

Racial and Ethnic Disparities (R/ED) Project Application

2020-2021

Application Due Date: July 31, 2020

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



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

Andrew Jackson Building, Ninth Floor
502 Deaderick Street
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

The Tennessee Commission on Children and Youth (TCCY) would like to thank you for your interest in applying for federal grant funds. We appreciate the work that you do to reduce youth delinquency in Tennessee. Attached is the application packet for the Racial and Ethnic Disparities (R/ED) Grant program funding. Funds are available for projects that support, enhance, develop, implement, or evaluate innovative programs that focus on racial and ethnic disparities reduction within the youth justice system.

This application is designed to make your submission of a proposal as easy as possible. You should read the entire application before you begin to write your proposal. Each section of the application has specific instructions. Listed below you will find specific information that you must keep in mind when completing your application. **Please understand this is a very competitive process and grant applicants must follow strict adherence to the guidelines and instructions in the application. Failure to do so will result in the rejection of your application.**

- **Project Narrative must not exceed fourteen (14) pages.**
- **Project Narrative must be double-spaced.**
- **All pages must be in 12-point font and numbered in order.**
- **Authorized signatures and telephone numbers must be on the original application and signed in blue ink.**
- **Extraneous information should not be attached to the application because it may cause your application to be excluded from consideration.**

Before you send the proposal to TCCY, complete the Project Application Checklist. This will ensure that you have provided all necessary information before submission. **Applications must be received in TCCY central office by 4:30 P.M. CST on July 31, 2020. A postmarked date is not sufficient.** Hand-delivered applications will only be accepted on July 30, 2020 and July 31, 2020 by 4:30 P.M. CST. Late applications will not be accepted. If the application is sent by carrier, the applicant should retain a copy of the package tracking information so that the applicant can confirm delivery of its application and prove that the carrier did receive the application for guaranteed delivery by the application deadline.

Grant applicants will be awarded based on several factors, including geographical area (including statewide impact), site visits, grant score, and progress reports, if applicable. In addition to the quality of each proposal, issues of statewide distribution and prior funding history may also be considered in making funding decisions.

The TCCY Grant Review Committee will review applications and make a recommendation for approval/disapproval to the full Commission. The Commission will take action on all grants August 14, 2020 and you will receive notification of that action. Approved projects will begin October 1, 2020

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

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RACIAL AND ETHNIC DISPARITIES PROJECT

I. GENERAL INFORMATION

The purpose of TCCY's Federal Formula Grant Program is to plan for and implement the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974 (as amended through P.L. 115-385, enacted December 21, 2018); 34 USC §11133 (a) et seq. Section 223(a) (23) of the JJDP Act of 1974 required states to address minority overrepresentation of youth in confinement. In 2002, the JJDP Act was reauthorized and broadened the scope of the DMC initiative from "disproportionate minority confinement to disproportionate minority contact," requiring an examination of potential disproportionate representation at all decision points within the juvenile justice continuum and implementation of a data-based prevention and system improvement efforts to reduce identified disproportionality. The most recent reauthorization replaced "disproportionate minority contact" language with "racial and ethnic disparities." States must determine where the problem exists, to what degree (numerically) the problem exists, and what solutions can be implemented to eliminate the problem.

The Tennessee Commission on Children and Youth (TCCY) complies with this core requirement of the JJDP Act by: 1) collecting data regarding racial and ethnic disparities in the youth justice system in rural and metropolitan areas of the state; 2) educating communities regarding R/ED; and 3) developing an action plan to address the disparities. TCCY staff also provides an analysis of how R/ED occurs at different decision points in the youth justice system.

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

Grants are awarded to assist Tennessee in complying with this mandate as well as to prevent delinquency and to improve the youth justice system.

Eligible Applicants

Entities eligible to apply for the R/ED Project grant funds shall include public agencies and private (not-for-profit) organizations which include: governmental, educational, law enforcement, or other child serving or advocacy organizations. The focus of the R/ED Project is not only to ensure prevention and intervention services are provided, but also to establish performance measures for the project, demonstrating success in reducing racial and ethnic disparities in the youth justice system.

Initial funding shall be for a period of not more than twelve (12) months, and renewable for up to 3 years. **Renewal is not automatic. All applicants (continuation and new) must submit an application each year.** If a project is approved for funding after the first year, the funding level for the

second and third years will be 75% and 50%, respectively, of the first year's budget. Continuation funding is contingent upon reapplying and satisfactory performance and the availability of funds. Equitable distribution of federal formula grants across regions will be considered, but in some cases grants may be awarded in the same area. Applicants in the same area are not prohibited from applying.

