



# Title V Incentive Grants for Local Delinquency Prevention Programs

Program Announcement

Due Date: March 31, 2005

**OJJDP**

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Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention**  
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The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

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# Title V Incentive Grants for Local Delinquency Prevention Programs

## Overview

In 1992, Title V of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Pub. L. 93–415; 42 U.S.C. 5601 *et seq.*), established Incentive Grants for Local Delinquency Prevention Programs, more commonly known as the Community Prevention Grants Program. In 2002, the program was reauthorized as the “Incentive Grants for Local Delinquency Prevention Programs Act of 2002.” States that have properly constituted State Advisory Groups, as specified in the JJDP Act of 2002, are eligible to receive an FY 2005 award.

Title V of the JJDP Act authorizes the Administrator of OJJDP, one of five program bureaus in the Office of Justice Programs (OJP) within the U.S. Department of Justice, to make Title V Grants to states, which the respective State Advisory Groups then transmit to units of local government for delinquency prevention programs and activities.

The Title V Grants Program is managed by the State Relations and Assistance Division (SRAD), one of OJJDP’s three organizational components. SRAD also manages the Formula Grants program under Title II, Part B; the Juvenile Accountability Block Grants Program of the JJDP Act of 2002; and the Enforcing the Underage Drinking Laws Program, established by the Appropriations Act.

Title V, based on a research-based framework, focuses on reducing risks and enhancing protective factors to prevent youth from entering the juvenile justice system. The program seeks to address these factors at the earliest appropriate stage in each child’s development. The target population is all at-risk children in a given community. State Advisory Groups, in conjunction with designated state agencies, award Title V subgrants on a competitive basis to units of local government to enable community leaders to initiate multidisciplinary assessments of risks and resources unique to their communities, to develop comprehensive delinquency prevention plans, and to implement ameliorative services for at-risk children. (Visit <http://ojjdp.ncjrs.org/titleV> for more information about Title V.)

## Award Information

**State allocation:** States will be notified of their respective FY 2005 allocations, which are being calculated.

**Project period:** The awards are for a 3-year project and budget period lasting from October 1, 2004, to September 30, 2007.

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## Eligibility

Only the agency designated by the chief executive (i.e., the Governor) of each state is eligible to apply for these funds. The term “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. **Applicants who do not meet this criterion are not eligible to apply for this grant program.**

## GMS Registration

All applications for this program announcement must be submitted online through OJP’s Grants Management System (GMS) (<https://grants.ojp.usdoj.gov>). A detailed “Step-by-Step Guide to OJP’s Grants Management System” (<https://grants.ojp.usdoj.gov/gmshelp/index.html>) is available on OJJDP’s Web site to assist applicants through the online application process.

Applicants must register for this solicitation by selecting “OJJDP FY 2005 Title V” from the Funding Opportunities page in GMS. To register, applicants must select “Apply Now,” read the warning message that appears, and select “Continue.” **The deadline for applicants to register on GMS is March 18, 2005.**

## Application for Federal Assistance (SF-424)

Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information they need to generate the Application for Federal Assistance (SF-424), a standard that most federal agencies use.

Applicants need to provide the following information to complete the SF-424:

- ❖ *DUNS Number.* Applicants can call 800-333-0505 to request a free DUNS number. Applicants must have a DUNS number *before* beginning the application process.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.548, titled “Title V Delinquency Prevention Program.”
- ❖ *Type of Application.* Select “New” in the drop-down menu for “Type of Application.”

## Assurances and Certifications

Applicants are required to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program. To accept the Assurances and Certifications in GMS, select the Assurances and Certifications link and click the “Accept” button at the bottom of the screen. Verify that the contact information (name, address, phone number, fax number, and e-mail address) for the applicant’s authorizing official is correct.

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## Budget Detail Worksheet (Attachment #1)

The Budget Detail Worksheet—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

### Planning and Administration Funds and Match Requirement

The state and/or recipient units of local government must match all Title V funds with 50 percent of the amount of the grant. This match may be provided in cash and/or the value of in-kind contributions or services.

State agencies that demonstrate a need to do so may use up to 5 percent of the Title V allocation for the cost of administering subgrants and support for State Advisory Group activities related to Title V. States must provide a match of 50 percent of their planning and administration funds. A budget narrative must explain how the administrative funds will be spent, including how the state will provide the required match.

A sample Budget Detail Worksheet form is available in appendix C and on the Grants/Funding section of OJP's Web site ([www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

*Please note: Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.*

## Program Narrative (Attachment #2)

The program narrative should be no more than three pages describing the state's approach to implementing the FY 2005 Title V Incentive Grants for Local Delinquency Prevention Programs. It should include an estimate of the number of subgrants to be awarded, plans for reaching out to communities, plans for assuring that Title V subgrants will have a greater likelihood to produce positive outcomes (e.g., plans for providing preaward training for potential local applicants, determination of appropriate subgrant amounts, selection of promising prevention programs), a description of ongoing monitoring of and support for Title V local subgrantees, a discussion of evaluation plans (e.g., plans for collecting, analyzing, and reporting data on performance measures), and a description of how Title V will be coordinated with other prevention efforts in the state. (See appendix D for a sample outline.)

