

GRANT APPLICATION KIT JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG) PROGRAM - LOCAL/REGIONAL PROJECTS

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INTRODUCTION

The Grant Application Kit provides the grant applicant with everything needed to apply for funds, including a description of the program and uses of the funds, eligibility and application requirements, and the application forms.

TOOLS

CJD has improved its grant application processes to include most of the required forms, attachments, and checklists in a fill-in-the-blank format. Navigational tools help the user move through each document to complete the application kit.

SOFTWARE

The minimum software needed to use the interactive application is Microsoft Word 1997 and Excel 1997.

GENERAL RESOURCES

The following is a list of helpful links that will assist the grant applicant in locating local and state resources.

Resource	Link
Governor's Office – Criminal Justice Division	CJD
Office of Justice Programs Financial Guide	OJP
Office of Juvenile Justice and Delinquency Prevention – JABG Web Site	OJJDP
Texas Juvenile Probation Commission	TJPC
Title 1, Part 1, Chapter 3, Texas Administrative Code	TAC
Uniform Grant Management Standards	UGMS

STEP 1: DETERMINE ELIGIBILITY

The first step in applying for a grant is to determine if your agency is an eligible applicant. Then determine if the project meets the eligibility requirements.

Primary Mission and Purpose

(T.A.C. §3.1201)

The goal of the Juvenile Accountability Block Grant Program is to reduce juvenile offending through accountability-based programs focused on the juvenile offender and on the juvenile justice system.

Funding Levels

- ❖ Minimum Award - \$5,000
- ❖ Maximum Award – None
- ❖ General Grantee Match - The Juvenile Accountability Block Grant funding source requires a grantee match of *at least* 10% which is calculated on the total project costs, not on the amount requested from CJD (*See formula below*). The match requirement may be met through cash contributions only.
Construction Costs – A 50% match is required when funds are used to construct a permanent juvenile corrections facility. The match requirement may be met through cash contributions only.

Formula for Match

100% of Total Project Costs (minus) % of match required = % CJD can pay

Amount of CJD funds requested (divided by) % CJD can pay = Total Project Cost

Total Project Cost (multiplied by) % of match required = **Total Match Required**

Eligible Applicants

(T.A.C. §3.1205)

LOCAL ALLOCATIONS

- ❖ Cities
- ❖ Counties
- ❖ Native American tribal governments
- ❖ Council of Governments

Eligible Activities for Local Projects

Grant funds can support local projects that address the following purpose areas established by the Office of Juvenile Justice and Delinquency Prevention:

No. Description of Purpose Area

- 1: Facilities - Building, expanding, renovating, or operating temporary or permanent juvenile correction or detention facilities, including training of correctional personnel.
- 2: Sanctions - Developing and administering accountability-based sanctions for juvenile offenders.
- 3: Administration - Hiring additional juvenile judges, probation officers, and court-appointed defenders, and funding pre-trial services for juveniles, to ensure the smooth and expeditious administration of the juvenile justice system.
- 4: Caseload - Hiring additional prosecutors, so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.
- 5: Youth Violence - Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively.
- 6: Technology, Equipment, and Training - Providing funding for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
- 7: Courts/Probation - Providing funding to enable juvenile courts and juvenile probation offices to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
- 8: Juvenile Gun Courts - The establishment of court-based juvenile justice programs that target young firearms offenders through the establishment of juvenile gun courts for the adjudication and prosecution of juvenile firearms offenders.
- 9: Drug Courts - The establishment of drug court programs for juveniles so as to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to provide the integrated administration of other sanctions and services.
- 10: Interagency Information - Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice system, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
- 11: Accountability-Based Programs - Establishing and maintaining accountability-based programs that work with juvenile offenders who are referred by law enforcement agencies, or which are designed, in cooperation with law enforcement officials, to protect students and school personnel from drug, gang, and youth violence.
- 12: Substance Testing - Implementing a policy of controlled substance testing for appropriate categories of juveniles within the justice system.

Ineligible Activities and Costs

Grant funds *may not* be used for the following:

- ❖ Fundraising activities;
- ❖ Lobbying activities;
- ❖ Overtime;
- ❖ Transportation, lodging, per diem, or any related costs for participants, when grant funds are used to develop and conduct trainings;
- ❖ Food, meals, beverages, or other refreshments unless the expense is for a working event where full participation mandates the provision of food and beverages and that event is not related to amusement and/or social activities in any way;
- ❖ Membership dues for individuals; or
- ❖ Any expense or service that is readily available at no cost to the grant project or that is provided by other federal, state, or local funds.

Eligibility Requirements

GENERAL

(T.A.C. §3.53)

Projects must address *at least* one of the following needs, developed in coordination with the Juvenile Justice Advisory Board:

A. Family

- ❖ Instill appropriate social values and character in children.
- ❖ Emphasize family preservation, with the focus on identifying juvenile victims, and addressing the impact of domestic violence.
- ❖ Make available family crisis programs for delinquent or pre-delinquent youth and their parents.
- ❖ Provide services to children of incarcerated parents and/or living in foster care or other alternative situations.
- ❖ Recognize the role of faith-based programs in the prevention of juvenile delinquency.

B. Early Intervention and Prevention

- ❖ Address, through community-based efforts, conditions contributing to delinquent behavior, including drug and alcohol abuse.
- ❖ Address a need for early identification of and programs for emotionally disturbed children and children with mental health concerns.

C. Schools/Education

- ❖ Train educational and law enforcement personnel, assigned to schools, concerning procedures related to the juvenile justice system.
- ❖ Maintain a safe and productive learning environment by supporting appropriate student discipline and accountability.
- ❖ Teach good citizenship, literacy, and vocational skills.
- ❖ Identify and target students who are at risk for truancy and dropping out of school.

