

Virginia Department of Criminal Justice Services

Juvenile Accountability Block Grant Program One-Time Special Funding Initiative SOLICITATION 2017

Grant Application Due Date

- **Wednesday, May 17, 2017 by 11:59 PM via email**
grantsmgmt@dcjs.virginia.gov

Grant Period

- **July 1, 2017 - October 31, 2017**

Award Limit

- **Up to \$20,000, Reimbursement Based**
- **Competitive Solicitation**

Grant Application Components Consists of:

- **Grant Application Cover Form Signed**
- **Budget Narrative Form**
- **Project Narrative**
- **Signed General Grant Conditions and Assurances**
- **Signed Certifications**
- **JABG Advisory Board Membership Roster**
- **Certification of Communication with the Chief Judge**

Questions?

- **Contact Ed. Holmes at (804) 786-4576 or**
Ed.Holmes@dcjs.virginia.gov

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INTRODUCTION

This application kit is issued to solicit applications for the 2017 One-Time Special Fund Initiative for the Juvenile Accountability Block Grant (JABG) Program. The goal of this funding initiative is to provide applicants with an opportunity to apply for funds to enhance existing juvenile justice programs or projects, as they relate to the JABG Program Purpose Areas (see page 9 of this application).

Funds awarded for this initiative must be utilized only within the budget categories of **Consultants, Travel Subsistence, Equipment, and/or Supplies and Other Expenses**. Awards will be considered on a competitive basis, and applicants must address all the key components outlined in this application kit to be eligible for consideration. ***Please read this application kit carefully and thoroughly.***

The JABG program requires that federal funds may not exceed 90% of the total program costs for all Program Purpose Areas. A cash match of 10% the total program cost is required.

ELIGIBLE APPLICANTS

Eligible applicants under this solicitation include Virginia local units of government, and state agencies. Non-profit, faith-based, and community organizations are encouraged to seek partnerships with their local units of government to apply.

ATTENTION COURT SERVICE UNITS: The application process and due date contained herein are set by DCJS. These are not adjustable. Any requirements as may be established by the Department of Juvenile Justice (DJJ) for submitting grants to agencies outside of DJJ are separate. For more information on DJJ requirements, see the DJJ Grants Manual which is available to guide applicants through the DJJ process.

ELIGIBLE PROJECTS & USE OF FUNDS

Funds must be expended by October 31, 2017 and should be used for limited-focus, time-limited equipment or supplies-only projects, or training. This initiative seeks to provide funding for purchases within three months of awarding the grant funds. Examples of allowable purchases include software to enhance a direct service program, computers or equipment (if properly justified), assessment or evaluation services, consultant fees, and training in evidence based strategies or programs or certification for staff as it relates to service delivery. The project period for this initiative is July 1, 2017 through October 31, 2017. Applicants seeking to support an existing project must be able to demonstrate progress and success in what has been done through the life of the project.

Projects eligible for funding must fall within a specified JABG purpose area which corresponds with the priorities established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP). Priorities established by the ACJJP which tie to the current solicitation include:

- Reducing disproportionality in the juvenile justice system;
- Increasing family and community involvement;
- Reducing behavioral health issues of at risk youth and those involved in the juvenile justice system;

- Serving at-risk and system-involved youth in their home communities; and
- Increasing family engagement and community involvement for youth.

For the purposes of this JABG notice, juvenile offenders are defined as youth ages 17 and younger that have been adjudicated delinquent. JABG funds cannot be used for prevention activities, or for youth who have solely been designated as Children in Need of Services (CHINS), Children in Need of Supervision (CHINSup), or Status Offenders.

Projects must link to one or more of the previously stated priorities and support one of the following JABG purpose areas:

- Developing, implementing, and administering graduated sanctions for juvenile offenders (purpose area 1);
- Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime (purpose area 6);
- Establishing and maintaining a system of juvenile records designed to promote public safety (purpose area 9);
- Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts (purpose area 10);
- Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies (purpose area 11);
- Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders (purpose area 12);
- Establishing and maintaining restorative justice programs (purpose area 14);
- Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism (purpose area 15).

PROJECT PERIOD

The award period for these projects is expected to begin July 1, 2017 and end October 31, 2017.

AWARD AMOUNTS

Applicants may apply for up to \$20,000 in federal funds. A cash match of 10% of the total program cost is required.

