



---

The [U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the Title V Community Prevention Grants Program. This program furthers the Department's mission by funding local efforts to reduce risk factors for juvenile delinquency, to enhance protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system, and to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system.

## OJJDP FY 2008 Title V Community Prevention Grants Program

### Eligibility

Applicants are limited to only the agency designated by the chief executive (i.e., the governor) of each state that has a properly constituted state advisory group.  
(See "Eligibility," page 3.)

### Deadline

All applications are due by 8:00 p.m. E.T., on April 25, 2008.  
(See "Deadline For Applications", page 3.)

### Contact Information

For assistance with the requirements of this solicitation, contact your OJJDP State Representative at 202-307-5924 or Elizabeth Wolfe, Program Manager, at 202-514-0582 or [Elizabeth.Wolfe@usdoj.gov](mailto:Elizabeth.Wolfe@usdoj.gov).

This application must be submitted through [OJP's Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

# CONTENTS

Overview.....	3
Deadline: Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
Program-Specific Information.....	4
Performance Measures.....	5
How To Apply.....	6
What An Application Must Include.....	6
Standard Form–424.....	6
Program Narrative.....	6
Budget and Budget Narrative.....	8
Other Attachments.....	9
Additional Requirements.....	9
Appendix A: Application Checklist.....	10
Appendix B: Distribution of Title V Grants, by State (FY 2007).....	111
Appendix C: Sample Budget Detail Worksheet.....	133
Appendix D: Title V Program Areas.....	144
Appendix E: Sample Title V Task Timeline.....	166

# **Title V Community Prevention Grants Program CFDA # 16.548**

## **Overview**

The Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 93-415, 42 U.S.C. 5601 et seq. (JJDP Act), was amended in 1992 to establish the Incentive Grants for Local Delinquency Prevention Programs. In 2002, Congress reauthorized the program as the "Incentive Grants for Local Delinquency Prevention Programs Act of 2002," more commonly known as the Title V Community Prevention Grants Program, Sections 501-505 of the JJDP Act as codified at 42 U.S.C. 5781-5784.

## **Deadline: Registration**

Applicants must register with GMS prior to applying. The [GMS](#) registration deadline is 8:00 p.m. E.T., April 15, 2008.

## **Deadline: Application**

The due date for applying for funding under this announcement is 8:00 p.m. E.T., April 25, 2008.

## **Eligibility**

Only the agency designated by the chief executive (e.g., the governor) of each state<sup>1</sup> that has a properly constituted state advisory group, as specified in the JJDP Act, is eligible to apply under this solicitation. Applicants who do not meet this criterion are ineligible to apply.

**Opportunity for Faith-Based and Other Community Organizations To Access Title V Funds by Partnering With Their Respective Units of Local Government.** Sec. 504 (a) of the JJDP Act stipulates that state grantees make subgrant awards to qualified units of local government. Accordingly, faith-based and other community organizations are statutorily ineligible to apply directly to OJJDP for Title V funds and to the state agency that administers Title V funds. However, OJJDP encourages such organizations to access such funds by partnering with units of local government in developing the required local delinquency prevention plan and implementing the proposed prevention activities.

State grantees must ensure that subgrantees consider faith-based and other community organizations for awards as Title V implementing agencies on the same basis as other eligible applicants and, should they receive assistance awards, that they are treated on an equal basis with all other award recipients. No eligible implementing agency will be favored or 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.

---

<sup>1</sup>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.

Faith-based organizations receiving assistance funds from the U.S. Department of Justice, passed through states and then through units of local government retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Program-Specific Information**

Title V focuses on reducing risks and enhancing protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system and to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system.

- **Goals, Objectives, and Deliverables**

The goal of this program is to improve juvenile justice systems by increasing the availability and types of prevention programs, Section 504(a) of the JJDP Act. The objective of the program is to support both state and local prevention efforts. Each year, state grantees will provide information that OJJDP will include in its annual Title V report to Congress, Section 503(4) of the JJDP Act. State grantees also will submit annual performance measurement-based progress reports.

- **Award Information**

The awards are for a 3-year project and budget period lasting from October 1, 2007, to September 30, 2010. Applicants should use the projected FY 2008 allocations of \$58,075 for states and \$20,000 for territories, Consolidated Appropriations Act of 2008, Public Law 110-161.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2008.

**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. Recipients may provide this match in cash or in-kind contributions or services, Section 504(c)(5) of the JJDP Act.

