



**Application for Funding Under the
Juvenile Justice & Delinquency Prevention Title II Formula Funding Program**

**REQUEST FOR APPLICATIONS
Guidelines
and
Application Procedures**

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

**Application Deadline:
February 19, 2016**



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INTRODUCTION

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds available for projects under the Juvenile Justice and Delinquency Prevention Act Title II Formula Grants Program from the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP). Approximately \$500,000 is available to be awarded through this solicitation.

ELIGIBLE APPLICANTS

Eligible applicants under this solicitation include Virginia local units of government. This solicitation is not open to state agencies. Schools/school districts may apply under their local unit of government. Non-profit, faith-based, and community organizations are encouraged to seek partnerships with their local units of government to apply.

ELIGIBLE PROJECTS & USE OF FUNDS

Funds may be used to support new prevention or intervention programs, or to expand or replicate existing programs. Funds may be used for limited-focus/time-limited projects.

Funds may NOT be used to sustain existing programs or to replace existing equipment. (See Non-Supplanting & Unallowable Costs for additional restrictions on the use of funds.)

Programs must be evidence-based (research and data driven) and able to be sustained following completion of the grant period. The applicant must present a clear plan for sustainability.

Applicants seeking to expand or replicate 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 advance one of the priorities and goals established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP). Priorities and goals established by the ACJJP which tie to the current solicitation include:

1. Reducing disproportionality in the juvenile justice system by implementing alternatives to the use of school disciplinary and zero-tolerance policies which result in school suspension or expulsion;
2. Reducing disproportionality in the juvenile justice system by implementing projects and/or programs recommended in formal DMC assessments conducted in the jurisdiction;
3. Reducing behavioral health issues of at-risk youth and those involved in the juvenile justice system by addressing one or more of the following specific issues: mental health, substance abuse, co-occurring disorders, trauma, exposure to violence;
4. Diverting juveniles from the juvenile justice system through community-based programs;

5. Serving system-involved youth in their home communities by piloting intermediate sanctioning options for juvenile probationers and parolees;
6. Serving at-risk and system-involved youth in their home communities by implementing community-based prevention programs that emphasize one or more of the following: truancy prevention, school engagement, conflict resolution;
7. Serving system-involved youth in their home communities by providing local, community-based reentry support services for youth returning from a juvenile correctional center or detention center; and
8. Increasing family engagement and/or community involvement for youth who are in custody, on probation/parole, or in a diversion program.

PROJECT PERIOD

The initial award period for approved projects will begin July 1, 2016 and end June 30, 2017. Successful applicants will be able to apply for continuation awards for up to three additional years based on funding availability and project progress. Grants that are only for supplies and equipment are one time only awards.

AWARD AMOUNTS

Up to \$75,000 per site for the first year on a competitive basis. Subject to the availability of JJDP Act Title II funds, these grants may be continued for up to three additional years, with a 25% decrease in funds in the second year, a 50% decrease in funds the third year, and a 75% decrease in funds the fourth year to allow for local institutionalization and full assumption of costs. The grant funding period will run from July 1, 2016 to June 30, 2017. There is no assurance that federal funds will be available for renewed funding beyond this period. Applicants wishing to provide funds in addition to the award should note those as “cash funds from sources other than the grant” on the budget.

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. For example, a program that already employs a full time director may not use these funds to help support that position UNLESS the applicant can demonstrate the position would be reduced without these grant funds and that the position’s time and related costs are directly linked to the success of the project. If that position would continue in the same capacity without the new grant, then these funds may not be used to support any part of the position. Grant funds may not be used for: equipment replacement, 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: <http://www.ojp.usdoj.gov/funding/pdfs/foodandbeverage.pdf>

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

Grant recipients 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. Due to the DCTAT reporting schedule, grant recipients may be required to report to DCTAT up to one year after the completion of the grant.

APPLICATION DUE DATE & TIMELINE

Applications are due to DCJS no later than **4:00 p.m. on, February 19, 2016.**

Schedule:

January, 2016	Announcement of the availability of funds
February 19, 2016	Applications due to DCJS
April 2016	ACJJ grants subcommittee makes recommendations for funding
May 2016	CJSB makes funding decisions
June 2016	Award notices sent
July 1, 2016	Project period begins for awarded grants

CONTACT

For questions and technical assistance contact:

Edward H. Holmes
Virginia Department of Criminal Justice Services
(804) 786-4576
Ed.Holmes@dcjs.virginia.gov

APPLICATION INSTRUCTIONS

Applications received after the deadline will not be considered.

Incomplete applications and those not adhering to format specifications may be disqualified from review. Applicants should read all information contained in these guidelines and follow all application instructions.