Agencies or programs which have been previously awarded a Federal Formula Grant from TCCY are not likely to receive additional funds after three years of funding. Any subsequent application will only be approved if it includes a new program or program component which is significantly different from the previously funded grant. Federal Formula grantees must be self-sufficient after three years. Self-sufficiency means, the program will not require Federal Formula Grant funds for implementation.

R/ED Project Expectations

- Reduce R/ED
- Establish baseline data regarding minority youth in the targeted project area.
- Establish a data collection plan.
- All grantee projects must have action plans to address R/ED in the youth justice system. The term “racial and ethnic disparity” means minority youth populations are involved at a decision point in the juvenile justice system at disproportionately higher rates than non-minority youth at that decision point. In addressing racial and ethnic disparities, grantees must address at least one of the following points of contact within the youth justice system: arrest, diversion, pre-trial detention, disposition commitments or transfers. The action plans must also respond to the following questions:
 - 1. What do your R/ED numbers tell you about your jurisdiction?
 - 2. What would success in R/ED reduction look like for your proposal/jurisdiction? (Response should set forth a strategy and/or a vision and or a plan, goals or outcomes that reflect what success looks like.)
 - 3. How much do you want to reduce R/ED next year?
 - 4. Is the reduction reasonable? If yes, why? (Response should include a jurisdiction (examples, specifics) as to why the intervention is reasonable.)
 - 5. What safeguards will you put in place to ensure that as you work to reduce R/ED, you are still protecting the public, holding youth accountable, and equipping youth to live crime-free, productive lives?

The information which follows is intended to facilitate the writing of your grant application. Included are the answers to the most frequently asked questions about the application content. Also included are guidelines for allowable budget items and specific project components which will not be funded.

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

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

II. APPLICATION REQUIREMENTS

A. Evidence-Based Project. The project(s) funded must be evidence-based. Evidence-based programs and approaches are defined as strategies and programs demonstrated through research and evaluation to be effective at preventing or intervening in youth delinquency (see Appendix, Sample of Evidence-Based Programs) or reducing racial and ethnic disparities in the youth justice system. Best practice models include program models that have been shown, through rigorous evaluation and replication, to achieve target outcomes. Model programs can come from many valid sources (e.g., *OJJDP's Model Programs Guide*, *Blueprints*, SAMHSA's Model Programs, state model program resources, etc.).

Note: **The source of the evidence-based program/model program must be documented in the project narrative section of the request for proposal (RFP).** *The Office of Juvenile Justice and Delinquency prevention model program Guide*, describing evidence-based delinquency prevention and intervention programs can be found on the MPG website www.ojjdp.gov/mpg/.

B. Data Collection.

1) Baseline data must be collected at the beginning of the project. It includes the following:

- Total number of youth in your targeted jurisdiction (county, statewide, etc.) ages 10 – 17 disaggregated by race, ethnicity, age and gender.
- Total number of youth in contact with the youth justice system. According to the Office of Juvenile Justice and Delinquency Prevention (OJJDP), contact refers to detaining of youth and to ongoing contact through actions within the youth justice system such as: arrest, diversion, pre-trial detention, disposition commitments or transfers to adult court.
- Total number of youth in the youth justice system charged with a status or delinquent offense broken down by race/ethnicity, age, gender.

2) Data Collection Plan:

- Determine and describe the process for tracking youth in the juvenile justice system at all contact points, i.e., arrest, adjudication and placement.
- Establish a list of services to be provided by the project and keep track of the number of minority youth involved with each service.
- Indicate how often the data will be collected.

C. Project Evaluation.

- List evaluation tools and describe what they will measure.
- Explain how data will be collected.
- Establish a time frame for collecting the data (i.e., monthly, daily, etc.).
- Explain the results the project plans to achieve for project participants. The explanation must include which point(s) of contact will be addressed and the percentage of R/ED reduction anticipated.

D. Performance Measures. Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to project performance and is less rigorous than project evaluation. Successful applicants will be required to collect data and information to report during the contract period. Projects must be able to provide data on the following of performance measures, as applicable:

Outputs

- Number of minority youth served broken down by age, gender, race/ethnicity.
- Number of services implemented. Indicate the types of services used (mentoring, tutoring, diversion programs, probation, community service, etc.).
- Number of staff assisting with the project.

