



# **Disproportionate Minority Contact (DMC) Project Application**

**2016**

**Application Due Date: January 12, 2016**

Tennessee Commission on Children and Youth  
Andrew Jackson Building, Ninth Floor  
502 Deaderick Street  
Nashville, TN 37243-0800  
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**STATE OF TENNESSEE  
TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

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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 Disproportionate Minority Contact (DMC) Grant program funding. Funds are available for projects that support, enhance, develop, implement, or evaluate innovative programs that focus on disproportionate minority contact with the juvenile justice system.

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 January 12, 2016. A postmarked date is not sufficient.** Hand-delivered applications will not be accepted after 4:30 P.M. CST on January 12, 2016. 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.

Grant applicants will be awarded based on geographical area, site visit, grant score, and progress reports, if applicable. In addition to the quality of each proposal, issues of statewide distribution, prior funding history may also be considered in making funding decisions.

The TCCY Grant Review Committee will review applications and make a recommendation for approval/disapproval to the full Commission. if applicable The Commission will take action on all grants in February 12, 2016 and you will receive notification of that action. Approved projects will begin March 1, 2016

If you have questions, please call TCCY for information or technical assistance. In central office you should ask for Zanira Whitfield or Vicki Taylor at (615)741-2633.

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# DISPROPORTIONATE MINORITY CONTACT PROJECT

## I. GENERAL INFORMATION

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. Section 223(a) (23) of the JJDP Act of 1974 required states to address minority overrepresentation of youth in confinement. In 2002, the JJDP Act was reauthorized and broadened the scope of the DMC initiative from "disproportionate minority confinement to disproportionate minority contact," requiring an examination of potential disproportionate representation at all decision points within the juvenile justice continuum and implementation of a data-based prevention and system improvement efforts to reduce identified disproportionality. States must determine where the problem exists, to what degree (numerically) the problem exists, and what solutions can be implemented to eliminate the problem.

The Tennessee Commission on Children and Youth (TCCY) complies with this core requirement of the JJDP Act by: 1) collecting data verifying a disproportionate number of minority youth in the system in rural and metropolitan areas of the state; 2) educating communities regarding DMC; and 3) developing an action plan to address the problem. TCCY staff also provides an analysis of how DMC occurs at different decision points in the juvenile justice system. The statewide DMC Task Force meets during the fiscal year to develop strategies to reduce minority overrepresentation in problem areas.

Grants are awarded to assist Tennessee in complying with this mandate as well as to prevent delinquency and to improve the juvenile justice system.

### **Eligible Applicants**

Entities eligible to apply for the DMC Project grant funds shall include public agencies and private (not-for-profit) organizations which include: governmental, educational, law enforcement, or other child serving or advocacy organizations. The focus of the DMC Project is not only to ensure prevention and intervention services are provided, but also to establish performance measures for the project, demonstrating success in reducing minority overrepresentation in the juvenile justice system.

Initial funding shall be for a period of not more than twelve (12) months, and renewable for up to 3 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. 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.

Agencies or programs which have been previously awarded a Federal Formula Grant form 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. Federal Formula grantees must be self-sufficient after three years. Self-sufficiency means, the program will not require Federal Formula Grant funds for implementation.

### **DMC Project Expectations**

- Reduce DMC
- Establish baseline data regarding minority youth in the targeted project area.
- Establish a data collection plan.
- Identify available alternatives to detention that are DMC sensitive in the community that will serve as resources for the project. If there are no community alternatives, explain how the project will serve as a resource for the community.

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 the 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 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.

## **II. APPLICATION REQUIREMENTS**

**A. Evidence-Based Project.** The project(s) funded must be evidence-based. Evidence-based programs and approaches are defined as strategies and programs demonstrated through research and evaluation to be effective at preventing or intervening in juvenile delinquency (see Appendix, Sample of Evidence-Based Programs). 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 source of the evidence-based program/model program must be documented in the project narrative section of the request for proposal (RFP).** *The Office of Juvenile Justice and Delinquency prevention model program Guide*, describing evidence-based delinquency prevention and intervention programs can be found on the MPG website [www.ojjdp.gov/mpg/](http://www.ojjdp.gov/mpg/).

