

October 1, 2007 through September 30, 2008 grant funding cycle

# **Title II Formula Funds**

**\* APPLICATION PACKET \***  
**Guidelines, Application, Directions, and  
Rating and Scoring Forms**

**Due Date: June 8, 2007**

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# Guidelines for Title II Formula Grant

## OVERVIEW

The Kansas Advisory Group is seeking requests for Title II Formula Grants funded by allocations from the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

Crimes committed by youth continue to be a problem in our communities. Applicants are encouraged to implement or expand programs designed to prevent juvenile delinquency or reduce juvenile crime. Applicants are encouraged to provide direct services that will benefit youth.

Grantees will be selected through a competitive process utilizing a written grant application.

## ISSUING OFFICE

This request for Title II Formula Grants is issued for the State of Kansas by the Juvenile Justice Authority, in conjunction with the Kansas Advisory Group on Juvenile Justice and Delinquency Prevention and in accordance with the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 (42 U.S.C. 5601), Part B, as amended. The JJDP Act contains the following core requirements: Deinstitutionalization of Status Offenders and Non-Offenders [Section 223(a)(12)(A)], Sight and Sound Separation [Section 223(13)], Jail Removal Initiative [Section 223(14)], and Disproportionate Minority Contact [Section 223(23)] The Juvenile Justice Authority, specifically the Juvenile Justice Specialist, is the point of contact concerning this Request for Proposal.

## APPLICANT ELIGIBILITY

Under the Title II Formula program any community based service provider, non-profit organization or local private agency is eligible to apply for funds, **if and only if, such agency requests local funds and is denied funding by a general unit of local government.** General units of local government include any city, county, town, borough, parish, village, or other general purpose political subdivision of a State, and any Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior. Examples of what is not considered a general unit of local government include juvenile corrections advisory boards, school districts, extension offices, community mental health centers, universities, and community health departments. ***Documentation of denial of local funding must be within the current funding year and must be included with the application to be considered for funding.*** Applicants may subcontract any or all of the required activities, such as the role of the fiscal agent, but are not required to do so. Subcontractors can be other public state or local agencies, or private not-for-profit agencies as identified under Sect. 501(c)(3) of the Federal tax code.

For the State of Kansas to remain in compliance with the federal core requirements of Deinstitutionalization of Status Offenders and Non-Offenders, Jail Removal, and Sight and Sound Separation, the Kansas Advisory Group is requiring all Judicial Districts who are out of compliance to submit an amended Compliance Plan to the Kansas Juvenile Justice Authority for

organizations within the judicial district to be eligible for funding. All plans will be reviewed by the Compliance Committee and approved by the Kansas Advisory Group.

### **PURPOSE/STATEMENT OF WORK**

Title II Formula Grants must be used to promote improvements in the juvenile justice system and community based strategies for the reduction of juvenile delinquency and related problems.

### **STANDARD PROGRAM AREAS**

Grants will be made available under the following Title II program areas.

- **Disproportionate Minority Contact** - Programs, research, or other initiatives designed 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 Juvenile Justice and Delinquency Prevention Act of 2002.
- **Delinquency Prevention** - Programs, research, or other initiatives 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.
- **Juvenile Justice Systems Improvement** – Programs, research, and other initiatives designed to examine issues or improve practices, policies, or procedures on a system wide basis (e.g., examining problems affecting decisions from arrest to disposition, detention to corrections).

All funds will be awarded to applicants who propose programs based on one of these categories. Priority programs include all those, which help to develop a comprehensive continuum of care, and early prevention and intervention programs.

### **FUNDING**

**Due to a decrease in federal funding to the state, funding is available only for continuation projects. No new projects will be funded in 2008 grant cycle.** The distribution of future grant funds is contingent upon receipt of adequate funds and appropriations from the federal government to the JJA.

**Title II Formula grants do not require a match.**

Allowable costs include the following: staff salaries and fringe benefits, travel, building space, maintenance, equipment, supplies, program costs, consultants and training. Salaries and benefits must be fully detailed. Computers and software will be considered only if the need is fully justified. Applications must supply a budget narrative with full explanation and detail.

Projects will be awarded for twelve months. Successful applicants may reapply for funding beyond the grant period. However, additional funding is not guaranteed and the same competitive process will be required. Grants will be awarded October 1, 2007 for the funding period ending September 30, 2008.

### **Five Year Funding cycle**

100% funding year one and year two.

