



JUVENILE ACCOUNTABILITY
BLOCK GRANT
PASS-THROUGH APPLICATION

2011-12

Due Date: May 20, 2011



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

The Tennessee Commission on Children and Youth (TCCY) would like to thank you for your interest in applying for federal grant funds. We appreciate the work you do to reduce juvenile delinquency in Tennessee. Attached is the application packet for Juvenile Accountability Block Grant (JABG) program funding. The TCCY administers JABG funding.

This application is designed to make your submission of a proposal as easy as possible. **Read the entire application before you begin to write your proposal.** Each section of the application has specific instructions and changes. Listed below you will find specific information that you must keep in mind when completing your application. Please understand, there must be strict adherence to the guidelines and instructions in the application package.

- **Local plan must not exceed fourteen (14) pages.**
- **Local plan must be double-spaced, 12 point font, and numbered in order.**
- **Authorized signatures and telephone numbers must be on the original application and signed in blue ink.**
- **Extraneous information should not be attached to the application because it may cause your application to be excluded from consideration.**

Before you send the proposal to TCCY, complete the Project Application Checklist. This will ensure that you have provided all necessary information before submission. **Applications must be received in the TCCY central office by 4:30 P.M. CST on May 20, 2011. Postmarked date is not sufficient. Hand-delivered applications will not be accepted after 4:30 P.M. CST on May 20, 2011. Late applications will not be accepted.** If the application is sent by carrier, the applicant should retain a copy of the package tracking information so the applicant can confirm delivery of its application and prove that the carrier did receive the package and guaranteed delivery by the application deadline. You will receive confirmation of receipt of your proposal and notice of the number assigned to it.

TCCY staff and the State Advisory Board (SAB) will review applications for compliance with application guidelines. Grant applications will be awarded depending on the Policy 22 review, progress reports, and if the local government is eligible for more than \$10,000 due to the amount of juvenile crime in their area. The full Commission will take action on all grants in August 2011, and you will receive notification of that action. Projects will begin October 1, 2010 and end September 30, 2011.

If you have questions, please call the Juvenile Justice Specialist for your area or Debrah Stafford at (615) 741-2633.

JABG PASS-THROUGH GRANT APPLICATION

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JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM

General Information

The Tennessee Commission on Children and Youth (TCCY) will annually award Juvenile Accountability Block Grant Pass-Through Grants. Grants are awarded for one year and are renewable. Renewal is not automatic. All applicants must submit an application each year. Renewal is contingent on satisfactory performance and on the availability of funds. Future availability of funding is dependent upon congressional action.

Each grantee must file a quarterly status report with TCCY. Claims for expenditures will not be processed until the report is received and reviewed by TCCY staff. All payments to grantees are made on a reimbursement basis only. No advance payments are allowed. Each grantee must have direct deposit. No payments will be made by cash or check.

There are two types of distribution for the JABG funds. They include local **Pass-Through** funds and **State-Allocated** funds. **This application is for the Pass-Through funds.** Absent a waiver, each State shall distribute no less than 75 percent of the state's allocation received among all units of local government in the state. In making this distribution, the state shall allocate to each unit of local government an amount, by federal formula, based on a combination of law enforcement expenditures for each unit of local government and the average annual number of violent crimes reported by each unit of local government for the three most recent calendar years for which data are available. Each local jurisdiction must be eligible to receive at least \$10,000 to receive Pass-Through funds if they request them.

The Department of Justice's Equal Treatment Regulation 28 C.F.R. part 38 prohibits state administering agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or religious composition of its board of directors. The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

1. PURPOSE OF JABG Pass-Through GRANT PROGRAM AND PROGRAM PURPOSE AREAS

Congress, in fiscal year 1998, authorized the Attorney General to provide grants under the previously named Juvenile Accountability Incentive Block Grant (JAIBG) program for use by the states and units of local government to promote greater accountability in the juvenile justice system. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), has been delegated the authority to administer the JABG program.

The distribution for JABG funds includes local **Pass-Through** funds. According to a formula designed by the federal government, all local jurisdictions eligible to receive at least \$10,000, can receive these funds if they request them. The amount for each unit of local government is determined by the state's percentage for pass through funds. Absent of a waiver, states are required to pass-through 75 percent of the award to local jurisdictions. TCCY chose not to apply for a waiver; therefore, 75 percent of the JABG funds will be passed to units of local government.

There are 17 program purpose areas that applicants can choose from for JABG Pass-Through. **Please review the 17 purpose areas in the appendix.**

2. ELIGIBILITY OF NEW AND CONTINUATION PROJECTS

Entities eligible to apply for JABG Pass-Through grant funds are local units of government. Initial funding shall be for a period of not more than twelve (12) months and renewable for up to three (3) years. Continuation funding is contingent upon satisfactory performance and the availability of funds.

3. MATCHING FUNDS REQUIREMENT

A 10 percent non-federal cash match is required when applying for these funds. Funds may not be used to supplant (i.e., replace) existing expenditures. This match is calculated using the **total program cost**. It is required that all matching items/services occur during the grant period.

