



# Substance and Alcohol Abuse Application

2019-2020

Application Due Date: August 1, 2019

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 9<sup>th</sup> Floor  
502 Deaderick St.  
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 juvenile delinquency in Tennessee. Attached is the application packet for Federal Formula Grant program funding. Funds are available for projects that support, enhance, develop or implement innovative programs that focus on intervention and prevention of juvenile delinquency.

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.**
- **Grant proposal must follow outline (points will be deducted for deviation).**
- **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 submit 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 August 1, 2019. Postmark date is not sufficient.** Hand delivered applications will not be accepted after 4:30 P.M. CST on August 1, 2019. 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 geographical area, site visit, 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 the funding decisions. 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 on August 16, 2019, and you will receive notification of that action. Approved projects will begin October 1, 2019.

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) 741-2633.

# **SUBSTANCE AND ALCOHOL ABUSE GRANT**

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## General Information

The Tennessee Commission on Children and Youth annually awards Federal Formula Grants with funds provided through the Juvenile Justice Reform Act (JJRA). Grants are awarded for one year and are renewable for up to two additional 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. **Please understand this is a very competitive process and grant applications must follow strict adherence to the guidelines and instructions in the application. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by TCCY.**

Federal regulations require that funds be allocated for programs that are part of a comprehensive and coordinated community system of services including collaborative efforts. TCCY will give preference to: 1) programs which provide direct services to youth, particularly delinquency prevention 2) programs designed to identify and reduce the incidences of racial and ethnic disparities in the juvenile justice system, and 3) programs that are evidence-based. The term "comprehensive and coordinated system of services" includes the following:

- (A) Ensures that services and funding for the prevention and treatment of juvenile delinquency are consistent with policy goals of preserving families and providing appropriate services in the least restrictive environment so as to simultaneously protect juveniles and maintain public safety;
- (B) Identifies, and intervenes early for the benefit of young children who are at risk of developing emotional or behavioral problems because of physical or mental stress or abuse, and for the benefit of their families;
- (C) Increases interagency collaboration and family involvement in the prevention and treatment of juvenile delinquency;
- (D) Encourages private and public partnerships in the delivery of services for the prevention and treatment of juvenile delinquency.

The Department of Justice's Equal Treatment Regulation 28 C.F.R. Part 38 prohibits State administering agencies from making award or grant administration decisions on the basis of an organizations religious character or affiliation, religious name, or religious composition of its board of directors. The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Pursuant to Executive Order 13512 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Departments 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).

Agencies or programs which have previously been 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.

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 applications 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.**

## **1. PURPOSE OF FEDERAL FORMULA GRANT PROGRAM:**

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. The Act mandates the following: Deinstitutionalization of status offenders, removal of juveniles from adult jails, separation of juveniles from adult offenders, and identify and reduce the incidences of racial and ethnic disparities in the juvenile justice system. Grants are awarded to assist Tennessee in complying with these mandates as well as to prevent delinquency and to improve the juvenile justice system.

## **2. ELIGIBILITY OF NEW AND CONTINUATION PROJECTS:**

Entities eligible to apply for initial Federal Formula Grant funds shall include any public and private (non-profit) agency which includes: governmental, educational, law enforcement, or other child serving or advocacy organization. Federal regulations allow states to withhold funds as a sanction for persistent patterns of violations of JJRA. Initial funding shall be for a period of not more than twelve (12) months and renewable for up to 3 years. Continuation funding is contingent upon 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.

## **3. EVIDENCE-BASED PRACTICES:**

**All Federal Formula sub grantee programs/projects are required to be evidence-based/model programs.** Evidence-based programs and approaches are defined as strategies and programs demonstrated through research and evaluations to be effective at preventing or intervening in juvenile delinquency. 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 Programs Guide*, describing evidenced-based delinquency prevention and intervention programs can be found on the MPG website [www.ojjdp.gov/mpg/](http://www.ojjdp.gov/mpg/).

## **4. PERFORMANCE MEASURES:**

### **Performance Measures:**

The federal funds awarded subsequent to this RFP come to the state from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). OJJDP, like all Federal agencies, must meet the following requirements of Government Performance and Results Act of 1993 (P.L. 103, or “GPRA):

- Develop strategic plans that specify what they will accomplish over a 3 to 5-year period;
- Set performance targets annually related to their strategic plan; and
- Report annually on the degree to which the previous year's targets were met.

