advances available.

Please feel out the Enhancement Budget (Attachment 1) with expenses only related to this enhancement request. Refer to the Juvenile Incentive Grant Program for allowable vs. non-allowable costs.

How to Apply

Applicants for the Enhancement

Applicants will upload this application in conjunction with their continuation JIGP grant application. All forms and regulations that are included in the Continuation JIGP application will adhere to the Enhancement Proposal.

OMB APPROVAL NO. 1121-0140
EXPIRES 01/31/2006

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C.§ 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §7 94); the Americans with Disabilities Act of 1990 (42 U.S.C.§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity–

a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.§ 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b) it will comply with requirements of 5 U.S.C.§§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

_____ _____
Signature Date

Attachment A-1

State of Georgia – Criminal Justice Coordinating Council
Juvenile Justice Incentive Grant Program

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 (if not the applicant agency)

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 Governor's Office for Children and Families 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 ☐ Non-Profit 501(c)(3) 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 2014	•
Aug 2014	•
Sept 2014	•
Oct 2014	•
Nov 2014	•
Dec 2014	•

Month	Grant Activities
Jan 2015	•
Feb 2015	•
March 2015	•
April 2015	•
May 2015	•
June 2015	•

Attachment A-5
State of Georgia – Criminal Justice Coordinating Council
Juvenile Justice Incentive Grant Program

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, CJCC may request to view these prior to issuing an award.

   ☐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
Applicant Agency, Executive Officer

_____

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

NON-SUPPLANTING CERTIFICATION
Applies to All Applicants

Regulations adopted by the Criminal Justice Coordinating Council (CJCC) 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 CJCC 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 Criminal Justice Coordinating Council, 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

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 Criminal Justice Coordinating Council (CJCC) 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 CJCC funding and technology used by participants during a CJCC-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.

5. The grantee and direct service partners are required to follow employment best practices by verifying employment eligibility for new hires through E-Verify operated by Department of Homeland Security in partnership with the Social Security Administration. **E-Verify** is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify.

   Link for Employers: Visit USCIS' "For Employers" section and I-9 Central
   Link of Employees: Visit USCIS.gov for more information on E-Verify for employees

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 ensure 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, Intergovernmental 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

Budget Detail Worksheet for State Grants

Purpose: The Budget Detail Worksheet shall be used to prepare your budget. In addition to this document, you must also complete and submit a budget narrative.

Applicant Agency: _____

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position1		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
Position 7		
Position 8		
Position 9		
Position 10		
	SUB-TOTAL	$0.00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Position 1		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
Position 7		
Position 8		
Position 9		
Position 10		
	SUB-TOTAL	$0.00
	Total Personnel & Fringe Benefits	$0.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel Entry 1				
Travel Entry 2				
Travel Entry 3				
Travel Entry 4				
Travel Entry 5				
Travel Entry 6				
Travel Entry 7				
			TIOTAL	$0.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Equipment Items	Computation	Cost
Equipment Entry 1		
Equipment Entry 2		
Equipment Entry 3		
Equipment Entry 4		
Equipment Entry 5		
Equipment Entry 6		
Equipment Entry 7		
	TOTAL	$0.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less that $5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Supply Entry 1		
Supply Entry 2		
Supply Entry 3		
Supply Entry 4		
Supply Entry 5		
Supply Entry 6		
Supply Entry 7		
Supply Entry 8		
Supply Entry 9		
Supply Entry 10		
Supply Entry 11		
Supply Entry 12		
Supply Entry 13		
Supply Entry 14		
Supply Entry 15		
	TOTAL	$0.00

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with CJCC before budgeting funds in this category.

Purpose	Description of Work	Cost
Construction Entry 1		
Construction Entry 2		
Construction Entry 3		
Construction Entry 4		
	TOTAL	$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from CJCC.

Name of Consultant	Service Provided	Computation	Cost
Consultant Fee 1			
Consultant Fee 2			
Consultant Fee 3			
Consultant Fee 4			
		SUB-TOTAL	$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant Expense 1			
Consultant Expense 2			
Consultant Expense 3			
Consultant Expense 4			
		SUB-TOTAL	$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	Cost
Contract 1	
Contract 2	
Contract 3	
Contract 4	
SUB-TOTAL	$0.00
Total Consultants/Contracts	$0.00

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Other Cost 1		
Other Cost 2		
Other Cost 3		
Other Cost 4		
Other Cost 5		
Other Cost 6		
Other Cost 7		
Other Cost 8		
Other Cost 9		
Other Cost 10		
Other Cost 11		
Other Cost 12		
Other Cost 13		
Other Cost 14		
Other Cost 15		
	TOTAL	$0.00

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	$0.00
B. Fringe Benefits	$0.00
C. Travel	$0.00
D. Equipment	$0.00
E. Supplies	$0.00
F. Construction	$0.00
G. Consultants/Contracts	$0.00
H Other	$0.00
TOTAL PROJECT COSTS	$0.00

State Grant Request	$0.00
Non Grant Amount	

UNALLOWED COSTS AND ACTIVITIES

UNALLOWED COSTS
Acquisition of land
Bonus or commissions
Cost incurred outside the award period
Construction costs including capital improvements
Corporate formation
Federal employees' compensation and travel
Grant preparation fee
Imputed interest charges (late fees)
Organized fundraising activities (e.g., campaigns, endowment drives, and solicitation of gifts), which includes salary of any individual(s) engaged in direct fundraising activity for the organization. An organization may engage in activity to "institutionalize" the grant-funded project for sustainability purposes; however, grant funds may used for the purpose of raising funds to finance non-related grant programs and/or complementary program activities.
Mileage rate may not exceed the travel regulation as published by the State Accounting Office. Current rate is $.555 per mile for authorized use of personal car.
Military-type equipment
UNALLOWED ACTIVITIES
Direct services may not teach or promote religion
Supplanting funds: Federal funds must be used to supplement existing funds for direct service activities and must not replace those funds that have been appropriated for the same purpose.
Commingling of funds: Physical segregation of cash depositions are not required, however, the accounting system of all contractors and sub-contractors must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Commingling of funds is prohibited on either a program-by-program or project-by-project basis.
Political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationary, or personnel on behalf of any candidate or any question of public policy subject to referendum, in accordance with O.C.G.A.. 50-20-3(f)