

JUVENILE JUSTICE PROGRAMS

SPECIAL 2013

TITLE V GRANT PROGRAM

Federal Fiscal Year 2013



APPLICATION GUIDELINES AND PROCEDURES

Applications due by: October 28, 2013, 5:00 P.M.

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TITLE V INCENTIVE GRANTS FOR LOCAL DELINQUENCY PREVENTION PROGRAMS

I. Introduction

The SC Department of Public Safety, Office of Highway Safety and Justice Programs (OHSJP), has been designated to administer the Juvenile Justice and Delinquency Prevention Title V Grant Program authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (the Act). The purpose of the Title V Grant Program is to provide funds for local delinquency prevention and early intervention programs. For the Title V program, communities will be required to form a Prevention Policy Board that will identify community factors which contribute to and protect against delinquency. This board will develop a comprehensive delinquency plan, including strategies to reduce the priority risk factors and strengthen the protective factors identified. **The amount available for award is \$15,994.**

II. Purpose

This document provides potential subgrantees who are eligible to apply with program criteria, requirements and eligibility information so that formal application proposals may be prepared. In order to be eligible to apply, applicants must be (a) certified to be in compliance with the principles of the Juvenile Justice and Delinquency Prevention Act of 1974 as identified in Section III.b. below, (b) designate or convene a local Prevention Policy Board, and (c) develop a local, comprehensive delinquency prevention plan.

The application must be completed and submitted electronically via the Internet through the OJP GMIS website, www.scdps.org/ojp. Signatures are not necessary for electronic submissions. Supporting documents, letters of cooperation and appendices, if any, should be electronically attached using the GMIS system.

The deadline for submittal of applications is 5:00 p.m. on October 28, 2013. No applications will be accepted after this time.

III. Program Requirements

a. Eligibility

Applications will only be accepted from units of general local government (city, town, or county). School districts are *not* eligible to apply directly, but are encouraged to be a partner in the development and implementation of the delinquency prevention plan.

In addition, the following points should be noted regarding eligible applicants:

- a. Police departments and sheriffs' offices are not eligible to apply directly. A city or county would be the eligible applicant and recipient of funds on behalf of the department.
- b. Solicitor's Offices are not eligible to apply directly. A lead county would be the eligible applicant and recipient of funds on behalf of the Solicitor's Office.

c. A Public Defender's Office is not eligible to apply directly. A city or county would be the eligible applicant and recipient of funds on behalf of the Public Defender's Office.

b. *Pre-application Certification of JJDP Act Compliance*

The applicant community must be certified as compliant with the JJDP Act core requirements. These core requirements are: 1) deinstitutionalization of status offenders, 2) separation of juveniles from adult offenders, 3) removal of juveniles from adult jails and lockups, and 4) efforts to reduce the disproportionate representation of minority juveniles in secure facilities. Juvenile Justice Program staff will verify compliance.

c. *Delinquency Prevention Policy Board Training*

The federal Office of Juvenile Justice and Delinquency Prevention contracts to provide training for communities. The only cost associated with this training for participants will be transportation and lodging, if necessary. Training is designed to assist communities in preparing the three-year plans required for Title V funding. Those communities that are interested in receiving technical assistance should contact Cheryl Anderson at (803-896-8711) for further details.

d. *Local Three-Year Plan*

Each unit of local government's application must include a three-year plan describing the extent of risk factors identified in the community and how these risk factors will be addressed. Local comprehensive plans developed by municipal, county or council of governments (COG) may be used as the framework for this requirement and must include benchmarks to reduce the juvenile crime rate. There may be other existing planning resources that could respond to this planning requirement with modification to meet specific criteria. The Delinquency Prevention Plan must contain the following elements, *or* the local, municipal, county or COG plan could be amended to include the following:

