



Juvenile Accountability

Block Grant

State-Allocated 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 that 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 this is a very competitive process and grant applications must follow **strict adherence** to the guidelines and instructions in the application package. Failure to do so will result in the rejection of your application.

- **Project narrative must not exceed fourteen (14) pages.**
- **Project narrative must be double-spaced, 12-point font, and numbered in order.**
- **Authorized signatures and telephone numbers must be on the original application and signatures must be 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 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 for 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 and make recommendations for approval/disapproval. Grant applications will be awarded funds depending on the geographical area, site reports, Policy 22 review, grant score, and progress reports, if applicable.

If you have questions, please call the Juvenile Justice Specialist for your area or Debrah Stafford at (615)741-2633 for information or technical assistance. You may also contact your TCCY Regional Coordinator for information or assistance.

JABG STATE-ALLOCATED GRANTS

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JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM

I. General Information

The Tennessee Commission on Children and Youth (TCCY) will annually award Juvenile Accountable Block Grant State- Allocated 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.**

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.

There are two types of distribution for the JABG funds. They include local **Pass-Through** funds and **State-Allocated** funds. **This application is for State-Allocated funds.** According to the federal formula calculations, all local jurisdictions that are eligible to receive at least \$10,000 can receive Pass-Through funds if they request them. The amount for each unit of local government is determined by a formula established by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). TCCY chose not to apply for a waiver; therefore, 75 percent of the JABG funds will be passed on to the units of local government. The remaining 25 percent will be used by the state to benefit those areas that were not eligible to receive at least \$10,000. This distribution will be done through the request for proposals that focus on accountability and enhancing services for youth in the juvenile justice system. **The grantee requesting JABG State-Allocated funds must work in multiple counties (at least two or more). The counties being served by the State-Allocated funds should not be counties receiving JABG Pass-Through funds.**

The Department of Justice's (DOJ) 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 DOJ to fund inherently religious activities. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services based on a beneficiary's religion.

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

The following are three program purpose areas applicants can choose from for JABG State-Allocated funds (see **Program Purpose Area requirements in the Appendix**):

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

2. Eligibility of New and Continuation Projects. Entities eligible to apply for initial JABG State-Allocated grant funds shall include public and private (nonprofit) agencies including governmental, law enforcement, or other child serving or advocacy organization. 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. Equitable distribution of JABG grants across regions will be considered.

3. Matching Funds Requirement. There is no match required for JABG State-Allocated funds.

4. Evidence-Based Practices. All JABG State-Allocated sub grantee programs/projects are required to be evidence-based/model programs. The source and name 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* (MPG), describing evidenced-based delinquency prevention and intervention programs can be found on the MPG website www.ojjdp.ncjrs.org/programs/mpg.html.

5. Performance Measures and Project Evaluation. JABG funds are 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 directly related to program goals and objectives. Performance measures are used to assess a program's progress toward its stated goal(s).

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

- a) List evaluation tools and describe what they measure.
- b) Explain how data will be collected.
- c) Time frame for collecting data (i.e., monthly, daily).
- d) Explain the results to be achieved for participants in the program.

6. Grant Review Process. All grants shall be reviewed by TCCY staff and the State Advisory Board (SAB) for final approval or disapproval and funding level. The SAB will review applications and make recommendations for continued funding for grantees to the full Commission in August 2011. Grant applications will be awarded funds depending on the geographical area, site visit reports, Policy 22 review, grant score, and progress reports (if applicable). You will receive notification of that action within thirty (30) days after the Commission meets.