NON-SUPPLANTING & UNALLOWABLE EXPENSES

Funds may *not* be used to supplant existing funds available for project purposes. [For purposes of this application, supplanting means to replace existing funds used for a specific purpose with these grant funds.]

Grant funds 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 (unless related to the delivery of a particular evidence-based program); personal calls; alcohol; or luxury vehicles.

Grant funds may not be used for food and beverages, unless related to the delivery of a particular evidence-based program for youth. For more information on the prohibition of using funds for food and beverages, please refer to *Food and Beverages Policy for Grants and Cooperative Agreements* from the Office of Justice Programs:

https://ojp.gov/archives/financial_guides/financialguide09/part3/part3chap7.htm.

JABG ADVISORY BOARD, SUPPORT, & PLAN REQUIREMENTS

Advisory Board: Applicants must convene an advisory board to satisfy JABG program requirements. Applicants may use existing planning groups provided that the membership requirements are met. Membership shall include representation from, if appropriate: police department; sheriff's department; prosecutor's office; court; probation office; educational agency; social services; and nonprofit, non-governmental victim advocacy or a non-profit religious, or community group. Applicants will need to submit a membership roster with the full application. Efforts should be made to have members sign the roster as a show of support for the project.

A signed roster will be required before any funds can be drawn down by a successful applicant. A sample roster can be found on the DCJS website under "Juvenile Accountability Block Grant" at:

<https://www.dcjs.virginia.gov/juvenile-services/forms>.

Support: In developing a grant application, local units of government must seek the advice of the chief judge of the local court. This should be documented in the grant application through a letter of support. A sample letter can be found on the DCJS website under "Juvenile Accountability Block Grant" at: <https://www.dcjs.virginia.gov/juvenile-services/forms>.

Plan: The JABG Program requires that fund recipients establish a coordinated enforcement plan for reducing juvenile crime. Applicants will be required to submit documentation demonstrating that the project applied for ties to a broader local plan for reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders. For purposes of this application, documentation may be a locality- or department-based plan, meeting minutes documenting discussions and recommendations, or similar documentation. (This is not requested as part of the application, however, applicants will be required to provide this electronically either before or after application review.)

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 and progress reports, including quarterly performance measure data, in a timely fashion using the DCJS on-line Grants Management Information System (GMIS).

Grantees will also be required to submit an annual performance measures report using the Data Collection and Technical Assistance Tool (DCTAT), an on-line reporting tool required by OJJDP. Once a grant has been awarded, persons responsible for reporting will be given instructions to obtain a user name and password for both systems.

APPLICATION DUE DATE & TIMELINE

Applications are due to DCJS no later than **11:59 p.m. on Wednesday, May 17, 2017.**
Schedule:

April 2017	Announcement of the availability of funds
May 17 , 2017	Applications due to DCJS
May 2017	ACJJ grants subcommittee makes recommendations for funding
June 2017	CJSB makes funding decisions
June 2017	Award notices sent
July 2017	Project period begins for awarded grants

For questions and technical assistance contact:

Edward H. Holmes: (804) 786-4576; ed.holmes@dcjs.virginia.gov

Monica Jackson: (804) 692-0977; monica.jackson@dcjs.virginia.gov

APPLICATION INSTRUCTIONS

How to Submit an Application:

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 11:59 pm Friday, May 17, 2017. Applications received after the deadline **will not be considered**. Applications submitted by fax will not be accepted.

Applications must be e-mailed to:

grantsmgmt@dcjs.virginia.gov

Please put the name of your locality and "JABG One-Time" in the subject line of the email. You will receive an automated reply once you email your grant. Submissions prior to the deadline are appreciated.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet. Please number all pages.

