***Applicant Description:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Agency: | Click or tap here to enter text. |  | Program Director: | Click or tap here to enter text. | | |
| Address: | Click or tap here to enter text. |  | Address: | Click or tap here to enter text. | | |
| City/State/Zip: | Click or tap here to enter text. |  | City/State/Zip: | Click or tap here to enter text. | | |
| Phone: | Click or tap here to enter text. |  | Email: | Click or tap here to enter text. | | |
| Website | Click or tap here to enter text. |  |  |  | | |
|  |  |  |  |  | | |
| Financial Director: | Click or tap here to enter text. |  |  |  | | |
| Address: | Click or tap here to enter text. |  |  |  | | |
| City/State/Zip: | Click or tap here to enter text. |  |  |  | | |
| Phone: | Click or tap here to enter text. |  |  |  | | |
| Email: | Click or tap here to enter text. |  |  |  | | |
|  |  |  |  |  | | |
| EIU Number: | Click or tap here to enter text. |  | Current SAM Registration | |  | Yes  No |

**The undersigned Chief Executive Official agrees, on behalf of the applicant agency, that:**

1. Any grant awarded pursuant to this applicant shall be subject to and will be administered in conformity with (i) General Conditions applicable to administration of Grants under the current Federal Acts; (ii)Conditions Applicable to the Fiscal Administration of Grants under the current Federal Acts; and (iii) Any Special Conditions contained in the grant award.
2. Any grant awarded pursuant to this application may (i) be terminated, (ii) be required to repay funds, or (iii) have fund payment discontinued by the Idaho Juvenile Justice Commission where it finds a substantial failure to comply with the provisions of current Federal Acts, including regulations promulgated thereunder, or any Grant Conditions referred to in (1) above; but only after notice and hearing and pursuant to all procedures set forth in the Federal Acts.
3. As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the assurances and certifications included in this application form.

**Signature of Chief Executive Official of sponsoring organization, i.e., City** - Council Member or Mayor; County - **County** Commissioner; **Native American Tribe** – Tribal Council Member; **Non-Profit** – Officer of the Board/Executive Director; **School District** – Officer of the Board/Superintendent.

**This MUST be signed or application will be considered non-responsive.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Printed Name: | Click or tap here to enter text. |  | Signature: |  |
| Title: | Click or tap here to enter text. |  | Date: | Click or tap here to enter text. |

**THIS PAGE MUST BE COMPLETED**

**FOR FUNDING CONSIDERATION:**

|  |
| --- |
| **PROJECT SUMMARY:**  *Please provide a clear summary of your project:*  Click or tap here to enter text. |
| **OVERVIEW OF BUDGET**   |  |  |  | | --- | --- | --- | | PERSONNEL | $ | Click or tap here to enter text. | | CONTRACT | $ | Click or tap here to enter text. | | TRAVEL | $ | Click or tap here to enter text. | | EQUIPMENT | $ | Click or tap here to enter text. | | OTHER COSTS | $ | Click or tap here to enter text. | |  |  |  | | TOTAL REQUEST | $ | Click or tap here to enter text. | |

|  |
| --- |
| **SERVICE AREA / TARGET POPULATION** |

1. Provide a clear definition of the service area boundaries (school district, city, county, multiple counties) and a description of the service area. Include information such as demographics, socioeconomic data, trends, or other information that provides a good overview of your community.

Click or tap here to enter text.

2. Clearly define your target population. What type(s) of status offender is your program specifically tailored to serve? Include factors such as age, race/ethnicity, gender, geographic area, socioeconomic status, risk factors, etc. This project is intended for community-based options to prevent the secure confinement of status offenders, especially those in the system for the offenses of Runaway, Truancy, Curfew, etc.

Click or tap here to enter text.

|  |
| --- |
| **PROBLEM / NEED** |

1. Describe in detail the problem(s), gap(s), and need(s), substantiating with current relevant data specific to the area, agency, and/or project. Use local data and other sources of information to define and describe the problem. (i.e., How many status offenders are detained in your service area? What issues or concerns result in detainment?) Describe what resources currently exist, address any gaps in services within the community, and describe how the proposed project will solve the problem.

Click or tap here to enter text.

|  |
| --- |
| **PROGRAM DESCRIPTION** |

1. Provide a clear description of the **project activities, methods, and goals**. How will your project address the identified problem/need? How will this program work with the identified target population? Be sure to include information such as: What specific programs or activities do you intend to implement? When, where, and how often will these take place? Who will facilitate, etc.? The description should focus on the activities you intend to implement in the grant.

Click or tap here to enter text.

2. Provide **evidence** and document through literature (professional journals, OJJDP documents, program evaluations, published reports, etc.) how the proposed project and methods have been effective within or outside the jurisdiction.

Click or tap here to enter text.

3. Include **timelines** for implementation. Describe a typical day or cycle and include a timeline for the 12-month budget period. Provide a broad timeline for the three years of this project.

Click or tap here to enter text.

|  |
| --- |
| **PROJECT ADMINISTRATION** |

1. **Provide the qualifications** of the applicant agency and key personnel who will administer and staff the project. Include resumes for the project director, financial officer, and other key staff. Include any individual resumes and relative professional licenses or certifications. If you propose to hire for a position, include the job description.

Click or tap here to enter text.

2. Describe the partnerships with community members and organizations that will augment the goal of maintaining status offenders in the community rather than placing them in secure confinement.

*Provide current letters of support indicating working relationships, project support, and commitment of resources by other agencies in the service area.*

Click or tap here to enter text.

|  |
| --- |
| **BUDGET INFORMATION** |

1. Complete the **Budget Form** in the Application Packet (provide a budget allowing the project to operate efficiently). All expenses must be reasonable, necessary, and allocable to the project.

2. Provide a Budget Description detailing and justifying the need for each line item cost. Provide the calculation factors for all costs shown on the Budget Form.

Click or tap here to enter text.

3. If applicable, identify any other funding sources that support the proposed project.

Click or tap here to enter text.

4. Provide a detailed Sustainability Plan that describes how you will reduce your dependency on these funds next year.

Click or tap here to enter text.

|  |
| --- |
| **PERFORMANCE MEASUREMENT** |

1**. Indicators:**

a. All grantees must track the number of youth in the program; the duration of time youth are in the program; services provided while in the program; the number and percent of participating youth who were charged with a new offense; and the number and percent of youth who complete the program.

b. Applicants must select the targeted behaviors relevant to project objectives.

* 1. Desired changes in targeted behaviors may be measured on all program youth universally, or individually. *Please describe.*

Click or tap here to enter text.

* 1. You must establish an evaluation system to track progress towards desired changes. *Please describe.*

Click or tap here to enter text.

* 1. Applicants must describe the types of services that will be provided. *Please describe.*

Click or tap here to enter text.

2. Describe your **objective(s), evaluation instruments and data collection / analysis methods** for each performance indicator. Applicants are encouraged to include some objectives and performance indicators that can be measured at intervals throughout the grant period, not just at its conclusion. Continued funding is contingent upon evidence of progress towards objectives.

Click or tap here to enter text.

3. **Definitions.** Define the eligibility and program completion criteria.

Click or tap here to enter text.

4. **Staffing.** Detail who will be responsible for implementing and supervising your evaluation plan during the grant project period and for the follow-up six (6) months after the close of the grant.

Click or tap here to enter text.

**STANDARD ASSURANCES**

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

1. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
2. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, 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.

**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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," 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 sub-recipients shall certify and disclose accordingly.

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

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

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) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) 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 (b) of this certification; and

(e) 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.

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. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

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.

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

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, 810 7th Street, 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).