OKLAHOMA
OFFICE OF JUVENILE AFFAIRS

STATE ADVISORY GROUP
ON
JUVENILE JUSTICE AND DELINQUENCY PREVENTION

PREVENTION GRANT FUNDS

GRANT APPLICATION MATERIALS
FORMS AND INSTRUCTIONS

DELINQUENCY PREVENTION FUNDING

APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND THE PRE-BID TRAINING SESSION:

DATE: April 6, 2017
TIME: 10:00AM
LOCATION: Office of Juvenile Affairs
3812 N Santa Fe, Suite 400
OKC OK

GRANT APPLICATIONS DUE: APRIL 18, 2017
Applications must be received no later than 4:00 p.m. CST - Tuesday, April 18, 2017

Mail or Deliver to:

Deliver To: Office of Juvenile Affairs
Attn: Anna Kelly
JJDP Unit
3812 N Santa Fe
Suite 400
Oklahoma City, OK 73118

Mail To: Office of Juvenile Affairs
Attn: Anna Kelly
P.O. Box 268812
Oklahoma City, OK 73126-8812
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Part I

GENERAL INFORMATION

Statutory Authority


Oklahoma State Advisory Group on Juvenile Justice and Delinquency Prevention

Oklahoma’s State Advisory Group (SAG) consists of members from the public and private sector appointed by the Governor. The SAG recommends the funding decisions regarding Formula Grants.

Brief Description of Grant Program

A. Funds are available through the Juvenile Justice and Delinquency Prevention (JJDP) Formula Grant Program, a federal grants program under the United States Department of Justice, to the State of Oklahoma. This year the SAG will be awarding funds for the purpose of delinquency prevention.

B. Units of general local government, state agencies, Native Tribes, and private non-profit agencies are eligible to apply for JJDP funds. No person shall, on the grounds of race, religion, color, national origin, sex, or handicap, be excluded from participation, be denied the benefits, or be otherwise subjected to discrimination or denied employment, in connection with the awarding of grants.

C. Successful applicants will receive a contract for the period of July 1, 2017 to June 30, 2018. The contract may be renewed for up to two additional contract periods, first continuation at 90% of original budget, second year at 80% of original budget, if all applicable performance measures show progress toward goals, all other contract requirements are met, and federal Title II funding is available.

D. It is the intention of the State Advisory Group on Juvenile Justice and Delinquency Prevention to ensure that funds will be awarded to rural areas as well as urban areas. In that effort, allocations will be distributed among geographical areas.

E. ATTENTION PRIVATE NON-PROFIT ORGANIZATIONS: In order to be eligible for funding, per Section 223(a)(5)(B) of the Juvenile Justice and Delinquency Prevention Act of 2002, as amended, all non-profit agencies must be able to certify in writing that they have applied for and have been denied funding by some unit or combination thereof of general local government. Also, please include a copy of your State of Oklahoma Not for Profit Certificate of Incorporation, Articles of Incorporation, and by-laws.
Part II
Grant Checklist and General Instructions

The following is a list of all required documentation for your grant application. Your application must be complete to be considered for funding by the State Advisory Group.

Make sure a clearly marked original and five copies of the following are enclosed:

- Form 1-Cover sheet
- Program Narrative-not to exceed 3 typed pages (single spaced, 12-point font, one inch margins)
- Form 2-Certification and Agreement to Standard Conditions
- Department of Justice Certifications
- Budget Summary and Budget Attachments
- Financial Capability Questionnaire
- Letters of Support (3)
- Private Non-Profits: Submit a letter from a local unit of government regarding the unavailability of funds (see attached example).
- Private Non-Profits: Submit a copy of your State of Oklahoma Not For Profit Certificate of Incorporation, Articles of Incorporation, and By-Laws.

1. Be sure an individual authorized to enter into a contractual obligation signs all documents. Grant Applications, which are not signed, will be rejected. Signatures must be original; signature stamps may not be used.

2. Make sure the narrative does not exceed three typed pages.

3. Be sure that the Budget Summary and attachments are complete. Make sure your proposed budget does not exceed the maximum amount allowed.

4. Pages must be numbered consecutively and stapled in the left-hand corner with no binding or folder.

5. Grant Applications received after the deadline will NOT be reviewed. Postmarks will NOT satisfy the deadline requirement. Materials must be physically received on or before the deadline date and time.

