



State Relations and Assistance Division

# Title V Incentive Grants for Local Delinquency Prevention Programs

## Fiscal Year 2004 Application Kit

**DEADLINE #1: February 27, 2004**

Designated state agencies must complete their Applications for Federal Assistance form (SF-424) via GMS. OJJDP will approve online applications from designated state agencies only.

**DEADLINE #2: March 31, 2004**

Completed program narratives, budgets, and time/task plans must be received on GMS by 8 p.m. ET.

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## How To Apply

**Notice of Eligibility:** Only the agency designated by the Chief Executive (i.e., the Governor) of each state is eligible to apply for these funds. Such states must also have properly constituted State Advisory Groups. The term “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. A State Advisory Group is the board appointed by the chief executive officer of the state, as provided by Section 223(a)(3) of the Juvenile Justice and Delinquency Prevention Act of 2002. Applicants who do not meet this criterion are not eligible to apply for this grant program.

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Final applications will only be accepted through our online application system.

To learn how to begin your online application process, please see the Quick-Start Guide To Using GMS on page 2 of this application kit. A toll-free telephone number (888-549-9901) has been established for you to receive technical assistance as you work through the online application process.

Please note the following critical dates/requirements:

- g** Designated state agencies **must** complete their Applications for Federal Assistance form (SF-424) online on GMS by **February 27, 2004**.
- g** Designated state agencies **must** complete and submit program narratives, budgets, and time/task plans online on GMS no later than **March 31, 2004**.
- g** **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*).**
- g** Beginning October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Organizations should verify that they have a DUNS number or take the steps to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

## Quick-Start Guide To Using the Grants Management System

**Step 1.** Using your established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online **GMS Application Procedures Handbook is available on this page**, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

**Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.

**Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the onscreen instructions to register with GMS. After you register, you must pick the FY 2004 Title V Community Prevention Grants Program solicitation and begin working on it so that your registration will be sent to the Office of Juvenile Justice and Delinquency Prevention (OJJDP). You will receive confirmation through e-mail that you are eligible to submit an application. Confirmation may take up to 1 week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

**Step 4. (Must be completed by February 27, 2004.)**

Complete the on-screen *SF-424/Application for Federal Assistance*. After submission, you will receive confirmation through e-mail that you are eligible to submit a complete application.

— **Step 5. (Must be completed by March 31, 2004.)**

After receiving the confirmation e-mail described in Step 4, complete the online application, including the three required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OJJDP. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 888-549-9901**.

## FY 2004 Title V Incentive Grants for Local Delinquency Prevention Programs Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs' (OJP's) Grants Management System (GMS). Please use this checklist to ensure that your application is complete.

### Submit the following information online through GMS:

*See Quick-Start Guide*

- Application for Federal Assistance (SF-424) (Note: The project period is October 1, 2003, to September 30, 2006.)
- Certifications/Assurances  
*Note:* Applicants will "sign off" on these certifications and assurances electronically through GMS.

### Program Attachments (3)

*Note:* Submit online as attachments.

- 9 Budget Detail Worksheet. (Please see appendix B for a sample.)
- 9 Program Narrative. This attachment should be no more than three pages describing the state's approach to implementing the FY 2004 Title V Incentive Grants for Local Delinquency Prevention Programs. It should include an estimate of the number of subgrants to be awarded; plans for outreaching to communities; plans for assuring that Title V subgrants will have a greater likelihood to produce positive outcomes (e.g., plans for providing preaward training for potential local applicants, determination of appropriate subgrant amounts, selection of promising prevention programs); a description of ongoing monitoring of and support for Title V local subgrantees; a discussion of evaluation plans (e.g., plans for collecting, analyzing, and reporting data on performance measures); and a description of how Title V will be coordinated with other prevention efforts in the state. (Please see appendix C for a sample outline.)
- 9 Other Program Attachments: Time/Task Plan. (Please see appendix D for a sample.)

### Due Date

**All information must be received online by 8 p.m. ET on March 31, 2004.**

# **Title V Incentive Grants for Local Delinquency Prevention Programs**

## **Introduction**

This Application Kit for the FY 2004 Title V Incentive Grants for Local Delinquency Prevention Programs (Title V) provides designated state agencies with instructions and forms necessary to apply for Title V funds. The State Relations and Assistance Division (SRAD) of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has prepared this Application Kit to simplify the application process for eligible applicants.

