CCJJ

Utah Commission on Criminal and Juvenile Justice

Title II Formula Grants Instructions for New Applicants

Follow the instructions in this section and assemble your application in the order indicated. Your project narrative, which consists of sections 3-8, may not exceed thirteen, single-sided pages using 12-point typeface and 1-inch margins.

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 12, two-sided copies should be submitted to the CCJJ office by the deadline, Friday, August 12, 2005, 3:00 p.m. Applications submitted after the deadline may be considered only after all other applications received on time are considered. 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 while CBO's and tribal organizations may receive 4 years of future funding). In Box 7, check "Initiate a New Program". Title II Formula Grant Funds cannot be used to support an existing program. Do **not** list any cash or in-kind match. Any information on supplemental funding may be included in the narrative.

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.

Section 3: Project Summary

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

Section 4: Problem Statement (20 points)

Define and describe the problem that your project intends to address. Document the problem in a manner that allows for measurement of its scope before, during and after project activity. *Statistical information from the past three years is necessary*.

Address the following questions:

- What is the specific problem in your jurisdiction and how does it relate to the project priorities outlined in the RFP? Why does this problem exist in your area?
- What or who is experiencing the problem (an area of the community, a segment of the juvenile justice population, etc.)? Provide information about your target population.
- Is this problem related to specific crimes or is it a system-related problem?
- How does this problem affect the disproportionate numbers of minorities in the juvenile justice system?
- Why is federal funding needed? What are the current gaps in the system that are preventing this problem from being addressed?

Section 5: Target Population (10 points)

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 6: Project Goals and Objectives (20 points)

Goals and objectives should be directly related to the Problem Statement. 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 7: Performance Measurement Data Collection Plan (15 points)

All Title II 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/fg_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 and two optional output measures, and
2. All mandatory 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 8: Project Design and Management (25 points)

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 (July 1, 2004 to June 30, 2005).

Section 9: Budget Matrix and Narrative (10 points)

Complete the Budget Matrix based on information found in the Budget Guidelines. The WordPerfect version of the Matrix will automatically add each column for you. Highlight the columns you want calculated (including the total or subtotal column), right click on your mouse button, and select "QuickSum". The Word version of the Matrix will need to be calculated manually.

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: Denial of Funding Letter

Include this letter only if applicable.

Attachment C: 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.***

Application Checklist

	Section 1 - Fill out Cover Sheet appropriately with budget amounts matching the Budget Matrix and Budget Narrative. Do not include cash or in-kind funding on the cover sheet.
	Signatures - Required on Cover Sheet and specified Appendices
	Section 2 – Program Area Checklist
	Section 3 - Project Summary – One page
	Section 4 – Problem Statement
	Section 5 – Target Population
	Section 6 – Project Goals and Objectives
	Section 7 – Performance Measurement Data Collection Plan
	Section 8 – Project Design and Management
	Section 9 - Budget Matrix and Narrative
	Page Limit - 13 page limit for Sections 3-8
	Attachment A - Letters of Participation (DO NOT INCLUDE LETTERS OF SUPPORT)
	Attachment B - Denial for Funding Letter (CBOs ONLY)
	Attachment C - Consultant Resume(s) (if applicable)
	Appendix 1 – Signed: Certified Assurances and Grant Conditions Certification of Debarment Suspension, Ineligibility, & Voluntary Exclusion Certification Regarding Lobbying, Signed EEOP (applicable only if 50+ employees AND $25,000+ in federal funds) Audit/Single Audit Requirement (Local Agencies ONLY) Drug Free Workplace Requirements (State Agencies ONLY)
	Copies - (1) original with Appendices and (12) copies ***without*** Appendices (stapled or held with a binder clip and three-hole punched on the left side)
	Deadline – Friday, August 12, 2005 at 3:00 p.m. – Utah State Capitol Complex East Office Building, Suite E-330 P.O. Box 142330 SLC, UT 84114-2330 (Application received after August 12, 2005 deadline will NOT be accepted)