6. GRANT APPLICATIONS MAY NOT BE FAXED UNDER ANY CIRCUMSTANCES!

7. Proposals selected for funding will be incorporated into a contract; therefore no correction fluid or correction tape may be used. Lining through and initialing errors is allowed.

8. A mandatory five-minute meeting will be scheduled to enable you to present your grant proposal to State Advisory Group members. A five-minute question and answer session will follow. No handouts, power points or props are allowed.
Part III
Program Description

A. State Program Designator: PV-09

B. Title: Delinquency Prevention

C. Standard Program Area: Prevention

D. Program Problem Statement: Data demonstrates the need for prevention programs in Oklahoma. These programs strengthen youth development and help build strong families. A lack of adequate prevention programming leads to problems such as juvenile delinquency, truancy, teen pregnancy, substance abuse and, eventually, to high rates of incarceration in our adult correction system.

To address this lack of programming, the Oklahoma State Advisory Group proposes 1) prioritizing funding for primary prevention programs that develop effective partnerships with established community organizations; 2) funding evidenced-based programs demonstrating effective results with the population to be served, selected from a model programs guide, 3) establishing and applying a criteria for cost-effectiveness when funding programs; and 4) requiring outcomes from funded programs which demonstrate success.

E. Program Goal: To fund programs, research or other initiatives designed to reduce the likelihood of delinquency referrals from the youth population determined to be at risk of becoming delinquent, based upon the following risk factors:

Risk Factors: (Include at least one in your application for funding)

- Family Issues – such as minimal adult supervision, poor parental skills, substance abuse, incarcerated parents, or other factor which is research proven to correlate with delinquency.

- Academic Issues – such as a history of behavior problems in school, poor grades, lack of access to educational opportunities, or other factor which is research proven to correlate with delinquency.

- Community Issues – such as high crime rate, instability, economic deprivation, low community attachment, or other factor which is research proven to correlate with delinquency.

Objectives:

1. To provide funding for evidenced-based neighborhood/community prevention programs.

2. To eliminate the admission of juveniles to juvenile detention and/or adult jails which are not in compliance with the requirements of the Juvenile Justice and Delinquency Prevention Act of 2002, as amended.

3. To utilize neighborhood/community setting as the primary focus for services, and to encompass a broad range of activities involving various cooperative relationships between all elements of the community.
4. To increase family involvement of youth at risk of delinquency by providing a broad range of neighborhood/community-based family resources aimed at strengthening the family system.

5. To provide funding for new programs/services addressing mental health and substance abuse as risk factors in juvenile delinquency.

**Performance Measures:** Performance measurement data will be collected and submitted throughout the funding period

**Mandatory Output Measures:**

Number of program youth served

**Mandatory Outcome Measures:**

Number and percent of program youth who offend or re-offend

Number and percent of program youth exhibiting desired changes in targeted behaviors

Number and percent of program youth completing program requirements

Additional measures as required by OJJDP

**Summary of Activities Planned and Services Provided:** Program components identified as effective include:

Community based programs implemented in high-risk neighborhoods, skill and competency building programs targeting middle and junior high youth, individual youth/group and family counseling/mental health services, behavior monitoring and reinforcement, parent training, family mediation and arbitration, family resource and support programs and services, substance abuse education and treatment programs, social problem solving, thinking skills, social perspective taking, multi-modal interventions, behavioral interventions, and wraparound services.

**Target groups to be served:** Youth determined to be at risk of becoming delinquent and their families.

**F. Maximum Amount of Award to Single Applicant:** $50,000

**G. Eligible Applicants:** Public agencies, including, but not limited to units of local government and school districts, and private non-profit organizations or institutions which operate primarily for scientific, educational, public service, charitable or a similar secular public purpose, but which are not under public supervision or control and which have been held by the IRS to be tax-exempt under the provisions of section 501(c)(3) of the Internal Revenue Code
IV

Issues to be Covered in Program Narrative

Please number your responses accordingly. Remember the three-page maximum limit:

1. Problem Statement
   - Establish need for delinquency prevention program through supporting data of high-risk population.
   - Briefly describe the focus of the proposed program, problems and issues to be addressed.
   - Identify geographic location and population to be served.
   - Programs should target youth ages 10 to 17 and provide services prior to court intake, excluding youth already adjudicated. Programs should include solutions for common barriers to service delivery, such as lack of transportation for youth. Programs for rural areas should consider multi-county approaches.