What a Complete Application Includes

A complete application includes the following components (instructions for each component follow):

- I. Grant Application Face Sheet (signed)
- II. Project Narrative (sections A-F), meeting formatting and page number specifications, plus required forms and attachments
- III. Itemized Budget Form
- IV. Itemized Budget Narrative
- V. Advisory Board Membership Roster (signed) – Attachment
- VI. Certification of Communication with the Chief Judge – Attachment
- VII. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- VIII. General Grant Conditions & Assurances
- IX. Optional: Letters of Support – Attachment
- X. JABG One-Time Project Timeline Form

Instructions for Application Components

I. Grant Application Face Sheet

The Grant Application Face Sheet is the first page of the application and must be completed and signed. The form, titled "Grant Application", can be found on the DCJS website under "General" at:

<https://www.dcjs.virginia.gov/grants/forms>

Please note the following instructions for this form:

- *Grant Program* – List the grant program you are applying for (JABG One-Time Special Fund Initiative).
- *Congressional Districts* – List the congressional districts that will benefit from this program.
- *Applicant* – Provide the name of the locality or state agency applying.
- *Faith Based Organization* – Does not apply to this solicitation.
- *Applicant Federal ID Number (FIN)* – Provide the applicant's federal Identification number.
- *Best Practice* – Is the project is a best practice or evidence-based practice?
- *Jurisdiction(s) Served* – List all localities to be served; or indicate "statewide" if appropriate.
- *Program Title* – Provide a title for the project.
- *Certified Crime Prevention Community* – Has the applicant locality been certified by DCJS as a Crime Prevention Community?
- *Grant Period* – Provide the proposed grant period (must be within the dates provided in the solicitation – beginning no sooner than July 1, 2017 and ending no later than October 31, 2017)
- *DUNS Number* – Provide the Data Universal Numbering (DUNS) Number. A DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.
- *Type of Application* – All grants under this solicitation will be considered "New".
- *Rural, Urban or Suburban* – Check the box that best describes the applicant locality.
- *Project Director* – Provide the name and contact information for person who will have day-to-day responsibility for managing the project. Provide all requested information, including a phone number, fax number, and e-mail address. Applicants must provide the zip+4 as part of the address.
- *Project Administrator* – Provide the name and contact information for the person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This must be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated. Provide all requested information, including a phone

number, fax number, and e-mail address. Applicants must provide the zip+4 as part of the address.

- *Finance Officer* – Provide the name and contact information of the person who will be responsible for fiscal management of funds. Provide all requested information, including a phone number, fax number, and e-mail address. Applicants must provide the zip+4 as part of the address.
- *Signature of the Project Administrator* – The project administrator must sign the application face sheet.
- *Brief Project Description* – Provide a short description of the proposed project.
- *Project Budget Summary* – Show the total amount from the “Itemized Budget” in the appropriate columns. Report federal funds in the federal column under “DCJS Funds”. Match funds will be reported in the “Local Match” column and must be proportional for each line item listed. Be sure all totals are correct and match those on the budget forms and in the budget narrative.

II. Project Narrative – Note formatting and page numbering specifications

The project narrative describes the need for the project, the project itself, the goals of the project, and how you will measure the project’s performance. The project narrative must meet the following structural specifications:

- No more than 3 pages maximum (required forms/attachments do not count towards the maximum and are noted in the instructions)
- Typed (1.5 or double spaced)
- 1” margins
- Times New Roman 12 point font *or* Arial 11 point font
- Numbered sequentially

The project narrative consists of sections A-F. Each section must be included and in the order specified. Instructions for each section follow:

A. ACJJP Priority Area

Specify which of the following priorities established by the ACJJP that the project falls under:

- Reducing disproportionality in the juvenile justice system
- Increasing family and community involvement.
- Reducing behavioral health Issues of at risk youth and those involved in the juvenile justice system
- Serving at-risk and system-involved youth in their home communities
- Increasing family engagement and community involvement for youth

B. JABG Purpose Area

Specify which of the following JABG purpose areas that the project falls under (***select only 1***; include both the descriptive sentence and the purpose area number):

- Developing, implementing, and administering graduated sanctions for juvenile offenders (purpose area 1);
- Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime (purpose area 6);
- Establishing and maintaining a system of juvenile records designed to promote public safety (purpose area 9);
- Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts (purpose area 10);
- Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies (purpose area 11);
- Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders (purpose area 12);
- Establishing and maintaining restorative justice programs (purpose area 14);
- Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism (purpose area 15).

C. Needs Justification

- Briefly identify and describe the nature and extent of the deficiency or problem that the proposed project is intended to address. If the proposed project will support or enhance another program currently in operation, please provide a brief description of that program. The applicant must state directly and completely why there is a need for a grant. The Need Justification is the foundation upon which the entire proposal should be established and should incorporate:

D. Project Plan Description & Forms

The project plan includes a summary of planned activities and a timeline.

