



TENNESSEE COMMISSION ON  
**CHILDREN & YOUTH**

**Racial and Ethnic Disparities  
(R/ED)  
Title II Grant Application  
2024-2025**

**Application Due Date: July 26, 2024**

Tennessee Commission on Children and Youth  
Andrew Jackson Building, Ninth Floor  
502 Deaderick Street  
Nashville, TN 37243-0800  
Phone: (615)741-2633  
FAX: (615)741-5956



**STATE OF TENNESSEE  
TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

Andrew Jackson Building 9<sup>th</sup> Floor  
502 Deaderick St.  
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 youth delinquency in Tennessee. Attached is the application packet for Title II Federal Formula Grant program funding. Funds are available for projects that implement evidence-based strategies to address the unmet needs of at-risk or delinquent youth through a continuum of delinquency prevention programs for youth who have had or who are likely to have contact with the juvenile justice system as set forth herein.

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.**

- **Complete and attach Face Sheet and Detailed Budget to application (face sheet can be found at <https://www.tn.gov/tccy/programs0/ji/ji-grants-ffg.html>).**
- **Project Narrative must not exceed fourteen (14) pages.**
- **Project Narrative must be double-spaced.**
- **Grant proposal must follow outline in application packet (points will be deducted for deviation).**
- **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 submit the proposal to TCCY, complete the Project Application Checklist. This will ensure that you have provided all necessary information before submission. **One original hardcopy application must be received by the July 26, 2024 deadline at 4:30 P.M. CST and an electronic copy of the application emailed to [zanira.whitfield@tn.gov](mailto:zanira.whitfield@tn.gov) and [Therese.Sipes@tn.gov](mailto:Therese.Sipes@tn.gov). Copies must be exact copy of the original application.** The hard copy application must have original signatures (in blue ink) of persons authorized to enter into a contract. **Postmark date is not**

**sufficient. Please note hand delivered applications will only be accepted on July 26, 2024 by 4:30 P.M. CST. Applications submitted after the due date will not be considered. TCCY reserves the right to reject any incomplete proposals without review.**

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 will provide for an equitable distribution of the award funds within the state, including rural areas. Several other factors taken into consideration include observations from site visits for continuation grantees, community need, grant scores, availability of funding and progress reports, if applicable. In addition to the quality of each proposal, prior funding history may also be considered in making the funding decisions.

TCCY Grant Review Committee will review applications and make a recommendation for approval/disapproval to the full Commission. The Commission will take action on all grants by the end of August 2024, and you will receive notification of that action. Approved projects will begin October 1, 2024.

If you have questions, please call TCCY for information or technical assistance. In central office you should ask for Zanira Whitfield (615) 532-1582 or Therese Sipes at (615) 532-1571.

# **RACIAL AND ETHNIC DISPARITIES GRANT**

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## General Information

The Tennessee Commission on Children and Youth (TCCY) annually awards Title II Federal Formula Grants with funds provided through the Juvenile Justice and Delinquency Prevention Act (JJDP) as amended by the Juvenile Justice and Reform Act (JJRA) of 2018. 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.** Programs will be evaluated annually. Depending on the prior success of the program, it may be funded for a second or third 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 U.S. Department of Justice federal appropriations 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 designed to identify and reduce incidences of youth racial and ethnic disparities in the justice system, 2) programs and services designed to have a statewide impact, and 3) agencies who employ evidence-based programming in their grant project. 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 youth 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 youth delinquency.
- (D) Encourages private and public partnerships in the delivery of services for the prevention and treatment of youth delinquency in rural areas.

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.

Pursuant to Executive Order 13512 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Department of Justice (DOJ) recipients and subrecipients are encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers. Texting while driving a vehicle in Tennessee is illegal per Texting While Driving Law (TCA 55-8-199).

Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project.

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.

Additionally, all grantees are expected to have contact with the TCCY Regional Coordinator in their area and to participate in Regional Council activities. Statewide grantees should make contact with all nine (9) regional coordinators, and plan to participate in TCCY activities, trainings, events, etc.

During the project period, grantees may be asked to make at least one presentation to the Tennessee Commission on Children and Youth to highlight their program including progress and activities.

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 applications content. Also included are guidelines for allowable budget items and specific project components which will not be funded.

