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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Title V Community Prevention Grants Program. This program furthers DOJ's mission by supporting local efforts to reduce risk factors for juvenile delinquency and to enhance protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system.

## **OJJDP FY 2011 Title V Community Prevention Grants Program**

### **Eligibility**

Only the agency designated by the chief executive (e.g., the governor) of each state that has a properly constituted state advisory group, as specified in the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, is eligible to apply under this solicitation. Applicants who do not meet this criterion are ineligible. (See "Eligibility," page 3.)

### **Deadline**

Registration with OJP's [Grants Management System](#) (GMS) is required prior to application submission. (See "How To Apply," page 6.) All applications are due by 8 p.m., Eastern Time, July 5, 2011. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). Hotline hours of operation are Monday-Friday, 6:00 a.m. to midnight, Eastern Time, except for federal holidays.

For assistance with any other requirements of this solicitation, call your OJJDP State Representative at 202-305-9005 or Elizabeth Wolfe, Program Manager, at 202-514-0582 or e-mail her at [elizabeth.wolfe@usdoj.gov](mailto:elizabeth.wolfe@usdoj.gov).

**Release Date: Friday May 20, 2011**

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# OJJDP FY 2011 Title V Community Prevention Grants Program (CFDA #16.548)

## Overview

Since 1994, the Title V Community Prevention Grants Program has supported the development and implementation of a comprehensive, research-based approach to delinquency prevention that helps communities nationwide foster positive changes in the lives of children and families. The Title V program focuses on helping youth avoid involvement in delinquency through reducing the risk factors and enhancing the protective factors in their schools, communities, and families. This program is authorized by Section 501 through 505 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 U.S.C. § 5781-5784).

## Deadlines: Registration and Application

Registration with [GMS](#) is required prior to application. The deadline to register in GMS is 8 p.m., Eastern Time, June 21, 2011, and the deadline to apply for funding is 8 p.m., Eastern Time, July 5, 2011. See "How To Apply," page 6, for details.

## Eligibility

Only the agency designated by the chief executive (e.g., the governor) of each state<sup>1</sup> that has a properly constituted state advisory group, as specified in the JJDP Act, is eligible to apply under this solicitation. Applicants who do not meet this criterion are ineligible to apply.

## Program-Specific Information

### Purpose

The Community Prevention Grants Program focuses on reducing risks and enhancing protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system and to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system.

### Goals, Objectives, and Deliverables

The program's goal is to increase the availability and types of prevention programs to improve juvenile justice systems (Section 504(a) of the JJDP Act). The objective of the program is to support both state and local prevention efforts. Each year, state grantees will provide information that OJJDP will include in its annual Title V report to Congress (Section 503(4) of the JJDP Act). State grantees also will submit annual performance measurement-based progress reports.

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<sup>1</sup> The term "state" means any state of the United States, as well as the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands.

## Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

For additional information on evidence-base programs, see OJJDP's *Model Programs Guide* at [www.ojjdp.gov/mpg](http://www.ojjdp.gov/mpg).

## Amount and Length of Awards

The awards are for a 3-year project and budget period lasting from October 1, 2010, to September 30, 2013. Applicants should use the projected FY 2011 allocations of \$50,000 for states and \$12,500 for territories (Public Law 110-161).

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Budget Information

**Match Requirement.** Federal funds awarded under this program require 50 percent match from state, local, or private sources. For each federal dollar awarded, the recipient must provide 50 percent toward the project. (Match is restricted to the same uses of funds as allowed for the federal funds.) Acceptable types of match include cash or in-kind match. The formula for calculating match is:

