



Application for Funding Under the Title V Community Prevention Grants Program

Bullying Prevention Initiative for Schools

REQUEST FOR APPLICATIONS

Guidelines and
Application Procedures

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

Issued: April 4, 2011

Deadline: Applications due July 18, 2011

Note: All applicants must be certified in compliance with the core requirements of the JJDP Act prior to submitting an application (see instructions on p. 16)

TABLE OF CONTENTS

Introduction.....	3
Background of Title V	3
Funding Eligibility.....	4
Application Instructions.....	5
Reporting Requirements.....	6
Submission Instructions.....	6
DCJS Staff Contact.....	6
Program Timeline	7
JJDP General Submission Requirements and Funding Prohibitions	8
Application Checklist.....	9
Instructions for Grant Application Face Sheet	10
Instructions for Budget Narrative and Itemized Budget.....	11
Federal Requirements for Prevention Plans	13
PPB Planning Roster	15
Notice of Compliance Requirements	16

INTRODUCTION

The Department of Criminal Justice Services (DCJS) is making available federal funds for grants to support the implementation of one of three evidence based bullying prevention programs:

1) Steps to Respect®: A Bullying Prevention Program 2) Olweus Bullying Prevention Program and 3) Second Step®: A Violence Prevention Curriculum.

According to an Office of Juvenile Justice and Delinquency Prevention (OJJDP) fact sheet, bullying has long term psychological effects on both those who bully and those who are bullied.¹ Bullies often have behavior associated with violence and aggression which can lead to delinquent behavior. Their victims may develop a fear of going to school which could lead to truancy and dropout or more serious consequences such as suicide. Schools that implement evidence based bullying prevention programs address the underlying issues related to other negative behavior that leads to delinquency. Addressing these underlying issues will increase positive risk factors decreasing the likelihood that a youth will become involved with the juvenile justice system.

The first project period is 9 months, October 1, 2011- June 30, 2012. The project period for the two years of continuation will be 12 months, July 1 – June 30. All continuation awards are subject to the availability of funds.

To be eligible to apply for funds from the JJDP Act, localities must be certified in compliance prior to submitting an application (see p. 16 for instructions).

BACKGROUND OF TITLE V FUNDING AND THE COMPREHENSIVE JUVENILE DELINQUENCY PREVENTION PLAN

The Community Prevention Grants Program is a Federal grants program to fund collaborative, community-based delinquency prevention efforts. The Community Prevention Grants Program integrates six fundamental principles—comprehensive and multidisciplinary approaches, research foundation for planning, community control and decision making, leveraging of resources and systems, evaluation to monitor program progress and effectiveness, and a long-term perspective—that combine to form a strategic approach to reducing juvenile delinquency. The program provides communities with funding and a guiding framework for developing and implementing comprehensive juvenile delinquency prevention plans. The 3-year prevention plans are designed to reduce risk factors associated with juvenile delinquency and decrease the incidence of juvenile problem behavior (JJDP Act of 1974).

Congress has structured the Title V Community Prevention Grants Program to support units of general local government that have formulated a community-wide comprehensive strategy for addressing the prevention of delinquency. The prevention strategy is based on the assessment of risk factors which research has shown to be associated with the development of delinquent behavior. The assessment process and the development of a comprehensive plan are to be undertaken by a local Prevention Policy Board (PPB) whose membership reflects the cultural, ethnic and economic diversity of the community. In addition, to be eligible to receive Title V

¹ Nels, E. June 2001. OJJDP Fact Sheet. Addressing the Problem of Juvenile Bullying. Can be found at <http://www.ncjrs.gov/pdffiles1/ojjdp/fs200127.pdf>.

funds, Congress requires the applicant local unit of government to be in compliance with the core requirements of the JJDP Act (see p. 16), and to provide a match, in cash or in kind, of 50% of the federal funds awarded.