7. Project Start Date. Projects funded with JABG State-Allocated Grant funds will begin **October 1** and end **September 30** of the following year, unless designated by the Commission 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 juveniles' 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 Expenditures "...but not limited to." Allowable costs are those that contribute to one or more of the three program areas for JABG. The following items are **allowable** as part of a grantee's JABG State-Allocated Grant budget:

- administrative costs (i.e., support staff) up to five percent of award
- nutritious food items
- incentives (T-shirts, plaques, etc.) that 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

Disallowable Expenditures "...but not limited to." The following expenditures are **not allowable**:

- | | |
|---|---|
| <ul style="list-style-type: none"> - 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) | <ul style="list-style-type: none"> - 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. TCCY reserves the right to fund salary amounts it feels are consistent with the duties of the position. The allowable amount for fringe benefits is up to 30% of the salary amount requested. All travel by project staff must follow current State of Tennessee Regulations. The grant application should include all anticipated out-of-state travel, with justification as to 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 (**see Appendix**) and must comply with Title VI guidelines regarding non-discriminatory practices for staff and program participants.

10. Reimbursement of Expense Report. 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 the corresponding progress report is received and approved. Claims for reimbursement must be submitted at least quarterly. Claims for the quarter that ends on June 30, must be received by June 25 to allow for closing of the state fiscal year on June 30.

Twenty Percent Budget Flexibility and Budget Revisions: For fiscal year 2011-2012, TCCY will allow budget flexibility for needed adjustments. This means budget adjustments can be made between the **existing line items in the budget** without prior approval, not to exceed 20 percent of the total contract budget. (Example: If the total budget is \$50,000, dollars can be moved between line items not to exceed \$10,000 total.) This flexibility is meant to be used if needed but not to be abused. The following are guidelines with regard to any adjustments made:

- Prior permission is 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 **in order to allow TCCY to keep accurate records for auditing purposes.**
- This flexibility **does not include** creation of new line items to the 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. In these instances, a letter of request with supporting documentation and clarifying reason(s) for the request must be submitted for consideration of approval.

Under no circumstance will any budget revision/adjustment be approved after July 31, 2012. This will allow our fiscal department time to reconcile account balances before the end of the federal fiscal year. Therefore, it is imperative that the budget be carefully reviewed prior to submitting reports in order to assess your needs before requesting a revision.

11. Project Progress Reports. Each grantee shall submit a quarterly progress report along with the expense report within thirty (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. Staff will make on-site visits to each grantee at least one time per year. The purpose of the site visit of sub-grantees receiving JABG State-Allocated Funds is to provide technical assistance to ensure projects are doing well and meeting stated goals and objectives.

Project Monitoring Visits.

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 State-Allocated Juvenile Justice Specialist, the area TCCY Regional Coordinator, and to participate in Regional Council activities. Each continuation grantee must include with the request for proposal a copy of the 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 the 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, or professional state license.

14. Self-Sufficiency. Juvenile Accountability Block Grant grantees must be self-sufficient after three years. Self-sufficiency means the program will not require JABG funds for implementation. Applicants must explain how they plan to be self-sufficient after three years.

15. Letter of Support. All applicants must secure a letter of support from the juvenile court judge in the areas served. If the agency/organization is unable to obtain a letter of support from the juvenile court judge, you must obtain a letter of support from the juvenile court administrator, county executive/mayor, or lead youth services officer. If 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 quarters of project implementation. If training is provided outside 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 sub-grantees to provide Title VI training to staff, and, cultural competency services to participants to where possible, information on 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 Act, 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 Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

18. Sub-Contracting With Grantees. 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 the prior written approval of 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 Juvenile Crime Enforcement Coalition or 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) businesses, and 8) religiously-affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention. The list of eight groups for establishing a SAB is not an exhaustive list. Agencies may add additional representation 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 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 reports.

20. Requests for 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 printed for submission with the full application. Applicants may also request an application packet from the following address:

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

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

Appendix

APPEALS PROCESS

Criterion for Appeal:

Appeals will be considered only if:

THE COMMISSION FAILED TO FOLLOW ESTABLISHED GUIDELINES TO ASSURE FAIRNESS AND UNIFORMITY FOR ALL APPLICANTS.