2. Goals, Objectives and Performance Indicators
   **Risk Factors**: (Include at least one in your application for funding)
   - Family Issues – such as minimal adult supervision, poor parental skills, substance abuse, incarcerated parents or other family issues which are research proven to correlate with delinquency.
   - Academic Issues – such as a history of behavior problems in school, grades, access to educational opportunities, learning disabilities, or other academic issues which are research proven to correlate with delinquency.
   - Community Issues – such as high crime rate, instability, economic deprivation, low community attachment, or other such issues which are research proven to correlate with delinquency.

   - Describe the goals of your proposed program based upon the assessment of problems in your community. Program Goals state the overall intent of the program to change, reduce, or eliminate the problem described in general terms.

   - For each goal list at least one specific and measurable objective. The objectives explain how the program goal will be accomplished. Objectives are measurable statements of the desired results of the program. They should be both process measures (numbers of persons served, classes held) and outcome measures (indicators of change or improvement)Performance Indicators/Performance Measures are data/information that will be collected at the program level to measure specific outcomes a program is designed to achieve. Do NOT include performance measurements when you do not have an established baseline to measure them against. It will be impossible to determine the effectiveness of the program without this baseline measurement.

   - Each objective will have output and outcome indicators.
     - Output indicators measure the products of a grants implementation. Examples include number of juveniles served, number of staff trained.
ii. Outcome indicators measure short and/or long-term program effectiveness, benefits or results for the juveniles. Examples include changes in grades of program participants, changes in recidivism rates and changes in number of school discipline referrals.

**Example Goal:** Reduce the number of drug related arrests in Valley County (Possession, Manufacturing, and Distribution) by 5%.

**Example Objective:** Life Skills Training/Drug Education will be provided to 125 junior high and middle school youth. The program will consist of social skills, problem solving/self management skills, and skills and information related specifically to drug use.

**Example Output Indicator:** 125 youth will participate in Life Skills/Drug Education one time weekly for six months and two times monthly for the remaining six months.

**Example Outcome Indicator:** The number of drug related arrests (Possession, Manufacturing, and Distribution) will be reduced by 5% after the completion of the program compared to before the program began.

The Federal Office of Juvenile Justice & Delinquency Prevention has developed standardized Performance Measures. ALL federally funded programs are required to report data suitable for inclusion with this format.

3. Program Plan

- Select an evidenced-based program from a model programs guide, such as Blueprints, SAMSHA, OJJDP or other reputable, unbiased source, proven successful at reducing the risk factors you will be addressing, with the population you will be serving.
- Describe your program implementation plan and timetable.
- Describe how your program will operate and your plans to sustain the program after grant funding ends in three years.
- Estimate how many youth/families will be directly served in this proposed program.
- Estimate how many adult volunteers will be involved.
- Also, identify how you plan to evaluate the performance of the proposed program.
- Submit a Logic Model which supports and demonstrates the relationship of the identified community problem to intervention program/activities/services, goals, objectives, outputs and outcomes.

4. Management Organization

- Please provide a brief description of staff/administration, as well as your procedures for screening/conducting background checks.
- A statement should disclose whether or not any board member or principal of the applicant agency has ever been convicted of a felony or a misdemeanor involving moral turpitude. If yes, please provide an explanation.

5. Partnership

- Identify the level of involvement and collaboration of other organizations participating in this project (for example: sources of referrals, *pro bono* services provided to participants, follow-up services.)
- Identify the involvement of youth in planning the proposed project.
PART V

SELECTION CRITERIA

If any of these categories are not included, the proposal will be considered incomplete. Carefully read Part III, Program Descriptions. Each proposal will be reviewed and scored using the following criteria:

1. **Problem Statement**
   - The ability of the applicant to identify their at risk population and to demonstrate the problem in the community to be addressed by the proposed program;
   - The ability to provide data defining the target population and the risk factors to be addressed;
   - Evidence that a similar service is not currently being provided to the target population or is not conveniently available or age or culturally appropriate.
   - Selection of an evidenced based program demonstrated effective for the population and the problem being addressed.
   - Logic Model which supports and demonstrates the relationship of the identified community problem to intervention program/activities/services, goals, objectives, outputs and outcomes.

