



# Federal Formula Grant Application

2010-2011

Application Due Date: May 14, 2010



**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 Federal Formula Grant program funding. Funds are available for projects that support, enhance, develop, implement, or evaluate innovative programs that focus on intervention and prevention of juvenile delinquency.

This application is designed to make your submission of a proposal as easy as possible. You should read the entire application before you begin to write your proposal. Each section of the application has specific instructions. 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 applicants must follow strict adherence to the guidelines and instructions in the application. 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.**
- **All pages must be in 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 TCCY central office by 4:30 P.M. CST on May 14, 2010. Postmark date is not sufficient.** Hand delivered applications will not be accepted after 4:30 P.M. CST on May 14, 2010. 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 that the applicant can confirm delivery of its application and prove that the carrier did receive the application for guaranteed delivery by the application deadline.

TCCY Grant Review Committee will review applications and make a recommendation for approval/disapproval to the full Tennessee Commission on Children and Youth. Grant applicants will be awarded based on geographical area, site visit, Policy 22 Review, grant score and progress report if applicable. In addition to the quality of each proposal, issues of statewide distribution, prior funding history, etc. may also

be considered in making funding decisions. The committee will make its recommendations to the full Commission. The Commission will take action on all grants in July, and you will receive notification of that action. Approved projects will begin October 1, 2010.

If you have questions, please call TCCY for information or technical assistance. In central office you should ask for Zanira Whitfield or Debrah Stafford at (615) 741-2633. You may also contact your Regional Coordinator for information or assistance.

LO: ds

# FEDERAL FORMULA GRANTS

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## General Information

The Tennessee Commission on Children and Youth annually awards Federal Formula Grants with funds provided through the Juvenile Justice and Delinquency Prevention (JJDP) Act. Grants are awarded for one year and are renewable for up to two additional years. **Renewal is not automatic. All applicants (continuation and new) must submit an application each year.** If a project is approved for funding after the first year, the funding level for the second and third years will be 75% and 50%, respectively, of the first year's budget. **Please understand this is a very competitive process and grant applications must follow strict adherence to the guidelines and instructions in the application. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by TCCY.**

Federal regulations require that funds be allocated for programs that are part of a comprehensive and coordinated community system of services including collaborative efforts. TCCY will give preference to: 1) programs which provide direct services to youth, particularly delinquency prevention, 2) programs designed to reduce the incidence of minorities in the juvenile justice system, and 3) programs that are evidenced-based. The term "comprehensive and coordinated system of services" includes the following:

- (A) Ensures that services and funding for the prevention and treatment of juvenile delinquency are consistent with policy goals of preserving families and providing appropriate services in the least restrictive environment so as to simultaneously protect juveniles and maintain public safety;
- (B) Identifies, and intervenes early for the benefit of young children who are at risk of developing emotional or behavioral problems because of physical or mental stress or abuse, and for the benefit of their families;
- (C) Increases interagency collaboration and family involvement in the prevention and treatment of juvenile delinquency;
- (D) Encourages private and public partnerships in the delivery of services for the prevention and treatment of juvenile delinquency.

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.

Agencies or programs which have previously been awarded a Federal Formula Grant from TCCY are not likely to receive additional funds after three years of funding. Any subsequent application will only be approved if it includes a new program or program component which is significantly different from the previously funded grant.

The information which follows is intended to facilitate the writing of your grant application. Included are the answers to the most frequently asked questions about application content. Also included are guidelines for allowable budget items and specific project components which will not be funded.

Additionally, all grantees are expected to have regular contact with the TCCY Regional Coordinator in their area and to participate in Regional Council activities. Statewide grants should make contact with all nine (9) regional coordinators. Grantees may be asked to make at least one presentation to the Tennessee Commission on Children and Youth relative to project progress and activities.

## **1. PURPOSE OF FEDERAL FORMULA GRANT PROGRAM:**

The purpose of TCCY's Federal Formula Grant Program is to plan for and implement the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 as amended in 1980, 1984, 1988, 1992 and reauthorized in 2002. The Act mandates the following: Deinstitutionalization of status offenders, removal of juveniles from adult jails, separation of juveniles from adult offenders, and address the problem of minority overrepresentation in the juvenile justice system. Grants are awarded to assist Tennessee in complying with these mandates as well as to prevent delinquency and to improve the juvenile justice system.