There are many models for community comprehensive delinquency prevention plans for other grant funded programs in the Commonwealth of Virginia. These include but are not limited to: Family Preservation Plans; Community Coalition Plans; Community Services Boards Prevention Plans; Youth Violence Reduction Plans; and Office on Youth Plans. In some communities these planning requirements have been approached by separate ad-hoc planning efforts. DCJS seeks to be a part of the funding of locality-specific comprehensive plans and not to cause localities to duplicate planning for the purpose of receiving JJDP monies. In light of this agenda, localities may choose their model of prevention planning and submit plans, which are consistent with existing local processes and structures, as long as they comply with the federal requirements for prevention plans (see p.13).

Applicants must also designate or form a local Prevention Policy Board (PPB) consisting of no fewer than 15 and no more than 21 members from the community, representing a balance of public agencies, private nonprofit organizations serving children, youth, and families, and business and industry. Such agencies and organizations may include education, health and mental health, juvenile justice, child welfare, employment, parent, family, and youth associations, law enforcement, religion, recreation, child protective services, public defenders, prosecutors, and private manufacturing and service sectors (see PPB Planning Roster p. 15). A copy of the PPB Roster should be included with your application.

FUNDING ELIGIBILITY

Local Units of Government who partner with a Pre/K – 8 school that does not currently have an evidence based bullying prevention program are eligible for funding under this initiative. Applicants should identify one of the three evidence based bullying prevention programs to help reduce the negative or delinquent behaviors associated with bullying: 1) Steps to Respect®: A Bullying Prevention Program 2) Olweus Bullying Prevention Program and 3) Second Step®: A Violence Prevention Curriculum.

Schools that have implemented evidence based bullying prevention programs in the past that are no longer in operation must provide information about the previous program and why it is no longer implemented in that particular school.

Applications will be awarded based on demonstrated needs of the locality and school, the applicant's ability and readiness to implement the program in a timely fashion and the ability to show the locality's willingness to maintain the fidelity of the program. Applicants may apply for up to \$25,000 to support activities, program materials, and training directly related to the program selected.

The applicant must be a local unit of government that is partnering with a school. Applicants are required to provide a 50% in-kind or cash match as well as a copy of a recent comprehensive delinquency prevention plan. The Plan must identify a need for a bullying prevention program.

Matching funds must be from funds provided to, and under the control of, the applicant, and cannot be other federal funds. Applicants must be able to account for all program funds (grant award and

match) via a separate budget or program-designated line item within an existing management system. Localities are requested to only include in the budget a match of 50% of the federal funds requested. If localities wish to show additional support, they are directed to Line 7 of the budget, which enables the applicant to demonstrate this additional support. **Matching funds are subject to the same requirements for accounting and expenditure as federal grant funds.**

To be eligible to apply for funds from the JJDP Act, localities must be certified in compliance prior to submitting an application (see p. 16 for instructions).

APPLICATION INSTRUCTIONS

Applicants must submit a narrative describing the proposed project in detail. **Narratives must not exceed 7 pages. Narratives should be typed using 12 point font, double spaced, and numbered pages.** The narrative must include the following:

- A. An identified need for a bullying prevention program that is addressed in the applicant's 3-year comprehensive plan.
 - identify where in the plan this information is located
 - describe why there is a need for a bullying prevention program (support your claim with data)
 - identify policies/procedures that are in place to address bullying
 - identify other programs in your school that address bullying and how the program will work with the identified evidence based bullying program
 - identify previous programs aimed at targeting bullying that are no longer implemented. describe any barriers and plans to overcome those barriers
- B. A detailed description of the program or strategy selected.
 - identify the name of the program
 - specify if this program is currently implemented in your locality at other schools
 - identify what portion of the program will be supported with the requested funds and how other components of the program will be supported
- C. If the program includes a family component, please describe how your locality will adhere to this component.
 - how will you engage family members
- D. A description of the target population to include age and other demographics as necessary and related to the program.
 - describe the demographics of the school (i.e. rural, urban, suburban)
 - specify age and grade range of the population to be addressed
 - identify existing risk factors
- E. Measurable goals and objectives with proposed completion dates.
 - goals and objectives should be directly related to the bullying prevention program
 - clearly state how you will reach these goals within the grant period
- F. Implementation plan to include start and end dates
 - identify projected dates for meeting goals
 - define beginning and end dates related to the program
- G. A statement of willingness to collect performance measures as required by OJJDP (**See Reporting Requirements**)
 - provide information on how you will collect data and submit information as required
 - identify the person or position responsible for meeting this requirement