### **B. Data Collection.**

- 1) Baseline data must be collected at the beginning of the project. It includes the following:

- Total number of youth in contact with the juvenile justice system. According to the Office of Juvenile Justice and Delinquency Prevention (OJJDP), contact refers to detaining of youth and to ongoing contact through actions within the juvenile justice system such as: diversion, detention and referral to juvenile court, issuance of petitions, adjudication as delinquent, placement on probation, placement in secure juvenile corrections, and transfer to adult court.
- Total number of youth in the juvenile justice system charged with a status or delinquent offense broken down by race/ethnicity, age, gender.

2) Data Collection Plan:

- Determine and describe the process for tracking youth in the juvenile justice system at all contact points, i.e., referral, adjudication, disposition, and placement.
- Establish a list of services to be provided by the project and keep track of the number of minority youth involved with each service.
- Indicate how often the data will be collected.

**C. Project Evaluation.**

- List evaluation tools and describe what they will measure.
- Explain how data will be collected.
- Establish a time frame for collecting the data (i.e., monthly, daily, etc.).
- Explain the results the project plans to achieve for project participants.

**D. Performance Measures.** Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to project performance and is less rigorous than project evaluation. Successful applicants will be required to collect data and information to report during the contract period. Projects must be able to provide data on the following of performance measures:

Outputs

- Number of minority youth served broken down by age, gender, race/ethnicity.
- Number of services implemented. Indicate the types of services used (mentoring, tutoring, diversion programs, probation, community service, etc.).
- Number of staff assisting with the project.

Outcomes

- Number/percent of minority youth who offend.
- Number/percent of minority youth completing project requirements.
- Number/percent of minority youth diverted from detention.
- Number/percent of minority youth who reoffend.

**E. Letter(s) of Support and Collaboration.** All applicants must obtain a letter of support from the juvenile court judge in the area being served. If the applicant is unable to obtain a letter of support from the juvenile court judge, they must obtain a letter of support from the juvenile court

administrator, county executive or mayor, or lead youth services officer. If the applicant is a school-based program, they must obtain a letter of support from the school principal or his or her designee.

### III. GRANT REVIEW PROCESS

All applications will be reviewed by TCCY Juvenile Justice Division staff before the TCCY Grant Review Committee (GRC) reviews them. The TCCY GRC will review applications and recommend approval or disapproval to the Commission. The Commission will make the final decision of approval or disapproval. A letter will be sent to all applicants within thirty (30) days of the Commission's decision for approval or disapproval. If approved, the letter will indicate any special conditions that must be met before the project(s) can begin. If disapproved, the letter will explain any deficiencies in the application that prevented the project from being funded. All decisions by the Commission will be final.

### IV. GRANT FUNDING INFORMATION

1. **Funding.** Grant awards will range from \$10,000 to a maximum of \$60,000 per project for the period of March 1, 2016 to September 30, 2016.

2. **Match Requirement.** There is no cash match required to receive DMC funds.

3. **Grantee Contracts.** TCCY shall send a contract to the grantee as soon as special conditions, if any, have been met or accepted. The grantee must return a signed contract to Central Accounting before any claims for reimbursement are accepted.

4. **Project Period.** The DMC Project grant period will be from March 1, 2016 to September 30, 2016.

5. **Allowable and Disallowable Expenditures.** The following items are **allowable** expenditures, with sufficient justification, as part of a grantee's DMC budget:

- incentives (T-shirts, plaques, etc.) consistent with project goals
- project participant transportation if consistent with project goals and in compliance with state travel regulations (.47 per mile)
- mileage for TCCY trainings
- salaries and benefits of staff working on the project
- supplies and operations for use on the project

The following items are **disallowable** as part of a grantee's DMC budget:

- Food, snack or beverages (allowed for program youth only)
- Land acquisition, capital improvements, or construction costs
- Maintenance and repair for facility
- Depreciation
- Interest
- Liability insurance for vehicles (medical insurance under "benefits" only)

- Gas/fuel (mileage only .47)
- Vehicle lease/rental
- Equipment rental (on an ongoing basis)
- Taxes (of any kind)
- Fundraising
- Bonuses or commissions
- Lobbying
- Membership fees/dues
- Legal expenses
- Alcoholic beverages
- Entertainment
- Costs incurred outside the project period

- 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.
- 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.