The formula for calculating match is: Award amount X Recipient's Share = required match

**Example:**

For federal award amount of \$350,000, match would be:

$$\$350,000 \times .50 = \$175,000 \text{ match}$$

**Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. To ensure compliance with GPRA, OJJDP requires all states to collect and report performance measurement data on their subgrantee programs. Performance measurement data represent the data/information that all subgrantees in a program area will collect at the program level to measure the specific outputs and outcomes a program is designed to achieve (see Appendix D for Title V Program Areas).

Based on the subgrantee's program area, the subgrantee should select the performance measures that reflect the subgrantee's program goals and objectives. The aforementioned performance measures are to be reported on-line via the Data Collection Technical Assistance Tool (DC-TAT). For more information on performance measures and DC-TAT, please go to <http://www.ojjdp-dctat.org/>

Objectives	Performance Measures	Data Grantee Provides
<p>Program objectives will depend on the specific project funded.</p> <p>Examples of objectives may include prevention of delinquency risk behaviors, improvement of family functioning, or prevention of child victimization (including abuse and neglect).</p>	<p>These will differ, depending on the specific program goals and objectives. Examples follow: .</p> <p>Percentage of program youth who complete program requirements.</p> <p>Percentage of program youth who offend (are arrested).</p> <p>Percentage of program youth who exhibit desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, school attendance, antisocial behavior, family relationships, etc.).</p>	<p>OJJDP has developed an online reporting system for state grantees or their subgrantees to submit subgrantee data to OJJDP electronically.</p> <p>Number of program youth who have successfully fulfilled all program requirements compared with total number of program youth.</p> <p>Number of program youth who offend compared with total number of program youth.</p> <p>Number of program youth who exhibit desired change in targeted behaviors compared with total number of program youth.</p>

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through the online Grants Management System (GMS). Applicants should begin the process early, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit [www.ojp.gov/funding/Masterjobaids.pdf](http://www.ojp.gov/funding/Masterjobaids.pdf). For additional information, call the GMS Help Desk at 1-888-549-9901. (Please note that GMS does not accept executable files as application attachments. Disallowed file types include, but are not limited to, the following extensions: com, bat, exe, cfg, .dat, db, dbf, dll, ini, log, ora, sys, vbs, and zip.)

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.548.

**DUNS Number.** The Office of Management and Budget requires that all applicants for federal funds include a DUNS (Data Universal Numeric System) number when they register on GMS to submit their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) to obtain a number. Eligible state applicants should already have a DUNS number.

## What an Application Must Include

**Standard Form-424.** Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

**Program Narrative.** The program narrative describing the state's approach to implementing the FY 2008 Title V Incentive Grants for Local Delinquency Prevention Programs should be no more than five pages. It should include the following required components:

1. **Estimated number of new and continuation subgrants the state will award.**
2. **Plan to reach eligible units of local government (ULGs).**
  - a. Describe how the state determines and certifies ULGs' status of compliance with the four core requirements of the JJDP Act of 2002, found at 42 U.S.C. 5631(a)(11), (12), (13), and (22).
  - b. Describe how the state plans to make competitive awards to eligible ULGs.
3. **Subgrant award assurances.**
  - a. **Subaward Selection.** Subgrantees must meet the requirements set forth in Section 504 (b) of the JJDP Act. Pursuant to Section 504 (c) (5) of the JJDP Act, states shall give priority in funding to applicants that demonstrate the ability to develop data-driven prevention plans and employ evidence-based strategies.

Applicants should describe the process that the state will use to assure the implementation of the preceding requirements of the subgrant award process.

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 (see [www.dsgonline.com/mpg\\_index.htm](http://www.dsgonline.com/mpg_index.htm)). The prevention section includes more than 100 programs in several program types (e.g., afterschool programs, mentoring programs, etc.) Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

Describe the procedures/process that the state will use to assure the implementation of the above requirements of the subgrant award process.

- b. Performance Measurement Data Collection.** Describe the state's plan to guide subgrant applicants/recipients in selecting relevant and appropriate performance measures for the prevention activities they will support with Title V funds and provide a statement indicative of the state's commitment to collect performance measurement data from all Title V subgrantees and submit it to OJJDP annually.
- c. Geographic Information.** To help OJP develop a geographic information system (GIS) strategic planning capacity, OJJDP will require recipient states to provide geographic information for each subgrant. Such information should contain the following two items of information on the geographic area that the subgrant recipient will serve ("service area") in the format specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the subgrantee.
  - **Physical address:** If the mailing address is a P.O. Box, specify the physical address of the location where the subgrantee will provide services.