2. **Goals, Objectives and Performance Indicators**
   - The goals and objectives will be rated on the extent they are compatible with the goals listed in the program descriptions for which funds are being sought and on their relevance to the problems identified by the applicant.
   - Goals are expected to be realistically attainable during the program period. Objectives will be rated on whether they are stated in measurable terms.
   - Indicators should reflect how this program will make a difference with the target population. Please refer to the example of Goals, Objectives and Indicators in Part IV of this document.

3. **Program Plan**
   - Program plan needs to directly relate to the proposed goals, objectives and outcomes; how will it address the needs identified in the problem statement and impact the target population.
   - The applicant should provide a clear implementation plan of program activities, outcomes, and desired impacts.
   - Estimate the number of youth to be directly served and the role of parents and volunteers.
   - Targets youth ages 10 to 17 and provides services prior to court intake, excluding youth already adjudicated.
   - Include solutions for common barriers to service delivery, such as lack of transportation for youth.
   - Programs for rural areas should consider multi-county approaches.

4. **Management and Organization**
   - Provide qualifications of employees, noting successful experience in management and fiscal matters
   - Procedure used to screen and do background checks.

5. **Partnership**
   - This section will be rated by the described plan to collaborate effectively with other community organizations and local resources.

6. **Budget**
   - Budget information must be provided as requested.

7. **Sub-Committee Presentation**
   - Evaluation will be rated as Satisfactory and Unsatisfactory
PART VI

REVIEW AND AWARD PROCEDURES

1. Every grant application submitted will be reviewed by the staff of the Juvenile Justice and Delinquency Prevention Unit for completeness of the application and an overview of grants scope. Incomplete applications will not be forwarded to the State Advisory Group on Juvenile Justice and Delinquency Prevention (SAG).

2. The staff of the Finance Department of OJA will then review every complete grant application for any budget issues.

3. The application will be assigned to the appropriate State Advisory Group on Juvenile Justice and Delinquency Prevention (SAG) Subcommittee.

4. The applicant will make a mandatory oral summary, not to exceed five minutes, to a minimum of three (3) State Advisory Group members. A five-minute question and answer session will follow. Each grant application will be independently reviewed and scored based on the criteria outlined in Part V of this grant application by a minimum of three (3) State Advisory Group members.

5. Based upon each proposal’s score, a final ranking of applicants will be developed by the Subcommittee. Based upon the ranking, the Subcommittee will make recommendations for funding to the full State Advisory Group. The State Advisory Group may or may not approve a Subcommittee’s recommendation, and if warranted, may direct the Subcommittee to reconvene to consider additional information and compile a new set of recommendations.

6. The final recommendations for funding will be presented by the Chairman of the State Advisory Group (or a designee) to the Board of Juvenile Affairs (or a Designee) for review and approval. All applicants will be notified no later than one week after the Board of Juvenile Affairs’ final action.

7. All Grant Application reviews, scores, and rankings will become public information available for inspection at a reasonable time.
Please submit one (1) clearly marked original and ten (10) copies consisting of this form, Program Narrative (three pages maximum), Certification and Agreement to Standard Conditions, Department of Justice Certifications, Budget Summary and attachments, Financial Capability Questionnaire, Certification Letter from CPA, 3 Letters of Support, and, if a Private Non-Profit, Letter from Local Unit of Government regarding Unavailability of Funds, and copies of your State of Oklahoma Not For Profit Certificate of Incorporation, Articles of Incorporation, and by-laws.