- a. The designation or formation of a local Prevention Policy Board (PPB) consisting of not fewer than 15 and no more than 21 members from the community, representing a balance of public agencies, private nonprofit organizations serving children, youth, families, business and industry. A list of the PPB members and agency affiliation must be included in the application. Such agencies and organizations may include education, health and mental health, juvenile justice, child welfare, employment, law enforcement, religion, recreation, child protective services, public defenders, prosecutors, and private manufacturing and service sectors, and parent, family, and youth associations. A specific local agency or entity must have responsibility for support of the PPB;
- b. Evidence of commitment of key community leaders supporting a comprehensive delinquency prevention effort. Key leaders may include public and private individuals in key leadership and policy positions who are instrumental in effecting policy changes, managing resources, and mobilizing the community—such as the mayor, county council chair, school superintendent, chief of police or the presiding judge;

Note: Existing boards or commissions referred to above may meet this requirement if appointed by or chaired by key leaders. Also, this list of key leaders does not change the eligibility criteria for applicants; only units of general

local government may apply—which only includes city, town, or county governments.

- c. Definition of geographic boundaries of the project’s neighborhood or community; in order to develop geographic information system (GIS) strategic planning capacity, the federal government now requires geographic information for each subgrant. Such information should contain the following two items of information on the geographic area(s) that the subgrant recipient will serve using the format specified below:

Physical address: If the mailing address is a PO box, specify the physical address(es) of the location(s) where the subgrantee will provide services. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the subgrant program has multiple service areas, include the required information for each.

(Example with street address)

ABC Associates
123 First Street
Shrewsbury, SC 29361

(Example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, SC 29361

Map and street description: Provide a road map (with local detail) with the service area(s) clearly depicted. State applicants should mark the map with information identifying the federal formula/block award number it is tied to, including state name, and subgrantee contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, submit these to SCDPS electronically.

- d. An assessment of the readiness of the community or neighborhood to adopt a comprehensive delinquency prevention strategy;

Note: Existing boards or commissions may have approved comprehensive plans that identify specific benchmark areas. The identification of the benchmark to reduce the juvenile crime rate with specific directions and tools would be an example of the readiness of the community or neighborhood to further develop a comprehensive delinquency prevention strategy.

- e. An assessment of the prevalence of specific identified delinquency risk factors in the community, including the establishment of baseline data for the risk factors. The assessment of risk factors must result in a list of priority risk factors to be addressed, as determined and approved by the Prevention Policy Board;
- f. Identification of available resources and promising approaches (including federal, state, local, and private) and a description of how they address identified risk factors; an assessment of gaps in needed resources and a description of how to address them;

- g. A strategy (including goals, objectives, and a timetable) for mobilizing the community to assume responsibility for delinquency prevention. This should include ways of involving the private nonprofit and business sectors in delinquency prevention activities;
- h. A strategy (including goals, objectives, and a timetable) for obtaining and coordinating identified resources which will implement the promising approaches that address the priority risk factors. This strategy must include a plan for coordination of services for at-risk youth and their families;
- i. A description of how awarded funds and matching resources will be used to accomplish stated goals and objectives by purchasing of services and goods and leveraging other resources. This should include a budget that lists planned expenditures;
- j. A description of how the PPB will make recommendations to the responsible local agency for distribution of funds and evaluation of funded activities; and
- k. A plan for collecting data for the measurement of performance and outcome of project activities.

Eligible Prevention Program Activities

- ✓ recreation services
- ✓ tutoring and remedial education
- ✓ assistance in the development of work awareness skills
- ✓ child and adolescent health and mental health services
- ✓ alcohol and substance abuse prevention services
- ✓ leadership development activities, and
- ✓ programs which strengthen families.

IV. Funding Period:

The grant period will be January, 2014 through September 30, 2014.

V. Matching Requirement

Title V applicants must provide a match equal to at least fifty percent of federal funds awarded, and the match should therefore comprise at least one third of the total program cost. This match may be made in cash or the value of in-kind services and should be indicated on pages 1-5 of the application. Examples of in-kind match include volunteer hours and donations of property, space, services, and equipment. If other, cooperating agencies will provide part of the match, they should furnish written statements of commitment to be attached to the application.

VI. Guidelines for the Use of Grant Funds

A. Allowable Expenses

1. Personnel, training as a component of an overall program, operating expenses, equipment and supplies are allowable expenses if they are related to the programs that address the authorized program areas. All expenditures must be related to the implementation of an actual program that is defined in the program narrative sections of the application;
2. Grant-funded personnel must have one hundred percent of their time dedicated to grant activities (See also all non-supplanting provisions in the Grant Terms and Conditions.); and
3. Audit fees can be included in project budgets to cover the costs associated with an audit of the project.