Federal Award Amount x Required Recipient's Share Percentage = Required Match

**Example:** For a federal award amount of \$350,000, match would be:

$$\$350,000 \times 50\% = \$175,000 \text{ match}$$

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Program objectives will depend on the specific project funded.</p> <p>Examples of objectives may include prevention of delinquency risk behaviors, improvement of family functioning, or prevention of child victimization (including abuse and neglect).</p>	<p>These will differ, depending on the specific program goals and objectives.</p> <p>Examples follow:</p> <p>Percentage of program youth who successfully complete the program.</p> <p>Percentage of program youth who offend or reoffend.</p> <p>Percentage of program youth who exhibit a desired change in targeted behavior.</p>	<p>OJJDP has developed an online reporting system for state grantees or their subgrantees to submit subgrantee data to OJJDP electronically.</p> <p>Number of program youth who have successfully fulfilled all program requirements total number of program youth.</p> <p>Number of program youth who offend.</p> <p>Total number of program youth.</p> <p>Number of program youth who exhibit a desired change in targeted behavior (depends on specific behavior targeted and might include substance use, school attendance, antisocial behavior, family relationships, etc.).</p> <p>Total number of program youth.</p>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include,” page 8, for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute research. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve

a research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJJDP recommends that applicants register as early as possible to avoid delays in submitting an application by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required to submit an application in GMS. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously

submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

3. **Acquire a GMS Username and Password.** A new user must select the “First Time User” link under the sign-in box of the GMS home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
5. **Search for the Funding Opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select OJJDP and the OJJDP FY 2011 Title V Community Prevention Grants Program.
6. **Select the “Apply Online” Button To Register.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Follow GMS Directions To Submit an Application.** Once submitted, GMS will display a confirmation screen stating the submission was successful. Note: In some instances, an applicant must wait for GMS approval before submitting an application. OJJDP urges applicants to submit the application at least 72 hours prior to the due date of the application.

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

### **GMS Technical Issues**

If an applicant experiences unforeseen GMS technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact OJJDP staff [within 24 hours after the deadline](#) and request approval to submit the application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and GMS Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the GMS Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

### Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

### Program Narrative

**Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Data Collection," below). The abstract should describe how the applicant will measure progress toward these goals.

The program narrative describing the state's approach to implementing the FY 2011 Title V Community Prevention Grants Programs should be no more than five pages. It should include the following required components:

1. Estimated number of new and continuation subgrants the state will award.
2. Plan to reach eligible units of local government (ULGs).
  - a. Describe how the state determines and certifies ULGs' status of compliance with the four core requirements of the JJDP Act, found at 42 U.S.C. 5631(a)(11), (12), (13), and (22).
  - b. Describe how the state plans to make competitive awards to eligible ULGs.
3. Subgrant award assurances.

- a. **Subaward Selection.** Subgrantees must meet the requirements set forth in Section 504 (b) of the JJDP Act. Pursuant to Section 504 (c) (5) of the JJDP Act, states shall give priority in funding to applicants that demonstrate the ability to develop data-driven prevention plans and employ evidence-based strategies.

Applicants should describe the process that the state will use to assure the implementation of the preceding requirements of the subgrant award process.

To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, a searchable Web site containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry (see [www.dsgonline.com/mpg\\_index.htm](http://www.dsgonline.com/mpg_index.htm)). The prevention section includes more than 100 programs in several program types (e.g., afterschool programs, mentoring programs, etc.) Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success. The state should describe the procedures/process that it will use to assure the implementation of the above requirements of the subgrant award process.

- b. **Performance Measurement Data Collection.** States should describe their plan to guide subgrant applicants/recipients in selecting relevant and appropriate performance measures for the prevention activities they will support with Title V funds and provide a statement indicative of their commitment to collect performance measurement data from all Title V subgrantees and submit it to OJJDP annually.

4. Plans for ongoing monitoring of and support for Title V local subgrantees.

States should describe their specific plans to collect subgrantee progress reports, to determine the frequency and nature of onsite subgrantee visits, and to provide technical assistance and training and other forms of support for subgrantees.

5. Coordination among Title V and other prevention efforts.

States should include plans for service and agency coordination and collaboration on innovative ways to involve the private, nonprofit, and business sectors in delinquency prevention activities.

6. Collecting and sharing juvenile justice information.

To better understand the difficulties state agencies that administer the Title V Program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2011 Title V application:

- a. A description of the state's process for gathering juvenile justice information and data across state agencies—i.e. state departments of education and welfare, mental health services, local law enforcement—and how the state makes this information available across agencies and incorporates the data into its comprehensive 3-year plan and annual plan updates.

- b. Specific barriers the state encounters with the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement—where state statute, regulation, or policy prohibits the sharing of this information.

States are to direct sufficient resources to accomplish this effort and increase the capacity to implement new or improve existing juvenile justice information sharing systems.