**APPLICANT AGENCY:**
Please use your legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Address:</th>
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<tbody>
<tr>
<td>Project Name:</td>
<td>E-Mail Address:</td>
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<tr>
<td>Director Name:</td>
<td>Telephone Number:</td>
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<td>E-Mail Address:</td>
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<td>Oklahoma Tax ID (Required):</td>
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<td>Federal Tax ID (Required):</td>
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**PROJECT CONTACT:**
Name and Address (If different from Applicant Agency)

<table>
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<tr>
<th>Contact Name:</th>
<th>Address:</th>
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Total Amount of Funding Request: ________________

Is the Proposed Program Evidence-Based Yes_____ No______

**Source and Name of Evidenced-Based Program**

New Applicant: ________________

Estimated Total of Number of Youth and Families to be served: ________________

Number of (Adult & Youth) Volunteers: ________________

Geographical Area to be served by Proposed Project: ____________________________
FORM 2

CERTIFICATION AND AGREEMENT TO STANDARD CONDITIONS

In applying for these grant funds, the applicant understands that any funds received as a result of this Grant Application shall be subject to conditions established by the Office of Juvenile Justice and Delinquency Prevention and the Office of Juvenile Affairs and set forth in the contract entered into between the Office of Juvenile Affairs and a successful applicant.

Applicants shall not sub-contract any portion of services unless disclosed in the original proposal. The proposal must identify the sub-contractor(s) by name and the specific services to be provided. All sub-contracts shall incorporate all conditions established by the Office of Juvenile Affairs and the Office of Juvenile Justice and Delinquency Prevention, which apply to applicants. No additional sub-contracting shall be allowed after the original contract is signed.

The applicant certifies that the funds applied for do not replace local, state, or federal funds (are non-supplanting).

I certify that the information contained in this grant application is true and accurate to the best of my knowledge and that I am submitting this Grant Application on behalf of the applicant.

________________________________________________________________________    _________________
Typed Name and Authorized Signature:                                      Date:

Title of Authorized Signature: ___________________________________________
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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

1. LOBBYING

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

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

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

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

3. DRUG-FREE WORKPLACE

(GRANTEES OTHER THAN INDIVIDUALS)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

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

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

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

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

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date
The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant’s governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-946) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or may give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency’s (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition 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. 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 11933, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its 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 of 1974, and the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, MT100.1, and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 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. 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.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature  Date
Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse side for instructions.)

Public Reporting Burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

<table>
<thead>
<tr>
<th>1. Type of Federal Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. contract</td>
</tr>
<tr>
<td>b. grant</td>
</tr>
<tr>
<td>c. cooperative agreement</td>
</tr>
<tr>
<td>d. loan</td>
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<tr>
<td>e. loan guarantee</td>
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<td>f. loan insurance</td>
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<tr>
<th>2. Status of Federal Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. bid/offer/application</td>
</tr>
<tr>
<td>b. initial award</td>
</tr>
<tr>
<td>c. post-award</td>
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<tr>
<th>3. Report Type:</th>
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</thead>
<tbody>
<tr>
<td>a. initial filing</td>
</tr>
<tr>
<td>b. material change</td>
</tr>
</tbody>
</table>

For Material Change Only:

year quarter
date of last report

<table>
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<tr>
<th>4. Name and Address of Reporting Entity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime</td>
</tr>
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</table>

Tier, if known:

4a. Congressional District, if known:

| 5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime: |

| 6. Federal Department/Agency: |

| 7. Federal Program Name/Description: |

| 8. Federal Action Number, if known: |

| 9. Award Amount, if known: |

$ |

<table>
<thead>
<tr>
<th>10a. Name and Address of Lobbying Registrant</th>
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<tbody>
<tr>
<td>(If individual, last name, first name, MI):</td>
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</table>

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<tr>
<th>10b. Individuals Performing Services (including address if different from No. 10a.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(last name, first name, MI):</td>
</tr>
</tbody>
</table>

11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: ____________________________

Print Name: ____________________________

Title: ____________________________

Telephone No.: ____________________________ Date: ____________________________

Authorized for Local Reproduction

Standard Form-LLL (1/96)
Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee”, then enter the full name, address, city, state and zip code of the prime Federal recipient, Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., “RFP-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.
March 9, 2017

Mr. Mike Smith  
1800 Pennsylvania  
Grady, USA 00012

Dear Mr. Smith:

Your application for funding has been received and reviewed. Unfortunately, the City of Grady does not have the funds available at the local level for such a program.

I understand that your organization is seeking funding from the Office of Juvenile Affairs for a Delinquency Prevention Program and I wish you success with your endeavor.

Sincerely,

Bob Hogan  
Mayor