75% funding of original award year three

50% funding of original award year four and five

### **Restrictions in the Use of Funds**

1. Non-supplanting: Title II funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose at the state or local level.
2. Travel: Grantees cannot exceed travel, meals and lodging rates established by the State of Kansas.
3. Construction: Title II funds cannot be used for construction which includes the acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such buildings or any combination of such activities.
4. Lobbying: No grant funds shall be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended to influence a member of Congress or any other Federal, State, or local elected official to favor or oppose any Acts, bills, resolutions, or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by the Congress, any State legislature, any local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to Federal, State, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

### **SELECTION CRITERIA**

The Selection Committee for the Kansas Advisory Group on the Title II Formula Grants will utilize the *Rating Form & Score Guides* located later in the application packet. Applicants are encouraged to utilize the *Rating Form & Score Guides* to assist in writing the grant application. The grant application will be reviewed by a Selection Committee to determine the final award selection based on the factors outlined below. Failure of the applicant to provide any information in the application may result in disqualification of the application. The responsibility is that of the applicant. Final award announcement will occur upon recommendation of the Kansas Advisory Group and approval of the JJA Commissioner.

**TIMELINESS AND SUBMISSION OF APPLICATIONS**

**Grant applications must be received by the end of business (4:30 P.M.), June 8, 2007** to be considered. An original and five copies must be submitted to:

Don Chronister, Juvenile Justice Specialist  
Juvenile Justice Authority  
714 SW Jackson, Suite #300  
Topeka, KS 66603

Applications are to be hand delivered or sent by mail, UPS, Federal Express, or similar method. No applications will be accepted by fax or e-mail.

A pre-bid teleconference for grant applicants will be held April 25<sup>th</sup> from 10:00 to 12:00. Technical assistance from the Juvenile Justice Specialist is available. Mr. Chronister may be contacted at 785-296-4213 or [dchronister@ksjja.org](mailto:dchronister@ksjja.org). All material submitted regarding this announcement becomes the property of the State of Kansas and subject to the terms of the KANSAS REVISED STATUTES CHAPTER 45 - PUBLIC RECORDS, DOCUMENTS AND INFORMATION.

**SCHEDULE OF ACTIVITES**

- Grant application packet available on JJA website April 2, 2007
- Pre-bid Teleconference April 25, 2007  
Dial In Number (877) 278-8686 Pin # 29236
- **APPLICATION SUBMISSION DEADLINE** **June 8, 2007 @ 4:30 pm**
- Eligibility Review June 11-22, 2007
- Grant Reader Review and Recommendation July 2007
- Proposal Selection – KAG & JJA Commissioner August 14, 2007
- Notice to Award Recipients August 31, 2007
- Grant Award Documents Forwarded to Recipients September 2007
- Grant Year / Federal Fiscal Year October 1, 2007 – September 30, 2008

## **DIRECTIONS FOR TITLE II FORMULA GRANT APPLICATION**

### **Proposal Format**

1. Be sure to label and complete all parts of the application.
2. Do not use any font or type size smaller than *Times 12*. Typing is to be single-spaced with double-spacing between paragraphs and sections. One-inch margins are expected.
3. Submit proposals on white paper with only one staple in upper left-hand corner. Do not include any fancy covers, artwork or bindings.

### **Length of Proposal**

The following pages are to be completed and submitted as one application:

- Section I, Applicant Information
- Section II, Program Abstract
- Section III, Program Funding History
- Section IV, Budget
  - A. Budget Form
  - B. Budget Justification
- Section V, Explanation of Grant Program
  - *May not exceed 12 pages total.*
- Section VI, Success of Previously Funded Programs
  - *Continuation programs have two additional pages to document progress to date*
- Appendix Data Collection Plan

### **Assistance**

Any questions about these directions or the grant process should be directed to Don Chronister, Juvenile Justice Specialist with the Juvenile Justice Authority at 785-296-4213 or [dchronister@ksjja.org](mailto:dchronister@ksjja.org)

### **SECTION I. Applicant Information (0 points)**

- A. Type of Grant Requested: This application is for the Title II Formula grant only. Please mark whether the application is for a new or continuation award.
- B. Applicant Agency: Complete the name, e-mail, address, phone and fax numbers of applicant agency. The applicant agency is the agency which will be receiving funds and administering the program.
- C. Project Director: Provide the name, title, e-mail, address, phone and fax numbers of the person who is responsible for directing the grant project. This person must sign on the appropriate line.

- D. Official Authorized to Sign Application: Complete the name, title, e-mail, address, phone and fax number of the person authorized to sign the application. This may be the Chair of the County Commission, President of the Board of Directors or the County Administrator or the Executive Director, and if they have been duly authorized by the governing board to commit the organization for this project. This person must sign on the appropriate line.
- E. Financial Officer: Provide the name, title, e-mail, address, phone and fax numbers of the person responsible for processing expenditures and completing fiscal reports of funds related to this program. This person must sign on the appropriate line. This cannot be the same person who serves as the project director.
- F. Type of Application: This is for a Title II Formula Grant.
- G. Program Area: Select one of the following: Delinquency Prevention, Disproportionate Minority Contact or Juvenile Justice System Improvement.
- H. Short Title of Project: Please provide the name to be used for this project. This name will be used in all official correspondence and transactions.
- I. Federal Identification Number: Furnish the federal tax identification number for the organization requesting funding.