## Other Program Attachments (Attachment #3)

Applicants must submit a timeline in a single file as an attachment to their GMS application. A sample timeline, which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt), is available in appendix E.

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## Due Date

Applicants must register for this funding opportunity by March 18, 2005, and completed applications must be submitted online through OJP's Grants Management System (<https://grants.ojp.usdoj.gov>) by 8:00 p.m. ET, March 31, 2005.

## For Additional Information

For additional information on Title V, please contact your SRAD State Representative at 202-307-5924, or the Title V Program Manager, Heidi Hsia, at 202-616-3667 or [Heidi.Hsia@usdoj.gov](mailto:Heidi.Hsia@usdoj.gov).

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## Appendix A: Other Requirements

### Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on the use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

### Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons” on page 8), gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required to be submitted with the application to understand the applicable legal and administrative requirements.

### Confidentiality and Human Subjects Protection

Applicants should be aware of the U.S. Department of Justice’s requirements for privacy and confidentiality in research and statistical efforts. These requirements are stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The purpose of the Privacy Certificate is to ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must be in compliance with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site ([ojjdp.ncjrs.org/funding/privacy.pdf](http://ojjdp.ncjrs.org/funding/privacy.pdf)).

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Applicants are further advised that an institutional review board<sup>1</sup> (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use of human research subjects. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before federal funds can be disbursed for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site ([ojjdp.ncjrs.org/funding/confidentiality.pdf](http://ojjdp.ncjrs.org/funding/confidentiality.pdf)).

## Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts,<sup>2</sup> including awards from the U.S. Department of Justice; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding that this application seeks. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose.

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<sup>1</sup> Institutional Review Boards (IRBs) are the governing bodies that assure that data collection efforts are in accordance with all relevant local, state, and federal laws to protect human subjects. Background information on IRBs is available from the National Institute of Justice ([www.ojp.usdoj.gov/nij/humansubjects/index.html](http://www.ojp.usdoj.gov/nij/humansubjects/index.html)) and the U.S. Department of Health and Human Services ([www.hhs.gov/ohrp/](http://www.hhs.gov/ohrp/)).

Most local and state governments, colleges and universities, hospitals, and private contract research firms have IRBs in place. Agencies that might help you find an IRB to review your data collection plans for the purpose of the application include a local jail, hospital, mental health treatment facility, public health agency, community college, or 4-year college or university. Try calling these agencies, explain that you are submitting an application for federal funding and are required to collect data on the children you serve, and you therefore need IRB clearance and ask if they have ever encountered this situation and what they did about it. It is likely that at least one of these agencies will have some experience they would be willing to share.

IRB reviews are now available from for-profit organizations, if the potential applicant does not have access to an IRB through his/her own institution. They cost about \$6,000–\$10,000, and those costs would need to be built into the first year's budget. Query the term “Institutional Review Board” with any Internet search engine to find those firms.

You do not need to have IRB clearance at the time you submit your application to OJJDP. In your application, you can outline the process for getting IRB clearance in your community. If possible, you should start the process, so that you could say in your application that an IRB is reviewing your study/plan/design and give the expected date for final clearance. Applicants are not required to get final clearance until/if they are funded. In fact, some IRBs won't review a study until after funding is secured.

<sup>2</sup> “Related efforts” is defined for these purposes as one of the following: efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants); another phase or component of the same program or project (e.g., to implement a planning effort using other federal funds or to provide a substance abuse treatment or education component within a criminal justice project); or services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

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## Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with secular and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

## Financial and Government Audit Requirements

Federal grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and OJP's *Financial Guide*, which is available from the OJP Web site ([www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc)). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document governs how all successful applicants administer funds.

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report to their cognizant federal agency within 9 months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OJP reporting requirements:

- ❖ **Subgrantee information form:** Subgrantee information forms, submitted through OJP's GMS system, are required within 30 days of granting the subaward.
- ❖ **Financial status reports:** Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter, and a final report is due 120 days following the end of the award period.
- ❖ **Annual performance reports:** OJJDP requires states to submit annual performance reports, due January 31. (See the Performance Measures section below for formatting requirements.)

Future awards and fund drawdowns may be withheld if the reporting requirements are not met.

## Performance Measures

The Government Performance and Results Act (GPRA), Public Law 103-62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, grantees are required to collect and report data that measure the results of the program implemented with this grant.

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OJJDP has developed a performance measurement system to enable grantees to demonstrate the effectiveness of their programs. OJJDP requires states to submit annual performance reports, due January 31, using performance measures outlined by OJJDP. States are required to submit aggregated performance measure data from subgrants and awards that the state makes. Detailed instructions for submitting this data will be distributed at regional trainings on performance measure reporting in early 2005.