D. Reduce Disproportionate Minority Representation in the Juvenile Justice System

- ❖ Develop a standardized risk assessment instrument to be used for purposes of detention intake.
- ❖ Identify and support intervention strategies that could effectively reduce disproportionate representation.

E. Safe Environment

- ❖ Counteract gangs through identification, surveillance, arrest, and prosecution of gang members involved in criminal activities.
- ❖ Involve the local community in comprehensive efforts to deal with juvenile crime.

F. Juvenile Justice Policies, Procedures and Facilities

- ❖ Support progressive sanctions for misconduct and delinquent behavior.
- ❖ Develop computer information systems that will match children and families to appropriate service providers based on risk and needs profiles.
- ❖ Provide appropriate dispositions to mentally ill youth and youth with mental retardation who are accused of committing crimes.
- ❖ Develop projects that target female offenders.

Additionally, projects exclusively serving juveniles or youth, regardless of the funding source, must address the representation of minority youth in the juvenile justice system. Methods of addressing this requirement include, but are not limited to, early prevention projects and projects designed to divert juveniles from the juvenile justice system in appropriate cases.

Applicants that operate secure juvenile detention or correctional facilities that are not in compliance with the Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 93-415, 42 U.S.C. 5601 et seq., as amended, are not eligible for funding, unless they have submitted to CJD an acceptable plan and timetable for eliminating the noncompliance.

If funded, grantees must operate the project during the grant period beginning on or after December 1, 2003 and ending on or before September 30, 2005.

LOCAL PROJECTS RECEIVING A JABG ALLOCATION

All applicants receiving an allocation must obtain the review and approval of a Juvenile Crime Enforcement Coalition (JCEC) comprised of members from the following areas: police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, fraternal, non profit or social service organizations involved in juvenile crime and delinquency prevention that fall within the project's geographical area.

The JCEC is responsible for creating a Coordinated Enforcement Plan that identifies specific needs for a community in addressing juvenile crime and is supported by statistical data. A minimum of 45% of the funds must be allocated to federal Purpose Areas 3 through 9 and a minimum of 35 % of the funds must be allocated to Purpose Areas 1, 2, and 10 as required by the Office of Juvenile Justice and Delinquency Prevention.

DETERMINE ELIGIBILITY

Applicants are required to complete and submit the **“Determine Eligibility Form”** with the application kit. This form will provide CJD with information about how your program complies with eligibility requirements. *

*** Critical: The grant applicant must complete this form in its entirety. If any portion of the form is left incomplete, your project will be considered ineligible and WILL NOT be reviewed.**

STEP 2: WRITE THE PROJECT NARRATIVE AND SUMMARY

Applications should include narrative information using the format outlined below to provide information about the proposed grant project. The project narrative should not be longer than five pages.

Part 1: Problem Statement and Data

PROBLEM STATEMENT: In 60 words or less, provide a statement of the specific problem or problems this project will target.

An example of a problem statement is “Over the past three years, the incidence of violence on school campuses has increased dramatically”. Useful data for the problem statement would be school records reflecting referrals to law enforcement or the students' dismissal from school.

SUPPORTING DATA: In addition to your “60-words or less” problem statement, provide data that supports the problem. Use only data that is verifiable and relevant to your target population. The data is derived from baseline statistics. For example, do not use statewide data for a local problem and do not use national data for a statewide problem. Also, provide citations for the sources of your data.

COORDINATED ENFORCEMENT PLAN (CEP): Identify the specific needs this project will address within the Local Coordinated Enforcement Plan.

FINANCIAL SUPPORT: Provide information regarding any other financial support that the division or unit administering this project expects to receive during the said grant period. For local government agencies examples of a division or unit may be the police department, county attorney's office, or other administering department. For nonprofit corporations, if the agency does not have divisions include all financial support.

Part 2: Goal Statement

Based on your problem statement, provide a goal statement **in 40 words or less**. It should be a general statement reflecting the overall impact that you intend the project to attain. **DO NOT** list activities in the goal.

An example of a goal statement is “The goal of this project is to provide successful alternative education strategies for juvenile offenders and reduce the incidence of violence on the school campus”.

Part 3: Target Group

Briefly explain the target group for your project. Include the geographic area targeted, the target audience, and the relevant characteristics of those persons.

Part 4: Project Activities

Briefly describe the activities or services the project will provide. Activities should support the goal and include sufficient information to allow a reader to understand what the project does. *DO NOT* recap the problem, data, or target group since these are already addressed in other sections of the project narrative.

Part 5: Project Objectives

Objectives explain how the goal will be accomplished. Each objective should follow the **SMART** rule and be **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic, and **T**ime-oriented. CJD requests that you word each objective as either an output or outcome.

An output is number-related, measurable, and quantifiable. An outcome indicates the results or benefits expected from the operation of your project and may be quantifiable or qualitative. Examples of output and outcome objectives are listed on the form you will be asked to complete.

For each objective given, you should provide baseline data or data for the current level of activity and the target level of activity you expect to achieve during the grant year.

For continuation grants, information regarding your current or previous year’s objectives must be provided including a history of providing services in a cost-effective manner. For new grant programs, you may not be able to show a service history; therefore, skip to **Part 6: Project Summary**.

Part 6: Project Summary

Summarize sections one through five on a single page using 500 words or less. This project summary is intended to be a short version of the project narrative and is generally part of the information gathered when CJD receives a request for information on a grant. Be sure that it is easy to understand by a person not familiar with your project.

STEP 3: INSTRUCTIONS FOR REQUIRED ATTACHMENTS

Required attachments should be submitted with the grant application kit. If you cannot submit any of the documents listed on the “**Grant Application Certification Form**”, provide an explanation and the anticipated date your organization expects to be able to certify the missing or incomplete forms.

CJD will provide the grant applicant with a deadline to clarify or submit the missing or incomplete documents. If these items remain unresolved (*depending on the specific issues*), CJD may either deny or postpone funding, or attach a special condition to the grant award affecting the grantee’s ability to access funds. CJD will advise grantees of these special conditions on the “**Statement of Grant Award**”.