Outcomes

- Number/percent of minority youth who offend.
- Number/percent of minority youth completing project requirements.
- Number/percent of minority youth diverted from detention.
- Number/percent of minority youth who reoffend.
- Number/percent of minority youth diverted from juvenile court.

E. Letter(s) of Support and Collaboration. All applicants must obtain a letter of support from the juvenile court judge in the area being served. If the applicant is unable to obtain a letter of support from the juvenile court judge, they must obtain a letter of support from the juvenile court administrator, county executive or mayor, or lead youth services officer. If the applicant is a school-based program, they must obtain a letter of support from the school principal or his or her designee. If the applicant is a law enforcement-based program, they must obtain a letter of support from the appropriate law enforcement representative.

III. GRANT REVIEW PROCESS

All applications will be reviewed by TCCY Juvenile Justice Division staff before the TCCY Grant Review Committee (GRC) reviews them. The TCCY GRC will review applications and recommend approval or disapproval to the Commission. The Commission will make the final decision of approval or disapproval. A letter will be sent to all applicants within thirty (30) days of the Commission's decision for approval or disapproval. If approved, the letter will indicate any special conditions that must be met before the project(s) can begin. If disapproved, the letter will explain any deficiencies in the application that prevented the project from being funded. All decisions by the Commission will be final.

IV. GRANT FUNDING INFORMATION

1. Funding. Applicants can apply for funds up to \$60,000 for the project period of October 1, 2020 to September 30, 2021.

2. Match Requirement. There is no cash match required to receive R/ED funds.

3. Grantee Contracts. TCCY shall send a contract to the grantee as soon as special conditions, if any, have been met or accepted. The grantee must return a signed contract to Central Accounting before any claims for reimbursement are accepted.

4. Project Period. The R/ED Project grant period will be from October 1, 2020 to September 30, 2021.

5. Allowable and Disallowable Expenditures. The following items are **allowable** expenditures, with sufficient justification, as part of a grantee's R/ED budget:

- incentives (T-shirts, plaques, etc.) consistent with project goals
- project participant transportation if consistent with project goals and in compliance with state travel regulations (.47 per mile)
- mileage for TCCY trainings
- salaries and benefits of staff working on the project
- supplies and operations for use on the project

The following items are **disallowable** as part of a grantee's R/ED budget:

- Food, snack or beverages (allowed for program youth only)
 - Land acquisition, capital improvements, or construction costs
 - Maintenance and repair for facility
 - Depreciation
 - Interest
 - Liability insurance for vehicles (medical insurance under "benefits" only)
 - Gas/fuel (mileage only .47)
 - Vehicle lease/rental
 - Equipment rental (on an ongoing basis)
 - Taxes (of any kind)
 - Fundraising
 - Bonuses or commissions
 - Lobbying
 - Membership fees/dues
 - Legal expenses
 - Alcoholic beverages
 - Entertainment
 - Costs incurred outside the project period
- No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in "scared straight" type programs regardless of the source of funding for the activity, will be funded by the Tennessee Commission on Children and Youth.
 - Formula grant funds may be used to supplement or increase the level of state, local funds, or other non-federal funds, but may not be used to supplant those funds. Simply, federal funds may not be used to replace funds from other sources.

- Formula grant funds will not be awarded to recipients who fail to demonstrate success in achieving goals specified in the application during the preceding two-year period.
- Funding of positions and salaries will be reviewed on a case-by-case basis. The Commission reserves the right to fund salary amounts it feels are consistent with the duties of the position. The allowable amount for fringe benefits is **30% of the salary amount requested**.
- All travel by project staff must follow current State of Tennessee Regulations. The grant application should include all anticipated out-of-state travel, with justification of why the travel is necessary or enhances the ability of the grantee to meet stated objectives.
- All applicants must notify TCCY in writing of any changes in personnel paid from grant funds and personnel managing the grant regardless of payment **within three business days** of the change.
- All applicants for Federal funds must complete the Certified Assurances (see Appendix IV) and must comply with Title VI guidelines regarding non-discriminatory practices for staff and program participants.