**6. Reimbursement of Expenses. 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.** The grantee shall submit quarterly progress and expense reports. The expense report is necessary for reimbursement of expenses incurred. Both reports must be submitted within thirty (30) days of the end of the quarter. A quarterly claim will not be paid until the corresponding progress and expense report is received and approved. . Claims for the quarter that ends June 30 must be received by June 25 to allow for closing of the state fiscal year on June 30.

**7. 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.

**8. Budget Flexibility and Budget Revisions.** For fiscal year 2016, 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 may 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 in regards 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 on 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 circumstances will any budget revision/adjustment be approved **after July 31, 2016**. This will allow our fiscal department time to reconcile account balances before the end of the federal fiscal year. Therefore, it is imperative the budget be carefully reviewed prior to submitting reports in order to assess your needs before requesting a revision.

## **V. PROJECT SITE VISITS AND PROJECT MONITORING VISITS**

**Project Site Visits.** The DMC state coordinator will make an on-site visit at least once a year to view the program and review project records. The purpose of the visits is to provide technical assistance to ensure projects are doing well and meeting stated goals and objectives.

**Project Monitoring Visits.** TCCY staff will also monitor the project. The monitor will examine claims for reimbursement, fiscal records, project records, personnel records, and other records, if needed.

Failure to comply with grant contract requirements will place award in jeopardy of suspension. Grantees are encouraged to contact the TCCY DMC state coordinator when having difficulties in implementing the project.

## **VI. 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 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 check and sex registry check on file.**

## **VII. CONFIDENTIALITY**

All records of youth served must be collected and maintained in a manner to ensure protection of juveniles' rights to privacy and confidentiality. Records of youth in the project should contain but are not limited to:

- Demographics (age, race, gender, county of residence, grade level, zip code);
- Dates involved in the project;
- Date completed the project;
- Specific services provided.

## **VIII. CULTURAL COMPETENCY TRAINING**

All personnel involved with the project must complete cultural competency training within the first two quarters of the project period. Cultural Competency Training can be conducted by in-house staff or by an outside agency.

## **IX. TITLE VI COMPLIANCE**

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 cultural competency services to participants, and, where possible, Limited English Proficiency (LEP) services to program participants.

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

## **X. SUBCONTRACTING WITH GRANTEEES**

The grantee shall not assign this grant contract or enter into a subcontract for any of the services performed under this grant contract without obtaining 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.

## **XI. REQUESTS FOR AND SUBMISSION OF APPLICATION**

All applications, revisions, and correspondence regarding grants shall be public information. A copy of the application to download is attached to the availability of funds email you receive. Applicants may also request an application packet from the following address:

Tennessee Commission on Children and Youth  
Andrew Jackson Building, 9<sup>th</sup> Floor  
502 Deaderick Street  
Nashville, TN 37243-0800

**An original application and nine (9) additional identical copies, for a total ten (10) copies, must be submitted by the deadline established by the Commission. The application must be submitted by the deadline January 12, 2016, 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.**

## **XII -Appendix**

## DUNS NUMBER REQUIREMENT

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The federal government requires organizations to provide a DUNS number on their grant applications. As a recipient of federal funding, the Tennessee Commission on Children and Youth (TCCY) also requires DUNS numbers on all grant applications from organizations. Applicants who have not already done so must register with Dun and Bradstreet (D & B) to be issued a DUNS (Data Universal Numbering System) number. There is no fee for registering for a DUNS number.

### WHAT IS A DUNS NUMBER?

Dun and Bradstreet (D&B) is a company that provides business information for credit, marketing, and purchasing decisions. Its “data universal numbering system,” known as DUNS, issues unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million businesses world-wide. Because a DUNS number is specific to a physical location, some entities such as states, public school districts and universities will have several DUNS numbers, for example “DUNS + 4,” used to identify specific units within a larger entity.

### WHY DOES MY ORGANIZATION HAVE TO PROVIDE IT?

The federal government’s Office of Management & Budget uses DUNS numbers to track how federal grant money is awarded and dispersed. A percentage of the Tennessee Commission on Children and Youth grant money is federal, thus TCCY requires DUNS numbers, too.

#### **Do all grant applications have to have a DUNS number?**

All organizational applicants are required to provide their DUNS number. Individuals are exempt.