How to Submit an Application

- Applicants should submit one (1) original and three (3) complete copies of the application. [Submissions may be double sided.]
- Applications are due to DCJS by **4:00 pm on February 19, 2016**.
- Applications may be hand delivered to: 1100 Bank Street, 9th floor, Richmond, VA 23219. Attention: DCJS, Office of Grants Management.
- Applications submitted by mail or overnight delivery must be received by the designated due date and time and should be sent to: DCJS, Attention: Office of Grants Management, 1100 Bank Street, Richmond, Virginia 23219

Electronic or facsimile submissions will not be accepted.

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-H), meeting formatting and page number specifications, plus required forms and attachments
- III. Itemized Budget Form
- IV. Itemized Budget Narrative
- V. Applicant disclosure of pending applications and other funding
- VI. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- VII. General Grant Conditions & Assurances
- VIII. Optional: Letters of Support

Instructions for Completing 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 by the proper official. The form, titled “Grant Application”, can be found on the DCJS website under “General Grant Applications & Reporting” at: <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants>

Please note the following instructions for this form:

- *Grant Program* – List the grant program you are applying for (Title II Formula Grant Funds).
- *Congressional Districts* – List the congressional districts that will benefit from this program.
- *Applicant* – Provide the name of the locality.
- *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 best practice or evidence-based practice?
- *Jurisdiction(s) Served* – List all localities to be served; 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, 2016 and ending no later than June 30, 2017).
- *DUNS Number* – Provide the Data Universal Numbering System (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”. 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 12 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. ACJJ Priority Area

Specify which of the following priorities and goals established by the ACJJ that the project falls under:

1. Reducing disproportionality in the juvenile justice system by implementing alternatives to the use of school disciplinary and zero-tolerance policies which result in school suspension or expulsion;
2. Reducing disproportionality in the juvenile justice system by implementing projects and/or programs recommended in formal DMC assessments conducted in the jurisdiction;
3. Reducing behavioral health issues of at-risk youth and those involved in the juvenile justice system by addressing one or more of the following specific issues: mental health; substance abuse; co-occurring disorders; trauma; exposure to violence (specify which issue the project will address);
4. Diverting juveniles from the juvenile justice system through community-based programs;
5. Serving system-involved youth in their home communities by piloting intermediate sanctioning options for juvenile probationers and parolees;

6. Serving at-risk and system-involved youth in their home communities by implementing community-based prevention programs that emphasize one or more of the following: truancy prevention; school engagement; conflict resolution (specify which area the project will address);
7. Serving system-involved youth in their home communities by providing local, community-based reentry support services for youth returning from a juvenile correctional center or detention center; and
8. Increasing family engagement and/or community involvement for youth who are in custody, on probation/parole, or in a diversion program (specify if the project will address family engagement, community involvement, or both).

B. Needs Justification

The needs justification is a critical component of the application, as it describes the problem that the project is intended to address. Begin this section with a summary statement about what the project is and then move into providing evidence as to why the project is needed.

Following the summary statement, applicants should:

- Provide detailed information describing the problem that the project is to address.
- Use data to support the existence and extent of the deficiency or problem such as crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information. Any statistics used should be the most recent available and include the source of the information. Show how the deficiency or problem has grown over time.
- Clearly explain other attempts that have been made to address the issue; state if no attempts have been made; if there has been a specific roadblock in the past, explain what it was and why it is no longer a barrier.
- If the project is intended to expand or replicate an existing program in a new area, describe the history of the program and its performance.
- If the project is for supplies or equipment only, explain why grant funds are necessary to support the purchases.
- Describe any existing resources and services that are currently available to support the deficiency or problem, including any other sources of funding, and state why those resources and services are inadequate.
- Describe other programs that are available in the community to address juvenile delinquency and prevention and the relationship those programs will have with the proposed effort. If applicable, describe the lack of programs and the impact it has on the community.
- Describe the background for the project proposal (be sure to reference any local planning activities or advisory committees that identify the project as a need).

C. *Project Description*

The project description section is where the proposed project is explained in detail. It should be clear to the reader what will occur and it should clearly tie to the problem described in the needs section.

In this section, applicants should:

- Clearly tell what the project will do.
- Identify the target population and how it will benefit from the project.
- Identify how the project engages families, parents, guardians, etc. if applicable.
- If the applicant is proposing to implement, expand, or replicate a program, the applicant must state the evidence based strategy or program that is being used, provide the source, and explain how the grant funding will augment other funding or sustain the project.
- If the project is for supplies or equipment, explain the existing program and how the purchase will support it.
- Include the goals and related objectives that the project is intended to achieve. Goals and objectives should be clear, concise, measurable, and attainable. A goal is defined as the ultimate intended outcome, and should state what the program/ project hopes to achieve over the life of the grant. An objective is an outcome derived from the goal and states what will be accomplished within a certain time period. It is measurable. Each goal should have correlating objectives. A projected deadline should be stated for achieving each objective. Performance measures established by the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) may be helpful in establishing measurable objectives that may be helpful in developing the project. Performance measures for each purpose area, as well as core measures applicable to all purpose areas, can be found at:
https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantiD=17
- Discuss strategies and activities the project will employ to accomplish the stated goals and objectives. For programs, cite research/studies, models, previous programs, or some other evidence that demonstrate it is a **best practice or evidence-based practice**. (Some questions to consider: Have these strategies been successfully employed elsewhere? Which experts recommend them and why? Is it listed on one of the federal model programs guides; if so, which one(s)?)