If you have questions, please call TCCY for information or technical assistance. In central office you should ask for Zanira Whitfield at (615) 532-1582 or Therese Sipes at (629) 259-1275.

**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 Act (JJCPA) of 1974 (as amended through P.L. 115-385, enacted December 21, 2018); 34 USC §11133 (a) et seq. The Act mandates the following: Deinstitutionalization of status offenders, removal of juveniles from adult jails, separation of juveniles from adult offenders, and identify and reduce the incidences of youth racial and ethnic disparities in the justice system. Grants are awarded to assist Tennessee in complying with these mandates as well as to prevent delinquency and to improve the youth justice system.

**2. R/ED PROJECT EXPECTATIONS:**

- Reduce Racial and Ethnic Disparities (R/ED)
- Establish baseline data regarding minority youth in the targeted project area.
- Establish a data collection plan.
- Identify available alternatives to detention that are R/ED 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.

**3. 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 includes governmental, educational, law enforcement, or other child serving or advocacy organization. The focus of the project is to ensure prevention and intervention services are provided, demonstrating success in identifying and reducing racial and ethnic disparities in the juvenile justice system.

To apply, all applicants you must first have a valid registration in the System Award Management (SAM) and Unique Entity Identifier (UEI) Number (see appendix 3). 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 reapplying, 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. Federal regulations allow states to withhold funds as a sanction for persistent patterns of violations of JJCPA/JJRA Act.

**4. EVIDENCE-BASED PRACTICES:**

**All Federal Formula sub grantee programs/projects are required to be evidence-based/model programs or promising practices.**

**Evidence-based**

Evidence-based programs and approaches are defined as strategies and programs demonstrated through research and evaluations to be effective at preventing or intervening in youth delinquency using rigorous scientific research methods.



### **Promising Practices**

Promising practices are programs and strategies that have shown some positive results and potential for improving desired outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence these are sometimes referred to as “evidence-informed,” “research-supported,” or “emerging” practices.

**The source of the evidence-based program/model program must be documented in the project narrative section of the request for proposal (RFP).** Indicate the name of the evidence-based program being implemented. TCCY will give priority in funding to programs and activities that are evidence-based/promising practices. Model programs can come from many valid sources (e.g., *OJJDP’s Model Programs Guide, Blueprints, Crime Solutions, SAMHSA’s Model Programs, State model program resources, etc.*).

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.gov/mpg/](http://www.ojjdp.gov/mpg/). Applicants may also find information on evidence-based programs in criminal justice on the website [www.crimesolutions.ojp.gov](http://www.crimesolutions.ojp.gov). Applicants must use the highest degree of fidelity (conformity) in the implementation of the components of the model programs, promising practices, and/or best practices.

## **5. 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: arrest, diversion, pretrial, detention, adjudication as delinquent, 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., arrest, adjudication 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.

## **6. 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. The explanation must include which point(s) of contact will be addressed and the percentage of R/ED reduction anticipated.

## **7. PERFORMANCE MEASURES:**

**Performance Measures:** 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.

All Federal Formula sub grantees 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 19 for which grantees are required to submit data during the grant period. In the project narrative, applicants must describe their data collection methods. The data collected should support the information submitted on reports and TCCY may periodically request to see the back-up data that supports the information submitted.

An applicant is not required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

## **8. GRANT REVIEW PROCESS:**

All grants shall be reviewed by TCCY Grant Review Committee of the Commission prior to submission to the full Commission for final approval or disapproval and funding level. TCCY will provide for an equitable distribution of the award funds within the state, including rural areas. Several other factors taken into consideration include observations from site visits for continuation grantees, community need, grant scores, availability of funding and progress reports, if applicable. In addition to the quality of each proposal, prior funding history may also be considered in making the funding decisions. A letter will be sent to all applicants within thirty (30) days of the Commission’s decision for approval or disapproval. Applications may be approved for full funding, partial funding or denied with no funding. 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 the reason for disapproval and any deficiencies, where applicable in the application that prevented the project from being funded. All decisions by the Commission will be final.

## **9. FUNDING:**

Applicants can apply for funding up to \$60,000 for the project period of October 1, 2024, to September 30, 2025.

**10. MATCHING FUNDS REQUIREMENTS:**

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

**11. PROJECT START DATE:**

Projects funded will begin October 1, 2024, and end September 30, 2025.