- JABG One-Time Project Timeline Form - List all goals to be implemented with their purpose area, planned start and completion dates, activities, and month of implementation.

E. Performance Measures

To assist in fulfilling the OJJDP's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. To ensure compliance with GPRA, OJJDP requires all states to collect and report performance measurement data on their subgrantee programs and initiatives.

The OJJDP performance measures can be found at:

<https://ojdppmt.ojp.gov/>

Performance measures include output and outcome measures. Output measures focus on quantifying activities and include information such as counts of youth served, staff trained, units of service provided, and number of products developed. Outcome measures focus on results and include information such as changes in knowledge, attitudes, and behaviors among the people served or in agency policies, procedures, and capacity.

In selecting the OJJDP output and outcome measures, applicants should refer to their program purpose area's logic model and select measures that best reflect the specific outputs and outcomes that have been identified. OJJDP has identified mandatory performance measures for particular programs or program components (i.e., JABG Program Purpose Areas).

Applicants should list the specific OJJDP mandatory indicators that will be reported on. Applicants should also report:

1. How and when the measurements will be conducted;
2. Where the data will be derived (i.e., school records, Juvenile Tracking System (JTS), court records, clinical assessments, etc.); and
3. The name and contact information of the person(s) who will be responsible for gathering the data.

Performance measures should be linked closely both to the project's goals and objectives and to those of the OJJDP grant program from which the project is receiving funds. ^[1]

F. Sustainability Plan

Projects seeking to serve youth must be able to be sustained following completion of the grant period.

To complete this section of the application, applicants should:

- Provide a plan which identifies how the project will be sustained following completion of the grant period.
- For time-limited projects, equipment only projects, etc. give consideration to any future maintenance costs, materials costs, etc. and explain how those costs will be paid.
- If the project does not require sustainment following the grant period, put "Not applicable" and a brief explanation as to why sustainability is not necessary.

III. Itemized Budget Form

An itemized budget form must be completed for the project. Please refer to the instructions on pages 3 & 4 for Unallowable Costs when completing the Itemized Budget Form.

Budget forms must:

- Show no more than 90% from federal funds for each line item included in the budget.
- Show the required match for each line item included in the budget.
- Show the required match in the appropriate column.
- Include line item and category totals which correspond with those in the budget narrative.

Applicants can obtain a copy of the budget in an Excel spreadsheet with automatic total calculations at: <https://www.dcjs.virginia.gov/grants/forms>

IV. Itemized Budget Narrative

The budget narrative explains and justifies the funds requested. It is important that the budget narrative be thorough, related to the project described in the Project Narrative, and reflects the figures included on the Itemized Budget Form. **Please refer to the instructions on pages 3 & 4 for Unallowable Costs when completing the Budget Narrative.**

All requested items must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

The budget narrative must meet the following structural specifications:

- Typed (1.5 spaced *or* double spaced)
- 1" margins
- Times New Roman 12 point font *or* Arial 11 point font

1. Personnel/Employees

- a) For Salaries: Not supported by this grant solicitation.
- b) For employee benefits: Not supported by this grant solicitation.

2. Consultants

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.

- 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 \$650.00 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 applicant's established travel policy.

3. *Travel*

Travel costs should be clearly explained. If estimates are used, explain the methodology for determining them. Itemize total travel expenses of project personnel by local mileage, non-local mileage, subsistence (meals), air and other fares. Transportation costs, such as air and rail fares, must be at coach rates. Applicants may follow their own established travel rates if they have established travel policies. If an applicant does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses.

The narrative should explain relevance of the proposed travel to the project. Registration fees for events should be included under "Supplies and Other Expenses".

Example of a justified travel explanation:

Mileage to be reimbursed for committee members to travel to meetings as specified in program narrative. The total number of miles to be reimbursed is estimated at approximately 750 total miles [25 miles/member x 10 members x 3 meetings]. All miles will be local miles.