4. EVIDENCE-BASED PRACTICES

All JABG Pass-Through sub-grantee programs/projects are required to be evidence-based/model programs. The source of the evidence-based program/model program must be documented in the project narrative section of the request for proposal (RFP). Evidence-based programs and approaches are defined as strategies and programs demonstrated through research and evaluations to be effective at preventing or intervening in juvenile delinquency. Best practice models include program models that have been shown, through rigorous evaluation and replication, to achieve target outcomes. Model programs can come from many valid sources (e.g., *OJJDP's Model Programs Guide*, *Blueprints*, SAMHSA's Model Programs, State Model Program Resources, etc.).

Note: The *Office of Juvenile Justice and Delinquency Prevention Model Programs Guide*, describing evidence-based delinquency prevention and intervention programs can be found on the MPG website www.ojjdp.ncjrs.org/programs/mpg.html.

5. PERFORMANCE MEASURES/PROJECT EVALUATION

Performance Measures

JABG funds are to be used to provide assistance to states, units of local government, and other agencies to develop programs to promote greater accountability in the juvenile justice system. Performance measures or performance indicators are to assess a program's progress toward its stated goals. Each applicant will choose one of the two program purpose areas and one of the following for each program purpose area:

- a) Output indicator: data used to demonstrate the implementation of activities and indicators of services provided.
- b) Short-term outcome indicator: indicate results of the program.

- c) Intermediate-term outcome indicator: results that occur after the short-term outcomes connected to the program purpose area.
- d) Outcome measure: data used to measure the achievement of goals and objectives.

Project Evaluation Plan

- a) List evaluation tools and describe what they measure.
- b) How will data be collected?
- c) Time frame for collecting (i.e. monthly, daily) data.
- d) Applicant explains the results they plan to achieve for participants in the program.

6. GRANT REVIEW PROCESS

All grants shall be reviewed by TCCY staff and the SAB membership. They shall list any special conditions that must be met prior to the development of a contract.

7. PROJECT START DATE

Projects funded with JABG Pass-Through Grant funds will begin **October 1** and end **September 30** of the following year, unless they are designated by TCCY to begin at another time.

8. CONFIDENTIALITY

All records of youth served must be collected and maintained in a manner to ensure the protection of the juvenile’s rights to privacy and confidentiality. Records of youth in the program should contain at least 1) demographics (age, race, gender, county of residence); 2) dates involved in the program; 3) date completed the program; and, 4) specific services provided.

9. ALLOWABLE AND DISALLOWABLE EXPENDITURES

Allowable costs may be determined by the OJARS M-7100-1-B guidelines. These guidelines are available for review in the office of TCCY. JABG funds cannot be used for construction, land acquisition, or supplanting of federal, state, or local funds supporting existing programs or activities. Below are items which are not allowed as part of a grantee's JABG budget:

Allowable Expenditures “... but not limited to”. Allowable costs are those that contribute to one or more of the program areas for JABG. The following items are allowed as part of a grantee’s JABG Pass-Through Grant budget:

- administrative costs (supportive staff must be included in administrative costs only up to five percent)
- incentives (T-shirts, plaques, etc.), which are consistent with program goals
- program participant transportation if it is consistent with program goals and in compliance with state travel regulations
- salaries and benefits of staff working on the project
- mileage for TCCY training sessions
- indirect costs up to 10 percent of award

Disallowable Expenditures “ ... But not limited to”. The following expenditures are not allowed:

- Maintenance and repairs for facility
- Depreciation
- Interest
- Vehicle liability insurance
- Gas/fuel (mileage only)
- Vehicle lease
- Equipment rental (on ongoing basis)
- Construction
- Land
- Land acquisition, capital improvement, or construction costs
- Liability Insurance (medical under benefits only)
- Lobbying
- Membership/Dues
- Legal expenses
- Indirect costs
- Entertainment
- Costs incurred outside project period
- Vehicle purchase or maintenance
- Vehicle lease or rental
- Fund Raising
- Taxes (of any kind)
- Bonus or commission

Additional funding information: JABG funds cannot be used to replace state or local funds already being spent. No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in “Scared Straight” type programs regardless of the source of funding for the activity, will be funded by TCCY.

Funding of positions and salaries will be reviewed on a case-by-case basis. The Commission reserves the right to fund salary amounts it feels are consistent with the duties of the position. All travel by project staff must follow current State of Tennessee Travel Regulations. The grant application should include all anticipated out-of-state travel with justification of why the travel is necessary or enhances the ability of the grantee to meet stated objectives. All applicants for federal funds must complete the Certified Assurances (in Appendix) and must comply with Title VI guidelines regarding non-discriminatory practices for staff and program participants.

10. REIMBURSEMENT OF EXPENDITURES

Reimbursement

All payments to grantees are made on a reimbursement basis only. All subsequent claims must be submitted within thirty (30) days of the end of the reporting period. Final claims must be submitted within thirty (30) days of the end of the project period. A quarterly claim will not be paid until corresponding progress and expense reports are received and approved. Claims for reimbursement must be submitted at least quarterly. Claims for the quarter ending June 30, must be received by June 25 to allow for closing of the state fiscal year June 30.

