



Utah Commission
on Criminal and
Juvenile Justice

Instructions for Continuation Applicants for Title II Formula Grants

Follow the instructions in this section and assemble your application in the order indicated. The project narrative, which consists of sections 4-8, may not exceed sixteen 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 must also be *three-holed punched on the left side*.

The original and 12 two-sided copies must be submitted to the CCJJ office Monday April 19, 2004, 3:00 pm.

No continuation project is guaranteed funding. You must demonstrate that your project is meeting its goals and objectives and is successful. You must show that a concerted effort has been made to find funding support through other public or private funds to keep your project running at its first year level. You must also provide evidence that your project receives community support and that you are committed to networking and uniting with other youth serving organizations.

Section 1: Cover Sheet

Complete the cover sheet. Be sure to include the project's name and address in Box 1. In Box 2, check "Continuation" and the year of funding you are requesting (government entities may receive up to three years of grant funding while CBO's may receive 4 years of funding). In Box 7, check "Enhance an Existing Program." Do **not** list any cash or in-kind match on the cover sheet. Any information on supplemental funding may be included in your Budget Matrix and Budget Narrative.

Section 2: Program Category Checklist

Follow the instructions on the form.

Section 3: Standard Project Descriptors

Follow the instructions on the form.

Section 4: Project Summary

Provide a 1-page overview of your proposed project. Attach this summary immediately after Section 3.

Section 5: Program Progress to Date

The information for this section should be taken from your quarterly reports. List your project goals and objectives. After each objective, list your accomplishments to date. You may do this in a two-column format with goals and objectives listed in one column and accomplishments listed in the other column. If you have not accomplished a goal or objective, or if you have fallen short of your goal or objective, *you must provide an explanation and detail what corrective is being taken.*

Following a report on your goals and objectives, you may include any additional information that demonstrates your project's effectiveness. If you have participated in the University of Utah's evaluation study, include any reportable data and analysis. Keep in mind that Board members will have access to copies of all reports generated by the University of Utah. This information will be considered when determining if your project should receive continuation funding.

Section 6: Project Plan Revisions

In this section, provide information about any program changes and modifications. Include information about any new or modified program elements such as new staff members, new goals or objectives, and new target population.

If you are not making any changes to your program, please indicate that your program plan has not changed and that you will maintain your current project goals and objectives. Keep in mind that continuation programs must demonstrate that they are maintaining programs at first-year operational level.

Section 7: Objectives and Performance Measures

Every application must have an acceptable plan to gather, store, analyze and present performance measures before funds will be awarded. Performance measures explain how you plan to measure the Project Objectives (listed in Section 5). Organize this information so that you can compare your objectives with your actual accomplishments. Explain your evaluation methods and how data will be collected.

Your evaluation plan must also state that you will participate, if applicable, in the evaluation study being conducted by the University of Utah Criminal and Juvenile Justice Research Consortium. Up to 10% of your grant budget may be devoted to evaluation.

Example of Performance Measures

Objective: provide a 10-week behavioral skills course for 25 juvenile offenders each quarter.		
PERFORMANCE INDICATOR	BASELINE DATA	TIME FRAME
Number of juveniles served each quarter.	Zero. No participants to date.	Number of completers will be reported quarterly.
Number of training hours provided.	Zero. None provided to date.	300 hours of training by end of grant year. To be reported quarterly.
Completion rate (number of youth registered compared to number of youth completing program).	Zero. No participants to date.	Measured and reported quarterly.

Section 8: 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 9: Budget Matrix, Narrative and Matching Funds

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.

Following the Budget Matrix, attach a detailed budget narrative. Review the Budget Guidelines document for specific budget narrative requirements. The narrative should clearly identify grant expenses.

Provide an explanation of the source of any supplemental funds and how these funds are being used to maintain your program. Include how you plan to continue funding this project in future years and when grant funding expires.

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.

Conclude this section with information regarding your organization's fiscal officer, including phone number and contact information.

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 C: Consultant Resume(s)

Include only if applicable.

Appendices

Complete the applicable Appendices 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 Category Checklist
	Section 3 – Standard Project Descriptors
	Section 4 – Project Summary
	Section 5 – Program Progress to Date
	Section 6 – Project Plan Revisions
	Section 7 – Project Objectives and Performance Measures
	Section 8 – Target Population
	Section 9 – Budget Matrix and Narrative
	Page Limit – 16 page limit for Sections 3-6
	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
	Appendix 2 - Signed Certification of Debarment, Suspension, Ineligibility, & Voluntary Exclusion
	Appendix 3 – Certification Regarding Lobbying
	Appendix 4 - Signed EEOP (applicable only if 50+ employees AND \$25,000+ in federal funds)
	Appendix 5 - Audit/Single Audit Requirement (Local Agencies ONLY)
	Appendix 6 - Drug Free Workplace Requirements (State Agencies ONLY)
	Copies - (1) original with Appendices and (11) eleven, two-sided copies <u>without</u> Appendices (stapled or held with a binder clip and three-hole punched on the left side)
	Deadline - Monday, April 19, 2004 at 3:00 pm – Utah State Capitol Complex East Office Building, Suite E-330 P.O. Box 142330 SLC, UT 84114-2330 (Application postmarked 4/19 or later will NOT be accepted)