#### **How do I find out if my organization already has a DUNS number?**

Your executive director, business manager, board treasurer, or accountant is likely to know and be able to provide your organization’s DUNS number if you already have one. Most Universities and colleges, state entities and large organizations already have DUNS numbers.

If you aren’t sure if your organization has a DUNS number, or if so, what it is, [go here to search](#).

If you do not have a DUNS number, apply by using this website: [www.dnb.com](http://www.dnb.com).

#### **Is there a fee for registering for a DUNS number?**

No. D&B does not charge a fee, and you are not obligated to purchase any of their products.

### **How do I get a DUNS number?**

Applications are no longer accepted over the phone. To apply for a DUNS number, go to this website: [www.dnb.com](http://www.dnb.com) and click onto D-U-N-S NUMBER. Scroll down to “Get a D&B D-U-N-S Number.” Click onto “Get a D-U-N-S number.” For best compatibility, applicants should use either Firefox or Internet Explorer, and turn off any pop-ups for best results with the application. The D&B website will ask for the information listed below, after which you will be assigned a number, free of charge. An authorizing official (i.e., executive director or chair of the board) of the organization should fill out this request. It may take up to 30 days to receive the DUNS number after applying on the website, so be sure to give yourself enough time to do this before your grant application deadline.

- Legal Name of organization
- Headquarters name (if different from Legal Name) and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized (if exists)
- Physical address: city, state, zip code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location

## INSTRUCTIONS FOR COMPLETING THE BUDGET NARRATIVE

- A. One page is preferred and no more than two (2) pages. Show calculations.
- B. Provide a narrative justification for **each** budget category item requested. 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. If this project is approved, the applicant will be requested to complete forms authorizing direct deposit reimbursement.

## **INSTRUCTIONS FOR COMPLETING THE PROJECT NARRATIVE**

**Instructions.** Please label each section by heading and present the required information. Include all of the items listed under **Section II. Project Expectations**. Limit the narrative to fourteen (14) pages. **Each section must be labeled and all pages typed, double spaced, font size 12 and numbered.**

**A.** Give a brief description of your agency/organization including services provided, population and geographical area(s) served.

### **B. Background/Need**

1. Establish baseline data for area to be served (refer to page 6) and document in narrative.
2. Provide a brief description of the nature, scope, and degree of the DMC problem in the target area using current and relevant local data/statistics specific to the geographic area and target population of the project.
3. Describe how the proposed project will address the problem(s) of DMC.
4. Describe the data collection plan (refer to page 6).
5. Describe how this project will assist TCCY in maintaining compliance with the JJDP Act core requirement Disproportionate Minority Contact.

### **C. Project Implementation**

1. Describe: 1) the evidence-based program, and 2) how it will be implemented in the project. List the name of the evidence-based program and source from which the program model was cited (i.e., SAMHSA, OJJDP Model Programs, Blue Print Guide, etc.)
2. Describe your target population. State specifically who will benefit from the proposed project and the number of youth to be served.
3. Explain in detail how youth will be referred to your program.
4. Describe your plan or strategy for providing minority responsive programming for minority youth. Give specific examples of services that will be provided.
5. Describe your plan or strategy for providing gender specific responsive programming for females. Give specific examples of services that will be provided.
6. State the goal(s) and objectives for the year. List no more than two (2) goals (with one of the goals being to reduce DMC) and no more than three (3) objectives for each goal of the project. The objectives for the year must be realistic, time-bound, and measurable.
7. Describe how the project demonstrates a collaborative effort with other agencies in the community.
8. List all activities to be done and responsible personnel for achieving the project's objectives in a quarterly format.

### **D. Project Evaluation**

Describe the evaluation procedure that will be used to assess the project's impact on the Disproportionate Minority Contact in the juvenile justice system. Include: 1) performance measures (outputs and outcomes), 2) data collection process 3) tools used to evaluate, 4) timeline for collecting data; and how the results in meeting the goals and objectives will be obtained.

**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 services delivered, policies, procedures, and/or legislation created. Examples include the 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.