<i>(example with street address)</i>	<i>(example with no street address)</i>
ABC Associates	ABC Associates
123 First Street	First Street and Holiday Drive
Shrewsbury, PA 17361	Shrewsbury, PA 17361
  - **Map and street description:** Provide a road map (with local detail) with the service area 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, e-mail them to Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov).

States do not need to provide the above information at the time of their application. However, state applicants must provide a description of how they

plan to obtain the above geographic information from each subgrant recipient and a statement indicating their commitment to fulfilling this requirement.

**4. Plans for ongoing monitoring of and support for Title V local subgrantees.**

Describe the state's specific plans for subgrantee progress reports, frequency and nature of onsite subgrantee visits, technical assistance and training provisions, and other forms of support for subgrantees.

**5. Coordination among Title V and other prevention efforts.**

Include plans for service and agency coordination and collaboration on innovative ways to involve the private, nonprofit, and business sectors in delinquency prevention activities.

**6. Collecting and sharing juvenile justice information.**

To better understand the difficulties state agencies that administer the Formula Grants Program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2008 Formula Grants application:

- a. A description of the state's process for gathering juvenile justice information and data across state agencies—i.e. state departments of education and welfare, mental health services, local law enforcement—and how the state makes this information available across agencies and incorporates the data into its comprehensive 3-year plan and annual plan updates.
- b. Identify specific barriers the state encounters with the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement, i.e. where state statute, regulation, or policy prohibits the sharing of this information.

States are to direct sufficient resources to accomplish this effort and increase the capacity to implement new, or improve existing juvenile justice information sharing systems.

**7. SMART.**

Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need.

**Budget and Budget Narrative**

Applicants must submit a budget that includes both a detailed worksheet and a narrative explaining how the state will spend its administrative funds, including how the state will provide the required match.

Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

- **Budget Detail Worksheet**

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 sample Budget Detail Worksheet form is available in Appendix C.

### **Other Attachments**

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

### **Additional Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

States should review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm). States must also meet all requirements set forth in the in the JJDP Act of 2002, which may be found at [oijdp.ncjrs.gov/about/ijdpa2002titlev.pdf](http://oijdp.ncjrs.gov/about/ijdpa2002titlev.pdf).

# Appendix A: Application Checklist

## Title V Community Prevention Grants Program

Applicants must submit all applications electronically through OJP's Grants Management System (GMS).

- 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.
- Program Narrative** should be no more than five pages.
- Budget Detail Worksheet.** See Appendix C for sample.
- Other Attachments:** Time/task plan. (See Appendix E for a sample.)

Applicants must submit files attached to their GMS application 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 8:00 p.m., ET, March 15, 2008.
- Applicants must submit completed applications by 8 p.m., ET, March 28, 2008.

OJJDP will accept applications only through the GMS online application system. OJJDP will not consider mailed or faxed applications.

## Appendix B: Distribution of Title V Grants, by State (FY 2008)

State	Title V Allocation
Alabama	\$58,075
Alaska	58,075
Arizona	58,075
Arkansas	58,075
California	58,075
Colorado	58,075
Connecticut	58,075
Delaware	58,075
District of Columbia	58,075
Florida	58,075
Georgia	58,075
Hawaii	58,075
Idaho	58,075
Illinois	58,075
Indiana	58,075
Iowa	58,075
Kansas	58,075
Kentucky	58,075
Louisiana	58,075
Maine	58,075
Maryland	58,075
Massachusetts	58,075
Michigan	58,075
Minnesota	58,075
Mississippi	58,075
Missouri	58,075
Montana	58,075
Nebraska	58,075
Nevada	58,075
New Hampshire	58,075
New Jersey	58,075
New Mexico	58,075
New York	58,075
North Carolina	58,075
North Dakota	58,075
Ohio	58,075
Oklahoma	58,075
Oregon	58,075
Pennsylvania	58,075
Rhode Island	58,075
South Carolina	58,075
South Dakota	58,075
Tennessee	58,075
Texas	58,075
Utah	58,075
Vermont	58,075
Virginia	58,075