6. Reimbursement of Expenses. All payments to grantees are made on a reimbursement basis only. No advance payments are allowed. No payments will be made by cash or check, each grantee must have direct deposit. The grantee shall submit quarterly progress and expense reports. The expense report is necessary for reimbursement of expenses incurred. Both reports must be submitted within thirty (30) days of the end of the quarter. A quarterly claim will not be paid until the corresponding progress and expense report is received and approved. . Claims for the quarter that ends June 30 must be received by June 25 to allow for closing of the state fiscal year on June 30.

7. Progress Reports. Each grantee shall submit a quarterly progress report (along with the expense report) within thirty (30) days of the end of the quarter. The purpose of the project progress report is to determine progress and/or deficiencies of sub-grantees in meeting the goals and objectives of the grant.

8. Budget Flexibility and Budget Revisions. For fiscal year 2020-21, TCCY will allow budget flexibility for needed adjustments. This means budget adjustments can be made between the existing line items in the budget without prior approval, not to exceed 20 percent of the total contract budget. (Example: If the total budget is \$50,000, dollars may be moved between line items not to exceed \$10,000 total.) This flexibility is meant to be used if needed but not to be abused. The following are guidelines in regards to any adjustments made:

- Prior permission is not required to make line item adjustments within the allowable 20 percent of the total budget.
- Submit the change to the budget on the current quarterly report in order to allow TCCY to keep accurate records for auditing purposes.
- This flexibility does not include creation of new line items to the existing budget.

Creating new line items, time extensions, adjustments of more than 20 percent, or any change in the total contract amount is a revision and requires prior approval. In these instances, a letter of request with

supporting documentation and clarifying reason(s) for the request must be submitted for consideration of approval.

Under no circumstances will any budget revision/adjustment be approved **after July 31, 2021**. This will allow our fiscal department time to reconcile account balances before the end of the federal fiscal year. Therefore, it is imperative the budget be carefully reviewed prior to submitting reports in order to assess your needs before requesting a revision.

V. PROJECT SITE VISITS AND PROJECT MONITORING VISITS

Project Site Visits. The R/ED state coordinator will make an on-site visit at least once a year to view the program and review project records. The purpose of the visits is to provide technical assistance to ensure projects are doing well and meeting stated goals and objectives.

Project Monitoring Visits. TCCY staff will also monitor the project. The monitor will examine claims for reimbursement, fiscal records, project records, personnel records, and other records, if needed.

Failure to comply with grant contract requirements will place award in jeopardy of suspension. Grantees are encouraged to contact the TCCY R/ED state coordinator when having difficulties in implementing the project.

VI. PERSONNEL REQUIREMENTS

- All agencies/organizations with fifty (50) or more employees must have an Equal Employment Opportunity (EEO) Plan.
- All agencies/organizations must have written policies and procedures for employees.
- All agencies/organizations must keep timesheets and a travel log for each employee working on the project.
 - All staff and volunteers working with children in your program must have a **criminal background check and sex offender registry check on file.**

VII. CONFIDENTIALITY

All records of youth served must be collected and maintained in a manner to ensure protection of juveniles' rights to privacy and confidentiality. Records of youth in the project should contain but are not limited to:

- Demographics (age, race, gender, county of residence, grade level, zip code);
- Dates involved in the project;
- Date completed the project;
- Specific services provided.

VIII. CULTURAL COMPETENCY TRAINING

All personnel involved with the project must complete cultural competency training within the first two quarters of the project period. Cultural Competency Training can be conducted by in-house staff or by an outside agency.

IX. TITLE VI COMPLIANCE

Purpose: “No person shall on the grounds of race, color, national origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the Tennessee Commission on Children and Youth (TCCY). It is the intent of TCCY to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964.” In addition, TCCY complies with the following federal laws:

- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the Department of Justice implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972 which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681) and the Department of Justice implementing regulations at 28 C.F.R. Part 54; and
- The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102) and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart I.
- The Department of Justice regulations on the Partnerships with Faith-based and Other Neighborhood Organizations which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using Department of Justice funding on explicitly religious activities (28 C.F.R. Part 38).
- The Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, which prohibits discrimination in programs funded under the statute, both in employment and in the delivery of services or benefits, based on race, color, national origin, sex, and religion (34 U.S.C. §11182(b)), and the DOJ implementing regulations at 28 C.F.R. §§31.202, .403 & pt.42, subpart D.

TCCY requires all sub-grantees to provide cultural competency services to participants, and, where possible, Limited English Proficiency (LEP) services to program participants.