## **2. ELIGIBILITY OF NEW AND CONTINUATION PROJECTS:**

Entities eligible to apply for initial Federal Formula Grant funds shall include any public and private (non-profit) agency which include: governmental, educational, law enforcement, or other child serving or advocacy organization. Federal regulations allow states to withhold funds as a sanction for persistent patterns of violations of JJDP Act. Initial funding shall be for a period of not more than twelve (12) months, and renewable for up to 3 years. Continuation funding is contingent upon satisfactory performance and the availability of funds. Equitable distribution of federal formula grants across regions will be considered, but in some cases grants may be awarded in the same area. Applicants in the same area are not prohibited from applying.

## **3. MATCHING FUNDS REQUIREMENTS:**

There is no match requirement for the Federal Formula Grant funds.

## **4. EVIDENCED-BASED PRACTICES:**

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.). **All Federal Formula subgrantee programs/projects are required to be evidenced-based/model programs. The source of the evidenced-based program/model program must be documented in the project narrative section of the request for proposal (RFP).**

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

## **5. PERFORMANCE MEASURES:**

Over the last ten years there has been a government-wide move toward accountability. Justification for funding and evidence of program impact are common requests from most funding sources. The federal funds awarded subsequent to this RFP come to the state from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). OJJDP, like all Federal agencies, must meet the following requirements of Government Performance and Results Act of 1993 (P.L. 103, or "GPRA):

- Develop strategic plans that specify what they will accomplish over a 3 to 5-year period;
- Set performance targets annually related to their strategic plan; and
- Report annually on the degree to which the previous year's targets were met.

Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to program performance and is less rigorous than program evaluation.

Within each program area, there are performance measure tables that present output and outcome measures. **Outputs** measure the products or changes for individuals, juvenile justice system, or county that result from the program. **Outcomes** are benefits or changes as a result of the program. There are two types of outcomes:

1. Short-term – those that occur during the program or by the completion of the program.
2. Long-term – those that occur 6 months to 1 year after program completion.

All Federal Formula subgrantees are required to collect data to measure the specific outputs and short and long-term outcomes their programs are designed to achieve. There are performance measures outlined in the chart on page 36-37 for which grantees will have to submit data during the grant period. In the project narrative applicants must describe their data collection methods. Applicants must use the performance Measures Chart attached. (See Appendix V).

## **6. GRANT REVIEW PROCESS:**

All grants shall be reviewed by TCCY staff and the Grant Review Committee of the Commission prior to submission to the full Commission for final approval or disapproval and funding level.

## **7. PROJECT START DATE:**

Projects funded with Federal Formula funds will begin **October 1 and end September 30** of the following year, unless they are 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:

- 1) Demographics (age, race, gender, county of residence);
- 2) Dates involved in the program;
- 3) Date completed the program;
- 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 the Tennessee Commission on Children and Youth. Only direct costs are allowable. Below are items which **are not allowed** as part of a grantees' Federal Formula grant budget:

- Land acquisition, capital improvements, or construction costs
- Administrative cost
- Maintenance and repair for facility
- Depreciation
- Interest
- Liability insurance for vehicles (medical insurance under “benefits” only)
- Gas/fuel (mileage only)
- Vehicle lease/rental
- Equipment rental (on ongoing basis)
- Taxes (of any kind)
- Fund raising
- Bonuses or commissions
- Lobbying
- Membership/dues
- Legal expenses
- Alcoholic beverages
- Entertainment
- Cost incurred outside the project period
- Overtime

The following items **are allowed** as part of a grantee’s Federal Formula grant budget with sufficient justification:

- Nutritious food items: not intended to cover full course meals or banquets
  - 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 (.46 per mile)
  - Travel for TCCY trainings
  - Salaries of staff working on project
  - Supplies and Operations for use on project
- 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 the Tennessee Commission on Children and Youth.
  - Formula grant funds may be used to supplement or increase the level of state, local funds, or other non-federal funds, but may not be used to supplant those funds. Simply, federal funds may not be used to replace funds from other sources.
  - 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. The allowable amount for fringe benefits is **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 of why the travel is necessary or enhances the ability of the grantee to meet stated objectives.
- Applications for equipment or software only will be considered if the program is already in existence and residual (unexpended) funds are available. A separate request for proposals (RFP) will be issued for equipment only applications. Preference will be given to projects in which the equipment or software will be used to provide direct services to youths or the youths will have access to and be able to use the equipment. Excessive amounts for equipment are discouraged. All grant applicants who intend to purchase equipment must get at least three (3) competitive bids for each piece of equipment.
- Applications to fund a second Youth Services Officer (YSO) within a county will be considered only if the following criteria are met:
  1. The currently employed YSO is not federally funded;
  2. The position is new; and
  3. The workload warrants the addition of a new position.
- All applicants for Federal funds must complete the Certified Assurances (see Appendix IV) and must comply with Title VI guidelines regarding non-discriminatory practices for staff and program participants.

**10. REIMBURSEMENT OF EXPENDITURES:**

**All payments to grantees are made on a reimbursement basis only. No advance payments are allowed. No payments will be made by cash or check, each grantee must have direct deposit.**

- (a) The grantee shall submit quarterly progress and expense reports. The purpose of the program progress report is to determine progress and/or technical assistance needed to meet the goals and objectives of the program. The expense report is necessary for reimbursement of expenses incurred. Progress and expense reports must be submitted within thirty (30) days of the end of the quarter. 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. No claim for reimbursement shall be paid until staff reviews the progress report and clearance to pay is given to Shared Services Solutions for payment.

**(b) 10% Budget Flexibility & Budget Revisions**

For the fiscal year 2010-2011, TCCY has decided to allow 10% budget flexibility for any needed adjustment. This means that you can make total adjustments between the **existing line items in your budget**, without prior approval, not to exceed 10% of the total contract budget. (Example: If your total budget is \$50,000, you may move dollars between line items not to exceed \$5,000 total). This flexibility is meant to be used if needed, but not to be abused. Below are the guidelines in regards to any adjustments you make:

Even though prior permission is not required to make these line item adjustments within the allowable 10% of the total budget, you will need to document any adjustments you have made within the

quarter and **submit this documentation along with your quarterly report** so that we may keep accurate tracking records of your budget for audit purposes. **This flexibility does not include the creation of new line items to your existing budget.** Creating new line items, time extensions, adjustments of more than 10%, any adjustments that will make a cumulative adjustment of more than 10% or any change in total contract amount is a revision and requires prior approval. A letter of request with supporting documentation and clarifying reason(s) for request must be submitted for consideration of approval.

Only one budget revision exceeding the 10% allowable adjustment will be allowed for the fiscal year 2009-2010. **Under no circumstances will there be any budget revision/adjustment approved after July 31, 2011.** This will allow our 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 along with their expenditure claim. The purpose of the project progress report is to determine progress and/or deficiencies of subgrantees in meeting the goals and objectives of the grant.

#### **12. PROJECT SITE VISITS AND PROGRAM MONITORING:**

TCCY staff will make an on-site visit at least once a year to view the program and review program records. The purpose of the visit is to provide technical assistance to ensure that programs are doing well and meeting stated goals and objectives.

The program will also be monitored by TCCY staff. The monitor will examine claims for reimbursement, fiscal records, program records, personnel records and other records, if needed. Each continuation grantee must include with their request for proposal a copy of their most recent Policy 22 Program Monitoring review.

#### **13. PERSONNEL REQUIREMENTS:**

- All agencies/organizations with 50 (fifty) 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 a travel log for each employee working on the project.
- All staff and volunteers working with children in your program **must** have a criminal background and sex registry check on file.

#### **14. SELF-SUFFICIENCY:**

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

**15. LETTER OF SUPPORT:**

All applicants must obtain a letter of support from the juvenile court judge in the area being served. If your agency is unable to receive a letter of support from Juvenile Court Judge, obtain one from the Court Administrator or County Executive/Mayor.

**16. CULTURAL DIVERSITY TRAINING:**

All personnel involved in the program must have cultural diversity training within the project period. This will provide a better understanding of other cultures for program personnel.