All Federal Formula sub grantees are required to collect data to measure the specific outputs and short and long-term outcomes their programs are designed to achieve. There are performance measures outlined in the chart on page 15 for which grantees are required to submit data during the grant period. In the project narrative applicants must describe their data collection methods.

**5. GRANT REVIEW PROCESS:**

All grants shall be reviewed by TCCY staff and the Grant Review Committee of the Commission prior to submission to the full Commission for final approval or disapproval and funding level. 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.

**6. FUNDING:**

Applicants can apply for funds up to \$60,000 for the project period of October 1, 2019 to September 30, 2020.

**7. MATCHING FUNDS REQUIREMENTS:**

There is no match requirement for the Federal Formula Grant funds.

**8. PROJECT START DATE:**

Projects funded will begin October 1, 2019 and end September 30, 2020.

**9. CONFIDENTIALITY:**

All records of youth served must be collected and maintained in a manner to ensure the protection of the juveniles' rights to privacy and confidentiality. Records of youth in the program should contain at least:

- 1) Demographics (age, race, gender, county of residence);
- 2) Dates involved in the program;
- 3) Date completed the program;
- 4) Specific services provided.

**10. ALLOWABLE AND DISALLOWABLE EXPENDITURES:**



Allowable costs may be determined by the OJARS M-7100-1-B guidelines. These guidelines are available for review in the office of the Tennessee Commission on Children and Youth. Only direct costs are allowable.

The following items are **allowable** expenditures as part of a grantees' Federal Formula budget with sufficient justification:

- Incentives (T-shirts, plaques, etc.) consistent with program goals
- Program participant transportation if consistent with program goals and in compliance with state travel regulations (.47 per mile)
- Mileage for TCCY trainings
- Salaries and benefits of staff working on project
- Supplies and Operations for use on project

The following items **are not allowable** expenditures as part of a grantee's Federal Formula grant budget:

- Land acquisition, capital improvements, or construction costs
  - Administrative costs
  - Maintenance and repair for facility
  - Depreciation
  - Interest
  - Liability insurance for vehicles (medical insurance under "benefits" only)
  - Gas/fuel (mileage only/.47 percent a mile)
  - Vehicle lease/rental
  - Equipment rental (on ongoing basis)
  - Taxes (of any kind)
  - Fund raising
  - Bonuses or commissions
  - Lobbying
  - Membership/dues
  - Legal expenses
  - Alcoholic beverages
  - Food, snacks and beverages (allowed for program youth only)
  - Entertainment
  - Cost incurred outside the project period
  - Overtime
- 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 in-state and 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 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.

## **11. REIMBURSEMENT OF EXPENDITURES:**

**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 and each grantee must have direct deposit.**

(a) The grantee shall submit quarterly progress and expense reports. The purpose of the program progress report is to determine progress and/or technical assistance needed to meet the goals and objectives of the program. The expense report is necessary for reimbursement of expenses incurred. Progress and expense reports must be submitted within thirty (30) days of the end of the quarter. Claims for the quarter that ends on June 30, must be received by June 25 to allow for closing of the state fiscal year on June 30. No claim for reimbursement shall be paid until staff reviews the progress report and clearance to pay is given to Centralized Accounting for payment.

### **(b) 20% Budget Flexibility & Budget Revisions**

For the fiscal year 2019-2020, TCCY will allow 20% budget flexibility for any needed adjustment. This means that you can make total adjustments between the **existing line items in your budget**, without prior approval, not to exceed 20% of the total contract budget. (Example: If your total budget is \$50,000, dollars can 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. Below are the guidelines in regards to any adjustments you make:

Even though prior permission is not required to make these line item adjustments within the allowable 20% of the total budget, **you will need to document any adjustments you have made within the quarter and submit this documentation along with your quarterly report** so that we may keep accurate tracking records of your budget for audit purposes. **This flexibility does not include the creation of new line items to your existing budget.** Creating new line items, time extensions, adjustments of more than 20%, any adjustments that will make a cumulative adjustment of more than 20% or any change in total contract amount is a revision and requires prior approval. A letter of request with supporting documentation and clarifying reason(s) for request must be submitted for consideration of approval.