TCCY does require the following of funded agencies: All subrecipients to comply with their obligations under other applicable federal civil rights laws such as informing subrecipients about (a) the prohibition of discrimination not only under Title VI but also under the Safe Streets Act, the JJDPA, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; (b) the EEO requirements; (c) providing meaningful access to programs and activities for LEP individuals; and, (d) having procedures in place to receive and evaluate complaints from employees and beneficiaries alleging discrimination not only under Title VI, but also under the Safe Streets Act, the JJDPA, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

X. SUBCONTRACTING WITH GRANTEES

The grantee shall not assign this grant contract or enter into a subcontract for any of the services performed under this grant contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, they shall contain, at a minimum, the section of the grant contract pertaining to “Conflicts of Interest,” “Lobbying,” “Nondiscrimination,” “Public Accountability,” “Public Notice,” and “Records” (as identified by the section headings). Notwithstanding any use of approved subcontractors, the grantee shall be the prime contractor and shall be responsible for all work performed.

XI. REQUESTS FOR AND SUBMISSION OF APPLICATION

All applications, revisions, and correspondence regarding grants shall be public information. A copy of the application to download is attached to the availability of funds email you receive. Applicants may also request an application packet from the following address:

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

An original application and nine (9) additional identical copies, for a total ten (10) copies, must be submitted by the deadline established by the Commission. The application must be submitted by the deadline July 31, 2020 at 4:30 P.M. CST. The original copy of the application must have original signatures (in blue ink) of persons authorized to enter into a contract. Please note hand delivered applications will only be accepted on July 30, 2020 and July 31, 2020 by 4:30 P.M. CST.

XII -Appendix

DUNS NUMBER REQUIREMENT

The federal government requires organizations to provide a DUNS number on their grant applications. As a recipient of federal funding, the Tennessee Commission on Children and Youth (TCCY) also requires DUNS numbers on all grant applications from organizations. Applicants who have not already done so must register with Dun and Bradstreet (D & B) to be issued a DUNS (Data Universal Numbering System) number. There is no fee for registering for a DUNS number.

WHAT IS A DUNS NUMBER?

Dun and Bradstreet (D&B) is a company that provides business information for credit, marketing, and purchasing decisions. Its “data universal numbering system,” known as DUNS, issues unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million businesses world-wide. Because a DUNS number is specific to a physical location, some entities such as states, public school districts and universities will have several DUNS numbers, for example “DUNS + 4,” used to identify specific units within a larger entity.

WHY DOES MY ORGANIZATION HAVE TO PROVIDE IT?

The federal government’s Office of Management & Budget uses DUNS numbers to track how federal grant money is awarded and dispersed. A percentage of the Tennessee Commission on Children and Youth grant money is federal, thus TCCY requires DUNS numbers, too.

Do all grant applications have to have a DUNS number?

All organizational applicants are required to provide their DUNS number. Individuals are exempt.

How do I find out if my organization already has a DUNS number?

Your executive director, business manager, board treasurer, or accountant is likely to know and be able to provide your organization’s DUNS number if you already have one. Most Universities and colleges, state entities and large organizations already have DUNS numbers.

If you aren’t sure if your organization has a DUNS number, or if so, what it is, [go here to search](#).

If you do not have a DUNS number, apply by using this website: www.dnb.com.

Is there a fee for registering for a DUNS number?

No. D&B does not charge a fee, and you are not obligated to purchase any of their products.

How do I get a DUNS number?

Applications are no longer accepted over the phone. To apply for a DUNS number, go to this website: www.dnb.com and click onto D-U-N-S NUMBER. Scroll down to “Get a D&B D-U-N-S Number.” Click onto “Get a D-U-N-S number.” For best compatibility, applicants should use either Firefox or Internet Explorer, and turn off any pop-ups for best results with the application. The D&B website will ask for the information listed below, after which you will be assigned a number, free of charge. An authorizing official (i.e., executive director or chair of the board) of the organization should fill out this request. It may take up to 30 days to receive the DUNS number after applying on the website, so be sure to give yourself enough time to do this before your grant application deadline.