B. Unallowable Expenses

1. Any expenditures that are not a part of an approved program or project are not allowable;
2. Supplanting: Grant funds may not be used to supplant existing state or local criminal or juvenile justice funds. Any expenditures must increase the existing amount of funds available for eligible activities;
3. Land: The purchase of land is not an allowable expense;
4. Construction: Funds received shall not be used for capital construction.

VII. Application Review and Evaluation Process

The following factors will be considered in the evaluation of applications:

- A. Budget – Proposed expenditures are reasonable, adhere to the guidelines, equipment and personnel are documented as necessary and each expenditure is explained in detail in the budget narrative.
- B. Problem Statement – Is clearly defined and based upon facts, a needs assessment, or statistics. The data should include the most current available and should be specific to the area to be served by the project. Must include an analysis and prioritization of risk and protective factors.
- C. Needs Assessment – Clearly outlines how needs were determined and includes how cooperation needs were gathered from other agencies or jurisdictions. It includes information concerning any grant funds the applying agency currently receives or has received in the past two years concerning juveniles and families. Identifies available resources and promising approaches and assesses community readiness.
- D. Project Description – Tells the reader exactly what the project plans to do. It is clear to the reader that the project has been well thought out, excellent planning is evident, and chances of success are documented as good. Includes evaluation component; lists membership of the PPB and describes its role and procedures; describes community mobilization strategy.

- E. Objectives – Are relevant, specific and **measurable**. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do what by when and with what desirable result. Good ways to measure results include percentage increases or decreases, numerical increases or decreases and surveys administered at the beginning and end of the project that measure participants’ changes in attitudes and/or increases in knowledge. Academic improvement may be measured by letter grades, standardized test scores and promotions to the next grade level.
- F. Performance Indicators – The indicators match objectives exactly and state how each objective will be measured to assess the effectiveness of the project.
- G. Project Continuation Potential – A clear plan for pursuing project independence is evident and probability of success is good.
- H. Target Population or Service Delivery Area – The target population is described in terms of demographics and geographical area to be served.
- I. Project Abstract – The abstract will be used in recommendations to officials who will not see the entire application. It should be clear, concise and tell the story in a short paragraph.
- J. Other Relevant Factors and Requirements – Any continuation applications must include detailed information on the programs progress and accomplishments to date. The application must contain all relevant documentation. Signatures are not required for applications submitted electronically. Paper applications must have appropriate signatures on the last two pages, grant-funded personnel training requirements must be stated, and project area population must be addressed.

The Title V grant program uses a multi-step application review and evaluation process. It begins with consideration by Juvenile Justice Program staff and the Grants Committee of the Governor's Juvenile Justice Advisory Council (GJJAC). They determine which applications are best qualified, fully qualified or unqualified. Continuation applications rated fully qualified or best qualified move forward in the process. Limited funding for new grant proposals usually determines that only those applications rated as best qualified will proceed further in the new-grant consideration process.

The recommendation list is subjected to further programmatic and financial staff review to determine compliance with federal and state programmatic and financial guidelines. After review by the full GJJAC, the recommendations are reviewed at the Department level before going to the South Carolina Public Safety Coordinating Council for approval.

VIII. Evaluation Plan

- A. Each successful application will be required to contract with a consultant to evaluate the project. The evaluation component should be included in the budget as well as the project description. Successful applicants selecting an evaluator should require that the evaluator have substantive experience in program and/or social science research methods and statistical analysis, and should be selected on the basis of an open, competitive process as required by State law.