Only one budget revision exceeding the 20% allowable adjustment will be allowed for the fiscal year 2019-20. **Under no circumstances will there be any budget revision/adjustment approved after July 31, 2020.** This will allow our fiscal department time to reconcile account balances before the end of the federal fiscal year. Therefore, it is imperative that you carefully review your budget when submitting reports to assess your needs before requesting a revision.

Any funds not obligated by the grantee by the end of the award period will lapse and revert to the awarding agency. No additional obligations can be incurred after the end of the award.

## **12. PROJECT PROGRESS REPORTS:**

Each grantee shall submit a quarterly progress report along with their expenditure claim **within 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.

## **13. PROJECT SITE VISITS AND PROGRAM MONITORING:**

TCCY staff will make an on-site visit at least once a year to view the program and review program records. The purpose of the visit is to provide technical assistance to ensure that programs are doing well and meeting stated goals and objectives.

The program will also be monitored by TCCY staff. The monitor will examine claims for reimbursement, fiscal records, program records, personnel records and other records, if needed.

## **14. PERSONNEL REQUIREMENTS:**

- All agencies/organizations with 50 (fifty) 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 and sex offender registry check on file.**

**15. SELF-SUFFICIENCY:**

Federal Formula grantees must be self-sufficient after three years. Self-sufficiency means, the program will not require Federal Formula Grant funds for implementation.

**16. LETTER OF SUPPORT:**

All applicants must obtain a letter of support from the juvenile court judge in the area being served. If your agency is unable to receive a letter of support from Juvenile Court Judge obtain one from the Court Administrator or County Executive/Mayor. In addition, if this is a school based program, you must obtain a letter of support from school principal or his or her designee.

**17. 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 (42 U.S.C. § 3789d(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 Equal Treatment for Faith-based Organizations which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using Department of Justice funding on inherently religious activities (28 C.F.R. Part 38).

In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Tennessee Commission on Children and Youth within 45 days.

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 sub recipients to comply with their obligations under other applicable federal civil rights laws such as informing sub recipients about (a) the prohibition of discrimination not only under Title VI but also under the Safe Streets Act, the JJDP, 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 JJRA, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## **18. 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, sections of the Grant Contract agreement with the State pertaining to “Conflicts of Interest,” “Lobbying,” “Nondiscrimination,” “Public Accountability,” “Public Notice,” and “Records” (Sections D.6, D.7, D.8, D.9, D.10 and D.12). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.

## **19. REQUESTS AND SUBMISSION OF APPLICATIONS:**

All applications, revisions, and correspondence regarding grants shall be public information. Applications may be accessed through the TCCY website: <http://www.tn.gov/tccy>. Applicants may request an application packet from the following address:

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

**An original application and nine (9) additional identical copies, for a total of (10) copies, must be submitted by the deadline August 1, 2019 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.**

## **STANDARD PROGRAM**

## **CATEGORIES**

**The Office of Juvenile Justice and Delinquency Prevention has established “Standard Program Categories” for the use of Federal Formula Grant (FFG) funds. The Standard Program Category that has been allocated funding in Tennessee is presented below. Review of this information provides guidance regarding expectations for projects funded under each category.**

- **Substance and Alcohol Abuse Programs**

Programs, research or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention and treatment.

### **Budget**

Projects will be located in both urban and rural areas. Awards will range from **\$10,000 to \$60,000**. Preference will be given to direct service programs.

### **Performance Measures**

Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to program performance and is less rigorous than program evaluation.

Sub grantees need to have performance measurements for each program category to demonstrate compliance with performance accountability provisions of new legislation. Performance measurements are defined as data/information that will be collected at the program level to measure specific outcomes a program is designed to achieve. Therefore, they **must** be developed and included with each program objective. The following are types of performance measurements:

1. **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 service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, procedures, and/or legislation created. Examples include 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*.
2. **Outcomes Indicators** measure the benefits or changes for individuals, the juvenile 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:
  - a. **Short-term outcomes:** The benefits or changes participants experience by the time a youth leaves or completes the program. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills, and knowledge. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
  - b. **Long-term outcomes:** The ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behaviors, attitudes, skills, and knowledge. They also include changes in practice, policy, or decision-making in the juvenile justice system. They are measured within 6-12 months after a youth leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).