Resolution

(T.A.C., § 3.2021)

With the exception of state agencies, each application must include a resolution from the applicable governing body, such as the city council, county commissioners’ court, school board, or board of directors, that contains the following:

1. authorization for the submission of the application to CJD that clearly identifies the project for which funding is requested;

2. a commitment to provide for all applicable matching funds;
3. a designation of the name and/or title of an authorized official who is given the power to apply for, accept, reject, alter, or terminate a grant (*Note: If a name is provided, a new resolution is required should the official change during the grant period.*); and
4. a written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

The Juvenile Accountability Block Grant Program (JABG) funding source requires that applicants provide a cash match. Therefore, the resolution submitted with the application kit should contain the language, "(Governing Body) agrees to provide all applicable matching funds for the said project" as listed in the "**Sample Resolution**".

Note: CJD receives more errors on resolutions than any other application item. Please share the preceding information with agency officials responsible for developing resolutions. Any issues or concerns with the content should be addressed with CJD prior to submission of the application. A suggested format for the resolution is included in this application kit.

Resolution from the Juvenile Crime Enforcement Coalition (JCEC)

Local projects that receive an allocation must obtain written approval from the JCEC located within the project's geographical area. To accomplish this, the applicant must provide the JCEC with the relevant information that describes the program based on the Coordinated Enforcement Plan for Reducing Juvenile Crime, request that the JCEC review and approve in writing the grant JABG application to CJD, and maintain the "**JCEC Resolution**" on file within the applicant's organization.

Comprehensive Certification and Assurances

All applicants must complete the "**Comprehensive Certification and Assurances Form**". By completing this form, the grantee certifies its compliance with state and federal statutes, regulations, policies, guidelines and requirements that govern this application, acceptance, and use of grant funds for this project.

Cooperative Working Agreement

(T.A.C. § 3.2009)

When a grantee intends to carry out a project largely through cooperating with outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement from each outside participating organization. The grantee must maintain on file a signed copy of all such agreement(s).

From these agreements, the grantee must compile a list of each organization that has entered into a cooperative working agreement with the grantee. The list, along with a written description of the purpose of each agreement, should be submitted with the application.

Note: Cooperative working agreements do not involve an exchange of funds.

Juvenile Accountability Block Grant (JABG) Waiver Form

All applicants receiving waived funds from another entity must acquire a signed "**JABG Waiver Form**" from that entity to include with the application to CJD.

Note: CJD will not award any additional waived funds to the applicant organization until the waiver form is signed and received by CJD via facsimile or mail.

Financial Capability Questionnaire

For New Applicants ONLY – This form is required from only nonprofit corporations that have never before received CJD funding. Complete and submit this form with the grant application kit.

STEP 4: GO TO THE GRANT APPLICATION KIT FORMS

CJD provides the grant applicant with the signatory documents, forms, and sample forms needed to complete the “**Grant Application Kit**”. These forms are located at the end of this document after **Step 9: Additional Requirements**.

STEP 5: GO TO THE COVERSHEET & BUDGET FORMS

These forms, and the instructions for completing the forms, can be downloaded from the Governor’s web site located at:

<http://www.governor.state.tx.us/divisions/cjd>.

1. All applications must contain a “**Coversheet Form**” that identifies the project, requested grant funding, grant officials’ information, and other pertinent information.
2. Budget details must be provided, using the “**Budget Form**”, for each of the approved budget categories by listing a description and justification of the line items contained in the budget and the amounts requested within each of the budget categories.
3. The “**Match - GPI Form**” must be submitted for programs that have a cash match or collect fees from participants. Fees are considered program income and must be used to supplement or to offset project costs.

STEP 6: CERTIFY THE GRANT APPLICATION KIT

All grant applicants must complete the “**Grant Application Certification Form**”, affix the original signature of your organization’s Authorized Official on the form, and then submit it **directly** to CJD by facsimile **BEFORE** submitting the application kit to CJD electronically by email. Instead of submitting all required attachments in hard copy format with the original signature affixed, the Authorized Official signs only the certification form.

<u>Mailing</u>	<u>Physical</u>	<u>Contact CJD</u>
P. O. Box 12428 Austin, Texas 78711	1100 San Jacinto, 2 nd Floor Austin, Texas 78701	(512) 463-1919 phone (512) 475-2440 fax

Note: Due to CJD’s policy changes regarding the submission of the required documents within the grant application kit, the certification guidelines must be adhered to for all grant funding requests. The “Certification Form” replaces the multiple signatures previously required on many of the forms shown in the grant application kit.

STEP 7: SUBMIT THE COMPLETE GRANT APPLICATION KIT

Applicants are required to submit a complete grant application kit to CJD. If applicants cannot submit all of the forms with the application kit, provide an explanation why those particular forms are unavailable on the “**Grant Application Certification Form**” and the anticipated date the organization expects to be able to certify the missing or incomplete form(s).

CJD will provide the grant applicant with a deadline to clarify or submit the missing or incomplete documents. If these items remain unresolved (*depending on the specific issues*), CJD may either deny or postpone funding, or attach a special condition to the grant award affecting the grantee’s ability to access funds. CJD will advise grantees of these special conditions on the “**Statement of Grant Award**”.

All eligible grant applicants are required to follow the guidelines defined by CJD regarding submission of the complete kit – includes the “**Grant Application Kit**” and “**Coversheet & Budget Forms**” - as listed below:

- ❖ After submission of the “**Grant Application Certification Form**” via facsimile, prepare an email and attach both the “**Grant Application Kit**” (MS Word file) and the “**Coversheet & Budget Forms**” (MS Excel file). DO NOT submit more than one grant application per email. *
- ❖ The *Subject Line* of each email must be labeled with the Grantee Name – Funding Source (ex: *Anywhere County – JABG*). If revised files are being sent, be sure to add “Revised” to the *Subject Line* of the email.