## **Authority**

In 1992, Title V of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Pub. L. 93-415; 42 U.S.C. 5601 *et seq.*), established the Incentive Grants for Local Delinquency Prevention Programs, more commonly known as the Community Prevention Grants Program. In 2002, the program was reauthorized as the "Incentive Grants for Local Delinquency Prevention Programs Act of 2002." States that have properly constituted State Advisory Groups, as specified in the JJDP Act of 2002, are eligible to receive an FY 2004 award.

Title V of the JJDP Act authorizes the Administrator of OJJDP, one of five program bureaus in the Office of Justice Programs (OJP) within the U.S. Department of Justice, to make Title V Grants to states, which are then transmitted through their respective State Advisory Groups to units of local government for delinquency prevention programs and activities.

The Title V Grants Program is managed by SRAD, one of OJJDP's three organizational components. SRAD also manages the Formula Grants program under Title II, Part B; the Juvenile Accountability Block Grants Program of the JJDP Act of 2002; and the Enforcing the Underage Drinking Laws Program, established by the Appropriations Act.

## **Subgrantee Eligibility**

To be eligible to apply for a subgrant from the state, a unit of local government must receive State Advisory Group certification of compliance with the core requirements of the JJDP Act; convene or designate a local Prevention Policy Board, which is empowered to make all recommendations for distribution of funds and evaluation of Title V-funded activities; submit a 3-year, comprehensive community delinquency prevention plan; provide a 50-percent match (cash or in-kind) for the award if the state does not provide the match; and provide a plan for the coordination of services to at-risk youth and their families.

## **Program Implementation and Guidance**

Individual FY 2004 state allocations are being calculated and will be sent under separate cover. For most states, the amounts will be about one-half of the amounts specified for their FY 2002 applications. The minimal states (those that received \$100,000 each in FY 2002) and the four territories (American Samoa, Guam, Virgin Islands, and Northern Mariana Islands) that received

\$33,000 each in FY 2002 are advised to plan, until further notice, for the same amount as received in FY 2002.

Title V, working from a research-based framework, focuses on reducing risks and enhancing protective factors to prevent youth from entering the juvenile justice system. The program seeks to address these factors at the earliest appropriate stage in each child's development. The target population is all at-risk children in a given community. State Advisory Groups, in conjunction with designated state agencies, award Title V subgrants on a competitive basis to units of local government to enable community leaders to initiate multidisciplinary assessments of risks and resources unique to their communities, to develop comprehensive delinquency prevention plans, and to implement ameliorative services for at-risk children. (Please visit <http://ojjdp.ncjrs.org/titleV> for more information about Title V.)

### **Performance Measures**

To enable local subgrantees to implement data-driven, evidence-based prevention programs, OJJDP has developed the *Model Programs Guide and Database*, which contains evidence-based programs to address specific risk and protective factors identified by communities. OJJDP sponsors a series of preaward training events for communities interested in Title V funds. Training will include guidance on the selection and measurement of performance indicators. States must document their commitment to facilitate their communities' access to such training opportunities; assure the selection of evidence-based prevention activities through the award selection process; require subgrantees to establish performance goals and a sound plan to collect data for measuring performance and assessing program impact; and provide strong ongoing monitoring and support to their subgrantees in their program implementation and evaluation. Further, states must propose a plan to collect, collate, analyze, and report data on performance measures submitted by subgrantees to document the impact of Title V funds.

### **Project Period**

The project period for this program is October 1, 2003, to September 30, 2006.

### **Match Requirement**

All Title V funds must be matched by the state and/or recipient units of local government with 50 percent of the amount of the grant. This match may be provided in cash and/or the value of in-kind contributions or services.

### **Planning and Administration Funds**

State agencies that demonstrate a need to do so may use up to 5 percent of the State's Title V allocation for the cost of administering the Title V subgrants and support for State Advisory Group activities related to Title V. States must provide a match of 50 percent of their planning and administration funds. A budget narrative must explain how the administrative funds will be

spent, including provision of the required match by the state. (See appendix B for a sample Budget Detail Worksheet.)

**Supplanting Prohibition.** Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an 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.