Applications must also include:

- H. A Face Sheet, <http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf>
- I. Itemized Budget, <http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>
- J. Budget Narrative, <http://www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.doc>
- K. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, <http://www.dcjs.virginia.gov/forms/grants/usdoj.doc>
- L. General Grant Conditions & Assurances (Attachment A),
<http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>
- M. A copy of the locality's 3 year-Comprehensive Delinquency Prevention Plan, including the Prevention Policy Board (PPB) roster. A copy of the PPB Roster can be found on page 15.

REPORTING REQUIREMENTS

Applicants who are awarded grant funds must comply with the reporting requirements of DCJS and OJJDP. DCJS requires all grantees to submit quarterly financial reports and progress reports in a timely fashion using the online Grants Management Information System (GMIS). Once a grant has been awarded, persons responsible for reporting will need to contact DCJS to obtain a user name and password.

OJJDP requires subgrantees (localities) using Title V federal funds to report on performance measures annually according to the federal reporting dates. Additional training and information will be provided. For purposes of this solicitation all grantees will report on **Program Area 27- School Programs**. A list of performance measures can be found at <http://www.ojjdp-dctat.org/help/TitleVGrid.doc>. Grantees are required to report on all mandatory measures.

APPLICATION SUBMISSION INSTRUCTIONS

Applications are due to DCJS **July 18, 2011**. **Electronic or Facsimile submissions are not allowed**. Applicants should submit one (1) original and two (2) copies of the application. Applications may be hand delivered or mailed to DCJS, 1100 Bank Street, Attn: Grants Administration, Richmond, VA 23219. Hand delivered applications should be delivered to the 9th floor **before 4:00pm**. Late applications will not be accepted.

DCJS STAFF CONTACT FOR TECHNICAL ASSISTANCE

Ashaki McNeil, Program Analyst
Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219
Telephone: (804) 225-4329
Email: Ashaki.McNeil@dcjs.virginia.gov

GRANT PROGRAM TIMELINE

April 2011	Announcement of the availability of funds
July 18, 2011	Applications due to DCJS
August 2011	Review and recommendations made by ACJJ
September 2011	Recommendations considered by the CJSB
October 1, 2011	Project period begins
June 30, 2012	Project period ends

JJDP GRANT GENERAL SUBMISSION REQUIREMENTS AND FUNDING PROHIBITIONS

Projects not conforming to the following general submission requirements will be rejected.