- ❖ Submit both files to CJD via email as detailed below in the standard format for MS Word (the file extension must = ".doc" or ".rtf") and in the standard format for MS Excel (the file extension must = ".xls"). No other format will be accepted by CJD such as ".pdf", ".dat", ".jpeg", ".tiff", etc.).
- ❖ If additional technical assistance is needed for the grant application kit, please reference CJD's web site for the FAQ's - Technical Assistance Application Kits or contact Heather Morgan via email at:

FAQ's - <http://www.governor.state.tx.us/divisions/cjd/formsapps/view>
Email – hmorgan@governor.state.tx.us

LOCAL PROJECTS RECEIVING A JABG ALLOCATION

The grant applicant must submit the complete grant application kit, including the coversheet & budget forms, **DIRECTLY** to CJD on or before February 2, 2004 via email address at:

cjdapps@governor.state.tx.us

*** Critical: If both files are not submitted to CJD on the same day, the partial grant application will be returned to the sender via email and will not be considered until both files have been transmitted to CJD at the email address as listed above.**

STEP 8: PRINT THE KIT FOR YOUR RECORDS

The application kit is comprised of two printable components. To print the documents contained within the complete grant application kit for your records, **SELECT** the following:

1. For the MS Word "**Grant Application Kit**" – Go to the File Menu, Select Print, and follow the directions listed within the print dialog box.
2. For the MS Excel "**Coversheet & Budget Forms**" – Go to the worksheet file that was downloaded from the Governor's web site and then go to the File Menu, select Print, and follow the directions listed within the print dialog box.

STEP 9: ADDITIONAL REQUIREMENTS

Progress Reporting

If awarded, all grant applicants are required to submit progress reports to Texas A&M University, Public Policy Research Institute (PPRI). PPRI will contact each grantee as to its specific reporting requirements after the grantee organization has executed the acceptance of the grant award.

Texas Review and Comment System (TRACS)

(T.A.C. §§5.191 – 5.253)

Pursuant to 1 T.A.C., Subchapter B, Division 2, §5.217, regarding the Texas Review and Comment System (TRACS) the applicant is required to comply with the requirements for state and local review of federal and state assistance applications. The complete requirements are located on the Secretary of State's web site at:

<http://www.sos.state.tx.us>.

More information regarding the State's Single Point of Contact and TRACS can be located at: <http://www.governor.state.tx.us/divisions/stategrants/members>.

Note: Participation in TRACS, including receiving a favorable review, does not assure grant funding.

PART III: JUVENILE CRIME ENFORCEMENT COALITION (JCEC)

The grant applicant, if a local or regional project, must certify that a “**Juvenile Crime Enforcement Coalition (JCEC) Resolution**” has been signed by their JCEC and is on file with the applicant agency. Please indicate the status of this document below:

1. a) Has the “ Juvenile Crime Enforcement Coalition (JCEC) Resolution ” (see <i>Sample Form</i>) been signed by the JCEC Chairman and is this form on file with the grant applicant?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
b) If you selected 'No' for either of the items in # 1. a) above, PROVIDE a brief explanation for the delay and the date that your organization anticipates receipt of the JCEC Resolution:			Date	

PART IV: SIGNATURE

The organization’s Authorized Official hereby assures and certifies authorization for the submission of this grant application in it’s entirety to the Office of the Governor, Criminal Justice Division.

City of College Station
Applicant's Organization

Decision Making for First Offenders
Project Title

Glenn Brown,
Asst. City Manager
Name and Title of the Authorized Official

Signature of the Authorized Official

1/9/2004
Effective Date

DETERMINE ELIGIBILITY FORM

Provide the following information about the Juvenile Accountability Block Grant (JABG) project.

1. The grant applicant assures that grant funds will be used in accordance with federal law as follows:				
a) Will at least 45% of the requested funds be utilized within Purpose Areas three (3) through nine (9)? If 'No', COMPLETE item 1.c).	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
b) Will at least 35% of the requested funds be utilized within Purpose Areas one (1), two (2), and ten (10)? If 'No', COMPLETE item 1.c).	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
c) If 'No' was selected for item 1.a) or 1.b), briefly EXPLAIN how the interest of public safety and juvenile crime control are better served by expending funds in a proportion other than 45 and 35 percent minimums.				
2. For local and regional projects, COMPLETE the list below identifying the organizations and names of individuals involved with the JCEC in the geographic area (at least one individual, unless impractical, must be shown for each group listed pursuant to federal law):				
Description of Group	Name of the Agency(ies) or Organization(s) Represented		Name(s) of All Individuals Within Group	
a) Police Departments	College Station Police Dept.		Lt. Mark Langwell	
b) Sheriffs' Offices				
c) Prosecutors	City of College Station Legal Dept.		Ross Fichthorn, Prosecutor	
d) Probation Officers				
e) Juvenile Courts	College Station Municipal Court		Judge Ed Spillane, College Station Municipal Court Peggy Calliham, Coordinator, College Station Teen Court	
f) Schools	A&M Consolidated High School		Asst. Principal, Ron Fox	
g) Businesses	Positive and Total Difference II		Portia Smith, educational consultant	
g) Faith-based/Fraternal/Nonprofit/Social Service Organizations	College Station Parks and Recreation Dept.		Lance Jackson, Director	
3. For local and regional projects, PROVIDE a list of all cities and counties, or parts thereof, covered by the Coordinated Enforcement Plan for Reducing Juvenile Crime: Bryan-College Station and Brazos County				
4. SELECT one or more of the following priority needs and briefly DESCRIBE how your project will address those needs:				
Selection	Priority Need		Description of How Project Meets Need(s)	
<input checked="" type="checkbox"/>	Family		This program supports the family through reinforcing the need for wiser decisions on the part of teens if they are to succeed.	
<input checked="" type="checkbox"/>	Early Intervention and Prevention		The program allows first time offenders to discuss with their peers their offenses, their attitudes, and the consequences of their actions as it relates to their future goals.	
<input type="checkbox"/>	Schools/Education			
<input type="checkbox"/>	Reduce Disproportionate Minority Representation in the Juvenile Justice System			
<input type="checkbox"/>	Safe Environment			
<input checked="" type="checkbox"/>	Juvenile Justice Policies, Procedures and Facilities		This program introduces teens to juvenile justice system in a positive way that allows them to understand the need for laws and why it is important for all to heed the law.	
5. Briefly DESCRIBE the method(s) in which your project will address the representation of minority youth in the juvenile justice system: All first time juvenile offenders who commit criminal offenses in this jurisdiction are referred to this program without consideration for minority nor majority status.				
6. a) Will this project operate a secure juvenile detention or correctional facility?				
	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
b) If 'No' for question # 6.a), SKIP to question # 7. If 'Yes' for question # 6.a), does the project comply with the Juvenile Justice and Delinquency Prevention Act of 1974 (http://www.ojdp.ncjrs.org/about/about-2.html)?				
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
c) If 'No' for question # 6.b), has an acceptable plan and timetable for eliminating the noncompliance been submitted to CJD?				
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
7. a) Will grant funds (CJD, Cash and/or In-Kind) be used to support any contracts for professional services?				
	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
b) If 'Yes', DESCRIBE how staff will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this grant.				