One way to complete this requirement is by utilizing staff employed with area colleges or universities. Graduate students and doctoral candidates are also a possibility when looking for someone to evaluate your program. The reason graduate students may be used is because they are usually supervised by a university staff member who has the necessary experience to oversee an evaluation of this type. Although many evaluators are paid for their service, there are individuals employed in higher education and other agencies that will provide this evaluation free of charge and provide the evaluation as a service to their community. In cases where individuals are providing the evaluation to the program free of charge, the project director should obtain the proposed evaluator's resume/vita and a letter detailing what services the individual plans to provide the program. In addition, this letter should document the name of the program, date the evaluation is to be completed and how many copies of the evaluation are going to be disseminated. Be sure that the state-funding agency (South Carolina Department of Public Safety) receives two copies of this document. If there are other services that you would like to see, be sure that these too are detailed in this letter. Because there is not a contract that is required for individuals that are donating their time, this letter will be the only documentation that details what will be accomplished by the evaluator.

Another option to complete the required evaluation is through a bidding process. In this case, the program plans to pay for a professional evaluation. The amount that you wish to pay for this evaluation is left up to the project's administration, but should be reasonable for the task outlined in the contract. Project directors that are interested in paying for an evaluation should first obtain three bids. These bids should include the individual's resume/vita and a letter detailing the work that is to be performed. This letter should include, but not be limited to, the information required for evaluators that are performing a service free of charge. Once the project director has obtained three bids, the project director should forward the packet of information to the SC Department of Public Safety's Grants Accounting Office. Projects that submit complete evaluator packets are responded to more quickly than incomplete evaluator packets. Packets that are not complete hinder the evaluation process by reducing the amount of time that an evaluator has to study and analyze the project.

Project directors should also keep in mind that evaluators should be individuals that are not associated with the project, have some evaluation experience, or at the minimum, can demonstrate that they have the statistical and methodological background to perform program evaluations. However, the South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (SCDPS/HSOJP) reserves the right to deny an evaluator's bid. Bids that are denied are most often based on past poor performance with the Office of Highway Safety and Justice Programs. In the event that a bid is rejected, our office will contact the Project Director for another bid.

The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs places its faith in the abilities of those who have been chosen to evaluate its programs. As a result of the time constraints of grant personnel employed in the Office of Highway Safety and Justice Programs, it is impractical for its personnel to spend a large amount of time with each project. Therefore, dictating which methodology should be used at different sights is also impractical. Different programs may require different approaches to evaluation. Realizing these limitations, our office provides the evaluator with the flexibility and the freedom to evaluate the program as they feel is necessary. Different

programs may require different interventions to maximize the intended goal. In this case, our office seeks to focus on the impact the program has had on the community it has served.

The evaluation stage of the grant should be seen as an opportunity to learn from the project's strengths and weakness. It should be seen as a necessary part of sustainability and project efficiency and effectiveness. The second goal of the evaluation from the standpoint of the Office of Highway Safety and Justice Programs is to ultimately provide the program with data that can show trends. If a project is funded for three years, the evaluation can be utilized to sell the project to other funding sources.

- B. Identify by position who will be responsible for collecting data and preparing quarterly progress reports. This may be done on page 11 (performance indicators) of the application or as a separate explanation, using a continuation on plain bond paper.
- C. Explain what quantitative and qualitative information will be collected and how this information will be maintained (e.g., manual or electronic log). Quantitative information is a numerical measurement such as number of referrals, number of diverted from court, number placed in alternative treatment, number of adjudications or number of sentences. Qualitative information is information that is harder or impossible to define numerically. It includes such things as survey comments, improvement in a neighborhood's environment or improved communication between residents, police officers and juvenile justice officials. Qualitative information can be documented through photos, interviews, observation, media reports or community reaction to expansion of a project. An explanation must be provided that details how information will be collected and what measures exist to ensure that a reliable, foolproof system has been developed to collect needed project information.
- D. Discuss how this information will be analyzed to determine success (e.g., comparison to prior year or baseline year, compilation of survey results, etc.). Each objective must be constructed to show success through data analysis and by compiling qualitative information. If an objective cannot be measured or proven successful through collection and analysis of quantitative or qualitative information, it must be deleted or rewritten so it can be measured. Similar periods of time must be compared to show improvements (in other words, calendar year 2012 should be compared to calendar year 2013, or fiscal year 2012 to fiscal year 2013). Prior year or baseline data should be compiled and included as part of the problem statement. It is impossible to document improvement or increases or decreases in crime rates or trends as a result of the project if prior year or baseline data was never collected. Applicants are strongly encouraged to include some objectives and performance indicators that can be measured at intervals throughout the grant period, not just at its conclusion.

