



Title V Grant Instructions for New Applicants

Follow the instructions in this section and assemble your application in the order indicated.

Applications should be stapled or held together with a binder clip in the upper left corner. *Do not bind your application* or submit it in a folder. Your application copies must also be *three-holed punched on the left side*.

The original and 5, two-sided copies should be submitted to the CCJJ office by the deadline, Monday, November 21, 2005, 5:00 p.m. Applications will not be accepted or considered for funding after 5:00 p.m.

Section 1: Cover Sheet

Complete the cover sheet. Be sure to include the implementing agency's name and address in Box 1. In Box 2, check "Initial" (government entities may receive up to three years of future grant funding). In Box 7, check "Initiate a New Program". Title V Grants cannot be used to support an existing program. List any cash or in-kind match up to 50% of requested grant funds.

Section 2: Program Area Checklist

The Office of Juvenile Justice and Delinquency Prevention requires all projects to identify the purpose area for which these funds will be used. Indicate the purpose area of the proposed project. You must account for 100% of the requested funds in one purpose area. Priority will be given to projects submitting proposals under program areas 3, 4, 7, 11, 13, and 17.

Section 3: Project Summary

Provide a **one-page** overview of your proposed project. Attach this summary immediately after Section 2.

Section 4: Matching Funds

Title V grants require 50% match. Describe the source, amount and nature of your proposed cash and in-kind match. If matching funds are to be provided by an entity other than the applicant, letters of commitment from the funding source must be attached to the application. Should matching funds be in the form of grants, contracts, or other such agreements that were entered into by the applicant with a funding source prior to the submission of this application, letters from the funding source must be included which

clearly indicate their commitment to allow their funds to be used to support the services or activities being proposed as a part of your delinquency prevention project.

Section 5: Description of Prevention Policy Board

Provide the name, title and associated office of each member of the Prevention Policy Board. The Board must have at least 15 members, but no more than 21. A narrative describing the nature and role of the Board in the identification of risk and protective factors, existing resources and strategy must be included. Be sure to include a letter of commitment from each Board member outlining their contribution to the project.

Section 6: Assessment of Risk and Protective Factors

Describe the process and significant findings of the risk and protective factor assessments you utilized to identify features of the community and its children, youth and families that impact on the nature and scope of the community's juvenile delinquency problems.

Section 7: Assessment of Resources

Identify the available resources in your community as well as promising approaches and how they address the identified risk and protective factors. Include federal, state, local, and private resources along with an assessment of gaps in needed resources, and a description of how to address them.

Section 8: Community Readiness and Community Mobilization

Clearly identify the following: (a) physical boundaries of the neighborhood or community to be served by your project, (b) readiness of the community to participate in your project including evidence of coordination with other relevant planning efforts, identified level of readiness, process for improving community readiness, and (c) evidence of community-wide consensus for the services and activities proposed for your project.

Section 9: Proposed Three Year Strategy

Describe your proposed three year strategy, including goals, objectives, and a timetable for mobilizing the community to assume responsibility for delinquency prevention. This should include the project's relationship to the strategy and ways of involving local, private nonprofit and business sectors in delinquency prevention activities.

Describe your first year's goals, objectives, priority risk factors, protective factors and time frames in the chart provided. Project goal(s) describe what you expect your project to achieve when it is completed. In two or three sentences, clearly describe the LONG-TERM outcomes or societal impact you expect to achieve by completing this project. Goals need to be both realistic and achievable. If your goals are met, the project should have a positive affect on the targeted problem.

Examples of Goals

- Improve juveniles' compliance with court orders.
- To increase community safety by sharing information about serious habitual offenders.
- To enhance the competence of juveniles in the juvenile justice system through educational and vocational programming.

Project objectives identify what your agency will do to reach the project goals. Describe the SHORT-TERM results produced by this project that together will lead to the accomplishments of this goal. Objectives are statements about what specific changes in the participants or community the program will bring about in order to fulfill its goals. Objectives must be clear, realistic, measurable and relate to the Problem Statement. Make precise statements of what you hope to accomplish during the life of the project. The objectives will be used to judge progress and the success or failure of your project.

Examples of Objectives

- Reduce by 10% the number of juveniles who violate their probation agreements.
- Provide a 10-week behavioral skills course for 25 juvenile offenders each quarter. Re-arrests of offenders in this program will be reduced by 25%.

