Instructions for Continuation Application

Title V Delinquency Prevention Grants

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

Applications are to be held together with a binder clip in the upper left corner. *Do not bind your application* or submit it in a folder.

The original, plus six two-sided, three-hole punched, copies and electronic copy must be submitted to the CCJJ office no later than Thursday, January 7, 2010, 12:00 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 (1-3) you are requesting. In Box 7, check "Enhance an Existing Program." **Be sure to list all cash or in-kind match on the cover sheet.** The original application must be signed by the Project Director and Authorizing Official.

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. You must account for 100% of the requested funds in one purpose area.

Section 3: Project Summary

Provide a 1-page overview of your proposed project.

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: Program Progress to Date

The information for this section should be taken from your quarterly reports. List each project goal and affiliated objectives identified in the current year's grant application. After each objective, list your accomplishments to date. <u>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 steps are being taken in Section 12: Project Plan Revisions</u>.

Following a report on your goals and objectives, you are encouraged to include any additional information that demonstrates your project's effectiveness. Participants in the University of Utah's evaluation study must include any reportable data and analysis. Board members have access to all reports generated by the University of Utah. This information will be considered when determining if your project should receive continuation funding. Keep in mind that continuation programs that fail to demonstrate, after two years, that they have achieved substantial success in meeting the goals specified in the original subgrant will not receive continuation funding

Section 7: 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 8: Proposed Three Year Strategy Risk & Protective Factors Logic Model

The Utah Board of Juvenile Justice uses a risk and protective factor approach to delinquency prevention and intervention. This model hypothesizes that youth who are provided services that reduce specific risk factors and increase specific protective factors will reduce delinquent behavior. Risk and protective factors that predict delinquency and other related problems such as school drop out or substance abuse, have been identified in communities, schools, families, peers and within the individual.

Given the central importance of the risk and protective factor approach to the Board's funding efforts, programs must submit a logic model detailing which risk or protective factors the proposed program targets and the individual intervention(s) that will target each factor. The table below should be used to create a risk and protective factor based logic model for your proposed program. Instructions and an example are provided. A complete logic model should show that: (1) the proposed program targets no more than six risk or protective factors; (2) the targeted factors are problematic in the geographical area or with the specific population that the program targets; (3) the interventions that will be used have been empirically shown to impact the targeted factors; (4) the program intensity and length is sufficiently strong that the targeted factors are likely to show change.

Risk and Protective Factor Logic Model					
Targeted Factor	**Rationale**	**Intervention**			
		Name	**Length (weeks)**	**Frequency (times per week)**	**Duration (hours)**
Use Appendix A to chose 3-6 risk and/or protective factors that your program will target.	List the reasons(s) these factors were chosen using data from the sources detailed in the Appendix B.	List the intervention(s) you are proposing to use to reduce the risk factors or increase that targets the specific factor. For interventions that target more than one factor, list the intervention under each factor that it targets. Many of the empirically supported programs websites list which risk or protective factors an intervention targets (see Appendix **).	List how long each intervention is (that is the time from start to end).	List how many times per week the participants will meet for this intervention.	List how long each meeting is.
Example:					
Prosocial involvement	Youth in the 6th grade in Sample County are 15% below the state average on the prosocial involvement scale as measured by the 2007 SHARP survey.	Life Skills Training ™	12 weeks	2 times per week	2 hours
Interaction with Antisocial Peers	Youth in Sample County are 10% above the state average in interaction with antisocial peers.	Life Skills Training ™	12 weeks	2 times per week	2 hours

Section 9: Performance Measurement Data Collection Plan

All Title II and Title V subgrantees are required to select performance measures from OJJDP's performance measurement system and develop a data collection plan (http://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantiD=2). 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 4. Applications will include Memorandums 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 10: Target Population

Follow the instructions on the form. Check all boxes that apply. 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 those barriers 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 11A: Project Design and Management

Project Activities

Identify whether the proposed project is evidence based. If it is, cite the source and provide the name of the program. 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. The narrative should include a list of the specific program components that target the risk and protective factors targeted by your program (see Appendix A for a listing of risk and protective factors).