Procedures for Appeal:

The awarding of Juvenile Accountability Block Grant funds from OJJDP is a discretionary act by the Tennessee Commission on Children and Youth (TCCY). TCCY strives, however, to assure that appropriate factions within state and local government, as well as private individuals and agencies, are informed of the availability of funds and have an opportunity to make application for the funds.

Established Guidelines:

TCCY developed the following guidelines to assure fairness and uniformity:

- Announcement of availability of funds;
- Training in grant writing;
- Acceptance of grant applications;
- Review of grant applications; and
- Notification of approval/disapproval of applications.

These guidelines are adopted by TCCY and reviewed periodically for update and revision. The decisions of TCCY relative to the approval or disapproval of grant funds shall be final, except for the above-mentioned criterion.

If the applicant feels that sufficient evidence can be shown to support the one criterion above, an appeal may be filed **in writing within ten (10) working days** of notification of approval/disapproval of the grant application. TCCY staff shall stamp the appeal with the date and time of receipt. TCCY staff, as designated by the executive director, shall review the appeal and investigate to determine if the evidence presented in the appeal has merit.

If the appeal is found to be of merit by the staff committee, the State Advisory Board (SAB) shall schedule the grant for review. This review shall take place prior to the next regularly scheduled TCCY meeting and the recommendation of the SAB shall be discussed as an agenda item at that meeting. The decision of TCCY on the appeal shall be final, with no further appeal.

PROGRAM AREA 9: JUVENILE RECORDS SYSTEM

PERFORMANCE MEASURES

PA	TYPE	#	MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
9	OP		Amount of JABG funds awarded for system improvement**	Increased organizational capacity	The amount of JABG funds in whole dollars that are awarded for System Improvement during the reporting period. Program records are the preferred data source.	Funds awarded to program for services
9	S-T OC		Number and percent of programs/initiatives employing best practices**	Improve program quality	Report on the number and percent of programs/initiatives employing best practices. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	<ul style="list-style-type: none"> a. Number of programs/initiatives employing best practices b. Number of programs/initiatives c. Percent (A/B)
9	I-T OC		Number and percent of eligible youth served using Graduated Sanctions approaches**	Improve program activities	An unduplicated count of the number of youth served using a graduated sanctions approach by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth served during any part of the reporting period using a graduated sanctions approach. To calculate the percentage, divide the number above by the total number of youth served during the reporting period. Program records are the preferred data source.	<ul style="list-style-type: none"> a. Number of youth admitted to <u>graduated sanctions</u> program b. Number of youth admitted into any grantee program c. Percent (a/b)
9	I-T OC		Number and percent of youth with whom a best practice was used**	Improve program quality	The number and percent of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	<ul style="list-style-type: none"> a. Number of youth with whom a best practice is used b. Number of youth c. Percent (a/b)
9	L-T OC		Number and percent of program youth who reoffend	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	<ul style="list-style-type: none"> a. Number of youth with a new offense b. Number of youth in program c. Percent (a/b)

**PROGRAM AREA 11: ACCOUNTABILITY
PERFORMANCE MEASURES**

PA	TYPE	#	MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
11	OP		Number and percent of eligible youth served using graduated sanctions approaches*	Improve program activities	An unduplicated count of the number of youth served using a graduated sanctions approach by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth served during any part of the reporting period using a graduated sanctions approach. To calculate the percentage, divide the number above by the total number of youth served during the reporting period. Program records are the preferred data source.	<ul style="list-style-type: none"> a. Number of youth admitted to <u>graduated sanctions</u> program b. Number of youth admitted into any grantee program c. Percent (a/b)
11	S-T OC		Number and percent of program youth completing program requirements*	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	<ul style="list-style-type: none"> a. Number of program youth who exited the program having completed program requirements b. Number of youth who left the program c. Percent (a/b)
11	L-T OC		Number and percent of program youth who reoffend	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	<ul style="list-style-type: none"> a. Number of youth with a new offense b. Number of youth in program c. Percent (a/b)