**12. CONFIDENTIALITY:**

All applicants should provide for procedures to be established for protecting the rights of recipients of services and for assuring appropriate privacy operated by public and private agencies and other related programs (such as education, special education, recreations, health and welfare programs) in the state. Records of youth in the program should contain at least:

- 1) Demographics (age, race, gender, county of residence).
- 2) Dates involved in the program.
- 3) Date completed the program.
- 4) Specific services provided.

**13. ALLOWABLE AND DISALLOWABLE EXPENDITURES:**

All requested activity and cost must be reasonable, allocable, and necessary to the project and adhere to the State of Tennessee Travel Rules and Regulations and the U.S. Department of Justice OJP Financial Guide. Only direct costs are allowable.

The following items are **allowable** expenditures as part of a grantees' Federal Formula budget with sufficient justification:

- Incentives (T-shirts, plaques, etc.) consistent with program goals
- Salaries and benefits of staff working on project
- Travel/Training
- Program participant transportation if consistent with program goals and in compliance with state travel regulations (.67 cents per mile)
- Equipment
- Supplies and Operations for use on project

The following items **are not allowable** expenditures as part of a grantee's Title II Federal Formula grant budget:

- Land acquisition, capital improvements, or construction costs
- Administrative costs
- Food
- Alcoholic Beverages
- Indirect cost
- Maintenance and repair for facility
- Gift cards
- Depreciation

- Interest
- Liability insurance for vehicles (medical insurance under “benefits” only)
- Gas/fuel (mileage only/.67 cents a mile)
- Vehicle lease/rental/purchase
- Equipment rental (on ongoing basis)
- Taxes (of any kind)
- Fund raising
- Bonuses or commissions
- Lobbying
- Legal expenses
- Entertainment
- Cost incurred outside the grant project period
- Overtime

Please Note: This list is NOT ALL-INCLUSIVE. For Further clarification, contact TCCY.

- No program which conducts, supports, or otherwise participates in the practice of taking youth on tours of secure adult correctional facilities, or tactics such as those used in “scared straight” or “shock incarceration” 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.
- Subrecipient of Title II Formula Grant Program funds are prohibited from commingling funds on a program-by- program or project-by- project basis. All funds (direct, indirect and match) must be tracked by program or project-by-project basis.
- Formula grant funds will not be awarded to recipients who fail to demonstrate success in achieving goals specified in the application during the preceding two-year period.
- 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 Travel Rules and Regulations. The grant application should include all anticipated in-state and 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, volunteers and program participants.

- TCCY will provide for the coordinated use of funds provided under the award with other Federal and State funds directed at juvenile delinquency prevention and intervention programs.

#### **14. 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. Consultant rates of payment are to be reasonable and consistent with fees for similar services in the marketplace. 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”. Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.

#### **15. 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, and 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. Proof of payment must accompany any claim for purchase/payment. 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 Centralized Accounting for payment.

#### **(b) 20% Budget Flexibility & Budget Revisions**

For the fiscal year 2024-2025, TCCY will allow 20% 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 20% of the total contract budget. (Example: If your total budget is \$50,000, dollars can be moved between line items not to exceed \$10,000 total). This flexibility is meant to be used if needed, but not to be abused. Below are the guidelines in regard to any adjustments you make:

Even though prior permission is not required to make these line-item adjustments within the allowable 20% 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 20%, any adjustments that will make a cumulative adjustment of more than 20% or any change in total contract amount is a revision and

requires prior written 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 20% allowable adjustment will be allowed for the fiscal year 2024-2025. **Under no circumstances will there be any budget revision/adjustment approved after July 31, 2025.** 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.

All funds must be obligated, and proposal activities must be performed within the project period. Any funds not obligated by the grantee by the end of the award period will lapse and revert to TCCY. No additional obligations can be incurred after the end of the award.

**16. PROJECT PROGRESS/ANNUAL REPORTS:**

Each grantee shall submit a quarterly progress report along with their expenditure claim **within 30 days of the end of each 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. This includes quarters which progress is not made or expenses are not incurred.

Grantee will submit the required Annual Project Report no later than 30 days after end of contract period (October 30).

**17. PROJECT SITE VISITS AND PROGRAM MONITORING:**

TCCY staff will make an on-site visit at least once a year to view the program in progress 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 have a CPO Review conducted by TCCY staff. The monitor will examine claims for reimbursement, fiscal records, program records, personnel records and other records, if needed.