We hold approximately six of these classes per year and before each class, a list of the referred offenders is sent to the teacher, who contacts them personally before the class. They are also notified by the Teen Court of the date, time and place and what to expect in order to assure attendance. Parents are encouraged to meet the teacher before they drop their student off and to try and observe any changes that may occur as a result of this class. During the class the participants are asked to complete pre-test and post tests, to determine their attitudes before and after. Additionally, they are asked to rate the program content, the teacher, and their overall experience. As administrator, I receive copies of these evaluations and comments from each student who has been referred and attended the session to determine if their appears to be changes in attitude, acceptance of responsibility for negative behavior, and some thought toward a more successful future with more positive decision making.

City of College Station

Applicant's Organization

Decision Making for First Time Offenders

Project Title

Glenn Brown

Name of the Authorized Official

Asst. City Manager

Title of the Authorized Official

1/9/04

Date

JABG PROJECT NARRATIVE & SUMMARY FORM

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
P.O. BOX 12428
AUSTIN, TEXAS 78711
512/463-1919
FAX: 512/475-2440
WWW.GOVERNOR.STATE.TX.US

PART 1: PROBLEM STATEMENT AND DATA

1.1 Problem Statement

IDENTIFY what need(s) this project addresses based on the Coordinated Enforcement Plan for Reducing Juvenile Crime (See T.A.C. §3.1215):

Many teen offenders do not have a realistic vision of their future and how the choices they are making today will affect their lives in the future. They need training and skills for setting goals for themselves and achieving them through the choices and decisions they are making.

Comment: Checklist

Does your information succinctly describe the problem in 60 words or less?

1.2 Supporting Data

This program has been offered to teens going through the College Station Municipal Court and the Teen Court programs as first time offenders with Class C misdemeanor criminal offenses for the past four years with very good success. Each year the College Station Municipal Court processes between 1000 and 2000 citations on minors, many of whom may be receiving their first or possibly second citation for a minor offenses. This program is used as an alternative sentencing method for both Teen Court and Municipal Court when it appears the teen's behavior is showing signs of consistently bad decisions and where they might benefit from some lifeskills education in how to make better decisions and the effect that will have on their success in life.

The evaluations from the teen participants themselves as well as the extremely low rate (1-2%) of recidivism for those attending this program has proved there is a need for this type of life-skills training that so many are not receiving in the home or at school.

Comment: Checklist

Does your data support the problem?

Is your data relative to the problem?

Is your data verifiable?

Did you note the source of your data?

1.3 *Optional – Additional Supporting Data may be inserted between the dotted lines shown below (area will expand as you insert graphics).

Comment: If you have additional charts, graphs or tables that support the problem, you may insert it in this section. If not, this section may be left blank.

1.4 *IDENTIFY what need(s) this project addresses within your Coordinated Enforcement Plan for Reducing Juvenile Crime (See T.A.C. §3.1215):*

Family- This program reinforces and helps to instill more appropriate social values and character in teens. It supports the parents efforts to begin to make their teens take responsibility for their own actions and begin working toward a more positive future.

Early Intervention- This also addressed through community based efforts, conditions contributing to delinquent behavior, which is lack of appropriate training from parents and the schools in proper social behavior, respect for the law, and acceptance of personal responsibility.

Juvenile Justice Procedures- Supports progressive sanctions for misconduct and delinquent behavior by explaining to the teens the resulting consequences of continued bad decisions, i.e. further problems and possible incarceration if bad behavior continues, but by giving them tools to change direction and start making more positive decisions

1.5 What other financial support do you expect the unit or division administering these grant funds to receive from the following sources during the project period? (EXPLAIN below):

Source of Financial Support	Total Estimated Amount of Support
a) Federal Funds:	
b) State Funds:	
c) Local Government Funds:	10% match or \$780
d) Private Funds:	
e) Program Income:	
f) Other (please IDENTIFY):	

PART 2: GOAL STATEMENT

Give first-time juvenile offenders the skills and tools to identify their own values, begin to set goals, and evaluate the results of their own negative vs. positive choices, thus allowing them a better sense of control over their own future.

