

## Checklist of Required Documentation for JABG Special Conditions for Localities

Please submit the following documents to meet the Special Conditions of your Juvenile Accountability Block Grant (JABG). All special conditions must be met prior to receiving JABG funds.

- A letter expressing the intent of the locality to accept funding for the upcoming calendar year.  
**Please include the following in your letter:**
  - A. The letter must list the JABG Program Purpose Area(s) that your locality will expend funding under. A list of the 17 JABG Program Purpose Areas can be found at: <http://www.dcjs.virginia.gov/forms/juvenile/2008JABGProgramPurposeAreas.doc>.
  - B. The letter must identify who will serve as Project Director and also provide contact information for this individual. The Project Administrator must be the City Manager or County Administrator, and the Finance Officer must be the locality's Chief Finance Director.
  - C. The letter must be signed by the City Manager or County Administrator.
- Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements <http://www.dcjs.virginia.gov/forms/grants/usdoj.doc>
- General Grant Conditions and Assurances (Attachment A) <http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>
- Itemized Budget <http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>
- Budget Narrative (Please submit in MS Word format)
- Roster of Local JABG Advisory Board Members <http://www.dcjs.virginia.gov/forms/juvenile/JABGLocalAdvisoryBoardMembership.doc>
- Copy of local Coordinated Enforcement Plan (CEP) - OJJDP requires each locality receiving JABG funding to have a CEP recommended by your local Advisory Board. If you have any questions about this requirement, please contact Tracey Jenkins (DCJS) at 804-692-0977 or by email at [tracey.jenkins@dcjs.virginia.gov](mailto:tracey.jenkins@dcjs.virginia.gov).
- JABG Allocation Plan <http://www.dcjs.virginia.gov/forms/juvenile/JABGAllocationPlan.doc>
- Certification of Communication with the Chief Judge of the local Court <http://www.dcjs.virginia.gov/forms/juvenile/0912-Juv-JABGSampleLetter.doc>
- If applicable, a cooperative agreement from each locality pooling their allocation together. If pooling money together with other localities, a Memorandum of Agreement will need to be provided to DCJS for each locality. Each MOA must identify the locality that will serve as the primary fiscal agent. All MOAs will need to be signed by the City Manager or County Administrator of each additional locality.
- Statement of Grant Award/Acceptance signed by City Manager/County Administrator  
(*This will be mailed once DCJS receives a letter of intent*).