## **SECTION II. Program Abstract (20 points)**

- A. Abstract/Target Population: (10 points) Although this is the first section read by reviewers, it should be the last section written. Summarize the proposed project's purpose and intended impact, include the geographic area served, direct services provided, and a description of the target population to be served and the number of youth who will be served. The abstract should not extend beyond the space provide
- B. Title II Formula Grant Program: (10 points) Explain how the project meets the requirements of the Formula Grant Program. Explain how the project relates to the following program areas: Disproportionate Minority Contact, Juvenile Justice Systems Improvement, and Delinquency Prevention. Please describe when the judicial district's comprehensive plan was last updated and the relationship to the proposed grant program.

Further information on your communities comprehensive plan may be obtained from your Juvenile Corrections Advisory Board and/or local Administrative Contact. See JJA website for list of administrative contacts. <http://jja.state.ks.us/>

### SECTION III. Program Funding History – (5 points)

- Provide a funding history for the last two years and current request for funding.
- Existing programs, which have never received Title funding before, should report funding received from other sources. If state or local funds previously supported the proposed program, provide a description on how the federal funds will not supplant but supplement previous funding.
- Applications to other funding sources for this project must be disclosed in this section. This information must include the amount of funds requested and the date the applicant expects to receive notice of the agency decision.

### SECTION IV. Budget (15 points)

- A. **Budget Form (5 points)** Complete the budget form provided. Please use whole dollar amounts. Budget categories must be followed carefully. Please include all expenditures and income necessary to fund the proposed program.

The column headed *GRANT REQUEST* should indicate the portion requested from the Juvenile Justice Authority and the Kansas Advisory Group. **If the grant request provides only partial funding for the project, please provide a full accounting of the budget necessary to operate the proposed project.** If a match is required, complete the required cash match and in-kind column. You will be expected to document all required match. If a match is not required or you have additional funds above and beyond the required match use the column entitled Other Funds. **No match is required for Title II funds.**

Following are explanations of line item categories:

1. **Personnel:** Describe any personnel positions that will be funded with grant dollars. Identify the percentage of time if partially funded with grant dollars. Compensation must be reasonable and consistent with that paid for similar work in other state or local government.
2. **Employer Taxes & Fringe Benefits:** Identify specific fringe benefits provided and how they are calculated. Compensation must be reasonable and consistent with that paid for similar work in other state or local government.
3. **Travel:** Mileage and overnight trip expenses. Mileage and subsistence cannot exceed current rates for state employees. All new programs should include one trip to Topeka for performance measurement and other reports training.
4. **Equipment:** All equipment purchased with grant funds must have been included in the subgrantees approved budget prior to the purchase. The Juvenile Justice Authority defines equipment as assets with a useful life of one year or more and a purchase cost of \$500 or more. The subgrantee shall follow its agency's written policies and procedures in regard to purchasing approval, needs assessment, bidding, etc. when purchasing equipment. For each equipment purchase, the subgrantee must provide the Juvenile Justice Authority by mail or

by fax, 785-296-1412, with an equipment inventory form within 30 days of the purchase date.

An Equipment Inventory Form can be found on the JJA website. It is the subgrantee's responsibility to maintain inventory records that can be reviewed at any time by the Juvenile Justice Authority's staff. In addition, the subgrantee is responsible for providing justification as to the need and use of the equipment.

5. **Supplies:** Items that are consumed or expended when put to use or which have an expected service life of one year or less. Examples are office supplies, printing, postage and freight.
6. **Consultant:** Services being purchased from persons or agencies outside of applicant agency. Consultants are not regular salaried or hourly employees of the agency. Consultants are paid for specific units of work achieved or specific number of hours of assistance provided to the agency. Consultant services might be used for such things as technical assistance, evaluation and accounting. Compensation has to be reasonable and consistent with that paid for similar work in other activities of the state or local government.
- 7-9. **Other (Specify):** All other charges to the program that cannot be entered in the specific budget categories above.
10. **Grant Award Amount:** Total of lines items 1-9.
11. **Cash Match\In-Kind:** If the program receives funding from other sources. Please indicate what line items other funds pay for.
12. **Total:** Total of line items 10 & 11.

### **B. Budget Justification (10 points)**

Budget Justification: Provide a narrative, which details and justifies the amounts included in the attached budget form (Section IVA). Source of any match should be identified. Please describe any personnel positions to be funded with grant dollars. Identify the percentage of time to be paid by this grant source. Any salaries must be reasonable and consistent with that paid for similar work in other state or local government.