PART 3: TARGET GROUP

a) Geographic Area:	Brazos County
b) Target Audience:	A maximum of 100 First time offenders of Class C misdemeanor criminal offenses in College Station Municipal Court jurisdiction
c) Gender:	Male and Female
d) Age:	12 through 18 years
e) Juvenile Population Served by Race/Ethnicity:	
1. African-American	All who meet the above criteria
2. Anglo	All who meet the above criteria
3. Asian	All who meet the above criteria
4. Hispanic	All who meet the above criteria
5. Other (please SPECIFY):	All who meet the above criteria

Comment: Checklist

Have you clearly identified the individuals that will benefit from your project?

Have you included characteristics typical of the individuals you will serve?

Have you included any descriptions that would be offensive or subject to misinterpretation if taken out of context?

PART 4: PROJECT ACTIVITIES

Project activities must be focused within the following approved JABG Purpose Areas: (CHECK all activities that apply to your project). You must allocate not less than 45% of the funds to purpose areas 3-9 and not less than 35% of the funds to purpose areas 1, 2 and 10, as established by the Office of Juvenile Justice and Delinquency Prevention.

	JABG Purpose Areas	(%) Per Area	(\$ Per Area	Description of Project Activities Per Area
<input type="checkbox"/>	1: Facilities			
<input type="checkbox"/>	2: Sanctions	45%	\$3510	Required 8-hour class as part of sentencing for all first time class c misdemeanor offenders
<input type="checkbox"/>	3: Administration			
<input type="checkbox"/>	4: Caseload			
<input type="checkbox"/>	5: Youth Violence			
<input type="checkbox"/>	6: Technology, Equipment & Training			
<input type="checkbox"/>	7: Courts/Probation			
<input type="checkbox"/>	8: Juvenile Gun Courts			
<input type="checkbox"/>	9: Drug Courts			
<input type="checkbox"/>	10: Interagency Information			
<input type="checkbox"/>	11: Accountability-Based	55%	\$4290	As a part of the Teen Court and Municipal Court

Comment: Checklist

Have you briefly described the activities or services that will be provided by your project?

Do your activities support the goal?

Have you described only activities and not repeated the goal or problem statement?

Could a person unfamiliar with your project easily understand what you do?

	Programs			sanctions, this program will give the courts an added option for sentencing and holding teens accountable for their own actions.
<input type="checkbox"/>	12: Substance Testing			

PART 5: PROJECT OBJECTIVES

5.1 **PROVIDE** both output and outcome measures for this project:

Output Measures – Required for All Projects	Current Data	Target Level
<i>Sample: Increase the number of participants by 10% during the grant period.</i>	150 participants	165 participants
Increase the number of participants by 20%	68 participants	80-100 participants

Comment: Checklist
 Have you followed the **SMART** rule?
 Are your objectives:
 Specific?
 Measurable?
 Action-oriented?
 Realistic?
 Time-oriented?

Outcome Measures – Required for All Projects	Current Data	Target Level
<i>Sample: Percentage of participants completing the program that remained arrest-free.</i>	55%	60%
Percentage of participants completing the program that did not have a repeat offense within one year of completion	99%	90%

5.2 For continuation projects *only*, **PROVIDE** the following information about your current or previous year's project (*data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating*):

a) Is this project on schedule in accomplishing the stated objectives? Yes No

b) If 'No', briefly **DESCRIBE** the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application:

5.3 What is your history of providing services in a cost-effective manner? If your program is **new**, you may not be able to show a service history; therefore, **SKIP** to **Part 6: Project Summary**.

We have been holding this class since 2000 and have maintained the costs at exactly what was anticipated and requested without ever going over the budget. In fact we have always come in under the amount of requested funding due to the number of teens eligible under our requirements for this type of referral. We do not refer traffic cases, only criminal offenses.

PART 6: PROJECT SUMMARY

Comment: Checklist

Does your summary cover the whole project including problem, goal, target group, and services provided?

Could a person unfamiliar with your project understand what you do?

Are you confident and comfortable with the information if it were to be released under a public information request?

Have you included any items that could be misconstrued if taken out of context?

Many teen first time offenders do not have a realistic vision of their future and how the choices they make today will affect their success or failures in the future. They need skills training and tools to help them set reasonable achievable goals and decision making skills that will yield positive results, self-esteem, and ultimately life successes.

This program proposes to introduce and establish these skills as they identify their own values, set goals for themselves, and evaluate their own negative vs. positive choices and the end results of each.

We propose to serve a maximum of 100 first time offenders of class C misdemeanors who are between the ages of 12 and 18 years of age and who commit their offenses in the College Station Municipal Court jurisdiction. This is an 8-hour Saturday class that is a required part of their sentencing both through the Municipal Court and the Teen Court.

City of College Station
Applicant's Organization

Decision Making for First Offenders
Project Title

Glenn Brown
Name of the Authorized Official

Asst. City Manager
Title of the Authorized Official

1/9/2004
Date

RESOLUTION

WHEREAS, The City of College Station finds it in the best interest of the citizens of College Station that the Decision Making for First Offenders be operated for the 2005 and

WHEREAS, the City of College Station agrees to provide applicable matching funds for the said project as required by the Juvenile Accountability Block Grant Funds grant application; and

WHEREAS, City of College Station agrees that in the event of loss or misuse of the Governor's Criminal Justice Division funds, the City of College Station assures that the funds will be returned to the Governor's Criminal Justice Division in full.

WHEREAS, the City of College Station designates Glenn Brown, Assistant City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of College Station approves submission of the grant application for the Decision Making for First Offenders Class to the Governor's Criminal Justice Division.

Signed by:

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Comment: It is not necessary to include the dollar or percentage amount, just a commitment to provide the applicable match. Changes in the award amount could result in a requirement for the grantee to submit a new resolution.

This provision is not required for resolutions submitted under some funding sources because no matching funds are required – check the application instructions for the applicable match requirements for this funding source.