Twenty Percent Budget Flexibility and Budget Revisions

For fiscal year 2011-2012, TCCY will allow budget flexibility for any needed adjustment. This means that you can make total adjustments between **existing line items in your budget**, without prior approval, not to exceed 20 percent of the total contract budget. (Example: If the total budget is

\$50,000.00, you may move dollars between line items not to exceed \$10,000.00 total). This flexibility is meant to be used if needed, but not to be abused. Below are guidelines in regard to any adjustments you make:

- Prior permission not required to make line item adjustments within the allowable 20 percent of the total budget.
- Submit the change to the budget in the current quarterly report. This allows TCCY to keep accurate records for auditing purposes.
- This flexibility **does not include** creation of new line items to existing budget.

Creating new line items, time extensions, adjustments of more than 20 percent, or any change in the total contract amount is a revision and requires prior approval. A letter of request with supporting documentation and clarifying reason(s) for the request must be submitted for consideration of approval.

Under no circumstances will any budget revision/adjustment be approved after July 31, 2012. This allows the fiscal department time to reconcile account balances before the end of the federal fiscal year. Therefore, it is imperative that you carefully review your budget when submitting reports to assess your needs before requesting a revision.

11. PROJECT PROGRESS REPORTS

Each grantee shall submit a quarterly progress report with their expense report within **30 days** of the end of the quarter. The purpose of the project progress report is to determine progress and/or deficiencies of sub-grantees in meeting the goals and objectives of the grant.

12. PROJECT SITE VISITS AND MONITORING

On-site Visits

Staff will make on-site visits to each grantee at least one time per year. The purpose of the site visits of sub-grantees receiving JABG Pass-Through Funds is to provide technical assistance to ensure that projects are doing well and meeting stated goals and objectives.

Program Monitoring

Staff may examine claims for reimbursement, fiscal records, program records, personnel records, and other records if needed. Additionally, all grantees are expected to have regular contact with the JABG Pass-Through Juvenile Justice Specialist, the TCCY Regional Coordinator in their area, and to participate in Regional Council activities. Each continuation grantee must include with their request for proposal a copy of their most recent Program Accountability Report (PAR).

13. PERSONNEL REQUIREMENTS

- All agencies/organizations with fifty (50) or more employees must have an Equal Employment Opportunity (EEO) plan.
- All agencies/organizations must have written policies and procedures for employees.
- All agencies/organizations must keep timesheets and travel logs for each employee working on the project.
- All staff and volunteers working with children in your program must have record of a criminal background and sex registry check on file.
- All staff funded under this project must submit proof of highest level of education i.e., diploma, transcript, professional state license.

14. SELF-SUFFICIENCY

JABG grantees must be self-sufficient after three years. Self-sufficiency means the program will not require JABG funds for implementation.

15. LETTER OF SUPPORT

All applicants must secure a letter of support from the juvenile court judge. If the agency/organization is unable to obtain a letter of support from the juvenile court judge, it must obtain a letter of support from the juvenile court administrator or the county executive/mayor, or the lead youth service officer. If the applicant is a school based program, please obtain a letter of support from the school principal or his or her designee.

16. CULTURAL COMPETENCY TRAINING.

All personnel involved with the program, including volunteers, must be provided cultural competency training within the first or second quarter of project implementation. If training is provided outside of the agency, documentation must be submitted with the third quarter report.

17. TITLE VI COMPLIANCE REQUIREMENTS

Purpose: “No person shall on the grounds of race, color, national origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the Tennessee Commission on Children and Youth (TCCY). It is the intent of TCCY to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964.”

In addition, TCCY complies with the following federal laws:

- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart D;

- Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the Department of Justice implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972 which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681) and the Department of Justice implementing regulations at 28 C.F.R. Part 54; and
- The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102) and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart I.
- The Department of Justice regulations on the Equal Treatment for Faith-based Organizations which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using Department of Justice funding on inherently religious activities (28 C.F.R. Part 38).

TCCY requires all subgrantees to provide cultural competency services to participants, and, where possible, Limited English Proficiency (LEP) services to program participants.

TCCY does require the following of funded agencies:

All subrecipients to comply with their obligations under other applicable federal civil rights laws such as informing subrecipients about (a) the prohibition of discrimination not only under Title VI but also under the Safe Streets Act, the JJDP, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; (b) the EEO requirements; (c) providing meaningful access to programs and activities for LEP individuals; and, (d) having procedures in place to receive and evaluate complaints from employees and beneficiaries alleging discrimination not only under Title VI, but also under the Safe Streets Act, the JJDP, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

18. SUB-CONTRACTING WITH GRANTEEES

The grantee shall not assign this grant contract or enter into a subcontract for any of the services performed under this grant contract without obtaining prior written approval from the state. If such subcontracts are approved by the state, they shall contain at a minimum the section of the grant contract pertaining to “Conflicts of Interest,” “Lobbying,” “Nondiscrimination,” “Public Accountability,” “Public Notice,” and “Records” (as identified by the section headings). Notwithstanding any use of approved subcontractors, the grantee shall be the prime contractor and shall be responsible for all work performed.

19. LOCAL STATE ADVISORY BOARD MEMBERSHIP

When establishing a local **State Advisory Board (SAB) Membership**, (previously known as the Juvenile Crime Enforcement Coalition JCEC), units of local government must include, unless impractical, individuals representing: (1) police, (2) sheriff, (3) prosecutor, (4) state or local probation services, (5) juvenile court, (6) schools, (7) business, and (8) religious affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention. The list of agencies for establishing a SAB is not exhaustive. Units of local government may add additional representatives as appropriate. Organizations may utilize members of prevention policy boards established pursuant to Section 505 (b) (4) of Title V of the JJDP Act to meet the SAB requirement, provided that each such board meets the membership requirements listed in this paragraph. The board must meet at least once per quarter to monitor the progress of the local project. Documentation regarding the meetings should be included in the quarterly progress report.