The following are specific requirements for funded projects:

-The core curriculum of the program should be evidence based. Programs should provide evidence of this citing one or more studies showing the curriculum is effective with the target population. If the curriculum is being adapted to youth who it was not originally designed for, the rationale for using the curriculum needs to be explained. A list of websites with information on programs that have received empirical support is located in Appendix B.

-The program should document the degrees to which it incorporates the characteristics of effective prevention or intervention program listed in Appendix C.

-In order to evaluate program effectiveness, a program must have written completion criteria in place.

Project Staffing

Identify staff members 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.

The following staff components are requirements for funded projects:

- The program director must be involved in the program in order for the program to be effective. Describe how the program director will help select, train, and supervise staff. The director must also provide some direct service delivery such as co-facilitating a group, carry a small caseload, or conduct assessments. This will ensure the director knows what is occurring within the program and what problems the program is facing.

- Describe how the staff will be trained on the program (a record of this training should be included in the staff file).

-Regular staff supervision should take place and evidence of this should be included in the staff file. This should include meeting date, duration, and topics of discussion.

-The staff should be assessed at least semi-annually on the skills needed to implement the program. This ensures each youth receives the same program. Assessments should be based upon observation while delivering the program. Results should be written and stored in staff files.

- Written ethics guidelines should be in place and known to all staff working with the youth. These guidelines should include staff boundaries and interactions with youth.

-Background checks should be performed on all staff prior to hiring. Evidence of this should be included in staff files.

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.

Section 11B: Work Plan and Timetable

Provide a detailed work plan 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 12: 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, new target population or changes in program presentation.

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 13: Sustainability Plan

Provide a plan showing a concerted effort to find financial support through other public or private funds to keep your project running at its first year level. This plan must include: 1) a list of current and potential resources (include dollar amount); 2) financial goals; and 3) a time task plan or activities to pursue these resources, such as planned fund raising efforts and partnerships or contracts that will be pursued. This list is in no way exhaustive and you are encouraged to develop a plan that best fits your project. Please provide as much detail as possible.

Section 14: Budget Matrix, Narrative and Matching Funds

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

Include as part of the Budget Matrix a detailed budget narrative. The narrative should clearly identify and justify all grant expenses.

When planning your budget, remember to include the costs associated with participating in the University of Utah's evaluation study.

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

Personnel

List full or part-time program salaried employees directly involved in the proposed project. **Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.** List the name of individual, if known. If a person has not been hired, list the title of the position and indicate “vacant.”

For grant employees, indicate the number of hours for each position. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,088 hours per year.

Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project. Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the agency or unit of government associated with the project. All leave earned must be used or paid during the period of the grant.

Employees who are not on the payroll are classified as consultants. Consultant information should be described in the Consultant Budget section.

Fringe benefits are to be based on the employer’s share only. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. Show how you calculated fringe benefits.

Consultant Contracts

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant’s qualifications must accompany the application with a draft of the consultant contract.** However, if the position is vacant and the project receives funding, the identified consultant contract must be pre-approved by CCJJ prior to hiring the consultant.

In this section, include any expenses such as travel and per diem that will be paid to the individual consultant in addition to their fees.

Consultant fees for individuals may not exceed $56.25 per hour or $450 per day, for an 8-hour day, plus expenses, without prior approval from CCJJ. Fee justification must be provided.

Describe the procedure used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). All procurement transactions whether negotiated or competitively bid without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.

Travel and Training

For in-state trips, include the per-mile reimbursement rate and anticipated miles to be traveled and the number of people traveling. For out-of-state training, list the actual conferences to be attended, the conference site and date, estimated travel, registration, lodging and per diem costs and how many individuals will attend. Explain how the information acquired at the conference is necessary and beneficial to your project. If conference information is not currently available, list the types of training desired, number of people needing the training, and the estimated costs. If your grant is approved, you will need to obtain pre-authorization from CCJJ to attend any conferences that were not pre-identified.