RESOLUTION FOR THE JUVENILE CRIME ENFORCEMENT COALITION (JCEC)

WHEREAS, College Station Teen Court Advisory Board finds it in the best interest of the citizens of College Station that the Decision Making for First Offenders be operated for the 2005 and

WHEREAS, the Teen Court Advisory Board certifies by the Chairman's signature that we have reviewed and approve the Coordinated Enforcement Plan for the geographic area represented by City of College Station for the Decision Making for First Offenders and

WHEREAS, the Teen Court Advisory Board attests that the current members of the coalition is comprised of at least one individual, unless impractical, representing the following groups: (1) police departments, (2) sheriffs' offices, (3) prosecutors, (4) probation officers, (5) juvenile courts, (6) schools, (7) businesses, and (8) faith-based, fraternal, nonprofit, or social service organizations involved in juvenile crime prevention.

NOW THEREFORE, BE IT RESOLVED that the Teen Court Advisory Board approves submission of the grant application for the Decision Making for First Offenders to the Governor's Criminal Justice Division.

Judge Edward Spillane,

Printed Name of the JCEC Chairman

Signature of the JCEC Chairman

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

COMPREHENSIVE CERTIFICATION AND ASSURANCES – FEDERAL FUNDS FORM

This document is a material representation of fact upon which reliance is placed with the Governor's Criminal Justice Division (CJD). If it is later determined that the grantee knowingly rendered an erroneous certification, CJD, in addition to any other remedies available to the federal government, may take available action.

ASSURANCES

The applicant hereby assures and certifies compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies.

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. 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, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.
2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
3. **POLITICAL ACTIVITY** - It will comply with provisions of Federal law which limit certain political activities of employees of 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. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives 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. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, 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. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - 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 (EPAs) 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. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes 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. **HISTORIC PRESERVATION** - 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 1974, as amended, (16 USC § 469a-1, et seq.) by (a) consulting with the State Historic Preservation Officer (SHPO) 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. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I 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. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - 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 23, Criminal Intelligence Systems Operating Policies; 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 Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. **NONDISCRIMINATION** –
 - A. It will comply with all State and Federal statutes relating to nondiscrimination.
 - B. 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 1964, as amended; Section 504 of the Rehabilitation 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, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
 - C. 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 of Justice Programs, Office for Civil Rights.
 - D. It will provide an Equal Employment Opportunity Program (EEO) if required to maintain one, where the application is for \$500,000 or more.
14. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
15. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
16. **TAXES** – It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
17. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
18. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
19. **CHILD SUPPORT PAYMENTS** – It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
20. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
21. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
22. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.
23. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
24. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

CERTIFICATIONS

1. The applicant certifies that it will 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. Establish a drug-free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the applicant's policy of maintaining a drug-free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug abuse violations.
 - 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:
 - i. abide by the terms of the statement, and

- ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- e. Notifying the agency within ten days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction.
- f. Taking one of the following actions with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. 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 the implementation of paragraphs (a), (b), (c), (d), (e), and (f).

If application is in excess of \$100,000, I certify to the best of my knowledge and belief to the following:

1. No 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - Check here if any non-federal 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 contract, grant, loan, or cooperative agreement. You must also notify the Criminal Justice Division (CJD) or your local council of governments for the "Disclosure Form to Report Lobbying".
2. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

AUDIT CERTIFICATION (SELECT THE APPROPRIATE CHOICE)

I certify:

- The applicant agency currently expends combined federal funding of \$500,000 or more and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- The applicant agency currently expends combined federal funding of less than \$500,000 and, therefore, is exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. I understand, however, that CJD may require a limited scope audit as defined in OMB Circular A-133.

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION (SELECT THE APPROPRIATE CHOICE)

Definitions:

Type I Entity

Educational/medical/non-profit institution/Native American Tribe – certification required (select appropriate choice below); EEOP NOT required.

Type II Entity

All other recipients receiving more than \$25,000, but not more the \$500,000 – certification required (select the appropriate choice below); organizations must maintain EEOP on file for possible audit if the organization has more the 50 employees.

Type III Entity

For profit entities and state and local governments receiving \$500,000 or more – certification required (select the appropriate choice below); the organization must submit an EEOP to the Office for Civil Rights (OCR) for approval.

If your organization is a Type I, II or III Entity, select one of the following:

- I certify this organization is a Type I Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.203), is not required to maintain an Equal Employment Opportunity Plan, but will comply with equal employment opportunity program guidelines of the Department of Health and Human Services (28 CFR § 42.302).
- I certify this organization is a Type II Entity that employs less than 50 people. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.302), but is not required to maintain an Equal Employment Opportunity Plan (28 CFR § 42.301 *et seq*).
- I certify this organization is a Type II Entity that employs 50 or more people. This entity will comply with prohibitions against discrimination in any program or activity (28 CFR § 42.302), an has formulate an Equal Employment Opportunity Plan (28 CFR § 42.30 *et seq*), that is on file in the office of

City of College Station Human Resources Office

I certify this organization is a Type III Entity. This entity will comply with the prohibitions against discrimination in any program or activity (28 CFR § 42.302), and has formulated an Equal Employment Opportunity Plan (28 CFR § 42.301 *et seq.*), that will be submitted to the Office for Civil Rights, Office of Justice Programs, Department of Justice, for approval upon award of a grant.

DEBARMENT CERTIFICATION (SELECT THE APPROPRIATE CHOICE)

If this application is in excess of \$25,000, I certify that:

By submission of this proposal, that neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency; or,

I am unable to certify the above statement and have attached an explanation to the application.

Applicants must complete and submit this form to CJD before they will receive state and/or federal funds. Recipients of state and/or federal funds must fully understand and comply with the requirements listed for the Assurances on pages 1 and 2 of this document. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

City of College Station

Applicant's Organization

Decision Making for First Offenders

Project Title

Glenn Brown

Name of the Authorized Official

Asst. City Manager

Title of the Authorized Official

1/9/2004

Date

SAMPLE COOPERATIVE WORKING AGREEMENT

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
P.O. Box 12428
AUSTIN, TEXAS 78711
512/463-1919
FAX: 512/475-2440
WWW.GOVERNOR.STATE.TX.US

This is to certify that the objectives of the grant application submitted to the Governor's Criminal Justice Division have been reviewed and that it is mutually agreed to cooperate to whatever extent is necessary in carrying out the objectives described in this application.