Coordinated Enforcement Plan for Reducing Juvenile Crime

The local SAB must develop a plan that is based on an analysis of local juvenile justice system needs. The analysis determines the most effective use of funds within the seventeen (17) JABG Program Purpose Areas to achieve the greatest impact on reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders.

20. REQUEST AND SUBMISSION OF APPLICATION

All applications, revisions, and correspondence regarding grants shall be public information.

Applications may be accessed through the TCCY web site: <http://www.tennessee.gov/tccy>, or by attending grant application training. Application forms may be completed on-line and then printed for submission with the full application. Applicants may also request an application packet from:

Tennessee Commission on Children and Youth
9th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243-0800

An original and twenty (20) copies (a total of 21 copies) of the application must be submitted by the deadline established by the Commission. The original copy of the application must have original signatures (in blue ink) of persons authorized to enter into a contract.

III APPENDIX

A. JABG PASS-THROUGH APPLICATION CHECKLIST /REVIEW GUIDE

100 Points Possible

1. ____ All items on Face Sheet are completed. **5pts.**
2. ____ The Detailed Budget is completed. **15pts.**
3. ____ The Budget Narrative with justification is completed. **10pts.**
4. ____ The **complete** original grant application, including an original signature in blue ink, by a person authorized to contract, plus 14 copies (total of 15) are submitted to the TCCY central office by 4:30 P.M. CST by May 20, 2011. **The copies must include all forms, narrative, and attachments. 10pts.**
5. ____ All pages of the documents and narrative portions are completed, typed and numbered in the following order:
 - ____ Certification of Use of JABG funds (If funds are waived, an agency contact person and signature must be submitted). **5pts.**
 - ____ Program Purpose Area indicated. **5pts.**
 - ____ Local plan. **10pts.**
 - ____ State Advisory Board membership with original signatures. **3pts.**
 - ____ Budget Narrative. **3pts.**
 - ____ Project Personnel. **3pts.**
 - ____ Past Accomplishments. **3pts.**
 - ____ Future Funding. **3pts.**
6. ____ TCCY Certified Assurances. **5pts.**
7. ____ U.Ss Dept of Justice Assurances and Certifications. **5pts.**
8. ____ A current support letter from the juvenile court judge. **10pts.**
9. ____ Application is stapled in upper left corner or secured with a heavy-duty binder clip. **5pts.**

(No rubber bands, paper clips, report covers, notebooks, binders, or professional binding of any kind.)

Additional materials will not be considered.

Total Points _____

PROGRAM PURPOSE AREAS

Program Purpose Area Distribution of Funds

JABG funds are to provide assistance to states and units of local government to develop programs to promote greater accountability in the juvenile justice system. There are 17 program purpose areas in the JABG Pass-Through program. They can be found at the OJJDP website. **TCCY DOES NOT FUND CONSTRUCTION PROJECTS** which is number two.

Purpose Area 1 - **Graduated sanctions**: Developing, implementing, and administering graduated sanctions for juvenile offenders.

Purpose Area 2 – **Corrections/detention facilities (JABG1)**: Building, expanding, renovation, or operating temporary or permanent juvenile correction, detention, or community corrections facilities.

Purpose Area 3 – **Court Staffing and pretrial services**: Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.

Purpose Area 4 – **Prosecutors (staffing)**: Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.

Purpose Area 5 – **Prosecutors (funding)**: Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.

Purpose Area 6 – **Training for law enforcement and court personnel**: Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.

Purpose Area 7 – **Juvenile gun control**: Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.

Purpose Area 8 – **Juvenile Drug Courts**: Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders.

Purpose Area 9 – **Juvenile records system**: Establishing and maintaining a system of juvenile records designed to promote public safety.

Purpose Area 10- **Information sharing**: Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

Purpose Area 11 – Accountability: Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.

Purpose Area 12 – Risk and needs assessment: Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

Purpose Area 13 – School safety: Establishing and maintaining accountability-based programs that are designed to enhance school safety.

Purpose Area 14 – Restorative justice: Establishing and maintaining restorative justice programs.

Purpose Area 15 – Juvenile courts and probation: Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

Purpose Area 16 – Detention/corrections personnel: Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

Purpose Area 17 – Pre-release/Post-release systems: Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.

See page 21 of this application to fill out the performance measure sheet. For all 17 Program Performance Measures you can go to www.ojjdp.ncjrs.gov/grantee/pm/. open: Welcome to the OJJDP Performance Measures, web page. On the far left you will see a list of programs, the one that will provide you with the needed information is the 3rd one down from the top. Click on: Performance Measures for Grantees. Go to the middle of the page and under OJJDP Performance Measures and Training, click on: Performance Measures by Program. Go to the middle of the page and click on: Juvenile Accountability Block Grants Program. Then click on: Indicator Grid either Word or PDF. After finding the program purpose performance measures that fit your program, then pick the measures that deal directly with the area chosen. If you have questions call Philip McKenzie at 615-253-6850 or email at Philip.McKenzie@tn.gov.