**Outcome 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:

1. **Short-term outcomes:** The benefits or changes that participants experience by the time they leave or complete the program. Direct service programs should include changes in recipients' behaviors, attitudes, skills, and knowledge. Programs designed to change the juvenile justice system should include changes to the juvenile justice system that occur by the end of funding.
2. **Long-term outcomes:** The ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. Direct service programs should include changes recipients' behaviors, attitudes, skills, and knowledge. They should 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 to the program's goals (e.g., reducing DMC).

## E. Project Personnel

1. For each position funded by the project, include the following: job title; percent of time spent on the project (if percent of time is less than 100% of a 40-hour week, include a description of other agency responsibilities of this position); job responsibilities; job qualifications (education and experience). Include a copy of the highest diploma achieved or transcript for all staff paid by the project.
2. If staff is known, include the name and a brief summary of education and experience for that person. If staff is to be recruited, include recruitment strategies.
3. Describe other personnel who will be involved with the project but not paid from the project budget and describe what they will be doing.
4. Include an organizational chart indicating how the project will fit into the overall management and scheme of the agency. Describe lines of supervision for project staff.
5. All staff and volunteers working with children on the project must have a Criminal Background Check and Sex Registry check on file.
6. All **non-profit agencies** need to include a copy of their Charter in the application.
7. Describe your plan for providing Cultural Training for staff along with dates and training specifics.
8. Specify how Title VI training will be provided for your staff

## **F. Past Accomplishments**

1. 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.
2. If this would be your first time receiving TCCY funds, please explain any experience the applicant has working with children and its relevance.
3. If you are applying for continuation funding explain in detail the accomplishments and outcomes thus far of the program currently funded by TCCY. Previously funded projects should also list the goals and objectives from the previous year that were not met and explain why.
4. Have you ever had a project funded by TCCY before? If yes, is that project still up and running?

## **G. Future Funding Strategies**

1. Explain your **strategy** in detail how project will be funded after TCCY funding ends. In addition, provide the names of three possible funding organizations that will be contacted this year.
2. If approved for a second and third year of funding, the project will receive 75% and 50% respectively of the first year's approved budget. Explain how the project will be maintained at the first year's level of funding. \*Note the grantee will need to provide the same level services at the first years 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 XII.
- Letter from the juvenile court judge.
- Agency organizational chart.
- Copy of highest diploma achieved or transcript for staff being paid by project.
  
- **For Private Agencies only**
  - List of current board of directors.
  - Copy of Charter.
  - Documentation of 501(c)(3) status.

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



**STATE OF TENNESSEE**

**TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

**DMC Grant  
Certified Assurances**

- **Applicant agrees that no person, including 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 project receiving Disproportionate Minority Confinement (DMC) Project funding.**
- **Applicant agrees to employ culturally sensitive and competent staff and to ensure 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 to make a presentation to the Tennessee Commission on Children and Youth relative to the progress and activities of the project, if requested.**
- **Applicant agrees that DMC Project funds will not be used to supplant local, state, or other funding that has been decreased or discontinued.**
- **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 Tennessee Commission on Children and Youth. It is the intent of the Tennessee Commission on Children and Youth 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

\_\_\_\_\_  
Date

## 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.

Signature

Date



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 610 Seventh Street NW., Washington, DC 20531.

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

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

**DISPROPORTIONATE MINORITY CONTACT  
GRANT APPLICATION REVIEW GUIDE**

**Possible  
Points**      **Points  
Earned**

**I. Budget Justification:**

- |  |           |       |
|--|-----------|-------|
| 1. Detailed, accurate budget is included (subtotals and totals match those on the Face Sheet). <b>(4 pts.)</b> | <b>10</b> | _____ |
| 2. Budget Narrative explains in detail the need for each line item. <b>(6 pts.)</b>                            |           |       |

**II. Project Narrative**

**A. Description of Agency/Organization.**

- |   |          |       |
|---|----------|-------|
| 1. Applicant provides a brief summary of the agency/organization including services provided, population served and geographical location <b>(5 pts.)</b> | <b>5</b> | _____ |
|---|----------|-------|

**B. Background/Need**

- |  |           |       |
|--|-----------|-------|
| 1. The nature, scope and degree of the problem has been fully documented using current local and or state data and statistics <b>(10 pts.)</b> | <b>20</b> | _____ |
| 2. Baseline data is established for area to be served. <b>(5 pts.)</b>   |           |       |
| 3. The proposed project fits the overall objective of the DMC program. <b>(5 pts.)</b>   |           |       |