1. Applications must address all key components applicable to the funding source outlined on the following pages to be eligible for consideration.
2. Localities may submit one application in response to this solicitation. All grants are awarded on a competitive basis.
3. Only units of local government are eligible to apply for JJDP funding assistance. Private, non-profit agencies may conduct projects only under contract with a local unit of government. Multi-jurisdictional applications will be considered, provided one locality serves as the grant applicant and the governing body of each affected locality submits an endorsement of the project activities and a commitment of participation. A locality can only be represented by a single new application. A locality may submit a new application either for its own initiative or as part of a multi-jurisdictional initiative, but not both.
4. The chief executive official (city manager or county administrator) of the sponsoring local unit of government must sign the application. All sections of the application pertinent to the proposed project must be completed in full.
5. Projects which accept referrals from any agency, or which make referrals to any agency, must have letters of intent to participate and/or cooperate with the project from the affected agency or agencies. Applications that provide intervention services must have the endorsement of the Juvenile and Domestic Relations District Court(s) and the Court Services Unit Director(s), as evidenced by letters of support.
6. The requesting agency must assure its willingness to comply with all DCJS requirements for administration, monitoring, reporting, evaluation, and data collection. This includes the Americans with Disabilities Act of 1992, and the JJDP Act of 1974 (PL 98-473). Localities must assure continued compliance with the JJDP Act or have a DCJS-approved corrective action plan.
7. All applicants must comply with the *Code of Virginia* and any standards applicable for projects of the type being requested.
8. Equipment requests must be clearly justified and directly related to service delivery programs and/or projects or system improvement projects.
9. JJDP Act funds will not be made available for programs or activities for which there is already a dedicated source of funding (including local, state, or other federal funds). Examples of this include School Resource Officer programs and services for children who are mandated to receive services from the Comprehensive Services Act (CSA) and/or are eligible for Medicaid.
10. Funds from this grant cannot be used to replace federal, state or local funds that would, in the absence of this grant, be made available for the same purposes (no supplanting).
11. All awards are subject to the availability of federal funds.
12. Localities out of compliance with any of the core requirements of the JJDP Act are not eligible to receive prevention funds. Localities out of compliance with the JJDP Act may apply for intervention funds to be used toward achieving compliance with the core requirements of the

JJDP Act. **To be eligible to apply for funds from the JJDP Act, localities must be certified in compliance prior to submitting an application (see p. 16 for instructions).**

13. JJDP funds cannot be used for:
 - a. construction, renovation, or land acquisitions
 - b. vehicles, weapons and uniforms, or uniform allowances
 - c. delinquency prevention planning
 - d. payment of dues to organizations or federations
 - e. costs for social activities not directly related to the objectives of the proposed project, including food and alcohol for such activities
 - f. costs related to lobbying, political activity; interest costs; honoraria; bonuses; personal calls; alcohol; fines, penalties, law suits or legal fees; contingencies such as pending litigation, possible liabilities, etc.; and contributions and donations.
14. To ensure program integrity and implementation of any research-based program or strategy, applicants are advised to request training and technical assistance from the program developer if model programs are to be replicated. Costs of the training and technical assistance may be included in the program budget submitted. If applicants choose not to seek assistance from the developer, they must specify the steps that they will take to ensure that the program is implemented specifically as designed. If any modifications are anticipated, applicants must discuss and justify them. Modifications that compromise the integrity of the model will not be allowed.
15. All applications for funding must be submitted on DCJS Forms. One original and two (2) copies are required. For ease of duplication, please do not bind copies.

APPLICATION CHECKLIST

- Have you been certified in compliance with the JJDP Act? (see p. 16)
- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county administrator]
- Have all applicable parts of the Grant Application, Itemized Budget been completed?
- Does each budget item show the federal fund amount and the cash-match or in-kind as well as the total?
- Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- Is a copy of your 3 year Comprehensive Delinquency Prevention plan and PPB included?
- Does the Project Narrative include all required components?
- Does the material being submitted include an original and two (2) copies (for a total of 3) of the completed Grant Application?
- AND signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) additional signature pages total?

INSTRUCTIONS FOR GRANT APPLICATION FACE SHEET

Please see the link above to download a copy of this Grant Application. Please see the format for this form below.

- Grant Program:** Identify name of program selected.
- Congressional District(s):** Indicate the Congressional District(s) being served by your proposal.
- Applicant:** List the full name of the legal applicant Unit of Local Government submitting the application.
- Faith Based-Organization:** Indicate whether the organization implementing the project is faith-based.
- Applicant Federal ID #:** Provide the locality's Federal Tax Identification Number.
- Best Practice:** Indicate if your program has been recognized as a Best Practice.
- Jurisdiction(s) Served & Zip Codes:** List all cities and/or counties served; if Statewide, reflect as "Statewide." List zip codes for each jurisdiction served.
- Program Purpose Area(s):** #27 School Programs.
- Program Title:** State the applicant's name for the project.
- Grant Period:** State the award period for this initiative: October 1, 2011 – June 30, 2012. Expenses for activities that occur before or after the project period will not be allowed.
- Type of Application:** Check the box that states "New."
- Project Director:** The person who will have day-to-day responsibility for managing the project.
- Project Administrator:** The person who has authority to formally commit the locality to comply with all the terms of the award. This must be the city, county or town manager of the locality. If someone other than the manager or Chief Elected Officer has been designated the authority of signatory, then a copy of the letter, memorandum, or other document by which the signing authority was designated should be submitted with this application.
- Finance Officer:** The person who will be responsible for fiscal management of the funds.
- Brief Project Description:** A short description of the project that the application represents and the purpose of the requested funds.
- Project Budget:** List the total figures for each budget category.