**Performance Measures for Substance and Alcohol Abuse Programs:  
(Grantee must be able to track the following Performance Measures)**

**Output Indicators**

1. Number of program slots available.
2. Number and percent of program staff trained
3. Number of program youth served

**Outcome Indicators**

**Short-term Outcome**

1. Number and percent of program youth who offend during the reporting period
2. Number and percent of program youth who re-offend during the reporting period
3. Number and percent of program youth exhibiting desired change in targeted behaviors (e.g., substance use, school attendance, antisocial behavior, family relationships) during the reporting period
4. Number and percent of program youth completing program requirements
5. Number and percent of program youth satisfied with program
6. Number and percent of program staff with increased knowledge of program area

**Long-term Outcomes**

1. Number and percent of program youth exhibiting desired change in targeted behaviors (e.g., substance use, school attendance, antisocial behavior, family relationships) six months to one year after exiting the program
2. Number and percent of program youth who offend during the reporting period
3. Number and percent of program youth who re-offend during the reporting period

# **Appendix I**

## 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. 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;
- 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.

## **Appendix II**

**SUBSTANCE AND ALCOHOL ABUSE  
PROJECT APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. Face Sheet (Form CY-0013)-make sure a program category is checked and DUNS number listed
- \_\_\_\_\_ 2. Detailed Budget
- \_\_\_\_\_ 3. Budget Narrative (not more than 2 pages)
- \_\_\_\_\_ 4. Project Narrative (14 typewritten pages or less, double spaced with 12 point font size. **DO NOT CAPITALIZE ALL WORDS**
  - \_\_\_\_\_ a. Description of Agency/Organization
  - \_\_\_\_\_ b. Description of problem/need for project
  - \_\_\_\_\_ c. Project implementation plan
  - \_\_\_\_\_ d. Performance Measures and Evaluation
  - \_\_\_\_\_ e. Project personnel (highest diploma achieved, organizational chart included)
  - \_\_\_\_\_ f. Past accomplishments (include outputs and outcomes achieved)
  - \_\_\_\_\_ g. 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 enclosed.  
If not appropriate for an individual project, a statement of explanation must be included within the narrative. If applicant is a school-based program, include letter from principal or their designee.
- \_\_\_\_\_ 8. Continuation grantees should include a copy of their most recent CPO Monitoring Review Report.
- \_\_\_\_\_ 9. One original application with signatures in blue ink, plus nine (9) copies of the original application

**FOR PRIVATE-AGENCY PROJECTS ONLY:**

- \_\_\_\_\_ Copy of the Charter
- \_\_\_\_\_ Copy of 501(c) (3) status upon request
- \_\_\_\_\_ List of the current Board of Directors
  
- \_\_\_\_\_ **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 utilized.**

**SUBSTANCE AND ALCOHOL ABUSE  
GRANT APPLICATION REVIEW GUIDE**

Possible Points    Points Earned

**APPLICANT/CONTRACT #** \_\_\_\_\_

**I. Budget Justification** 10    \_\_\_\_\_

1. Detailed, accurate budget is included (subtotals match those on the face sheet). **(Pts 3)**
2. The budget narrative and requested items are itemized and explained well. **(Pts 6)**
3. The number of children to be served with a cost per child is included. **(Pts 1)**

**II. Project Narrative** 10    \_\_\_\_\_

**A. Description of Agency**

1. Provide a brief summary of your agency/organization including services provided, population served and geographical location **(Pts 10)**

**B. Background/Need** 20    \_\_\_\_\_

1. The nature, scope and degree of the problem has been fully documented using current local and/or state data and statistics. **(Pts 10)**
2. The proposed problem was addressed in the project narrative. **(Pts 8)**
3. The project is consistent with the program category funded by TCCY (Substance and Alcohol Abuse) **(Pts 2)**