### **Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement**

Applicants are required to review and check the appropriate box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).” The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

### **Assurances**

The applicant must comply with assurances in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

### **Contact Information**

For additional information on Title V, please contact your SRAD State Representative at 202–307–5924, or the Title V Program Manager, Heidi Hsia, at 202–616–3667 or [hsiah@ojp.usdoj.gov](mailto:hsiah@ojp.usdoj.gov).

For information on using GMS, please contact the GMS Hotline at 888–549–9901.

## **Appendix A: FY 2004 State Allocations**

Individual FY 2004 state allocations are being calculated and will be sent under separate cover. For most states, the amounts will be about one-half of the amounts specified for their FY 2002 applications. The minimal states (those that received \$100,000 each in FY 2002) and the four territories (American Samoa, Guam, Virgin Islands, and Northern Mariana Islands) that received \$33,000 each in FY 2002 are advised to plan, until further notice, for the same amount as received in FY 2002.

## Appendix B: Budget Detail Worksheet (Sample Attachment #1)

Category	Federal	State/Applicant	Local Match	Total
Local prevention programs	\$540,550	- 0 -	\$270,275	\$810,825
Administrative	\$28,450	\$14,225	- 0 -	\$42,675
<b>Total</b>	<b>\$569,000</b>	<b>\$14,225</b>	<b>\$270,275</b>	<b>\$853,500</b>

The Utopia State Department of Family Services requests the approval to use 5 percent of the Title V award plus the state match to cover staffing costs, necessary travel to monitor Title V subgrantees, attend Title V related training events, and operating costs, which include office space, supplies, printing, copying, and postage to administer the Title V Grants Program. To ensure adequate staff resources, a half-time Criminal Justice Planner II will serve as the Title V Coordinator under the supervision of Utopia State’s Juvenile Justice Specialist. The budgeted amount for the administrative expenditures are noted below.

### Administrative Funds

Personnel	Federal	State	Total
Annual salary for a half-time Criminal Justice Planner II	\$23,105	\$5,000	\$28,105
Fringe benefits	\$4,145	\$244	\$4,389
Personnel total			\$32,494
<b>Travel</b>			
Travel to monitor Title V subgrantees and training events (8 trips @ \$150)		\$1,200	\$ 1,200
<b>Operating Costs</b>			
Office space, telephone, office supplies, printing, copying, postage, and training event supplies		\$8,981	\$8,981
<b>Total</b>	<b>\$28,450</b>	<b>\$14,225</b>	<b>\$42,675</b>

## **Appendix C: Program Narrative (Sample Attachment #2)**

Estimate of the number of subgrants to be awarded:

Plans for outreaching to communities:

Plans for assuring that Title V subgrants will have a positive impact (e.g., state's specific plans for providing preaward training for potential local applicants, determination of appropriate subgrant amounts, state's specific plans for assuring subgrantees' selection of promising prevention programs for implementation and for subgrantees' collection, analysis, and report on associated performance measures):

Plans for ongoing monitoring of and support for Title V local subgrantees (e.g., state's specific plans for subgrantee progress reports; frequency and nature of onsite subgrantee visits; technical assistance/training provisions; and other forms of support to subgrantees):

Evaluation plans (e.g., state's specific plans for collecting, collating, analyzing, and reporting subgrantee data on performance measures of Title V-funded prevention activities to document the impact of Title V funds):

Coordination between Title V and other prevention efforts in the state:

## Appendix D: Time/Task Plan (Sample Attachment #3)

### Tasks

### Month/Year:

- , Develop Request for Proposals (RFP).
- , Issue program announcement/RFP.
- , Hold post-RFP conference/orientation with potential applicants.
- , Conduct Community Team orientation training.
- , Conduct data collection and analysis training.
- , Conduct training for the plan and program development.
- , Receive applications submitted to states.
- , Conduct State Advisory Group review of applications.
- , Conduct state agency review of applications.
- , Award subgrants.
- , Visit local subgrantees for monitoring.
- , Provide other technical assistance/support to local subgrantees.
- , Collect/collate/analyze subgrantee data on selected performance measures.
- , Collect semiannual progress reports.
- , Receive final progress report.

**Note:** When planning a timeline, please allow sufficient time for preaward training and delinquency plan development for potential local applicants.