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

Date:

JABG Grantee
Grantee Address
City, TN ZIP

EXAMPLE

Dear Mr. Doe:

Shelby County is eligible to receive a grant of \$000,000 under the federal **Juvenile Accountability Block Grant (JABG) Program** authorized under Public Law 105-227. This program is intended to help improve the juvenile justice system and to provide greater accountability for juveniles involved in criminal activities. **Background materials regarding the JABG Program are enclosed for your review.** Your award of \$000,000, based on a formula prescribed by federal law, requires a ten percent cash match to secure your award of \$000,000.

You have three options available with regard to these funds.

1. **TO ACCEPT THE ALLOCATION OF FUNDS;**
2. **TO DECLINE THE ALLOCATION OF FUNDS;**
3. **TO WAIVE THE ALLOCATED FUNDS TO ANOTHER LOCAL UNIT OF GOVERNMENT** (see attached certification form).

Please return the enclosed Certification of Use of JABG Funds form even if you choose not to participate by May 20, 2011 to the address below. **Failure to reply by May 20, 2011 will result in the reassignment of your allocated funds to TCCY for use in underserved areas.**

TCCY Juvenile Justice Specialist
Tennessee Commission on Children and Youth
Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800

If you have further questions please contact a JJ Specialist at (615) 741-2633. Thank you for your interest and prompt reply.

Sincerely,

Debrah Stafford
Juvenile Justice Director

Enclosures



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

Certification of Use of Juvenile Accountability Block Grant (JABG) Funds

Please check **ONE** of the following options:

I, _____, Chief Executive Officer of _____ choose to:
(County, City, or Township)

1. Accept the allocation of funds in the JABG program in 2011. By accepting the amount of \$ _____ of JABG funds, I certify that funds will be expended under the terms and conditions of the program. We understand and acknowledge that we are responsible for expenses in accordance with state and federal regulations.
2. Decline the allocation of funds in the JABG program in 2011.
3. * Waive the allocation of funds to another unit of local government (county, city, or township), as indicated below.

If exercising option 3, **PLEASE COMPLETE THIS PAGE ONLY AND MAIL IT TO THE ADDRESS BELOW.**

Agency to which funds are waived.	Contact Name:
Name: _____	Title: _____
Address: _____	Phone #: _____
_____	FAX: _____
_____	E-mail: _____
_____	_____
Authorized signature	Date
_____	_____
Title	County, City, or Township

Acceptance of award (signature)

Date

***Note: If you waive your funds to another local unit of government, you MUST receive services in return. If you receive waived funds from another local unit of government, you MUST provide services in return.**



STATE OF TENNESSEE

TENNESSEE COMMISSION ON CHILDREN AND YOUTH

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**Program Purpose Area Indication
JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG)
2011 – 2012 LOCAL ENTITLEMENT GRANTS**

Check the Program Purpose Area this grant will support.
Please choose only **ONE** program purpose area.

Program Purpose Area

- 1. Graduated sanctions
- 2. Corrections/detention facilities
- 3. Court staffing and pretrial services
- 4. Prosecution: Hiring
- 5. Prosecution: Drugs, Gangs, Violence
- 6. Training for law enforcement & court staff
- 7. Juvenile gun courts
- 8. Juvenile drug courts
- 9. Juvenile records system
- 10. Information-Sharing Programs
- 11. Accountability-Based Programs
- 12. Risks and needs assessment
- 13. School safety
- 14. Restorative justice
- 15. Juvenile courts and probation
- 16. Detention/corrections personnel
- 17. Pre-release/post-release systems

* Construction requires a 50% cash match of total projected costs. **TCCY DOES NOT FUND CONSTRUCTION PROJECTS.**

I, _____,
(Name/Title)

acting for _____ do certify that the above information is true:
(Name of City/County/Township)

ASSURANCES

- 1. We have established a STATE ADVISORY BOARD (SAB) membership in accordance with the federal guidelines.
- 2. Our SAB membership has developed a Coordinated Enforcement Plan and it is attached.
- 3. We have or (will have) the required cash match.

Authorized Signature:	Date:
Typed Name/Title:	Phone:



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH
Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

LOCAL PLAN

Local Plan for: _____
(City/County/Township)

Authorized Signature: _____

Units of local government eligible to receive JABG funds must establish a Coordinated Enforcement Plan for reducing juvenile crime developed by the local STATE ADVISORY BOARD (SAB) membership.

Coordinated Enforcement Plan for Reducing Juvenile Crime

The plan developed by a local SAB membership is based on an analysis of local juvenile justice system needs. The analysis determines the most effective use of funds, within the seventeen (17) JABG Program Purpose Areas, to achieve the greatest impact on reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders.

YOU MUST COMPLETE THE FOLLOWING INFORMATION.

Instructions: Please label each section by heading and present the required information. Be careful to include all of the items listed in your responses. Limit the budget and program narrative to eight (8) typewritten pages or less. All pages must be TYPED, NUMBERED, AND IN THE SPECIFIED ORDER.

I. Project Narrative:

A. State one (1) program purpose area this project will address.

1. Describe the nature, scope, and degree of the problem in the target area; use local data/statistics.
2. Describe how the proposed project will address the problem(s) in #1 above. **Note the evidence based program and show how your program relates.**
3. Specify the program purpose area to be addressed.