**18. 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. This record must be signed by both employee and employee's supervisor.

- All agencies must notify TCCY in writing of any changes in personnel paid from grant funds and personnel managing the grant regardless of payment **within five business days** of the change.
- All staff and volunteers working with children in your program must have a **criminal background and sex offender registry check on file.** Prior to the provision of any services, all personal that have direct contact shall comply.

#### **19. LETTER OF SUPPORT:**

All applicants must obtain a signed letter of support on letterhead 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. In addition, if this is a school-based program, you must obtain a letter of support from school principal or his or her designee.

#### **20. 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.

#### **21. NON-DISCRIMINATION COMPLIANCE:**

Purpose: It is the policy of the Tennessee Commission on Children and Youth (TCCY) not to discriminate and to ensure that its sub-recipients do not discriminate in employment or services based on 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 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 federal civil rights laws. TCCY complies with the following federal laws:

- The Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin in the delivery of services or benefits by recipients of federal financial assistance 42 U.S.C. § 2000d et seq. and the DOJ implementing regulation 28 C.F.R. Part 42 Subpart D;
- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, sex or religion in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)(d)), 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 43, Subpart I.
- The Department of Justice regulations on Partnerships for Faith-based and Other Neighborhood Organizations which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using Department of Justice funding on explicitly religious activities (28 C.F.R. Part 38).
- The Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, which prohibits discrimination in programs funded under the statute, both in employment and in the delivery of services or benefits, based on race, color, national origin, sex, and religion (34 U.S.C. § 11182(b)), and the DOJ implementing regulations at 28 C.F.R. §§31.202, .403 & pt.42, subpart D.

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 sub recipients to comply with their obligations under other applicable federal civil rights laws such as informing sub recipients 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 JRA, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Grantees are required to have a written civil rights laws complaint process. In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Tennessee Commission on Children and Youth within 45 days.

Information about civil rights obligations of the grantees can be found at <https://www.ojp.gov/program/civil-rights/overview>.

## **22. EEOP**

Any Applicant awarded a grant of \$25,000 or more and has 50 (fifty) or more employees, are required to prepare and submit an Equal Employment Opportunity Plan (EEOP). EEOPs are to be submitted electronically, preferably through the EEO Reporter Tool at <https://ojp.gov/about/ocr/eeop.htm>. If the applicant is exempt from formulating an EEOP, they are still required to certify their exempt status electronically, preferably through



the EEO Reporter Tool at <https://ojp.gov/about/ocr/eeop.htm>. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement but are required to certify its exempt status electronically, preferably through the EEO Reporter Tool at <https://ojp.gov/about/ocr/eeop.htm>.

### **23. PROHIBITED CONDUCT RELATED TO TRAFFICKING**

During this award period, recipient and/or subrecipient may not engage in any conduct related to human trafficking including but not limited to severe forms of trafficking in persons; procurement of a commercial sex act; use of forced labor in the performance of the award or subaward or acts that directly support or advance trafficking in persons.

### **24. REQUESTS AND SUBMISSION OF APPLICATIONS:**

All applications, revisions, and correspondence regarding grants shall be public information. Applications can be accessed through the TCCY website <http://www.tn.gov/tccy>. Applicants may request an application packet by emailing [Zanira.whitfield@tn.gov](mailto:Zanira.whitfield@tn.gov) or from the following address:

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

**One original hardcopy application must be received by the July 26, 2024 deadline at 4:30 P.M. CST and an electronic copy of the application emailed to [zanira.whitfield@tn.gov](mailto:zanira.whitfield@tn.gov) and [Therese.sipes@tn.gov](mailto:Therese.sipes@tn.gov). Copies must be exact copy of the original application. The hard copy of application must have original signatures (in blue ink) of persons authorized to enter into a contract. Please note hand delivered applications will only be accepted on July 26, 2024 by 4:30 P.M. CST. Applications submitted after the due date will not be considered. TCCY reserves the right to reject any incomplete proposals without review.**

# **STANDARD PROGRAM CATEGORIES**

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

- **Racial and Ethnic Disparities**

**Programs, research, or other initiatives created to address the incidences of racial and ethnic disparities of minority youth who come into contact with the juvenile justice system.**

## **Budget**

Applicants can apply for funding up to \$60,000 for the project period of October 1, 2024, to September 30, 2025

## Performance Measures

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.

