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# **ATTACHMENT B**

## **SAMPLE APPLICANT INFORMATION AND CERTIFICATION SHEET**

### **Applicant Information:**

Below you will be asked to provide information on the organization applying for this grant.

**Legal Name of Applying Organization:**

**Alternate Business Name/DBA of Applying Organization (if applicable)**

**Unique Entity Identification Number (UEID Number)**

**Oregon Secretary of State Business Registry Number** (or write an explanation if not applicable: (See Section 5.3.1 Business Registry))

### **Applicant Organization Business Address**

Mailing Address:

City:

State:

Zip Code:

County:

### **Applicant Organization Service Address**

Physical Address: City:

State: Zip Code: County:

State:

Zip Code:

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County:

**Agency Director/ Organization Executive Director Information**

Name:

Title:

Ph. Number:

Email:

**Grant Manager Contact Information**

Name:

Title:

Ph. Number:

Email:

**Primary Contact for Application Information**

Name:

Title:

Ph. Number:

Email:

**If awarded, Name of the Authorized Signatory**

1<sup>st</sup> Person Name:

Title:

Ph. Number:

Email:

2<sup>nd</sup> Person Name:

Title:

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Ph. Number:

Email:

**Amount Requested**

**Applicant Eligibility:**

**Applicant Eligibility Requirements**

You will be asked to provide basic information to attest that your organization meets the eligibility requirements, and your proposed project meets the minimum requirements for a Grant as outlined in the RFA under Section 1.3 Eligibility and 2.4 Scope of Activities.

Applicant agency or organization is one of the following eligible entities:

- City or county government agencies in Oregon
- Federally recognized Indian Tribes in Oregon
- Faith-based & community organizations
- School districts
- Educational Service Districts (“ESD”)
- Non-profit agencies

Applicant can demonstrate that existing data support the need for community based programs and services for at risk youth and low level offenders from the juvenile justice system.

Applicant can address direct services on a program level and reference OJJDP Model Programs Guide <http://www.ojjdp.gov/mpg/> ; or other resources for evidence based programming.

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Applicant agrees that all JCP funded services should focus programming efforts on the areas of risk identified by the JCP Assessment tool with the desired outcome goal of recidivism reduction of youth involvement with the juvenile justice system, racial and ethnic disparity reduction, and crime prevention.

Applicant understands that performance measures data required by the OJJDP for Formula Grant Program Area Community Based Programs and Services must be collected.

The program or agency/organization selected for funding must, at a minimum, designate a qualified staff person to ensure that federal performance measures data are collected and reported.

Grant recipients will provide quarterly progress reports and submit quarterly requests for reimbursement. Quarterly progress reports will consist of reporting on the mandatory output and outcome performance measures for the program area designated and reduction efforts in racial and ethnic disparities.

As a condition for receiving funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP), recipients agree to comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Limited English Proficiency (LEP) requirement and the Justice Department's regulation for the Equal Treatment of Faith-Based Organizations.

Successful applicants will provide and submit a complete detailed proposed budget, with budget narrative, that clearly identifies reasonable costs associated with fulfilling the RFA.

To be eligible to apply for the Title II Formula Grant –Community Based Programs and Services award, the following criteria will be met:

Applicants must be entities in the State of Oregon consisting of units of general local government, federally recognized Indian tribes, local private non-profit agencies, faith based organizations, school districts, and educational service districts.

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### **Eligible Costs**

Eligible costs include personnel, supplies, equipment, training, travel expenses and contractual services necessary to operate programs and provide services. Grant administration costs (up to 10% of the total grant amount) for the direct and/or indirect costs of the grantee are allowed.

Formula Grant recipients and their sub-recipients must comply with the provisions in the federal Financial Guide, found at: <http://ojp.gov/financialguide/DOJ/> Grant recipients agree to comply with this requirement.

### **Ineligible Costs**

Applicant understands Grant funds cannot be used for the following:

- To supplant or replace existing state or local funds.
- To replace other funds that have already been appropriated or would otherwise be available for this grant program or project.
- Pre-agreement costs, including the cost of preparing the application. Construction and renovation projects.
- Food and beverages.
- Unallowable costs listed in the federal Office of Justice Programs Financial Guide.
- Costs for lobbying, including any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended to influence a member of Congress or any other federal, state, or local elected official.

**Note: Knowingly misrepresenting or falsely claiming compliance with the above mentioned requirements may lead to disqualification of the grant application, and potential legal consequences for Applicant. By typing my name below, I attest that the Applicant is eligible to apply, and the youth served are eligible youth.**