**17. SUBCONTRACTING 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, sections of the Grant Contract agreement with the State pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (Sections D.6, D.7, D.8, D.9, D.10 and D. 12). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.

**18. REQUEST AND SUBMISSION OF APPLICATIONS:**

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

- (a) Application procedure. Applicants may request an application packet from the address listed below. Applications can also be accessed from TCCY's website: [www.tn.gov/tccy](http://www.tn.gov/tccy).

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

- (b) An original and fourteen (14) additional copies (a total of 15 copies) of the application must be submitted by the deadline May 14, 2010, 4:30 P.M. CST. The original copy of the application must have original signatures (in blue ink) of persons authorized to enter into a contract.

# STANDARD PROGRAM CATEGORIES

The Office of Juvenile Justice and Delinquency Prevention has established “Standard Program Categories” for the use of Federal Formula Grant (FFG) funds. Standard Program Categories that have been allocated funding in Tennessee are presented on the following pages. Review of this information provides guidance regarding expectations for projects funded under each category.

## List of categories in this RFP:

- Alternatives to Detention
- Delinquency Prevention

Subgrantees need to have performance measurements for each program category to demonstrate compliance with performance accountability provisions of new Legislation. Performance measurements are defined as data/information that will be collected at the program level to measure specific outcomes a program is designed to achieve. Therefore, they **must** be developed and included with each program objective. The following are types of performance measurements:

1. **Output Indicators** measure the products of a program's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, procedures, and/or legislation created. Examples include number of juveniles served, number of hours of service provided to participants, number of staff trained, number of detention beds added, number of materials distributed, number of reports written, and number of site visits conducted. They may also be referred to as *process measures*.
2. **Outcomes Indicators** measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. Examples are changes in the academic performance of program participants, changes in the recidivism rate of program participants, changes in client satisfaction level, changes in the conditions of confinement in detention, and changes in the county-level juvenile crime rate. There are two levels of outcomes:

- a. **Short-term outcomes:** The benefits or changes participants experience by the time a youth leaves or completes the program. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills, and knowledge. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
- b. **Long-term outcomes:** The ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behaviors, attitudes, skills, and knowledge. They also include changes in practice, policy, or decision-making in the juvenile justice system. They are measured within 6-12 months after a youth leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).

## **Alternatives to Detention**

Programs, research, or other initiatives designed to eliminate or prevent the placement of juvenile offenders in detention.

### **Budget**

Awards for this program category will range from **\$10,000 to \$80,000**. Funds allocated to the Alternatives to Detention category will be used for, but not limited to, the types of programs indicated above. All grants awarded to projects must be used to provide services for juvenile offenders in the community as an alternative to incarceration.

## **Performance Measures for Alternatives to Detention**

### **Output Indicators**

1. Number of Full-Time Equivalents funded by Federal Formula grant funds
2. Number of program slots available
3. Number of detention alternative program options available
4. Number of program youth served

### **Outcome Indicators**

#### **Short-term Outcomes**

1. Number and percent of program youth who offend or reoffend
2. Number and percent of program youth completing program requirements
3. Number and percent of program youth returning to court for scheduled hearing
4. Number and percent of program youth satisfied with program

#### **Long-term Outcomes**

1. Number and percent of program youth who offend or reoffend

## **Delinquency Prevention**

Programs, research, or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be “at risk” of becoming delinquent. This category includes what is commonly referred to as “primary prevention” (e.g., parent education, law-related education, peer counseling, etc.). This program area excludes programs targeted at youth already judged delinquent, and those programs designed specifically to prevent illegal drug use or gang-related activities.

### **Budget**

Projects will be located in both urban and rural areas. Awards will range from **\$10,000 to \$80,000**. Preference will be given to direct service programs. Because delinquency prevention is viewed as the most critical problem facing the juvenile justice system in Tennessee, a large portion of the Federal Formula Grant funds are allocated to this category.