Sub grantees 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 youth 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 youth 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 youth 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).

**Performance Measures for Racial and Ethnic Disparities:  
(Grantee must be able to track and report on the following Performance Measures)**

<u>Output Indicators</u>	<u>Outcome Indicators</u>
<ol style="list-style-type: none"> <li>1. Number of program slots available.</li> <li>2. Number and percent of program staff trained.</li> <li>3. Number of program youth served.</li> </ol>	<p><b>Short-term Outcome</b></p> <ol style="list-style-type: none"> <li>1. Number and percent of program youth who offend during the reporting period.</li> <li>2. Number and percent of program youth who re-offend during the reporting period.</li> <li>3. Number and percent of program youth completing program requirements.</li> <li>4. Number and percent of youth diverted from detention.</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) six months to one year after exiting the program.</li> <li>2. Number and percent of program youth who offend during the reporting period.</li> <li>3. Number and percent of program youth who re-offend during the reporting period.</li> </ol>

Note: An applicant is not required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

# **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 Title II 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;
- 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 Commission 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**

**RACIAL AND ETHNIC DISPARITIES  
PROJECT APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. Face Sheet (Form CY-0013)-make sure a program category is checked and Unique Entity Identifier (UEI) number listed
- \_\_\_\_\_ 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 Agency/Organization
  - \_\_\_\_\_ b. Description of problem/need for project
  - \_\_\_\_\_ c. Project implementation plan
  - \_\_\_\_\_ d. Performance Measures and Evaluation
  - \_\_\_\_\_ e. Project personnel (diploma or highest degree and organizational chart included)
  - \_\_\_\_\_ f. Past accomplishments (include outputs and outcomes achieved)
  - \_\_\_\_\_ g. 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. If applicant is a school-based program, include letter from principal or their designee.
- \_\_\_\_\_ 8. Continuation grantees should include a copy of their most recent CPO Monitoring Review Report.
- \_\_\_\_\_ 9. One original application with signatures in blue ink mailed to TCCY at address provided.

**FOR PRIVATE-AGENCY PROJECTS ONLY:**

- \_\_\_\_\_ Copy of the agency Charter
- \_\_\_\_\_ Copy of 501(c) (3) status with the IRS
- \_\_\_\_\_ 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.**



**RACIAL AND ETHNIC DISPARITY  
GRANT APPLICATION REVIEW GUIDE**

Possible Points    Points  
                              
Earned

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

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

1. Detailed, accurate budget is included (subtotals match those on the face sheet). **(Pts 3)**
2. The budget narrative and requested items are itemized and explained well. **(Pts 6)**
3. The number of children to be served with a cost per child is included. **(Pts 1)**

**II. Project Narrative** **10**    \_\_\_\_\_

**A. Description of Agency**

1. Provide a brief summary of your agency/organization including services provided, population served and geographical location **(Pts 10)**

**B. Background/Need** **20**    \_\_\_\_\_

1. The nature, scope and degree of the problem has been fully documented, using current local and/or state data and statistics. **(Pts 6)**
2. The proposed problem was addressed in the project narrative. **(Pts 6)**
3. The project is consistent with the program category funded by TCCY (Racial and Ethnic Disparities). **(Pts 2)**
4. Describe how baseline data is established for the area to be served. **(Pts 4)**
5. Describe how this project will assist TCCY in maintaining compliance with Juvenile Justice and Delinquency Prevention Act of 2018. **(Pts 2)**

**C. Project Implementation** **25**    \_\_\_\_\_

1. The target population is clearly defined. **(Pts 3)**
2. Explain in detail how youth will be referred to you program. **(2)**
3. The applicant describes a plan for providing programming to address specific needs of **minority youth**. **(Pts 3)**
4. The applicant describes a plan for providing **gender-specific** services for the prevention and treatment of juvenile delinquency. **(Pts 3)**
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 2)**
8. The project demonstrates collaborative efforts with other agencies. **(Pts 2)**
9. Best practice model was listed and implemented by the program. **(Pts 3)**