To better assure that programs funded with federal awards will produce positive outcomes, states shall give priority in funding to programs and activities that have been proven effective based on systematic and objective research. To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, a searchable Web site containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry. Communities can use the database to locate evidence-based delinquency prevention strategies that will fit their needs and enhance their likelihood for success. OJJDP sponsors a series of preaward training events for communities interested in Title V funds. Training will include guidance on the selection and measurement of performance indicators. States must document their commitment to facilitate their communities' access to such training opportunities; assure the selection of evidence-based prevention activities through the award selection process; require subgrantees to establish performance goals and a sound plan to collect data for measuring performance and assessing program impact; and provide strong ongoing monitoring and support to their subgrantees in their program implementation and evaluation. Further, states must propose a plan to collect and report data on performance measures submitted by subgrantees to document the impact of Title V funds.

Award recipients will be required to collect and report data in support of these measures. Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

## Services to Limited English Proficient (LEP) Persons

Recipients of Office of Justice Programs (OJP) financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and gender in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

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Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 Seventh Street NW., 8th Floor  
Washington, DC 20531

## Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the state has selected this program for review. A list of state SPOCs is available on the Office of Management and Budget Web site ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)). Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview section of the GMS application.

## Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

## Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- ❖ Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- ❖ Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- ❖ Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- ❖ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ❖ Failing to submit reports.
- ❖ Filing a false certification in this application or other report or document.

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Before imposing sanctions, OJJDP will provide the recipient reasonable notice of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18.

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## Appendix B: Application Checklist

### Title V Incentive Grants for Local Delinquency Prevention Programs

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS).

- GMS Registration must be completed no later than March 18, 2005.
- Application for Federal Assistance (SF-424) is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet (Attachment #1). See appendix C for a sample.
- Program Narrative (Attachment #2) should be no more than three pages. See appendix D for a sample outline.
- Other Program Attachments (Attachment #3): Time/task plan. (See appendix E for a sample.)

*Files attached to your GMS application must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.*

#### Deadlines

- Applicants must register on GMS by March 18, 2005.
- Applicants must submit completed applications by 8 p.m. ET, March 31, 2005.

*Applications will be accepted only through the GMS online application system. Mailed or faxed applications will not be considered.*

## Appendix C: Sample Budget Detail Worksheet

Category	Federal	State/Applicant	Local Match	Total
Local prevention programs	\$540,550	0	\$270,275	\$810,825
Administrative	\$28,450	\$14,225	0	\$42,675
<b>Total</b>	<b>\$569,000</b>	<b>\$14,225</b>	<b>\$270,275</b>	<b>\$853,500</b>

The Utopia State Department of Family Services requests the approval to use 5 percent of the Title V award plus the state match to cover staffing costs, necessary travel to monitor Title V subgrantees, attend Title V related training events, and operating costs, which include office space, supplies, printing, copying, and postage to administer the Title V Grants Program. To ensure adequate staff resources, a half-time Criminal Justice Planner II will serve as the Title V Coordinator under the supervision of Utopia State's Juvenile Justice Specialist. The budgeted amount for the administrative expenditures are noted below.

### Administrative Funds

<u>Personnel</u>	Federal	State	Total
Annual salary for a half-time Criminal Justice Planner II	\$23,105	\$5,000	\$28,105
Fringe benefits	\$4,145	\$244	\$4,389
<b>Personnel total</b>			<b>\$32,494</b>
 <u>Travel</u>			
Travel to monitor Title V subgrantees and training events (8 trips @ \$150)	\$1,200	\$ 1,200	
 <u>Operating Costs</u>			
Office space, telephone, office supplies, printing, copying, postage, and training event supplies	\$8,981	\$8,981	
<b>Total</b>	<b>\$28,450</b>	<b>\$14,225</b>	<b>\$42,675</b>

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## Appendix D: Sample Program Narrative Outline

Estimate of the number of subgrants to be awarded:

Plans for reaching out to communities:

Plans for assuring that Title V subgrants will have a positive impact (e.g., state's specific plans for providing preaward training for potential local applicants, determination of appropriate subgrant amounts, state's specific plans for assuring subgrantees' selection of promising prevention programs for implementation and for subgrantees' collection, and report on associated performance measures):

Plans for ongoing monitoring of and support for Title V local subgrantees (e.g., state's specific plans for subgrantee progress reports, frequency and nature of onsite subgrantee visits, technical assistance/training provisions, and other forms of support to subgrantees):

Evaluation plans (e.g., state's specific plans for collecting and reporting subgrantee data on performance measures of prevention activities to document the impact of Title V funds):

Coordination between Title V and other prevention efforts in the state:

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## Appendix E: Sample Task Timeline

<u>Tasks</u>	<u>Month/Year</u>
❖ Develop request for proposals (RFPs).	
❖ Issue program announcement/RFP.	
❖ Hold post-RFP conference/orientation with potential applicants.	
❖ Conduct Community Team orientation meeting.	
❖ Conduct data collection and analysis training.	
❖ Conduct training for the plan and program development.	
❖ Receive applications submitted to states.	
❖ Conduct State Advisory Group review of applications.	
❖ Award subgrants.	
❖ Visit local subgrantees for monitoring.	
❖ Provide performance measurement reporting training and other technical assistance/support to local subgrantees.	
❖ Collect and submit subgrantee data on selected performance measures.	

**Note:** When planning a timeline, please allow sufficient time for preaward training and delinquency plan development for potential local applicants.