ITEMIZED BUDGET AND BUDGET NARRATIVE

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219

Use the “Itemized Budget” forms to detail all proposed expenditures to be made with grant funds, including matching funds.

This form can be downloaded from the DCJS web site at

<http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants>

Matching Funds

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions, which apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award. *Please refer to the program guidelines for the grant program you are applying for, which will detail the match requirements.*

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages unless part of a program; and luxury vehicles.

Budget Narrative

In addition to completing the Budget Itemization forms, you must also provide a Budget Narrative, which explains the reason for each requested budget item and provides the basis for its cost. **All requested items must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.**

Budget Categories

1. Personnel/Employees

- a) **For Salaries:** list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b) **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

- a) **For individuals to be reimbursed for personal services on a fee basis:** List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.**
- b) **For organizations, providing professional services, including professional associations and educational institutions:** State the type of services being performed and estimated contract price.
- c) **Consultant Travel and Subsistence:** Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy.

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance project effectiveness.

3. **Travel**

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Subgrantees may follow their own established travel rates if they have established travel policies. If a subgrantee does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses.

Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain relevance of the proposed travel to job duties.

4. **Equipment**

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

5. **Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. **Indirect Costs**

These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. **Cash Funds From Sources Other than the Grant**

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.

Federal Requirements for Local Three-Year Delinquency Prevention Plan

(OJJDP Title V Delinquency Prevention Program Guidelines)

Each unit of general local government's application to the State agency must include a three-year plan describing the extent of risk factors identified in the community and how these risk factors will be addressed. A written explanation of the risk factors and protective factors can be obtained from the State agency grantee. The plan must, at a minimum, contain the following elements:

- a. The designation or formation of a local Prevention Policy Board (PPB) consisting of no fewer than 15 and no more than 21 members from the community, representing a balance of public agencies, private nonprofit organizations serving children, youth, and families, and business and industry. Such agencies and organizations may include education, health and mental health, juvenile justice, child welfare, employment, parent, family, and youth associations, law enforcement, religion, recreation, child protective services, public defenders, prosecutors, and private manufacturing and service sectors. The applicant should also assure that the PPB, to the extent possible, contains one or more members under the age of twenty-one, one or more parents or guardians with children who have had contact or are at risk of having contact with the juvenile justice system, and an overall membership that generally reflects the racial, ethnic, and cultural composition of the community's youth population. A specific local agency or entity must have responsibility for support of the PPB;
- b. Evidence of commitment of key community leaders to supporting a comprehensive, delinquency prevention effort. Key leaders may include public and private individuals in key leadership and policy positions who are instrumental in effecting policy changes, controlling resources, and mobilizing the community;
- c. Definition of the boundaries of the program's neighborhood or community;
- d. An assessment of the readiness of the community or neighborhood to adopt a comprehensive delinquency prevention strategy;
- e. An assessment of the prevalence of specific, identified delinquency risk factors in the community, including the establishment of baseline data for the risk factors. The assessment of risk factors must result in a list of priority risk factors to be addressed, as determined and approved by the PPB;
- f. Identification of available resources and promising approaches, including Federal, State, local, and private, and a description of how they address identified risk factors, and an assessment of gaps in needed resources and a description of how to address them;
- g. A strategy, including goals, objectives, and a timetable, for mobilizing the community to assume responsibility for delinquency prevention. This should include ways of involving the private nonprofit and business sectors in delinquency prevention activities;
- h. A strategy, including goals, objectives, and a timetable, for obtaining and coordinating identified resources which will implement the promising approaches that address the priority risk factors. This strategy must include a plan for the coordination of services for at-risk youth and their families;