B. Describe the goals and objectives of the project.

1. Describe the goal(s) of this project in terms of its impact on the community.
2. Describe your strategies for achieving the project goal(s). Explain the rationale.
3. Describe your capability to implement the project's goals.

1. List no more than two Goals for the project.

A goal is a broad statement of what the program intends to accomplish. This includes the intended long-term outcome of the program.

2. List no more than two objectives for each goal.

Objectives are the expected achievements/products that are well-defined, specific, measurable, and derived from the goal(s). List each quarterly activity that will help you reach your objectives.

3. Performance Measures.

1. Output Indicator: data used to demonstrate the implementation of activities and indicators of services provided.
2. Short-Term Outcome Indicator: immediate results of the program.
3. Intermediate-Term Outcome Indicator: results that occur after the short-term outcomes connected to the program purpose area.
4. Intermediate-Term Outcome Indicator: data used to measure the achievement of goals and objectives.

The following are just two examples of what is needed:

**Program Area 3: Hiring Court Staff/Pretrial Services
Performance Measure**

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Number and percent of eligible youth served using graduated sanction approaches_____				
Short-term Outcomes				
Number and percent of program youth completing program requirements_____				
Long-term Outcomes				
Number and percent of program youth who reoffend_____				

**Program Area 11: Accountability
Performance Measure**

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Number and percent of eligible youth served using graduated sanction approaches_____				
Short-term Outcomes				
Number and percent of program youth completing program requirements_____				
Long-term Outcomes				
Number and percent of program youth who reoffend_____				

***Note:** Please indicate projected numbers for outputs and outcomes. Place the chart into your grant application.

4. Project evaluation.

Explain the evaluation plan for this project, including measures of program impact, participant outcomes, and effectiveness of program processes.

II. Project Personnel

1. The applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person.

2. Provide a copy of degree(s) and diploma(s) earned for each project personnel.

3. An explanation of qualifications for personnel is included.

-Job title;

-Percent of time spent on this project;

-Job responsibilities;

-Job qualifications (education and experience);

-Cultural competency training (provide date and hours-must be at least four hours).

4. Describe other personnel who will be involved with the project, but who will not be paid from the project budget.

5. Include an organizational chart indicating how the project will fit into the overall management scheme of the agency.

III. Local State Advisory Board (SAB) MEMBERSHIP

When establishing a local State Advisory Board membership, units of local government must include, unless impracticable, individuals representing (1) police, (2) sheriff, (3) prosecutor, (4) state or local probation services, (5) juvenile court, (6) schools, (7) business, and (8) religious affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention. The eight listed groups for establishing a SAB membership is not an exhaustive list. Units of local government may add additional representatives as appropriate.

Please complete this form. It is a component of your local plan. Please include the member's name, title, address, organization represented, phone number, fax number, e-mail address, and have the original signatures.

STATE ADVISORY BOARD MEMBERSHIP

	NAME and TITLE	AGENCY and STATE ADVISORY BOARD MEMBERSHIP Representation	PHONE, FAX, and EMAIL ADDRESS (include area code)	SIGNATURE
1.		Police		
2.		Sheriff		
3.		Prosecutor		
4.		Probation		
5.		Juvenile Court		
6.		Schools		
7.		Business		
8.		Religiously-Affiliated		
9.		Fraternal		
10..		Non-Profit		
11.		Social Service Org.		
12.		Extra		
13.		Extra		
14.		Extra		

***Does your Local State Advisory Board meet quarterly? Yes___ No___**

IV. Past Accomplishments for Continuation:

All continuation projects must include a sufficient list of past accomplishments within the 14-page narrative. Do not include copies of newspaper articles, testimonials, etc. Past accomplishments should be quantifiable (i.e., how much, how many, percent reduction, successful program completion).

V. Future Funding Strategies:

The applicant explains in detail how the project will be funded after funding ends. List three entities that will be contacted regarding future funding.

VI. JABG Cash Match Requirement

Matching contributions must be provided and obligated by the end of the project period as identified in each grant. Each grant recipient is responsible for the entire cash match required by law. The cash match can be built into your program during the contract period.

Any funds generated by the program must be reported. Funds must be used before you receive JABG federal funds or the additional funding will help reduce the amount you receive through the JABG grant program.

The local government recipient of a JABG award must contribute (in the form of a cash match) 10 percent of the total program cost (other than cost of construction of permanent corrections facilities which require a 50 percent match). The total program cost is made up of the federal award amount and the cash match.

VII. Allowable Sources of Match

Allowable sources of a cash match under the JABG program are as follows:

- Funds from states and units of local government that have a binding commitment of matching funds.
- Housing and Community Development Act of 1974.
- Equitable Sharing Program, a federal asset forfeiture distribution program to state and local officials.
- Private funds.
- Program income and the related interest earned on that program income generated from projects may be used as match provided it is identified and approved prior to making an award.
- Program income funds earned from seized assets and forfeitures (adjudicated by a state court as state law permits).
- Otherwise authorized by law.

Funds received from any federal funding sources other than those listed above cannot be used as the cash match required for the JABG program.

VIII. Distribution of Funds

PROGRAM PURPOSE AREA

Nonparticipation or Waiver of Direct Award

If a unit of local government qualifies for an award of \$10,000 or more but does not want to participate in the program and does not waive the funds to another unit of local government, the funds are maintained at the state level to be used for areas that did not receive direct pass-through.