<b>Performance Measures for Delinquency Prevention</b>	
<p style="text-align: center;"><b><u>Output Indicators</u></b></p> <ol style="list-style-type: none"> <li>1. Number of Full-Time Equivalents funded by Federal Formula grant funds</li> <li>2. Number of planning activities conducted</li> <li>3. Number of program slots available</li> <li>4. Number of program youth served</li> </ol>	<p style="text-align: center;"><b><u>Outcome Indicators</u></b></p> <p><b>Short-term Outcome</b></p> <ol style="list-style-type: none"> <li>1. Number and percent of program youth exhibiting desired change in targeted behaviors (e.g., substance use, school attendance, antisocial behavior, family relationships, pregnancies)</li> <li>2. Number and percent of program youth completing program requirements</li> <li>3. Number and percent of program youth satisfied with program</li> <li>4. Number and percent of program staff with increased knowledge of program area</li> </ol> <p><b>Long-term Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Number and percent of program youth exhibiting desired change in targeted behaviors (e.g., substance use, school attendance, antisocial behavior, family relationships, pregnancies)</li> </ol>

# **Appendix I**

## 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 Federal Formula Grant funds from OJJDP is a discretionary act by the Tennessee Commission on Children and Youth. The Commission 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 procedures are adopted by TCCY and reviewed periodically for update and revision. Copies of the procedures can be obtained from the TCCY office.

Therefore, the decisions of TCCY relative to the approval or disapproval of grant funds shall be final, except for the above mentioned criterion. There is, also, no appeal for the amount awarded.

If the applicant feels that sufficient evidence can be shown to support the criterion, 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, the grant application shall be scheduled for review by the Grant Review Committee of the Commission. This review shall take place prior to the next regularly scheduled TCCY meeting and the recommendation of the Grant Review Committee shall be discussed as an agenda item at that meeting. The decision of TCCY on the appeal shall be final with no further appeal.

## **Appendix II**

**FEDERAL FORMULA**

Possible Points    Points Earned

**GRANT APPLICATION REVIEW GUIDE**

**APPLICANT/CONTRACT #** \_\_\_\_\_

**I. Budget Justification** 10    \_\_\_\_\_

1. Detailed, accurate budget is included (subtotals and totals match those on the face sheet). **(Pts 2)**
2. The budget narrative and requested items are itemized and explained well. **(Pts 4)**
3. There is continuity between items requested in budget and project narrative. **(Pts 3)**
4. The number of children to be served with a cost per child is included. **(Pts 1)**

**II. Project Narrative** 20    \_\_\_\_\_

**A. Background/Need**

1. The nature, scope and degree of the problem has been fully documented using current local and/or state data and statistics. **(Pts 10)**
2. The proposed problem was addressed in the project narrative. **(Pts 8)**
3. The project is consistent with one of the two program categories funded by TCCY (Alternatives to Detention, Delinquency Prevention). **(Pts 2)**

**B. Project Implementation** 25    \_\_\_\_\_

1. The target population is clearly defined. **(Pts 3)**
2. The applicant describes how the program would address specific **needs of minority youth. (Pts 3)**
3. The applicant identifies and describes how the program would address any gender-specific needs of females. **(Pts 3)**
4. The applicant described their plan for providing cultural competency training. **(Pts 2)**
5. The project goal(s) for the year are clearly stated (1 to 2 goals only). **(Pts 2)**
6. The project objectives address the goal(s) and are time bound, realistic and measurable (no more than 3 objectives per goal). **(Pts 5)**
7. The activities for the objectives are presented in a quarterly format. **(Pts 3)**
8. The project demonstrates collaborative efforts with other agencies. **(Pts 2)**
9. A best practice model was implemented by the program. **(Pts 2)**

**Page Total** 55    \_\_\_\_\_

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**C. PROJECT EVALUATION/PERFORMANCE MEASURES**

1. The applicant described their Process Measures including data collection process, tools used to evaluate program and timeframe for collecting data. **(Pts 10)**
2. Performance Measures Chart completed and attached. **(Pts 2)**
3. The applicant explains the results they plan to achieve for the participants in their program. **(Pts 8)**

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**D. PROJECT PERSONNEL**

1. The applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person. **(Pts 2)**
2. An explanation of qualifications for personnel is included. **(Pts 2)**
3. A copy of highest diploma achieved for each project personal is included. **(Pts 1)**
4. The organizational chart shows how project personnel fit into the overall organization. **(Pts 1)**
5. The applicant indicated they have written policies and procedures for their employees. **(Pts 2)**
6. The applicant described other personnel who will be involved with project, but who will not be paid from the project budget. **(Pts 2)**