**C. Project Implementation** 25    \_\_\_\_\_

1. The target population is clearly defined. **(Pts 3)**
2. Explain in detail how youth will be referred to you program. **(2)**
3. The applicant describes how the program would address specific needs of **minority youth**. **(Pts 3)**
4. The applicant describes and defines how the program would address any **gender-specific** needs of females. **(Pts 3)**
5. The project goal(s) for the year are clearly stated (1 to 2 goals only). **(Pts 2)**
6. The project objectives address the goal(s) and are time bound, realistic and measurable (no more than 3 objectives per goal). **(Pts 6)**
7. The activities for the objectives are presented in a quarterly format. **(Pts 2)**
8. The project demonstrates collaborative efforts with other agencies. **(Pts 2)**
9. Best practice model was listed and implemented by the program. **(Pts 2)**

**Page Total** 65    \_\_\_\_\_

	<u>Possible Points</u>	<u>Points Earned</u>
<b>D. Project Evaluation/Performance Measure</b>	<b><u>10</u></b>	<b>_____</b>
1. The applicant described their Process Measures including data collection process, tools used to evaluate the program and timeframe for collecting data. (Pts 5)		
2. The applicant explains the results they plan to achieve for the participants in their program. (Pts 5)		
<b>E. PROJECT PERSONNEL</b>	<b><u>15</u></b>	<b>_____</b>
1. The applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person. (Pts 3)		
2. An explanation of qualifications for personnel is included. (Pts 3)		
3. A copy of highest diploma achieved for each project personal is included. (Pts 1)		
4. The organizational chart shows how project personnel fit into the overall organization. (Pts 2)		
5. Applicant described their agency’s plan to provide Title VI training to staff. (Pts 4)		
6. The applicant described other personnel who will be involved with project, but who will not be paid from the project budget. (Pts 2)		
<b>F. PAST ACCOMPLISHMENTS</b>		
1. For projects previously funded by TCCY, included a list of past accomplishments that state what outcomes and outputs were achieved. (Pts 4)	<b><u>5</u></b>	<b>_____</b>
2. For projects previously funded by TCCY, explain goals and objectives not met. If not applicable, there is a statement indicating all goals and objectives were met. (Pts 1)		
<b>-OR-</b>		
3. If this is an application for a new project, and the applicant or implementing agency has not been previously funded by TCCY, there is a description of other projects developed by the agency, funding obtained, and outcomes achieved. (Pts 5)		
<b>G. FUTURE FUNDING STRATEGIES</b>		
1. The applicant explains in detail how the project will be funded after TCCY funding ends. (Pts 4)		
2. The applicant provides the names of three possible future funding sources (i.e. fundraiser, donations, funding organization). (Pts 1)	<b><u>5</u></b>	<b>_____</b>
<b>Page total</b>		
<b>H. Special comments deduct up to 10 points</b>	<b><u>35</u></b>	<b>_____</b>
<b>I. Deduct 5 points if copies are not an exact duplicate of original</b>		<b>_____</b>
<b>Grand total</b>		<b>_____</b>

## **Appendix III**



## **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 GRANTEES REQUIRE A DUNS NUMBER?**

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

## **HOW DO I FIND OUT IF MY ORGANIZATION 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](http://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 APPLY FOR A DUNS NUMBER?**

Applications are no longer accepted over the phone. To apply for a DUNS number, go to this website: [www.dnb.com](http://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 BUDGET NARRATIVE**

**Failure to accurately complete all information and comply with all instructions jeopardizes consideration of this grant.**

**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.**

**Budget Justification:**

- A.** One (1) page is preferred, not more than two (2) pages. **Show Calculations**
  
- B.** Provide a narrative justification for **EACH** item requested by budget category. 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.

## PROJECT NARRATIVE

**INSTRUCTIONS:** Please label each section by heading and present the required information. Limit the narrative to fourteen (14) typewritten pages or less. **Each section must be labeled and all pages typed, double spaced, font size 12, numbered, and in the specified order (see checklist).**

### **A. Description of Agency**

1. Provide a brief summary of your agency/organization including services provided, population served and geographical location.

### **B. Background/Need:**

1. Describe the need/problem in the target area; use current and relevant local and/or state data/statistics, **specific to the geographic area and target population of the project.**
2. State how the project will address and affect the need/problem in #1 above.
3. Indicate the Standard Program Category which best describes the project you propose.
4. Describe how this project will assist the Tennessee Commission on Children and Youth TCCY in maintaining compliance with the Juvenile Justice and Reform (JJRA) Act.