IX. Grant Application and Review Schedule

October 28, 2013 5:00 p.m.	Deadline for completed SPECIAL FY2013 applications to SCDPS.
November 2013 (Tentative)	Grants Committee review
December 2013 (Tentative)	Governor's Juvenile Justice Advisory Council review
January 2014 (Tentative)	Public Safety Coordinating Council review
January 2014 (Tentative)	Grant award notices mailed
January 2014 (Tentative)	FY2013 Title V SPECIAL grant period begins.

X. Grant Application/Proposal Review Checklist

- Do the budget figures on pages 1-5 add up correctly?
- Does the cash or in-kind match comprise at least one third of the total program cost?
- Are all sections of the application completed?
- Have you included the evaluation component?
- Have you listed the membership of the Prevention Policy Board?
- Are the objectives quantifiable?
- Is there a corresponding performance indicator for each objective?
- Do the data in the Needs Assessment/Problem Statement include the most current available? Are they specific to the target area? Have you identified the risk and protective factors to be addressed?
- If you are applying for a continuation, have you included detailed information about program progress and accomplishments to date? Have you included a copy of your most recent progress report?
- Have you met criteria A – K?

APPENDIX A

Grant Application Proposal Scoring Form

Juvenile Justice Programs Grant Score Sheet

Application #A _____ Grant Program Title: _____

County: _____ Request for Grant Year: 1 2 or 3 Funds Requested: \$ _____

CATEGORY	SPECIAL CRITERIA	MAX POINT VALUE	PRELIMINARY SCORE
REQUIREMENTS	Does the application specify a GJJAC designated priority area? Y__N__ Does the application show that it, in fact, qualifies for and will impact the specified GJJAC designated priority area? Y__N__ If a JABG application, does it contain a 10% cash match? Y__N__ If a Title V, does it contain a 33% in-kind or cash match? Y__N__ If applicable, does the application contain letters of support? Y__N__ If a 2 nd or 3 rd year application, is a current and favorable DPS Progress Report or Site Monitor Report attached? Y__N__ Does the application request indirect costs of 20% or less? Y__N__ If Title V or Formula, does it include a contract for evaluation? Y__N__		If the answer to <u>any</u> question is <u>no</u> : 1) enter a zero below as the final score, 2) and, do <u>not</u> score further.
BUDGET Should be clear and consistent with Project Description	Proposed project costs are reasonable	10	
	Budget items are relevant to proposed project	5	
	Budget items are fully described and justified on page 4	10	
BUDGET NOTES AND COMMENTS			
	TOTAL BUDGET	25	
PROBLEM STATEMENT	A significant problem is clearly identified and explained within a specified GJJAC priority area; and, the statement includes a clear understanding and discussion of the factors and issues which contribute to the identified problem.	15	
NEEDS ASSESSMENT	The application contains relevant and recent state and local data which demonstrates a viable, meaningful need for the program; and, the data and its sources are credible, reliable, and adequately footnoted.	5	
PROJECT DESCRIPTION	The project being proposed is logical, practical, and sound, and, if funded, would reasonably be expected to have a meaningful and positive impact on the identified problem and target group. The proposal contains a clear and very detailed project plan (e.g., days/times of the week, curricula, transportation, activities). If a continuation application, it must detail previous year(s) progress to date.	20	
PROJECT OBJECTIVES	Project objectives state the anticipated outcomes of the project and are clear, measurable, capable of timely completion, important, and directly relate the proposed project to the identified problem	15	
PERFORMANCE INDICATORS	There is a corresponding Performance Indicator for each Project Objective. Explains by whom, how, and when performance data will be collected and reported.	10	
TARGET POPULATION	Identifies target service group including, specific ages, gender, geographic location, and estimated impact on target population.	5	
IMPLEMENTATION SCHEDULE	Includes clear and specific tasks and completion timelines which may be reasonably accomplished (e.g., hiring staff, purchasing equipment, recruiting participants, evaluation, and list of quarterly activities).	5	
	MAXIMUM POSSIBLE SCORE	100	