Mileage: 750 miles x \$.53/mile = \$420

Travel for 2 staff to attend training in Washington, D.C. for the provision of the program this project intends to implement. Travel will be at state rates.
Expenses:

Subsistence - \$362 total:

- 2 x \$71 for 1 day, no meals provided + 2 x \$55 for each of 2 travel days, no meals provided = \$362

Air or other fares - \$224 total:

- Train: 2 x \$87.00 round trip = \$174
- Ground transportation in DC: estimated cost \$50

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*

Not supported by this grant solicitation.

V. *Advisory Board Membership*

OJJDP requires applicants to convene an advisory board. Applicants may use existing planning groups provided that the membership requirements are met. Membership shall include representation from the police department; sheriff's department; prosecutor's office; court; probation office; educational agency; social services; and non-profit, non-governmental victim advocacy or a non-profit religious, or community group. Applicants will need to submit an Advisory Group Membership Roster using the "Local Advisory Board Membership" document found on the DCJS website:

<https://www.dcjs.virginia.gov/juvenile-services/forms>

Applicants are encouraged to submit the form with each member's signature, demonstrating their support of the project. If all signatures cannot be obtained prior to application submission, submit the form with all other required information. A signed roster will be required before a successful applicant can access any funds awarded.

VI. *Certification of Communication with the Chief Judge*

Local units of government should seek the advice of the chief judge of the local Juvenile and Domestic Relations Court. This should be documented in the grant application through a letter of support. A sample letter, titled "JABG Sample Letter" can be found under "JABG Sample Letter" on the DCJS website at:

<https://www.dcjs.virginia.gov/juvenile-services/forms>

VII. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must include signed certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements. The required certification form, “Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” can be found under “General” on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/forms>

VIII. General Grant Conditions & Assurances:

Applicants must include signed assurances of general grant conditions. The required assurances form, “General Grant Conditions & Assurances (Attachment A)” can be found under “General Grant Applications & Reporting” on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/forms>

IX. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending, or recently denied, applications for federal or state grants or sub-grants (including cooperative agreements and contracts) that include requests for funding to support the same project (in whole or part) being proposed in response to this application. The disclosure should include both direct applications for funding and indirect applications for funding (applications that may include the applicant as part of a project).

Applicants are to provide the following information for all pending or denied applications as described above submitted within the past 12 months:

- a. The federal or state funding agency
- b. The solicitation/project name
- c. The point of contact information at the applicable funding agency
- d. The amount requested and the status (pending/denied)

The following is an example of how to report:

Funding Agency	Solicitation/Project Name	POC at Funding Agency	Amount/Status
VA DCJS	Byrne/JAG	Joe Doe, 804-xxx-xxxx; joe.doe@dcjs.virginia.gov	\$35,000 pending
U.S. DOE	Supportive schools	Jane Smith, 202-xxx-xxxx; jane.smith@usdoe.gov	\$45,000 denied

X. *Optional: Letters of Support*

Letters of support, or memorandums of agreement or understanding, demonstrating collaboration on the project, may be included. These are optional and not required.

XI. *JABG One-Time Project Timeline Form*

List all goals to be implemented with their purpose area, planned start and completion dates, activities, and month of implementation.

Checklist of Required Elements for a Complete JABG Application Package

- I. Signed Grant Application Face Sheet with complete contact information
- II. Project Narrative, not to exceed 3 typed pages appropriately spaced, formatted, and numbered, consisting of:
 - A. ACJJP Priority Area
 - B. JABG Purpose Area
 - C. Needs Justification
 - D. Project Plan Description (include forms at end of Project Narrative)
 - E. Performance Measures
 - F. Sustainability Plan
- III. Itemized Budget Form
- IV. Itemized Budget Narrative
- V. Advisory Board Membership Roster
- VI. Certification of Communication with the Chief Judge of the Local Court
- VII. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- VIII. Signed General Grant Conditions & Assurances
- IX. Applicant Disclosure of Pending Applications
- X. Optional: Letters of Support

Please submit the application in the following order:

1. Grant Application form (instructions); Itemized Budget (instructions); Project Goals and Objectives form;
2. Budget Narrative to correspond with the Itemized Budget;
3. Signature page of the Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
4. Signature page of the General Grant Conditions and Assurances, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
5. Project Narrative not to exceed 3 pages;
6. Certification of Communication with the Chief Judge of the Local Court
7. Advisory Board Membership Roster
8. Applicant Disclosure of Pending Applications
9. Optional Letters of Support
10. JABG One-time Project Timeline Form