<b>State</b>	<b>Title V Allocation</b>
Washington	\$58,075
West Virginia	58,075
Wisconsin	58,075
Wyoming	58,075
American Samoa	20,000
Guam	20,000
Puerto Rico	20,000
North Mariana Islands	20,000
Virgin Islands	
<b>Total</b>	

## Appendix C: Sample Budget Detail Worksheet

Category	Federal	State/Applicant	Local Match	Total
Local prevention programs	\$53,440	0	\$26,720	\$80,160
Administrative	\$ 2,810	\$1,405	0	4,215
<b>Total</b>	<b>\$56,250</b>	<b>\$1,405</b>	<b>\$26,720</b>	<b>\$84,375</b>

The Utopia State Department of Family Services requests the approval to use 5 percent of its 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. The budgeted amount for the administrative expenditures are noted below.

### Administrative Funds

	Federal	State	Total
Travel			
Travel to monitor Title V subgrantees and training events (3 trips @ \$150)	\$ 300	\$ 150	
Operating Costs			
Office space, telephone, office supplies, printing, copying, postage, and training event supplies	2,510	1,255	
<b>Total</b>	<b>\$2,810</b>	<b>\$1,405</b>	<b>\$4,215</b>

## Appendix D: Title V Program Areas

- 03 **Child Abuse and Neglect Programs.** Programs that provide treatment to juvenile victims of child abuse or neglect and to their families to reduce the likelihood that such at-risk youth will commit violations of law.
- 04 **Children of Incarcerated Parents.** Services to prevent delinquency or treat first-time and nonserious delinquent juveniles who are the children of incarcerated parents.
- 09 **Delinquency Prevention.** Programs to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of program areas 12 and 32.
- 10 **Disproportionate Minority Contact.** Delinquency prevention programs primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.
- 11 **Diversion.** Programs to divert juveniles from entering the juvenile justice system.
- 12 **Gangs.** Programs to address issues related to preventing juvenile gang activity.
- 13 **Gender Services.** Services to address the needs of male and female offenders in the juvenile justice system.
- 15 **Gun Programs.** Programs (excluding programs to purchase from juveniles) to reduce the unlawful acquisition and illegal use of guns by juveniles.
- 16 **Hate Crimes.** Programs to prevent hate crimes committed by juveniles.
- 18 **Job Training.** Projects to enhance the employability of at-risk juveniles and/or first-time and nonserious juvenile offenders or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
- 19 **Juvenile System Improvement.** Programs, research, and other initiatives to examine issues or improve existing juvenile justice information sharing systems.
- 20 **Mental Health Services.** Psychological and psychiatric evaluations and treatment, counseling services, and/or family support services for at-risk juveniles and/or first-time and nonserious juvenile offenders.
- 21 **Mentoring.** Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile and/or first-time and nonserious juvenile offenders (mentee) that takes place on a regular basis.

- 22 **American Indian Programs.** Programs to address delinquency prevention issues for American Indians and Alaska Natives.
- 25 **Restitution/Community Service.** Programs to hold first-time and nonserious juvenile offenders accountable for their offenses by requiring community service or repayment to the victim.
- 26 **Rural Area Juvenile Programs.** Prevention services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.
- 27 **School Programs.** Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
- 32 **Substance Abuse.** Programs to prevent and treat the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol among at-risk juveniles and/or nonserious juvenile offenders.
- 34 **Youth (or Teen) Courts.** Juvenile justice programs in which peers play an active role in the disposition of first-time and nonserious juvenile offenders. Most communities use youth courts as a sentencing option for first-time offenders charged with misdemeanor or nonserious, nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.

# Appendix E: Sample Title V Task Timeline

<u>Tasks</u>	<u>Month/Year</u>
<ul style="list-style-type: none"><li>• Determine and certify JJDP Act compliance status of all units of local government (ULG).</li><li>• Develop request for proposals (RFPs).</li><li>• Issue program announcement/RFP to eligible ULGs.</li><li>• Hold post-RFP conference/orientation with potential applicants.</li><li>• Conduct Community Team orientation meeting.</li><li>• Conduct data collection and analysis training.</li><li>• Conduct training for the plan and program development.</li><li>• Receive applications submitted to state.</li><li>• Conduct state advisory group review of applications.</li><li>• Award subgrants.</li><li>• Visit local subgrantees for monitoring.</li><li>• Provide performance measurement reporting training and other technical assistance/support to local subgrantees.</li><li>• Collect and submit subgrantee data on selected performance measures.</li></ul>	

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