**PROGRAM AREA 12: RISK AND NEEDS ASSESSMENT
PERFORMANCE MEASURES**

PA	TYPE	#	MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
12	OP		Number and percent of eligible youth served using graduated sanctions approaches*	Improve program activities	An unduplicated count of the number of youth served using a graduated sanctions approach by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth served during any part of the reporting period using a graduated sanctions approach. To calculate the percentage, divide the number above by the total number of youth served during the reporting period. Program records are the preferred data source.	<ul style="list-style-type: none"> a. Number of youth admitted to <u>graduated sanctions</u> program b. Number of youth admitted into any grantee program c. Percent (a/b)
12	S-T OC		Number and percent of program youth completing program requirements*	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	<ul style="list-style-type: none"> a. Number of program youth who exited the program having completed program requirements b. Number of youth who left the program c. Percent (a/b)
12	L-T OC		Number and percent of program youth who reoffend	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	<ul style="list-style-type: none"> a. Number of youth with a new offense b. Number of youth in program c. Percent (a/b)

JABG STATE-ALLOCATED PROJECT APPLICATION CHECKLIST

The following items have been completed and included in this grant application:

1. ____ All items on the Face Sheet (page 1 of Form CY-0099a) are completed.
2. ____ The Detailed Budget is completed.
3. ____ All pages of the document and narrative portions are completed, typed, and numbered in the following order (items 1-12 should be no more than 30 pages):
 - ____ CY-0099a (2 sheets)
 - ____ Budget Narrative (no more than two pages)
 - ____ Project Narrative (14 typewritten pages and double-spaced or less with minimum type size 12. **(DO NOT CAPITALIZE ALL WORDS)**)
4. ____ A letter from one juvenile court judge from **each county served** is attached.

The following information should be attached to the application:

5. ____ Federal Certified Assurances, Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements.
6. ____ TCCY Certified Assurances.
7. ____ Current support letters from each county involved with this project in a collaborative role are included in the appendix.
8. ____ List of current State Advisory Board (SAB) members with signatures indicating they approve the proposal **(use attached form)**.
9. ____ Application is stapled in the upper left corner or secured with a heavy-duty binder clip **(no rubber bands, paper clips, report covers, notebooks, binders, or professional binding of any kind)**.

Please see the attached review guide for specifics about how the budget and narrative sections will be scored.

JABG STATE-ALLOCATED GRANT APPLICATION

REVIEW GUIDE

	Possible Points	Points Earned
I. BUDGET JUSTIFICATION	<u>10</u>	_____
1. Detailed, accurate budget is included. (4 pts)		
2. Budget narrative explains in detail the need for each line item. (6 pts)		
II. PROJECT IMPLEMENTATION	<u>40</u>	_____
1. The nature, scope, and degree of the problem has been adequately documented using local and state data and statistics. (4 pts)		
2. The target population is clearly defined. (2 pts)		
3. The applicant describes how the program will address specific needs of minority youth . (4 pts)		
4. The applicant identifies and describes how the program will address any gender-specific needs of females. (4 pts)		
5. The proposed project fits the overall objective of the JABG program. (4 pts)		
6. No more than two project goals for the year are clearly stated. (4 pts)		
7. The project objectives are time bound, realistic, and measurable (only two objectives per goal). (5 pts)		
8. Activities for each objective are presented in a quarterly format. (4 pts)		
9. The project demonstrates a collaborative effort with other agencies. (4 pts)		
10. A best practice model is listed and implemented by the program. (5 pts)		
III. STATE ADVISORY BOARD	<u>10</u>	_____
1. The list of State Advisory Board members with their signatures is included. (4 pts)		
2. The State Advisory Board includes members from the following areas: police, sheriff, prosecutor, state or local probation services, juvenile court, schools, businesses, and religiously affiliated, fraternal, non-profit organizations involved in crime prevention. (3 pts)		
3. Project indicates the State Advisory Board will meet at least once per quarter. (3 pts)		
Page Total	<u>60</u>	_____