In addition, if the outside organization has personnel assigned to the grant-funded project, that agency certifies that it is cognizant of the rules and regulations governing the operation of the grant and agrees to abide by any and all such rules or special conditions relating to the application.

Comment: Checklist

If you have cooperative working agreements, did you compile a list of participating agencies and a brief description of the purpose of each agreement?

Did you submit this list and description with your application?

PART I: APPLICANT ORGANIZATION

Applicant's Organization

Project Title

Printed Name and Title of Applicant's Authorized Official

Signature of the Applicant's Authorized Official

Date

PART II: OUTSIDE ORGANIZATION

Outside Organization

Project Title

Printed Name and Title of Outside Organization's Authorized Official

Signature of the Outside Organization's Authorized Official

Date

COOPERATIVE WORKING AGREEMENT PURPOSE AND PARTICIPANT FORM

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
P.O. BOX 12428
AUSTIN, TEXAS 78711
512/463-1919
FAX: 512/475-2440
WWW.GOVERNOR.STATE.TX.US

1 T.A.C. §3.2009

When a grantee intends to carry out a grant project by cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements.

Cooperative working agreements do not involve an exchange of funds.

For multi-jurisdictional task force grants funded by the Byrne Formula Grant Program, a cooperative working agreement must include the signature of each sheriff in a multi-jurisdictional task force's impact area. Counties must be contiguous and the sheriff may not execute a cooperative working agreement with more than one task force project.

Each grantee must submit to the Governor's Criminal Justice Division a list of each participating organization that has entered into a cooperative working agreement with the grantee and a written description of the purpose of each cooperative working agreement.

The following is a list of each participating organization and a written description of the purpose of each cooperating working agreement (CWA).

#	Participating Organization	Purpose of CWA
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Applicant's Organization

Project Title

Name of the Authorized Official

Title of the Authorized Official

Date

JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG) WAIVER OF FUNDS FORM

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
P.O. BOX 12428
AUSTIN, TEXAS 78711
512/463-1919
FAX: 512/475-2440
WWW.GOVERNOR.STATE.TX.US

1 T.A.C. §3.1211

Any entity receiving a local allocation may waive their ability to apply for funds and choose instead to waive the allocation back to the Governor's Criminal Justice Division or to another larger or neighboring jurisdiction that may still benefit the waiving agency's area. The grant applicant that is requesting CJD funding is responsible for obtaining the written authorization from each entity that chooses to waive an allocation. In addition, the grant applicant is responsible for forwarding this signed document at the same time that the "**Grant Application Certification Form**" is submitted to CJD via facsimile or mail. CJD will not award any *additional* waived funds to the applicant organization until the waiver form is signed and received by CJD via facsimile or mail.

PART I: WAIVER OF ALLOCATION

1. Does the entity choose to waive their allocation to CJD?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2. Does the entity choose to waive their allocation to another entity?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3. If you selected 'Yes', for either # 1 or # 2 above, PROVIDE the following information:				
a) The name of entity waiving funds:				
b) The waived funds amount (\$):				
c) The name of the organization that will receive the waived allocation.				
d) If funds are being waived to more than one organization, ENTER the additional name(s) of the organization(s) receiving funds and the amount of the waived funds:				
Name(s) of the Entity(ies) Receiving Waived Funds			Waived Funds Amount (\$)	

PART II: SIGNATURE AUTHORIZING THE WAIVER OF ALLOCATION

The above-named entity waiving the allocation understands that if funds are waived to the Governor's Office, Criminal Justice Division (CJD), that those funds may be earmarked at the discretion of the executive director of the Criminal Justice Division. Or, if funds are waived to another entity, the above-named entity waiving funds understands that those funds may be used to provide juvenile accountability-based services to the waiving agency's target area.

The entity waiving funds hereby authorizes the above-named organization(s) to receive the allocated funds.

Name of the Entity's Authorized Official	Name of the Waiving Entity	
Title of the Entity's Authorized Official	Signature of the Entity's Authorized Official	Effective Date

C. BUDGETARY CONTROLS:

The grantee shall establish a system to track expenditures against budget and/or funded amounts.

- | | YES | NO | If the answer is "no" to any question, explain the corrective action that will be taken to ensure accountability. |
|--|--------------------------|--------------------------|---|
| 1. Are there budgetary controls in effect (e.g. comparison of budget with actual expenditures on a monthly basis) to preclude drawing down grant funds in excess of: | | | |
| a) Total funds authorized on the Notice of Grant Award; | <input type="checkbox"/> | <input type="checkbox"/> | |
| b) Total funds available for any budget category as stipulated on the Notice of Grant Award. | <input type="checkbox"/> | <input type="checkbox"/> | |

D. INTERNAL CONTROLS

The organization shall safeguard cash receipts and disbursements and ensure a segregation of duties exists. For example, one person should not have control over all aspects of the accounting system, such as signing checks and making deposits as well.

- | | YES | NO | If the answer is "no" to any question, explain the corrective action that will be taken to ensure accountability. |
|---|--------------------------|--------------------------|---|
| 1. Has the organization instituted safeguards to ensure adequate controls: | | | |
| a) Are accounting entries supported by appropriate documentation; e.g. purchase orders, vouchers, receipts, invoices? | <input type="checkbox"/> | <input type="checkbox"/> | |
| b) Is there separation of responsibility in the receipt, payment, and recording of cash? | <input type="checkbox"/> | <input type="checkbox"/> | |
- Other:

Applicant's Organization _____ Project Title _____

Name of the Financial Official _____ Title of the Financial Official _____ Date _____