Units of local government can waive direct awards and defer to a larger or contiguous unit of local government to receive and expend funds on its behalf or enter into regional coalitions to plan for and expend funds on behalf of participants.

IX. ADDITIONAL QUESTIONS

If you have any additional questions about the JABG Program, questions regarding completion of these materials, or to get ideas regarding a program, please contact: Debrah Stafford, Juvenile Justice Director, or a Juvenile Justice Specialist at (615) 741-2633.

Face Sheet

Tennessee Commission on Children and Youth
 Andrew Johnson Tower, Ninth Floor
 710 James Robertson Parkway
 Nashville, TN 37243

JUVENILE ACCOUNTABILITY BLOCK GRANT
Pass-Through-APPLICATION
 Page 1 of 2

Date received (TCCY use only) _____ Application No. (TCCY use only) _____

1. Applicant (name, address, phone #) E-mail: _____	4. Implementing agency (name, address, phone) E-mail: _____	6. Type of application: Initial ___ Continuation ___ Previous grant number: _____
2. Head of Applying agency (name/title)	5. Project Director (name, address, phone) E-mail: _____	7. Beginning Date _____ Ending Date _____
3. Financial officer (name, phone #)		8. Total number of pages in application _____

9. Project Title: _____

10. Brief project summary (do not attach additional pages) : _____ Total number of children to be served: _____

11. Total number of employees in implementing agency: _____ Does your agency have an EEO Plan? Yes ___ No ___ Does your agency have written policies and procedures for employees? Yes ___ No ___	12. Applicant's Federal Identification Number: _____
--	--

13. Proposed project budget summary (Must be consistent with Detailed Budget)	Federal Requested Amount	Total Budget	Approved Amount (for TCCY use only)
A. Personnel: 1. Salaries 2. Fringe Benefits			
B. Equipment			
C. Travel			
D. Training			
E. Consultants and Contracted Providers			
F. Supplies and Operations			
G. Communications			
BUDGET TOTALS			

14. I, the undersigned authorized representative of the applicant, do submit this application on behalf of the applicant. If awarded a grant to implement the provisions herein, I do certify that all applicable federal and state laws, rules, and regulations applicable thereto will be followed.

Applicant signature and date	Endorsed by head of implementing agency: signature and date
(Title)	(Title)

Submit one copy of completed application with original signatures and 20 copies (21 total).
 CY-0013 (Rev.8/05)

RDA 1681

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
JABG PASS-THROUGH FACE SHEET**

Failure to accurately complete all information and comply with all instructions jeopardizes consideration of this grant. There should be no blanks on the Face Sheet (CY-0099), except those designated for TCCY USE ONLY.

1. Enter name, address, email address, and telephone number of local unit of government that will administer the project.
2. Enter the name and title of the person who is the head of the agency listed as applicant.
3. Enter the name and title of the person who will be responsible for financial matters relating to the project, such as accounting and financial reports, and who will be authorized to sign requests for reimbursement of expenditures.
4. Enter the name, address, email address, and telephone number of the department within the local unit of government or private non-profit organization which will actually be responsible for implementing the project (e.g., local unit of government, juvenile court, etc.).
5. Enter the name, address, email address, and telephone number of the person who will be charged with the responsibility for implementing and operating the project.
6. Check whether this application is for an **initial** (first year) **year continuation** project. If this is a continuation project, put the previous grant number on the line provided. **THIS BLOCK MUST BE COMPLETED.**
7. Indicate project beginning and ending dates.
8. Number all pages in the application and enter the total number of pages on the line provided.
9. Enter the formal **Project Title** which is brief and descriptive (preferably not exactly the same as the Program Category Title).
10. Present a brief summary of the project. Indicate the number of youth to be served for the year, explain the project operation, and how the project will accomplish its objectives. Please limit your response to the space provided.
11. Enter the total number of full-time and part-time employees in the implementing agency. Indicate whether or not your agency has an EEO Plan and written policy and procedures.
12. Enter the **Federal Identification Number** for the applicant.
13. Enter the total funds proposed to be spent on the project by the six major budget categories as described in the **Detailed Budget**. **Cash or in-kind match** (equal to 50% of **requested federal amount**) must be indicated in the columns provided, as well as the **total budget**. (Specific explanation of **in-kind match** must be provided in the budget narrative.)
14. The application must be signed by the person identified in #2 above. The signer must be duly authorized to enter into a contract, or to contractually obligate funds on behalf of the local unit of government. The signature appearing on the application should be the same as will appear on the grant award accepting the funds on behalf of the sub-grantee. The application should be dated when signed and the appropriate title of the signer should be in the space provided. **The signature must be an original (not a stamp) and in blue ink.**

The application must also be endorsed by the head of the implementing agency (e.g., the juvenile court judge if the county executive is submitting an application for a project to be implemented by the juvenile court). The signer should be the head of the agency identified in #4 above.