7. All applicants must register with OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at [smart.gismapping.info](http://smart.gismapping.info). Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. States should submit SMART-generated maps and reports that support the problem identified in this section as attachments to their application. If the SMART system does not provide the most recent data or information to validate the problem, states may identify and submit additional data points (e.g., local incidents of crime and community resources), instead. Instructions specific to the FY 2011 solicitations will be posted on the home page of the SMART site. For questions about the SMART system, contact Dennis Mondoro at 202-514-3913 or [dennis.mondoro@usdoj.gov](mailto:dennis.mondoro@usdoj.gov).

### **Budget Detail Worksheet and Budget Narrative**

Applicants must submit a budget that includes a detailed worksheet and a narrative explaining how the state will spend its administrative funds, including how the state will provide the required match. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

- **Budget Detail Worksheet**

State agencies that demonstrate a need to do so may use up to 5 percent of the Title V allocation for the cost of administering 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 sample Budget Detail Worksheet form is available in Appendix C.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

### **Other Attachments**

Applicants must submit a timeline in a single file as an attachment to their GMS application. A sample timeline, which applicants must submit as a Microsoft Word document (.doc), PDF (.pdf), or text document (.txt), is available in Appendix E.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## Appendix A: Application Checklist

### OJJDP FY 2011 Title V Community Prevention Grants Program

This application checklist has been created to assist in developing an application.

#### Eligibility Requirement:

\_\_\_\_\_ Applicant agency has been designated by the chief executive (e.g., the governor) of the state to administer this program.

#### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (see page 8)

\_\_\_\_\_ Program Narrative (see page 8)

\_\_\_\_\_ Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)

\_\_\_\_\_ New and continuation subgrants

\_\_\_\_\_ Plan to reach eligible units of local government

\_\_\_\_\_ Subgrant award assurances

\_\_\_\_\_ Plans for ongoing monitoring

\_\_\_\_\_ Coordination among Title V and other prevention efforts

\_\_\_\_\_ Collecting and sharing juvenile justice information

\_\_\_\_\_ SMART registration

\_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 10)

\_\_\_\_\_ Additional Attachments (see page 10)

\_\_\_\_\_ timeline or milestone chart

\_\_\_\_\_ Other Standard Forms, Certifications, and Other Components, (see page 10) as applicable including:

\_\_\_\_\_ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

\_\_\_\_\_ Disclosure of Lobbying Activities

\_\_\_\_\_ Standard Assurances

## Appendix B: Distribution of Title V Grants, by State (FY 2011)

<u>State</u>	<u>Amount</u>	<u>State</u>	<u>Amount</u>
ALABAMA	50,000	NEVADA	50,000
ALASKA	50,000	NEW HAMPSHIRE	50,000
ARIZONA	50,000	NEW JERSEY	50,000
ARKANSAS	50,000	NEW MEXICO	50,000
CALIFORNIA	50,000	NEW YORK	50,000
COLORADO	50,000	NORTH CAROLINA	50,000
CONNECTICUT	50,000	NORTH DAKOTA	50,000
DELAWARE	50,000	OHIO	50,000
DIST OF COLUMBIA	50,000	OKLAHOMA	50,000
FLORIDA	50,000	OREGON	50,000
GEORGIA	50,000	PENNSYLVANIA	50,000
HAWAII	50,000	RHODE ISLAND	50,000
IDAHO	50,000	SOUTH CAROLINA	50,000
ILLINOIS	50,000	SOUTH DAKOTA	50,000
INDIANA	50,000	TENNESSEE	50,000
IOWA	50,000	TEXAS	50,000
KANSAS	50,000	UTAH	50,000
KENTUCKY	50,000	VERMONT	50,000
LOUISIANA	50,000	VIRGINIA	50,000
MAINE	50,000	WASHINGTON	50,000
MARYLAND	50,000	WEST VIRGINIA	50,000
MASSACHUSETTS	50,000	WISCONSIN	50,000
MICHIGAN	50,000	WYOMING	50,000
MINNESOTA	50,000	AMERICAN SAMOA	12,500
MISSISSIPPI	50,000	GUAM	12,500
MISSOURI	50,000	PUERTO RICO	50,000
MONTANA	50,000	NO. MARIANA ISL.	12,500
NEBRASKA	50,000	VIRGIN ISLANDS	12,500