- Legal Name of organization
- Headquarters name (if different from Legal Name) and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized (if exists)
- Physical address: city, state, zip code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location

INSTRUCTIONS FOR COMPLETING THE BUDGET NARRATIVE

Applicant provide “best estimate” of the total project or program cost. A well prepared budget justifies the proposed expenses by linking the budget items to the proposed activities, as described in the application narrative

- A. One page is preferred and no more than two (2) pages. **Show calculations.**
- B. Provide a narrative justification for **each** budget category item requested. Explain the purpose and necessity of each specific expenditure. If travel is included, specify who will travel, where, why, and the specific costs (mileage, hotel, meals, etc.) per trip.
- C. Indicate the projected number of youth to be served during the proposed fiscal year. Calculate the cost-per-participant and address the cost-effectiveness of the proposed project. If this project is approved, the applicant will be requested to complete forms authorizing direct deposit reimbursement.

INSTRUCTIONS FOR COMPLETING THE PROJECT NARRATIVE

Instructions. Please label each section by heading and present the required information. Include all of the items listed under **Section II. Project Expectations**. Limit the narrative to fourteen (14) pages. **Each section must be labeled and all pages typed, double spaced, font size 12 and numbered.**

A. Give a brief description of your agency/organization including services provided, population and geographical area(s) served.

B. Background/Need

1. Establish baseline data for area to be served (refer to page 6) and document in narrative.
2. Provide a brief description of the nature, scope, and degree of the R/ED problem in the target area using current and relevant local data/statistics specific to the geographic area and target population of the project.
3. Describe how the proposed project will address the problem(s) of R/ED.
4. Describe the data collection plan (refer to page 6).
5. Describe how this project will assist TCCY in maintaining compliance with the JJRA core requirement of addressing Racial and Ethnic Disparities.

C. Project Implementation

1. Describe: 1) the evidence-based program, and 2) how it will be implemented in the project. List the name of the evidence-based program and source from which the program model was cited (i.e., SAMHSA, OJJDP Model Programs, Blue Print Guide, etc.)
2. Describe your target population. State specifically who will benefit from the proposed project and the number of youth to be served.
3. Explain in detail how youth will be referred to your program.
4. Describe your plan or strategy for providing minority responsive programming for minority youth. Give specific examples of services that will be provided.
5. Describe your plan or strategy for providing gender specific responsive programming for females. Give specific examples of services that will be provided.
6. State the goal(s) and objectives for the year. List no more than two (2) goals (with one of the goals being to reduce R/ED) and no more than three (3) objectives for each goal of the project. The objectives for the year must be realistic, time-bound, and measurable.
7. Describe how the project demonstrates a collaborative effort with other agencies in the community.
8. List all activities to be done and responsible personnel for achieving the project's objectives in a quarterly format.

D. Project Evaluation

Describe the evaluation procedure that will be used to assess the project's impact on the Racial and Ethnic Disparities in the youth justice system. Include: 1) performance measures (outputs and outcomes), 2) data collection process 3) tools used to evaluate, 4) timeline for collecting data; and how the results in meeting the goals and objectives will be obtained.

Output Indicators measure the products of a program's implementation or activities. They are generally measured in terms of the volume of work accomplished such as amount of services delivered, policies, procedures, and/or legislation created. Examples include the number of juveniles served, number of hours of service provided to participants, number of staff trained, number of detention beds added, number of materials distributed, number of reports written, and number of site visits conducted. They may also be referred to as process measures.

Outcome Indicators measure the benefits or changes for individuals, the youth justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. Examples are changes in the academic performance of program participants, changes in the recidivism rate of program participants, changes in client satisfaction level, changes in the conditions of confinement in detention, and changes in the county-level juvenile crime rate. There are two levels of outcomes:

1. **Short-term outcomes:** The benefits or changes that participants experience by the time they leave or complete the program. Direct service programs should include changes in recipients' behaviors, attitudes, skills, and knowledge. Programs designed to change the juvenile justice system should include changes to the youth justice system that occur by the end of funding.

2. **Long-term outcomes:** The ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. Direct service programs should include changes recipients' behaviors, attitudes, skills, and knowledge. They should also include changes in practice, policy, or decision-making in the youth justice system. They are measured within 6-12 months after a youth leaves or completes the program. They should relate to the program's goals (e.g., reducing R/ED).