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**E. PAST ACCOMPLISHMENTS**

1. The continuation project has included a list of past accomplishments that state what outcomes and outputs were achieved. **(Pts 4)**
  2. There are explanations for goals and objectives not met. If not applicable there is a statement indicating all goals and objectives were met. **(Pts 1)**
- 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. **(Pts 5)**

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**F. Future Funding Strategies.**

1. The applicant explains in detail how the project will be funded after TCCY funding ends. **(Pts 4)**
2. The applicant provides the names of three possible future funding sources (i.e. fundraiser, donations, funding organization). **(Pts 1)**

**III.**

1. **Attended Federal Formula Grant Training. (Pts 5)**
2. **Minus 10 points if copies are not an exact duplicate of original when submitted.**

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<b>Page total</b>	<u>45</u>	<u>    </u>
<b>Grand total</b>	<u>100</u>	<u>    </u>

## **Appendix III**

**Insert Face Sheet (form cy-0013)**

**INSTRUCTIONS FOR COMPLETING  
FEDERAL JUVENILE JUSTICE GRANT APPLICATION  
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-0013), except those designated for TCCY use only.**

1. Enter the name, address, telephone number and email address of the state agency, local unit of government, or private agency 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, telephone number and email address of the department within the State or 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, telephone number and email address of the person who will be charged with the responsibility for implementing and operating the project.
6. Check the Program Category for which funds are being requested.
7. Check whether this application is for an Initial (first year) project, a 2nd Year Continuation project, or a 3rd Year Continuation project. If this is a continuation project, put the previous grant number on the line provided.
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. Fill in the number of children your project will serve over a one year period. 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. Check yes or no whether your agency has an EEO (Equal Employment Opportunity) Plan.
12. Enter the Federal Identification Number for the applicant. Enclose a copy of the 501(c)(3) approval letter if applicable.
13. Enter the total federal formula grant funds requested for the project by the seven major budget categories as described in the Detailed Budget. **ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.**
14. The application must be signed by the person identified in Item 2 above. The signer must be duly authorized to enter into a contract, or to contractually obligate funds on behalf of the state agency or local unit of government or non-profit organization. The signature appearing on the applications should be the same as will appear on the Grant Award accepting the funds on behalf of the subgrantee. 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 signature (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 Mayor 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.

**Insert page 2 Detailed Budget of form CY-0013 from file named CY-0013.PM4 on diskette.**

## INSTRUCTIONS FOR COMPLETING 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. The last line at the bottom of the page represents summary budget data. **Use only whole dollar figures for budget items, round to the nearest dollar.**

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:** (refer to page 7 and 8 for allowable and disallowable cost)

#### 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 allocated to employees assigned to the project. The maximum percentage of salaries allowable for fringe benefits is 30 percent.

#### B. Equipment:

Each item of equipment to be purchased should be listed showing quantity and unit cost. **NO EQUIPMENT RENTAL.**

#### C. Travel:

Itemize travel expenses of project personnel and program operations 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. **Will need to submit a copy of subcontract to TCCY for approval.**

#### F. Supplies and Operating Expenses:

List all items within this category by major types (e.g., supplies, utilities, etc.).

#### G. Communications:

List all items within this category showing quantity and cost (e.g., cell phone, telephone, pager, internet, postage, etc.). **NON-PERSONAL, ONLY BUSINESS RELATED.**

#### H. Budget Totals:

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

### 4. Budget Justification:

- A. One (1) page is preferred, not more than two (2) pages. **Show Calculations**
- B. 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.
- C. 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 the proposed project.

## PROJECT NARRATIVE

**INSTRUCTIONS:** Please label each section by heading and present the required information. Limit the narrative to fourteen (14) typewritten pages or less. **Each section must be labeled and all pages typed, double spaced, font size 12, numbered, and in the specified order (see checklist).**

### **A. Background/Need:**

1. Describe the need/problem in the target area; use current and relevant local and/or state data/statistics, **specific to the geographic area and target population of the project.**
2. State how the project will address and affect the need/problem in #1 above.
3. Indicate the Standard Program Category which best describes the project you propose.
4. Describe how this project will assist the Tennessee Commission on Children and Youth TCCY in maintaining compliance with the JJDP Act.