Section 10: Performance Measurement Data Collection Plan (mandatory)

All Title V subgrantees are required to select performance measures from OJJDP's performance measurement system and develop a data collection plan that specifies which measures will be collected and how they will be measured. (See Appendix A of the Title II Supplement RFP for relevant OJJDP Performance Measures. For additional information, go to: http://www.dsgonline.com/Program_Logic_Model/titlev_pm.htm .)

Performance measurement is a system of tracking progress in accomplishing goals, objectives and outcomes. It monitors a few vital signs related to program performance.

Within each program area, there are performance measures tables that present output and outcome performance measures. Outputs measure the products or changes for individuals, the juvenile justice system, or county that result from the program. Outcomes are benefits or changes as a result of the program. There are two types of outcomes:

1. Short-term – those that occur during the program or by the completion of the program.
2. Long-term – those that occur 6 months to 1 year after program completion.

The OJJDP performance measurement system designates some measures as mandatory, that is, they are required to be selected, and some are non-mandatory, or optional.

Subgrantees are required to report on:

1. All mandatory (**in bold**) and two optional output measures, and

2. All mandatory (**in bold**) and two optional outcome measures.

Subgrantees will develop a data collection plan that specifies each mandatory and optional performance measure selected, the source of data (such as the name of the specific survey to be used or arrest data), and a timetable for collecting the data. This information will be provided by completing the Performance Measurement Data Collection Plan chart found in Section 3. Applications will include Memorandum of Understanding or Inter-agency Agreements that show how outcome-level data will be obtained from agencies when appropriate, such as the police, schools, courts, or mental health agencies.

Section 11: Target Population

Follow the instructions on the form. *Projects must show culturally competency and sensitivity when providing direct services to minorities.* Projects must demonstrate extensive knowledge of the barriers that clients face and show that they are appropriately addressed and removed. Projects must also ensure staff's cultural competency and demonstrate extensive knowledge of specific cultural characteristics of the target population

Section 12: Project Design and Management

Project Activities

Describe the general approach to be used during your project. Explain how your project will address the problem you described. Explain what will make your program work and cite relevant research to show that your program strategy is effective. Explain each of the various steps or phases of the project, including a description of how the proposed work will be organized.

Project Staffing

Identify existing staff that will be directly involved in your project and include their qualifications. Identify any new staff, their job descriptions and qualification. Do not attach resumes. Identify any consultants that will be hired. Consultant resumes must be included and labeled as "Attachment C."

If you are using volunteers, identify how many will be used, how they will be recruited, how they will be trained and their role in the project.

Collaboration

Describe applicable collaborative efforts with other organizations in your community. Each listed organization must provide a letter of participation (Attachment A). Programs that fail to demonstrate active collaboration with other agencies or organizations will not be funded.

Timeline

Include a timeline of steps needed to implement the project. The timeline should identify program activities for the entire grant year (January 1, 2005 to December 31, 2005).

Section 13: Work Plan and Timetable

Provide a detailed WORK PLAN, using the chart below, giving a month by month description of activity for the time period covered by this application. You must include the following:

- Activities necessary to achieve objectives
- Timetable for completion of each activity
- Staff position or consultants to be assigned to each activity
- Location where the activity will occur

Section 14: Budget Matrix and Narrative

Complete the Budget Matrix based on information found in the Budget Guidelines.

Be sure to provide information regarding your organization's fiscal officer, including name, phone number and contact information.

Include with each section a budget narrative, justifying all grant expenditures. Review the Budget Guidelines document for specific budget narrative requirements. The narrative should clearly identify grant expenses.

When planning your budget, remember to include the costs associated with participating in the University of Utah's evaluation study. Acceptable costs include staff time to administer and mail the surveys; postage costs; and mailing supplies expenses.

There is no guarantee that continuation funds will be available in the future. However, should the Federal Government provide sufficient money, it is the intent of the Utah Board of Juvenile Justice to provide continuation funds as follows: Government entities may receive three years of step-down funding (100%, 75% and 50%). Qualified CBOs may receive four years of step-down funding (100%, 90%, 75% and 50%). At the end of your narrative, it is critical to explain your plan for finding other sources of funding to support your project when Title II funds decline and when you are no longer eligible for Title II funding.

Attachments

Attachment A: Letters of Participation.

The letters should detail the specific contribution the agency/organization is providing for your project. **These should not be letters of support.**

Attachment B: Consultant Contracts and Resume(s)

Include only if applicable.

Appendices

Complete the applicable Appendices (Grant Conditions and Certified Assurances) and obtain original signatures. Appendices are attached only to your original grant application. ***Do not include them with your copies.***