E. Project Personnel

1. For each position funded by the project, include the following: job title; percent of time spent on the project (if percent of time is less than 100% of a 40-hour week, include a description of other agency responsibilities of this position); job responsibilities; job qualifications (education and experience). Include a copy of the highest diploma achieved or transcript for all staff paid by the project.
2. If staff is known, include the name and a brief summary of education and experience for that person. If staff is to be recruited, include recruitment strategies.
3. Describe other personnel who will be involved with the project but not paid from the project budget and describe what they will be doing.
4. Include an organizational chart indicating how the project will fit into the overall management and scheme of the agency. Describe lines of supervision for project staff.
5. All staff and volunteers working with children on the project must have a Criminal Background Check and Sex Registry check on file.
6. All **non-profit agencies** need to include a copy of their Charter in the application.
7. Describe your plan for providing Cultural Training for staff along with dates and training specifics.
8. Specify how Title VI training will be provided for your staff

F. Past Accomplishments

1. If this is an application for a new project, and the applicant or implementing agency has not been previously funded by TCCY, describe other programs developed by the agency, funding obtained, and outcomes achieved.
2. If this would be your first time receiving TCCY funds, please explain any experience the applicant has working with children and its relevance.
3. If you are applying for continuation funding explain in detail the accomplishments and outcomes thus far of the program currently funded by TCCY. Previously funded projects should also list the goals and objectives from the previous year that were not met and explain why.
4. Have you ever had a project funded by TCCY before? If yes, is that project still up and running?

G. Future Funding Strategies

1. Explain your **strategy** in detail how project will be funded after TCCY funding ends. In addition, provide the names of three possible funding organizations that will be contacted this year.
2. If approved for a second and third year of funding, the project will receive 75% and 50% respectively of the first year's approved budget. Explain how the project will be maintained at the first year's level of funding. *Note the grantee will need to provide the same level services at the first years of awarded funding.

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

- Certifications and Certified Assurances from Appendix XII.
- Letter from the juvenile court judge.
- Agency organizational chart.
- Copy of highest diploma achieved or transcript for staff being paid by project.

- **For Private Agencies only**
 - List of current board of directors.
 - Copy of Charter.
 - Documentation of 501(c)(3) status.

Unrequested information and materials will not be considered



STATE OF TENNESSEE

TENNESSEE COMMISSION ON CHILDREN AND YOUTH

**R/ED Grant
Certified Assurances**

- **Applicant agrees that no person, including board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project receiving Racial and Ethnic Disparities (R/ED) Project funding.**
- **Applicant agrees to employ culturally sensitive and competent staff and to ensure ongoing training is provided.**
- **Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).**
- **Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.**
- **Applicant agrees to make a presentation to the Tennessee Commission on Children and Youth relative to the progress and activities of the project, if requested.**
- **Applicant agrees that R/ED Project funds will not be used to supplant local, state, or other funding that has been decreased or discontinued.**
- **Applicant agrees that “No person shall on the grounds of race, color, national origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the Tennessee Commission on Children and Youth. It is the intent of the Tennessee Commission on Children and Youth to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964.”**

Signature of Authorized Official

Date



U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

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

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

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

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

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

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

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

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

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

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



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 610 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

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

Possible Points	Points Earned
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I. Budget Justification:

	10	
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1. Detailed, accurate budget is included (subtotals and totals match those on the Face Sheet). **(4 pts.)**
2. Budget Narrative explains in detail the need for each line item. **(6 pts.)**

II. Project Narrative

	5	
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A. Description of Agency/Organization.

1. Applicant provides a brief summary of the agency/organization including services provided, population served and geographical location **(5 pts.)**

B. Background/Need

	20	
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1. The nature, scope and degree of the problem has been fully documented using current local and or state data and statistics **(10 pts.)**
2. Baseline data is established for area to be served. **(5 pts.)**
3. The proposed project fits the overall objective of the R/ED program. **(5 pts.)**

C. Project Implementation:

	25	
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1. Evidence-Based Program model is cited and there is a description of how it relates to the project. **(3 pts.)**
2. The applicant describes how the project would address specific needs of minority youth. **(3 pts.)**
3. The applicant describes how the project would address gender-specific needs of females. **(3 pts.)**
4. The project goals for the year are clearly stated (no more than two goals). **(3 pts.)**
5. The project objectives address the goal(s) and are time bound, realistic, and measurable (no more than three objectives per goal). **(5 pts.)**
6. Performance Indicators (Outputs, Outcomes) are chosen. **(3 pts.)**
7. The project demonstrates a collaborative effort with other agencies. **(3 pts.)**
8. Activities are described relating to the project and are in a quarterly format. **(2 pts.)**