D. *Project Plan Description & Forms*

The project plan includes a summary (as described here) and the completion of Goals and Objectives Forms.

Within the description, applicants should:

- Summarize how the project will be implemented, who will implement the project, and their responsibilities for the project.

- Include this for each year that the applicant anticipates funding (as noted earlier, projects will be considered for an additional three (3) years of funding based on funding availability and project progress).
- Explain any partnerships that are necessary for the project's implementation and whether those partnerships have been developed or not.
- If there are project partners, describe the roles of the key players and their responsibilities as related to the project.
- List the key goals and measurable objectives of the project.

Applicants should identify specific activities for each goal and objective on the Project Goals and Objectives Forms. These forms should be included as attachments at the end of the Project Narrative and do NOT count towards the 20 page maximum. Find forms at:

<http://www.dcjs.virginia.gov/forms/grants/GoalsObjectivesForm.doc>.

E. Performance Measures

Applicants must agree to submit performance measures as they relate to the chosen Title II area. Performance measures must include those established by OJJDP and any others that the applicant feels are necessary to demonstrate the project's effectiveness.

Applicants will be required to collect appropriate data and report on the performance measures quarterly to DCJS and annually to OJJDP. Note that the final annual report on a grant project may be due after the conclusion of the grant.

The OJJDP performance measures can be found at:

https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=17

To complete this section of the application, applicants must provide assurance that they will report on performance measures as required, including those that may be required after the conclusion of the grant period.

F. Sustainability Plan

Projects seeking to serve youth and/or support personnel must be able to be sustained following completion of the grant period.

To complete this section of the application, applicants should:

- Provide a plan that identifies how the project will be sustained following completion of the grant and any continuations (up to four years total). Plans for seeking additional funds must specify HOW and WHERE such funds will be obtained and be realistic. If the plan is to request funds from City Council or similar body, specify how/when they will be approached.
- Projects requesting equipment or supplies only, should clearly explain plans for maintenance following the grant period.

- If the project does not require sustainment following the grant period, put “Not applicable” and provide a brief explanation as to why sustainability is not necessary.

Itemized Budget Form

An itemized budget form must be completed for the project. Budget forms must:

- Include line item and category totals which correspond with those in the budget narrative.
- Funds supporting the project in excess of the required match should be reported under “cash funds from sources other than the grant”.

Applicants can obtain a copy of the budget in an rtf format at:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>

OR

for an Excel spreadsheet with automatic total calculations, go to:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

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 reflect the figures included on the Itemized Budget Form. **All requested items must be thoroughly justified and clearly related to the proposed project or they may 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
- Numbered sequentially
- There is no page limit for the budget narrative

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.

Funding should not be used to sustain or support existing staff unless the applicant can demonstrate that the individual's position will be extended in hours to cover new duties, the individual's position would be reduced or eliminated without new duties, or similar justification. If existing employees are to be paid out of the grant, it must be clearly stated as to why they must be compensated from the new grant vs. prior funding sources. Failure to provide appropriate justification will result in the denial of requested funds.

- b) For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

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, and should not exceed the consultant's usual and customary daily rate.
- 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 .56/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*

Indirect costs 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 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.

V. 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

VI. 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 Grant Applications & Reporting” on the DCJS website at:

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

VII. 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:

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

VIII. 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. They do not count towards any page limitations. Only letters submitted with the application will be considered. Letters will not be accepted after the grant application is submitted.

Checklist of Required Elements for a Complete Application Package

- I. Signed Grant Application Face Sheet with complete contact information
- II. Project Narrative, not to exceed 12 typed pages appropriately spaced, formatted, and numbered, consisting of:
 - A. ACJJ Priority Area
 - B. Needs Justification
 - C. Project Description
 - D. Project Plan Description & Forms (include forms at end of Project Narrative)
 - E. Performance Measures
 - F. Sustainability Plan
 - G. Forms (from D Project Plan Description) – do not count towards page maximum
- III. Itemized Budget Form
- IV. Itemized Budget Narrative
- V. Applicant Disclosure of Pending Applications & Other Funding
- VI. Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
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