Grant related *travel charges must not exceed the rates allowed by the State of Utah.* Organizations whose written travel policies are less restrictive than the State of Utah, or that do not have their own written travel policy, must adhere to the State of Utah Travel Policy (see http://www.justice.utah.gov/Grants/STATE_TRAVEL_INFO_FY09.pdf). Grant related travel charges must not exceed the rates usually allowed by the relevant unit of government or agency involved in the project.

Equipment, Supplies & Operating

Identify all purchases of supplies, equipment and operating within this single category.

Equipment is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

Supplies are materials that are expendable or consumed during the course of the project. List items by type (e.g. office supplies, postage, utilities, training materials, copying paper, and other expendable items) and show the basis of computation.

All purchases must be necessary for the project to achieve its goals and objectives. Subgrantees are expected to follow the written purchasing policies and procedures of their agency (state, city, county or non-profit agency). All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition. At a minimum, subgrantees policies should meet or exceed state standards as follows:

- Purchases under $1,000 - No competitive quotes are required, however, the best source and price should still be selected.
- Purchases between $1,000 and $5,000 - Quotes should be obtained (by phone, fax, or letter) from at least two vendors. Award must be made to the vendor submitting the lowest quote meeting the minimum specification and required delivery date.
- Purchases exceeding $5,000 - A competitive sealed bid process must be conducted or subgrantees may purchase items through “State Contract” with approved vendors. Sole source contracts must be approved by CCJJ prior to being awarded.

Unallowable Expenses

No Supplanting

Funds must be used to *supplement* existing funds for program activities and *not* replace those funds which have been appropriated for the same purpose.

Other Exclusions

Funds cannot be used to purchase weapons, land, or for new construction. However, remodeling costs may be approved by the review committee but may not exceed 10% of the total grant award. The purchase of alcoholic beverages or entertainment of any kind is not permitted with Title II funding.

Grant Change Requests

Expenditure of funds in excess of 10% of the amount budgeted per budget category will be permitted only with CCJJ’s prior written approval. Title II funds may not be utilized for any item not part of the approved budget or separately approved by CCJJ via a Grant Change Request Form.

Attachments

Attachment A: Service Area Map

Provide local road map for each service site with area served from that site clearly depicted.

Attachment B: PPB Member Letters

Letters of commitment from each Board member outlining their contribution to the project should be attached.

Attachment C: 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 D: Consultant Contract(s) and Resume(s)

Include only if applicable.

Appendices

Complete the Certified Assurances and Grant Conditions, and then 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 match on the cover sheet.
	Signatures – Required on Cover Sheet and Specified Appendices
	Section 2 – Program Area Checklist
	Section 3 – Project Summary
	Section 4 – Matching Funds
	Section 5 – Description of Prevention Policy Board
	Section 6 – Program Progress to Date
	Section 7 – Community Readiness and Community Mobilization
	Section 8 – Proposed Three-Year Strategy – Risk & Protective Factors Logic Model
	Section 9 – Performance Measurement and Data Collection Plan
	Section 10 – Target Population
	Section 11 – Project Design and Management
	Section 12 – Project Plan Revisions
	Section 13 – Sustainability Plan
	Section 14 – Budget Matrix and Narrative
	Attachment A – Service Area Map
	Attachment B – PPB Member Letters
	Attachment C - Letters of Participation (DO NOT INCLUDE LETTERS OF SUPPORT)
	Attachment d – Consultant Contract(s) 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 (6) six, two-sided copies **without Appendices** (held with a binder clip and three**-hole punched on the left side**)
	Deadline – Thursday, January 7, 2010 12:00 noon Utah State Capitol Complex Senate Building, Suite 330 P.O. Box 142330 SLC, UT 84114-2330