**Page Total**    **65**    \_\_\_\_\_

	<u>Possible Points</u>	<u>Points Earned</u>
<b>D. Project Evaluation/Performance Measure</b>	<u>10</u>	<u>      </u>
1. The applicant described their Process Measures including data collection process, tools used to evaluate the program and timeframe for collecting data. <b>(Pts 5)</b>		
2. The applicant explains the results they plan to achieve for the participants in their program. <b>(Pts 5)</b>		
<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. <b>(Pts 3)</b>		
2. An explanation of qualifications for personnel is included. <b>(Pts 3)</b>		
3. A copy of highest diploma achieved for each project personal is included. <b>(Pts 1)</b>		
4. The organizational chart shows how project personnel fit into the overall organization. <b>(Pts 2)</b>		
5. Applicant described their agency’s plan to provide civil rights laws training to staff. <b>(Pts 4)</b>		
6. The applicant described other personnel who will be involved with project, but who will not be paid from the project budget. <b>(Pts 2)</b>		
<b>F. PAST ACCOMPLISHMENTS</b>		
1. For projects previously funded by TCCY, include a list of past accomplishments that state what outcomes and outputs were achieved. <b>(Pts 3)</b>	<u>5</u>	<u>      </u>
2. For projects previously funded by TCCY, explain goals and objectives not met. If not applicable, there is a statement indicating all goals and objectives were met. <b>(Pts 2)</b>		
<b>-OR-</b>		
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. <b>(Pts 5)</b>		
<b>G. FUTURE FUNDING STRATEGIES</b>		
1. Explain your strategy in detail on how the project will be funded after TCCY funding ends. <b>(Pts 3)</b>	<u>5</u>	<u>      </u>
2. Provide the names of three possible funding organizations to be contacted this year. (i.e. fundraiser, donations, funding organization). <b>(Pts 2)</b>		
<b>Page total</b>	<u>35</u>	<u>      </u>
<b>H. Deduct 5 points failed to write project narrative according to outlined format.</b>	<u>      </u>	<u>      </u>
<b>I. Deduct 5 points if copies are not an exact duplicate of original.</b>	<u>      </u>	<u>      </u>
<b>J. Special comments deduct up to 5 points.</b>	<u>      </u>	<u>      </u>
<b>Grand total</b>	<u>      </u>	<u>      </u>

## **Appendix III**

## Unique Entity Identifier Number

### Unique Entity Identifier Number Requirement

The new Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM). The federal government has replaced the DUNS Number with the new unique entity identifier.

### What is a Unique Entity Identifier?

The Unique Entity ID is the official identifier for doing business with the U.S. Government as of April 4, 2022. It is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Any entity that wants to apply for federal contracts or wants to receive federal funds must register with SAM. Entities that use SAM include for profit businesses, nonprofits, government contractors or subcontractors, as well as state and local governments.

If your business or nonprofit is already registered in SAM.gov— whether you are active or not— you already have a Unique Entity ID. You can find it at SAM.gov.

### Is the Unique Entity Identifier the Same as DUNS?

No. Before the UEI was launched as the identifier for use in SAM, small businesses that wanted to do business with the federal government were required to obtain a DUNS number from Dun and Bradstreet. Now they are assigned a UEI managed by the federal government.

### How Do I Get A UEI Number?

If you are registering for the first time at SAM.gov, you will be automatically assigned a UEI during the registration process. New SAM registrants will see two options, both of which will allow them to get a new Unique Entity ID:

- If you want to bid directly on contracts or grants from the federal government, choose “Register Entity.”
- If you are a sub-awardee of a grant or contract who just needs a Unique Entity ID for subaward reporting, choose “Get Unique Entity ID.”

You’ll be asked for your legal business name and physical address. Note that you will not be able to use a P.O. Box as your address.

### Is there a fee for registering for a UEI number?

No. Registration is free.

## **Appendix IV**

## INSTRUCTIONS FOR COMPLETING BUDGET NARRATIVE

Failure to accurately complete all information and comply with all instructions jeopardizes consideration of this grant.

**All applications must include a detailed budget and budget narrative (justification) for the grant. The applicant should provide “best estimate” of the total project or program cost. All expenditures must be related to the implementation of an actual program that is defined in the program narrative section of the application.**

During the project period, grantees may be asked to make at least one face-to-face presentation to the Tennessee Commission on Children and Youth to highlight their program including progress and activities. Please include travel in your budget for this purpose.