	Possible Points	Points Earned
IV. PROJECT EVALUATION	<u>20</u>	_____
1. The applicant has described the data collection process. (5 pts)		
2. Tools are listed that will be used to evaluate the program. (5 pts)		
3. The applicant explains the time frame for collecting data. (5 pts)		
4. The performance measures chart is included with quantifiable numbers. (5)		
V. PROJECT PERSONNEL	<u>10</u>	_____
1. Applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person. (2 pts)		
2. An explanation of qualifications for personnel is included (a copy of degree(s) and diploma(s) are included for each project personnel). (2 pts)		
3. The organizational chart shows how project personnel fit into the overall organization. (1 pt)		
4. Applicant describes their agency plan for providing cultural competency training. (3 pts)		
5. Applicant describes the agency plan for providing Title VI training. (2 pts)		
VI. PAST ACCOMPLISHMENTS	<u>5</u>	_____
1. The continuation project includes a list of past accomplishments (must be quantifiable and show how many, how much, what percent). (4 pts)		
2. There is an explanation for goals and objectives not met. If not applicable, there is a statement indicating all goals and objectives were met. (1 pt)		
OR		
3. If this is an application for a new project and the applicant or implementing agency has not been previously funded by TCCY, there is a description of other projects developed by the agency, funding obtained, and outcomes achieved. (5 pts)		
VII. FUTURE FUNDING STRATEGIES	<u>5</u>	_____
1. The applicant explains in detail how the project will be funded after JABG funding ends. At least three funding organizations are identified and listed. (5 pts)		
Page Total	<u>40</u>	_____
<u>Note:</u> Deduct 10 points if copies are not an exact duplicate of the original.		<u>-10</u>
Grand Total	<u>100</u>	_____

Face Sheet

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

JUVENILE ACCOUNTABILITY BLOCK GRANT
STATE-ALLOCATED 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 Amount Requested	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)

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

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

1. Enter name, address, telephone number, and email address 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, title, address, telephone number, and email address of the person who will be responsible for financial matters such as accounting and financial reports, and who will be authorized to sign requests for reimbursement of expenditures.
4. Enter the name, address, telephone number, and email address of the department within the local unit of government or private non-profit organization that will actually be responsible for implementing the project (e.g., local unit of government, juvenile court, etc.).
5. Enter the name, address, telephone number, and email address 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 or 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** that 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, explain the project operation, and how the project will accomplish its objectives. Fill in the number of children your project will serve over a one-year period. 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 policies and procedures.
12. Enter the applicant's **Federal Identification Number**.
13. Enter the total funds proposed to be spent on the project by the six major budget categories as described in the **Detailed Budget**.
14. The person identified in Item 2 above must sign the application. 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 written in blue ink.**

The head of the implementing agency must also endorse the application (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 Item 4 above.

***Face sheet can now be filled out online, printed off, and submitted.**

Detailed Budget

BUDGET CATEGORY	Requested Federal Amount	Approved Amount (TCCY use only)
A. PERSONNEL (include title, annual salary, and percent of time devoted to the project):		
1. Salaries		
2. Fringe Benefits (itemize fringe benefits and costs):		
Sub-total		
B. EQUIPMENT (itemize 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, i.e., 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		
BUDGET TOTALS		

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
JABG 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**.

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 the summary budget. Use only whole dollar figures. BUDGET ITEMS 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.

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

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

F. Communications: List all costs. Please break out by landline, cellular service, and internet service.

G. Other (including training, tuition, registration, materials, etc.).

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

***Detailed Budget sheet can now be filled out online, printed off, and submitted.**

**INSTRUCTIONS FOR COMPLETING
FEDERAL JUVENILE JUSTICE GRANT APPLICATION
JABG BUDGET AND PROJECT NARRATIVE INFORMATION**

BUDGET INFORMATION

C. Budget Narrative:

- One page is preferred and no more than two pages.
- 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.
- 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.
- If this project is approved, the applicant will be required to complete forms authorizing direct deposit of reimbursement.