## Appendix C: Sample Budget Detail Worksheet

Category	Federal	State/Applicant	Local Match	Total
Local prevention programs	\$45,942	0	\$22,971	\$68,913
Administrative	\$2,418	\$1,209	0	\$3,627
<b>Total</b>	<b>\$48,360</b>	<b>\$1,209</b>	<b>\$22,971</b>	<b>\$72,540</b>

The Utopia State Department of Family Services requests the approval to use 5 percent of its 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. The budgeted amount for the administrative expenditures are noted below.

### Administrative Funds

	Federal	State	Total
<b>Travel</b>			
Travel to monitor Title V subgrantees and training events (3 trips @ \$150)	\$300	\$150	\$450
<b>Operating Costs</b>			
Office space, telephone, office supplies, printing, copying, postage, and training event supplies	\$2,118	\$1,059	\$3,177
<b>Total</b>	<b>\$2,418</b>	<b>\$1,209</b>	<b>\$3,627</b>

## Appendix D: Title V Program Areas

- 03 **Child Abuse and Neglect Programs.** Programs that provide treatment to juvenile victims of child abuse or neglect and to their families to reduce the likelihood that such at-risk youth will commit violations of law.
- 04 **Children of Incarcerated Parents.** Services to prevent delinquency or treat first-time and nonserious delinquent juveniles who are the children of incarcerated parents.
- 09 **Delinquency Prevention.** Programs to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of program areas 12 and 32.
- 10 **Disproportionate Minority Contact.** Delinquency prevention programs primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.
- 11 **Diversion.** Programs to divert juveniles from entering the juvenile justice system.
- 12 **Gangs.** Programs to address issues related to preventing juvenile gang activity.
- 13 **Gender Services.** Services to address the needs of male and female offenders in the juvenile justice system.
- 15 **Gun Programs.** Programs (excluding programs to purchase from juveniles) to reduce the unlawful acquisition and illegal use of guns by juveniles.
- 16 **Hate Crimes.** Programs to prevent hate crimes committed by juveniles.
- 18 **Job Training.** Projects to enhance the employability of at-risk juveniles and/or first-time and nonserious juvenile offenders or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
- 19 **Juvenile System Improvement.** Programs, research, and other initiatives to examine issues or improve existing juvenile justice information sharing systems.
- 20 **Mental Health Services.** Psychological and psychiatric evaluations and treatment, counseling services, and/or family support services for at-risk juveniles and/or first-time and nonserious juvenile offenders.
- 21 **Mentoring.** Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile and/or first-time and nonserious juvenile offenders (mentee) that takes place on a regular basis.
- 22 **American Indian Programs.** Programs to address delinquency prevention issues for American Indians and Alaska Natives.

- 25 **Restitution/Community Service.** Programs to hold first-time and nonserious juvenile offenders accountable for their offenses by requiring community service or repayment to the victim.
- 26 **Rural Area Juvenile Programs.** Prevention services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.
- 27 **School Programs.** Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
- 32 **Substance Abuse.** Programs to prevent and treat the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol among at-risk juveniles and/or nonserious juvenile offenders.
- 34 **Youth (or Teen) Courts.** Juvenile justice programs in which peers play an active role in the disposition of first-time and nonserious juvenile offenders. Most communities use youth courts as a sentencing option for first-time offenders charged with misdemeanor or nonserious, nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.

## Appendix E: Sample Title V Task Timeline

### Tasks

### Month/Year

- Determine and certify JJDP Act compliance status of all units of local government (ULG).
- Develop request for proposals (RFPs).
- Issue program announcement/RFP to eligible ULGs.
- Hold post-RFP conference/orientation with potential applicants.
- Conduct community team orientation meeting.
- Conduct data collection and analysis training.
- Conduct training for the plan and program development.
- Receive applications submitted to state.
- Conduct state advisory group review of applications.
- Award subgrants.
- Visit local subgrantees for monitoring.
- Provide performance measurement reporting training and other technical assistance/support to local subgrantees.
- Collect and submit subgrantee data on selected performance measures.

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