***Face sheet can be filled out on line and printed off to be sent in.**

DETAILED BUDGET

BUDGET CATEGORY	Requested Federal Amount	Cash Match	Approved Amount (TCCY use only)
A. PERSONNEL: (Include title, annual salary, and percent time devoted to project)			
1. Salaries			
2. Fringe Benefits: (Itemize fringe benefits and costs)			
Sub-total			
B. EQUIPMENT: (Itemize with each unit cost)			
Sub-total			
C. TRAVEL: (Itemize travel expenses – local and out-of-state)			
Sub-total			
D. Consultants: (List by name, type of services provided, fee, and other expenses per engagement)			
Sub-total			
E. SUPPLIES AND OPERATIONS: (List all items within this category by major type – supplies, utilities, etc.)			
Sub-total			
F. COMMUNICATIONS: (Includes land line, cellular service and Internet service)			
Sub-total			
G. Other: (Includes training, tuition, registration, materials, etc.)			
Sub-total			
H. BUDGET TOTALS			
	27		

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
JABG PASS-THROUGH DETAILED BUDGET**

1. **GENERAL:**

The **DETAILED BUDGET** should be completed for each applicable major budget category for which funding is requested. For each item listed within a category, indicate the amount of money allocated for that line item, including the **federal amount requested, cash match, in-kind match**, and **total budget** for the line item.

DO NOT WRITE under the **APPROVED BUDGET** heading as this is for Tennessee Commission on Children and Youth use only. The last line at the bottom of the page represents summary budget. Use only whole dollar figures. **BUDGET AMOUNTS SHOULD BE ROUNDED OFF TO THE NEAREST DOLLAR. Do not complete the space marked APPLICATION NUMBER** as this will be assigned by the Tennessee Commission on Children and Youth.

2. Enter the figures on the **DETAILED BUDGET** form. If additional space is necessary, please continue on plain white paper clearly specifying the category.

3. **SPECIFIC BUDGET CATEGORIES:**

A. Personnel:

1. **Salaries:** Include title, annual salary, and percentage of time devoted to the project.
2. **Fringe Benefits:** List each type of benefit included and the total cost allowable to employees assigned to the project (up to 30%).

B. Equipment: Each item of equipment to be purchased should be listed showing quantity and unit cost.

C. Travel: Itemize travel expenses of project personnel and programmatic travel showing purpose and number of trips expected. Indicate local and out-of-state travel separately. Travel reimbursement must conform to state travel regulations.

D. Training: Itemize training costs, indicating training/seminar tuition, registration fees, and materials costs. Travel associated with training should be included under "C. Travel". The Budget Justification should include the need for training, who will be trained, and the source(s) of training.

E. Consultants and Contracted Providers: List by type, name, fee, and other expenses per engagement for the project.

F. Supplies and Operating Expenses: List all items within this category by major types (e.g., supplies, postage, utilities, communication, etc.).

G. Budget Totals: The total project budget should be the sum of the category totals of all individually listed budget items.

***Detailed Budget sheet can be filled out on line and printed off to be sent in.**

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
JABG PASS-THROUGH BUDGET NARRATIVE INFORMATION**

1. Budget Narrative Information:

A. Budget Justification:

1. One (1) page is preferred, and not more than two (2) pages.
2. Provide a narrative justification for EACH item requested by budget category. Explain the purpose and necessity of each specific expenditure. If travel is included specify who will travel, where, why, and the specific costs (mileage, hotel, meals, etc.) per trip.
3. Indicate the projected number of youth to be served during the proposed fiscal year. Calculate the cost-per-participant and address the cost-effectiveness of this project.
4. If this project is approved, the applicant will be required to complete forms authorizing direct deposit of reimbursement.

B. Cash Match:

1. Cash Match equivalent to 10 percent of the requested amount is required. For each line item, indicate the source of any cash match. Provide specific information to show how you calculated the value of all in-kind matches. **(Careful documentation of expenditures, time sheets, and value of services provided must be maintained for audit purposes. The federal requirement for maintenance of records is three years from the final report.)**

Additional materials will not be considered.



State of Tennessee
Tennessee Commission on Children and Youth
JABG Pass-Through Grants
Certified Assurances

- ◆ Applicant agrees that no person, including prevention policy board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the program receiving federal JABG Pass-Through funding.
- ◆ Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.
- ◆ Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).
- ◆ Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.
- ◆ Applicant agrees that project staff will interact with the Tennessee Commission on Children and Youth (TCCY) Regional Coordinators, including participation with the Regional Council.
- ◆ Applicant agrees to make a presentation to the TCCY relative to the progress and activities of the project, if requested.
- ◆ Applicant agrees that federal JABG Pass-Through funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.
- ◆ Applicant assures that a STATE ADVISORY BOARD (SAB) has been convened prior to submission of this application, has developed and approved the application, will be the decision-making body for the implementation of this project; and that a complete list of SAB members has been completed using the form provided in this application.
- ◆ Applicant agrees to the following: "No person shall on the grounds of race, color, national origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the TCCY. It is the intent of TCCY to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964."

Signature of Authorized Official

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No.A-21, A-122, A-128, A-87; 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 as may be required.
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 safeguard to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in 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 purposed for use in any area that had 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 569a-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 sub grantees and contractors, with the applicable provisions of Title 1 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 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 Environment 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 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, 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.

Signature

Date

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

1. Grantee Name and Address:

2. Project Name:

3. Grantee IRS/Vendor Number:

4. Typed Name and Title of Authorized Representative:

5. Signature

6. Date

Insert Federal OJP Form 4061/6

Certifications Regarding Lobbying; Department, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (page 2)