PROJECT NARRATIVE

Instructions: Each section must be labeled by heading. Include all of the items requested in your responses. Limit the narrative to fourteen (14) typewritten pages or less. **All pages must be typed, numbered, and in the specified order (see Checklist).**

I. Project Implementation:

- State one Program Purpose Area (of the three given) this project will address.
- Describe how this project will address the purpose area chosen.
- Note the evidence-based practice, site the practice, and show how it relates to this program.
- Include how you will provide culturally sensitive services for minority youth. Give specific examples of services that will be provided.
- Describe how this project will address gender-specific services for females. Give specific examples of services that will be provided.
- Goals: Give no more than two clearly stated goals of this project for the year.
- Objectives: Give no more than two realistic, measurable, and time bound objectives per goal.
- Performance Measures:
 - Output Indicator
 - Short-Term Outcome Indicator
 - Intermediate-Term Outcome Indicator
- Describe activities related to your project.

II. List State Advisory Board (SAB) members along with their signatures. Use the form provided.

III. Project Evaluation:

- List evaluation tools and describe what they will measure.
- Describe how the data will be collected.
- Time frame for collecting the data (monthly, daily, etc.).
- Applicant explains the results they plan to achieve for participants in the program.

IV. Project Personnel:

1. For each job title funded by the project, include the following:
 - Job title.
 - Percent of time spent on this project (if less than 100% of a 40-hour week, describe other agency responsibilities for this person).
 - Job responsibilities.
 - Job qualifications (education and experience). A copy of each person's most recent diploma(s) should be attached.
 - Copy of diploma or college transcript for each employee.
 - Please provide the date of cultural competency and Title VI training for staff. Each staff person should have at least four hours of cultural competency training during the grant year.
2. Include an organizational chart indicating how the project will fit into the overall management scheme of the agency and describe lines of supervision for project staff.
3. Provide information on whether or not your agency has an Equal Employment Opportunity (EEO) Plan and written employee policies and procedures.
4. Indicate if time sheets and travel logs are kept for each employee. EEO Plan, policies, time sheets, and travel logs will be requested at a later date.

V. Past Accomplishments: 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).

VI. Future Funding Strategies: Explain in detail how the project will be funded after TCCY funding ends. Include at least three sources that will be contacted for future funding.



State of Tennessee
Tennessee Commission on Children and Youth
JABG State-Allocated 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 State-Allocated 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 State-Allocated 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, and 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 that: "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, and 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.

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)**

**JUVENILE ACCOUNTABILITY BLOCK GRANT
STATE-ALLOCATED**

State Advisory Board (SAB) 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 Service		
5.		Juvenile Court		
6.		Schools		
7.		Business		
8.		Religiously-Affiliated		
9.		Fraternal		
10.		Non-Profit		
11.		Social Service Organization		
12.		Extra		
13.		Extra		
14.		Extra		

***Does your State Advisory Board meet quarterly? Yes ___ No ___**

**Program Area 9: Juvenile Records System
Performance Measures**

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Amount of JABG funds awarded for system improvement				
Short-term Outcomes				
Number and percent of program/initiatives employing best practices				
Intermediate-term Outcomes				
Number and percent of eligible youth served using Graduated Sanctions approaches				
Number and percent of youth whom a best proactive was used				
Long-term Outcomes				
Number and percent of program youth who reoffend				

***Note: Please indicate projected numbers for outputs and outcomes.**

Program Area 11: Accountability

Performance Measures

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 12: Risk and Needs Assessment

Performance Measures

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Number and percent of eligible youth served using graduated sanctions 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.**