**C. Project Implementation:**

- |   |           |       |
|---|-----------|-------|
| 1. Evidence-Based Program model is cited and there is a description of how it relates to the project. <b>(3 pts.)</b>                                 |           |       |
| 2. The applicant describes how the project would address specific needs of minority youth. <b>(3 pts.)</b>  |           |       |
| 3. The applicant describes how the project would address gender-specific needs of females. <b>(3 pts.)</b>  |           |       |
| 4. The project goals for the year are clearly stated (no more than two goals). <b>(3 pts.)</b>  | <b>25</b> | _____ |
| 5. The project objectives address the goal(s) and are time bound, realistic, and measurable (no more than three objectives per goal). <b>(5 pts.)</b> |           |       |
| 6. Performance Indicators (Outputs, Outcomes) are chosen. <b>(3 pts.)</b>   |           |       |
| 7. The project demonstrates a collaborative effort with other agencies. <b>(3 pts.)</b>   |           |       |
| 8. Activities are described relating to the project and are in a quarterly format. <b>(2 pts.)</b>  |           |       |

**Page Total**      **60**      \_\_\_\_\_

	<u>Possible Points</u>	<u>Points Earned</u>
<b>D. Project Evaluation:</b>	<u>15</u>	<u>    </u>
1. The applicant describes Performance Measures, including data collection process, tools used to evaluate the project, and timeframe for collecting data. (10 pts.)		
2. The applicant explains the results they plan to achieve for participants in the program. (5 pts.)		
<b>E. Project Personnel:</b>	<u>15</u>	<u>    </u>
1. The 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. (2 pts.)		
3. A copy of highest diploma achieved for each project personal is attached. (1 pt.)		
4. The organizational chart shows how project personnel fit into the overall organization. (1 pt.)		
5. The applicant described other personnel who will be involved with project, but not be paid from the project budget. (2 pts.)		
6. Applicant described their agency’s plan for providing cultural competency training for staff. (2 pts.)		
7. Applicant described their agency’s plan to provide Title VI training for Staff (5 pts.)		
<b>F. Past Accomplishments:</b>	<u>5</u>	<u>    </u>
1. There is a description of other projects developed by the agency, funding obtained, and outcomes achieved. (5 pts.)		
<b>G. Future Funding Sources</b>	<u>5</u>	<u>    </u>
1. Applicant explains in detail how the project will be funded after TCCY funding ends. (4 pts.)		
2. The applicant provides the names of three possible future funding sources. (1 pt.)		
<b>Page Total</b>	<u>40</u>	<u>    </u>
<b>Previous Page Total</b>		<u>    </u>
<b>H. Special comments deduct up to 10 points.</b>		<u>    </u>
<b>I. Deduct 5 points if copies are not an exact duplicate of original.</b>		<u>    </u>
<b>Grand Total</b>		<u>    </u>

**DISPROPORTIONATE MINORITY CONTACT  
PROJECT APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. Face Sheet.
- \_\_\_\_\_ 2. Detailed Budget.
- \_\_\_\_\_ 3. Budget Narrative (no more than 2 pages).
- \_\_\_\_\_ 4. Project Narrative (14 typewritten pages or less, double-spaced with 12-point font size). **Do not capitalize all words.**
  - \_\_\_\_\_ Description of Agency/Organization
  - \_\_\_\_\_ Description of Program Background/Need for Project
  - \_\_\_\_\_ Project Implementation Plan
  - \_\_\_\_\_ Performance Measures and Evaluation
  - \_\_\_\_\_ Project Personnel (highest diploma achieved, organizational chart included)
  - \_\_\_\_\_ Past Accomplishments (include outputs and outcomes achieved)
  - \_\_\_\_\_ 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 attached. If applicant is a school-based program, include letter from principal or their designee. **Supplemental letters should not be sent.**
- \_\_\_\_\_ 8. Copy of Charter if private agency.
- \_\_\_\_\_ 9. Copy of 501(c)(3) letter if private agency.
- \_\_\_\_\_ 10. 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 used.
- \_\_\_\_\_ 11. One original application with signatures in blue ink plus 10 copies of the original application.

## 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 (TCCY). 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.