### **C. Project Implementation:**

1. Describe your target population. State specifically who will benefit from the proposed project and the number of youth to be served.
2. Explain in detail how youth will be referred to your program.
3. Describe your plan or strategy for addressing specific needs for minority youth in your area no matter how few are in the population. Give specific examples of services that will be provided.
4. Describe your plan or strategy for providing gender-specific programming for females. OJJDP's definition of gender specific services: "To provide services that are designed to meet the unique needs of females that value the female perspective, that celebrate and honor the female experience, that respect and take into account female development, and that empower young women to reach their full potential." Give specific examples of services that will be provided.
5. Clearly state the goal(s) for the year. Goals should describe what the program intends to accomplish in general terms of its impact on the community. **(List only 1 to 2 goals).**
6. Provide clear, precise, time bound, realistic, and measurable objectives for each goal. *An objective is a specific, quantifiable statement of the desired immediate or direct outcome of the program, which supports the accomplishment of a goal.* **(List only 1 to 3 objectives per goal).** Specify your objectives in measurable terms in how you are going to measure change for your participants.
7. Develop an annual work plan using a quarterly format. List specific activities to be done and the responsible personnel for achieving the project's objectives. Activities are the specific tasks that make up the work of the program. The activities support each objective and describe key operational elements of the program. Using this format one should be able to see exactly what you will do each quarter.

<b>The quarters are:</b>	1st quarter	October-December
	2nd quarter	January-March
	3rd quarter	April-June
	4 <sup>th</sup> quarter	July-September

7. Describe how the project demonstrates a collaborative effort with other agencies in the community. Explain how project personnel will interface with other agencies and the TCCY Regional Councils.
8. Describe the research-based methods and techniques to be used to meet the proposed objectives and indicate the name of the evidence-based program implemented. If using a part of the evidence-based model you must list the part of the program you used. List the source from which the program model was sited (i.e. SAMSHA, Blue Print Guide, OJJDP Model Guide etc.)
9. Provide the physical address, email address and telephone number for each site where project activities will occur.

**D. Process Measures and Evaluation:**

1. Describe your data collection process, list tools that will be used to evaluate your program and explain the timeframe for collecting data (i.e. weekly, monthly, and quarterly)
2. Explain the results you plan to achieve for the participants in your program. Your results should reflect on the objectives you stated in your application.

**E. Project Personnel:**

1. For each job title funded by the project include the following:
  - Person
  - Job title
  - Percent of time spent on project (If less than 100% of a 40 hour week, describe other agency responsibilities of this person)
  - Job responsibilities
  - Job qualifications (education and experience)
  - Copy of highest diploma achieved (**only for staff being paid by project**)
2. Include an organizational chart which clearly shows how the project personnel will fit into the overall organization.
3. Describe your plan for providing Title VI training for staff along with dates and training specifics.
4. List other personnel who will be involved with project, but who will not be paid from the project budget and describe what they will be doing.

**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.
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 on how project will be funded after TCCY funding ends. Provide the names of three possible funding organizations that will be contacted this year.
2. If approved for second and third year funding, the project will receive 75% and 50%, respectively, of the first year's approved budget. Explain in detail how their project will be maintained at the first year's level of approved funding. \*Note the grantee will need to provide the same level of services at the first year 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 IV.
- 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**

# **Appendix IV**

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No.A-21, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal Funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguard to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposed for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, Insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environment Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will Provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date





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)

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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, 810 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

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**State of Tennessee  
Tennessee Commission on Children and Youth  
Federal Formula Grants  
Certified Assurances**

- 1. Applicant agrees that no person, 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 program receiving Federal Formula Grant funding.**
- 2. Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.**
- 3. Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).**
- 4. 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.**
- 5. Applicant agrees that project staff will interact with the TCCY Regional Coordinators, including participation with the Regional Council.**
- 6. 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.**
- 7. Applicant agrees that Federal Formula Grant funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.**
- 8. Applicant agrees that project will be part of a comprehensive and coordinated system of services (as defined on page 1).**
- 9. Applicant agrees to the following: “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)”.**

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**Signature of Authorized Official**

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**Date**

**CY – 0100**

**RDA 1681**