### **Budget Justification:**

- A.** One (1) page is preferred, not more than two (2) pages. **Must show calculations for requested expenses.**
- 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.
- Personnel & Fringe Benefits
  - Travel
  - Equipment - is defined as one unit of equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more. Any equipment that is less than \$5,000 should be listed under budget category Supplies and Operations.
  - Consultants & Contracted Providers
  - Supplies & Operations
  - Communications
  - Training

**\*Please note if awarded grant and have consultants and contracted providers listed in budget you are required to submit a subcontract for approval by TCCY.**

- 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. Description of Agency**

1. Provide a brief summary of your agency/organization including services provided, population served and geographical location.

### **B. 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. Describe how the proposed project will address the problem(s) of racial and ethnic disparities.
4. Describe how your baseline data is established for the area to be served.
  - 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: arrest, diversion, pretrial, detention, adjudication as delinquent, 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.
5. Describe how this project will assist the Tennessee Commission on Children and Youth TCCY in maintaining compliance with the Juvenile Justice and Delinquency Prevention Act as amended 2018.

### **C. Project Implementation:**

1. Describe your target population including age range. State specifically who will benefit from the proposed project and the number of youth to be served.
2. Explain in detail how youth will be referred to your program.
3. What services will you be providing to participants?
4. Describe what services you will provide to address specific needs of minority youth in your area. In addition, describe how you will engage other organizations, law enforcement, and community-based groups in an effort to address disparities among at risk minority youth.
5. Describe your plan for providing gender-specific services for the prevention and treatment of juvenile delinquency. OJJDP's definition of gender specific services: "To provide services that are designed to meet the unique needs of females that value the female perspective, that celebrate and honor the female

experience, that respect and take into account female development, and that empower young women to reach their full potential.” Give specific examples of services that will be provided.

6. 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).**
7. 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.
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.**

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

9. 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.
10. Give a brief description on what the evidence-based project being used is designed to do. If using a part of the evidence-based model you must list the part of the program you used. Also list the source from which the program model was cited (i.e. SAMSHA, Blue-Print Guide, OJJDP Model Guide etc.).
11. Provide the physical address, email address and telephone number for each site where project activities will occur.

#### **D. Process Measures and Evaluation:**

1. Describe your data collection process, list tools that will be used to evaluate your program and explain the timeframe for collecting data (i.e. weekly, monthly, and quarterly) and how information will be maintained (e.g. manual or electronic). Data collected should also relate to the stated goals and objectives.

##### 1) Data Collection Plan:

- Determine and describe the process for tracking youth in the juvenile justice system at all contact points, i.e., arrest, adjudication 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.
2. Explain how you plan on tracking and evaluating the project to ensure that the stated goals of project are met. Discuss how this information will be analyzed to determine success.
  3. Explain the results you plan to achieve for the participants in your program. Your results should reflect on the objectives you stated in your application.



### **E. 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**), transcript or license.
2. Include an organizational chart which clearly shows how the project personnel will fit into the overall organization.
3. Describe your plan for providing Title VI and civil rights laws training for staff, board members, and volunteers along with dates and training specifics (i.e. how will training be conducted).
4. 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.

### **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 youth.
3. If you are applying for continuation funding explain in detail the accomplishments and outcomes to date 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 that is no longer being funded? If yes, is that project still up and operating?

### **G. Future Funding Strategies:**

1. Provide a plan that shows how the program will be continued after the Title II funding has ended. The plan for sustainability must show the source of the continuation funding, whether the project will be operated at the same level, and whether the target population will remain the same. In addition, provide the names of three possible funding organizations that will be contacted this year.

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

- Certifications and Certified Assurances from Appendix V.
- Letter on letterhead from the juvenile court judge. In addition, if project is school based a letter from principal.
- Agency organizational chart.
- Copy of highest diploma achieved or transcript or license for staff being paid by project.
- **For Private Agencies only**
  - List of current board of directors.
  - Copy of agency Charter.
  - Documentation of 501(c) (3) status with the IRS.

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

# Appendix V



**U.S. DEPARTMENT OF JUSTICE**

**CERTIFIED STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
  - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
  - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
  - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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Signature

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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, 810 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

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

1. Applicant agrees to the following: “No person shall on the grounds of race, color, National origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the Tennessee Commission on Children and Youth (TCCY)”.
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 Title II 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.

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Signature of Authorized Official

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Date

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