- i. A description of how awarded funds and matching resources will be used to accomplish stated goals and objectives by purchasing of services and goods and leveraging other resources. This should include a budget which lists planned expenditures;
- j. A description of how the PPB will provide general oversight for developing the plan, approve the plan prior to submission to the State, and make recommendations to the responsible local agency for the distribution of funds and evaluation of funded activities;
- k. A plan for collecting data for the measurement of performance and outcome of project activities.

PREVENTION POLICY BOARD (PPB) or JUVENILE JUSTICE PLANNING GROUP MEMBERS ROSTER

This roster records information about the members of your community's Prevention Policy Board (PPB) or Planning Group. You should complete this roster to document the composition of your planning group.

Community Sector	Community Sector	Community Sector
Justice System/Courts (e.g., Juvenile Court, CA's Office, defense bar)	Prevention (e.g., CSB prevention specialist, Office on Youth)	Cultural/Ethnic Groups (e.g., NAACP)
Law Enforcement (e.g., Police or Sheriff's Departments)	Mental Health/Substance Abuse Treatment Providers (e.g., CSB, private vendors)	Existing Task Force (e.g., Prevention 2000)
Education (e.g., Pre-School, Elementary or High School)	Civic/Volunteer Organizations (e.g., Lions Club, Junior League)	Senior Citizens (e.g., AARP, Senior Center)
Youth Serving Organizations (e.g., YMCA, Boys Club)	Media (e.g., TV or Radio Station)	Youth Members (Persons under age 21)
Child Welfare Agencies (e.g., Dept. of Social Services)	Business (e.g., Private Company)	Parents (Parent of Youth)
Religious Organizations (e.g., Church or Synagogue)	Local Government (e.g., Mayor's Office)	Other
Health Services (e.g., Health Department, Hospitals)		

REQUEST FOR CERTIFICATION OF COMPLIANCE WITH CORE
REQUIREMENTS OF JJDP ACT

In order to be eligible to apply for funds from the Juvenile Justice and Delinquency Prevention Act, localities must comply with the four JJDP Act core requirements **prior to submitting an application:**

1. Deinstitutionalization of status offenders and non-offenders.
2. Separation of adults from juveniles in adult jails and police lockups.
3. The removal of juveniles from jails and police lockups.
4. Disproportionate Minority Contact (DMC) in the juvenile justice system.

The first three requirements are monitored by the Department of Criminal Justice Services (DCJS). To request certification of compliance for Title V purposes, please complete and email this form to Curtis Stevens, Compliance Monitor, DCJS at Curtis.Stevens@dcjs.virginia.gov. You must receive a response from Curtis **prior to submitting an application**, so be sure to give adequate time for a response. Include in the subject box "Certification of Compliance RE: Title V". Curtis will complete his portion of the form and return it to you. **Certification must be established prior to the application deadline.**

For questions related to compliance requirements # 1-3 please contact Curtis Stevens, (804) 786-0051 or Curtis.Stevens@dcjs.virginia.gov.

To be in compliance with Core Requirement # 4 localities must, at minimum, be aware of their Relative Rate Index (RRI) used to measure disproportionate minority contact. RRI data can be provided by DCJS. For more information on the DMC core requirement please contact Ashaki McNeil, DMC Coordinator, DCJS at (804) 225-4329 or Ashaki.McNeil@dcjs.virginia.gov.

Locality

Individual Submitting Request

Date Submitted

E-mail Address for Individual Listed Above

I certify that this locality is is not in compliance with the first three core requirements. (To be completed by DCJS)

Curtis Stevens
JJDP Compliance Monitor