Page Total

	60	
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	Possible Points	Points Earned
D. Project Evaluation:	<u>15</u>	_____
1. The applicant describes Performance Measures, including data collection process, tools used to evaluate the project, and timeframe for collecting data. (10 pts.)		
2. The applicant explains the results they plan to achieve for participants in the program and include which points of contact will be addressed and the percentage of R/ED reduction anticipated. (5 pts.)		
E. Project Personnel:	<u>15</u>	_____
1. The applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person. (2 pts.)		
2. An explanation of qualifications for personnel is included. (2 pts.)		
3. A copy of highest diploma achieved for each project personal is attached. (1 pt.)		
4. The organizational chart shows how project personnel fit into the overall organization. (1 pt.)		
5. The applicant described other personnel who will be involved with project, but not be paid from the project budget. (2 pts.)		
6. Applicant described their agency’s plan for providing cultural competency training for staff. (2 pts.)		
7. Applicant described their agency’s plan to provide Title VI training for Staff (5 pts.)		
F. Past Accomplishments:	<u>5</u>	_____
1. There is a description of other projects developed by the agency, funding obtained, and outcomes achieved. (5 pts.)		
G. Future Funding Sources	<u>5</u>	_____
1. Applicant explains in detail how the project will be funded after TCCY funding ends. (4 pts.)		
2. The applicant provides the names of three possible future funding sources. (1 pt.)		
Page Total	40	_____
Previous Page Total		_____
H. Special comments deduct up to 10 points.		
I. Deduct 5 points if copies are not an exact duplicate of original.		
Grand Total		_____

**RACIAL AND ETHNIC DISPARITIES
PROJECT APPLICATION CHECKLIST**

- _____ 1. Face Sheet.
- _____ 2. Detailed Budget.
- _____ 3. Budget Narrative (no more than 2 pages).
- _____ 4. Project Narrative (14 typewritten pages or less, double-spaced with 12-point font size). **Do not capitalize all words.**
 - _____ Description of Agency/Organization
 - _____ Description of Program Background/Need for Project
 - _____ Project Implementation Plan
 - _____ Performance Measures and Evaluation
 - _____ Project Personnel (highest diploma achieved, organizational chart included)
 - _____ Past Accomplishments (include outputs and outcomes achieved)
 - _____ Future Funding Strategies
- _____ 5. Federal Certification re: Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- _____ 6. TCCY Certified Assurances.
- _____ 7. Current support letter from the juvenile court judge is attached. If applicant is a school-based program, include letter from principal or their designee. **Supplemental letters should not be sent.**
- _____ 8. Copy of Charter if private agency.
- _____ 9. Copy of 501(c)(3) letter if private agency.
- _____ 10. Application is stapled in upper left corner or secured with a heavy-duty binder clip. No rubber bands, paper clips, report covers, notebooks, binders, or professional binding of any kind should be used.
- _____ 11. One original application with signatures in blue ink plus 9 copies of the original application.

APPEALS PROCESS

Criterion for Appeal:

Appeals will be considered only if:

The Commission failed to follow established guidelines to assure fairness and uniformity for all applicants.

Procedures for Appeal:

The awarding of Federal Formula Grant funds from OJJDP is a discretionary act by the Tennessee Commission on Children and Youth (TCCY). The Commission strives however, to assure that appropriate factions within state and local government, as well as private individuals and agencies, are informed of the availability of funds and have an opportunity to make application for the funds.

Established Guidelines:

TCCY developed the following guidelines to assure fairness and uniformity:

- Announcement of availability of funds;
- Training in grant writing;
- Acceptance of grant applications;
- Review of grant applications; and
- Notification of approval/disapproval of applications.

These procedures are adopted by TCCY and reviewed periodically for update and revision. Copies of the procedures can be obtained from the TCCY office.

Therefore, the decisions of TCCY relative to the approval or disapproval of grant funds shall be final, except for the above mentioned criterion. There is, also, no appeal for the amount awarded.

If the applicant feels that sufficient evidence can be shown to support the criterion, an appeal may be filed **in writing within ten (10) working days** of notification of approval/disapproval of the grant application. TCCY staff shall stamp the appeal with the date and time of receipt.

TCCY staff, as designated by the Executive Director, shall review the appeal and investigate to determine if the evidence presented in the appeal has merit. If the appeal is found to be of merit, the grant application shall be scheduled for review by the Grant Review Committee of the Commission. This review shall take place prior to the next regularly scheduled TCCY meeting and the recommendation of the Grant Review Committee shall be discussed as an agenda item at that meeting. The decision of TCCY on the appeal shall be final with no further appeal.