### **B. Project Implementation:**

1. Describe your target population. State specifically who will benefit from the proposed project and the number of youth to be served.
2. Describe your plan or strategy for providing minority responsive programming for minority youth in your area no matter how few are in the population. Give specific examples of services that will be provided.
3. Describe your plan or strategy for providing gender responsive programming for females. Give specific examples of services that will be provided.
4. Describe your plan for providing cultural competency training for your program staff.
5. Clearly state the goal(s) for the year. Goals should describe what the program intends to accomplish in general terms of its impact on the community. **(List only 1 to 2 goals).**
6. Provide clear, precise, time bound, realistic, and measurable objectives for each goal. *An objective is a specific, quantifiable statement of the desired immediate or direct outcome of the program, which supports the accomplishment of a goal.* **(List only 1 to 3 objectives per goal).** Specify your objectives in measurable terms in how you are going to measure change for your participants.
7. Describe how this project will be implemented.
8. Develop an annual work plan using a quarterly format. List specific activities to be done and the responsible personnel for achieving the project's objectives. Activities are the specific tasks that make up the work of the program. The activities support each objective and describe key operational elements of the program. Using this format one should be able to see exactly what you will do each quarter.

The quarters are:	1st quarter	October - December
	2nd quarter	January - March
	3rd quarter	April - June
	4th quarter	July - September

9. Describe the research-based methods and techniques to be used to meet the proposed objectives and indicate the name of the evidenced-based program implemented. If using a part of the evidenced-based model you must list the part of the program you used. List one source from which the program model was cited (i.e. SAMSHA, Blue Print Guide. etc).
10. Describe how the project demonstrates a collaborative effort with other agencies in the community. Explain how project personnel will interface with other agencies and the TCCY Regional Councils.
11. Provide the physical address, email address, and telephone number for each site where project activities will occur.

**C. Process Measures and Evaluation:**

1. Describe your data collection process, list tools that will be used to evaluate your program. Explain the timeframe for collecting data.
2. Explain the results you plan to achieve on participants in your program. Your results should reflect on the objectives you stated in your application.
3. Complete the output and outcome performance measures chart in appendix V for the standard program area you choose.

**D. Project Personnel:**

1. For each job title funded by the project include the following:
  - Person
  - Job title
  - Percent of time spent on project (If less than 100% of a 40 hour week, describe other agency responsibilities of this person)
  - Job responsibilities
  - Job qualifications (education and experience)
  - Copy of highest diploma achieved (**only for staff being paid by project**)
2. Include an organizational chart which clearly shows how the project personnel will fit into the overall organization.
3. List other personnel who will be involved with project, but who will not be paid from the project budget and describe what they will be doing.

**E. Past Accomplishments:**

1. Continuation projects state what outcomes and outputs were achieved in your program. **Do not include copies of newspaper articles, testimonials, etc.**
2. Continuation projects list the goals and objectives from the previous year that were not met and explain why.
3. If this is an application for a new project, and the applicant or implementing agency has not been previously funded by TCCY, describe other programs developed by the agency, funding obtained, and outcomes achieved.

4. If this would be your first time receiving TCCY funds, please explain any experience the applicant has working with children.
5. Have you ever had a project funded by TCCY before? If yes, is that project still up and running?

**F. Future Funding Strategies:**

1. Explain your **strategy** in detail on how project will be funded after TCCY funding ends. Provide the names of three possible funding organizations that will be contacted this year.
2. If approved for second and third year funding, the project will receive 75% and 50%, respectively, of the first year's approved budget. Continuation grantees must explain in detail how their project will be maintained at the first year's level of approved funding. \*Note the grantee will need to serve the same amount of children or provide the same level of services at the first year of awarded funding.

**Appendices to this application must be limited to the following which are not included in the fourteen (14) page narrative:**

- Certifications and Certified Assurances from Appendix IV.
- Letter from the juvenile court judge.
- Agency organizational chart.
- Copy of highest diploma achieved or transcript for staff being paid by project.
- Performance Measures Chart.
- **For Private Agencies only** – List of current board of directors.
- Be able to provide documentation of 501(c)(3) status upon request.

**Unrequested information and materials will not be considered**

**Federal Formula  
PROJECT APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. Face Sheet (Form CY-0013), make sure a program category is checked
- \_\_\_\_\_ 2. Detailed Budget
- \_\_\_\_\_ 3. Budget Narrative (not more than 2 pages)
- \_\_\_\_\_ 4. Project Narrative (14 typewritten pages or less, double spaced with 12 point font size.  
**DO NOT CAPITALIZE ALL WORDS**)
  - \_\_\_\_\_ a. Description of program development/need for project
  - \_\_\_\_\_ b. Project implementation plan
  - \_\_\_\_\_ c. Performance Measures and Evaluation (completed chart attached)
  - \_\_\_\_\_ d. Project personnel (highest diploma achieved, organizational chart included)
  - \_\_\_\_\_ e. Past accomplishments (include outputs and outcomes achieved)
  - \_\_\_\_\_ f. Future funding strategies
- \_\_\_\_\_ 5. Federal Certification re: Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- \_\_\_\_\_ 6. TCCY Certified Assurances
- \_\_\_\_\_ 7. Current support letter from the Juvenile Court Judge is enclosed.  
If not appropriate for an individual project, a statement of explanation must be included within the narrative. **Supplemental letters should not be sent.**
- \_\_\_\_\_ 8. Continuation grantees should include a copy of their most recent Policy 22 Monitoring Review Report.

**FOR PRIVATE-AGENCY PROJECTS ONLY:**

- \_\_\_\_\_ Copy of the Charter
- \_\_\_\_\_ Be able to document 501(c)(3) status upon request
- \_\_\_\_\_ List of the current Board of Directors
  
- \_\_\_\_\_ **Application is stapled in 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 should be utilized.**

## **Appendix IV**

## **Insert Assurances**

**Insert Federal OJP Form 4061/6**

**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and  
Drug-Free Workplace Requirements (2 pages)**

**Insert Federal OJP Form 4061/6**

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



**State of Tennessee  
Tennessee Commission on Children and Youth  
Federal Formula Grants  
Certified Assurances**

- 1. Applicant agrees that no person, 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 Formula Grant funding.**
- 2. Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.**
- 3. Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).**
- 4. 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.**
- 5. Applicant agrees that project staff will interact with the TCCY Regional Coordinators, including participation with the Regional Council.**
- 6. Applicant agrees to make a presentation to the Tennessee Commission on Children and Youth relative to the progress and activities of the project, if requested.**
- 7. Applicant agrees that Federal Formula Grant funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.**
- 8. Applicant agrees that project will be part of a comprehensive and coordinated system of services (as defined on page 1).**

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**Signature of Authorized Official**

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**Date**

**CY – 0100**

**RDA 1681**

# Appendix V

## ALTERNATIVES TO DETENTION PERFORMANCE MEASURES

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Number of Full-Time Equivalents funded by Federal Formula grant funds_____				
Number of program slots available_____				
Number of detention alternative program options available_____				
Number of program youth served_____				
<b>Short-term Outcomes</b>				
Number and percent of program youth who offend or reoffend_____				
Number and percent of program youth completing program requirements_____				
Number and percent of program youth returning to court for scheduled hearing_____				
Number and percent of program youth satisfied with program_____				
<b>Long-term Outcomes</b>				
Number and percent of program youth who reoffend_____				

## DELINQUENCY PREVENTION PERFORMANCE MEASURES

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Number of Full-Time Equivalents funded by Federal Formula grant funds_____				
Number of planning activities conducted_____				
Number of program slots available_____				
Number of program youth served_____				
<b>Short-term Outcomes</b>				
Number and percent of program youth exhibiting desired change in targeted behaviors (e.g., substance use, school attendance, antisocial behavior, family relationships, pregnancies)_____				
Number and percent of program youth completing program requirements_____				
Number and percent of youth satisfied with program_____				
Number and percent of program staff with increased knowledge of program area_____				
<b>Long-term Outcomes</b>				
Number and percent of program youth exhibiting desired change in targeted behaviors (e.g., substance use, school attendance, antisocial behavior, family relationships, pregnancies)_____				