### **SECTION V. Explanation of Grant Program (105 points)**

Please complete the six narrative items included in Section V. Be sure to letter and label each item clearly as you respond to it. The answers to Sections V may not exceed twelve pages. Applications that are received and are either incomplete or have exceeded the page limit may be removed from consideration. For further assistance in completing these items, refer to the *Rating Form and Scoring Guides* included.

**A. Statement of the Problem. (25 points)**

Provide a clear, concise statement as to the need or problem that this project addresses. If this is a delinquency prevention program, please identify those risk and protective factors that will be impacted by the programs proposed for Title II funding. If available, the preferred data source is the Communities That Care student survey data. Demonstrate how these risk and protective factors that will be impacted by the programs proposed for Title II funding. Use supporting data to illustrate risk and protective factors targeted. Discuss how this data and/or other data will be used to demonstrate that the proposed program is having its intended effect.

Risk and protective factor data is collected annually on the Kansas Communities That Care (KCTC) Student Survey and can be assessed for all 105 Kansas counties online at [www.ctcdata.org](http://www.ctcdata.org). At least three years of data is preferred to establish a trend. A minimum level of participation by 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students is required; 60% of students must be represented to ensure reliability. If the survey response rate is below 60%, utilize archival data to demonstrate needs and to provide measurable targets. To review participation rates for the Kansas Communities That Care Student Survey, go to the following website [http://www.ctcdata.org/?page=Maps/participation\\_view.php](http://www.ctcdata.org/?page=Maps/participation_view.php).

Your local Regional Prevention Center can provide technical assistance to access and analyze KCTC data. To locate the Regional Prevention Center in your area, please go to the following url: [http://www.kac.org/kc\\_rpc.html](http://www.kac.org/kc_rpc.html).

Risk Factors and Supporting Data:  
Risk Factor \_\_\_\_\_  
Supporting data:

Protective Factors and Supporting Data:  
Protective Factor: \_\_\_\_\_  
Supporting data:

(Repeat this format, depending on how many risk and protective factors are to be listed)

**B. Goals, Objectives, Logic Models and Performance Measures (20 points)**

The Office of Juvenile Justice and Delinquency Prevention requires performance measurement data to demonstrate the effectiveness of the Title II Formula program. As a result, data on standardized performance measures need to be gathered by each applicant. Performance measures are aggregated at the federal level to provide OJJDP and the U.S. Congress with a national assessment of Title II dollars in the Annual Performance Report. The Kansas Advisory Group submits an Annual Report to the Governor that aggregates outcomes for all funding sources it oversees.

## 1. Goals and Objectives

Clearly state the proposed program's goals and objectives.

**Goals:** Broad statements (i.e., written in general terms) that convey a program's overall intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short- and long-term results.

**Objectives:** Are derived from the program goals and explain how the program goals will be accomplished. Objectives are well-defined, specific, quantifiable statements of the program's desired results and they should include the target level of accomplishment, thereby further defining goals and providing the means to measure program performance.

## 2. Logic Model

The logic model can either be a narrative description or a graphic representation that clearly lays out the logical relationships between the problem, program activities, outputs, and outcomes. It is a description of how the program theoretically works to achieve benefits for participants.

Grantees should compare their program logic model with the logic model that corresponds to the program area from the OJJDP Performance Measurement Web site at [http://www.dsgonline.com/Program\\_Logic\\_Model/fg\\_pm.htm](http://www.dsgonline.com/Program_Logic_Model/fg_pm.htm).

See Delinquency Prevention Logic Model in Appendix B.

## 3. Data Collection Plan

Subgrantees are required to complete the Data Collection Plan in Appendix C. OJJDP and the Kansas Advisory Group have selected specific output and outcome measures for all direct service delinquency prevention programs that will enable us to aggregate data at the state and national level. All applicants who are proposing a direct service (regardless of funding source) are required to report on the following:

### **Output Measures**

- Number of Program Youth Served;
- Number of Service Hours Completed.
- Applicants need to select one additional optional output measure)

### **Outcome Measures**

- Number and percent of program youth exhibiting a desired change in targeted behavior;
- Number and percent of youth completing program requirements;
- Number and percent of program families satisfied with program;
- Number and percent of program youth satisfied with the program.

In addition to the Data Collection Plan, please ensure that the following items are addressed in the narrative:

- Describe the instruments used to measure outcomes.
- Specify the targeted behavior you propose to change and how you will measure it.
- Specify program requirements or obligations that the youth must meet prior to program completion.
- Describe youth and family satisfaction surveys.
- Describe the relationship with other agencies whose support is necessary to measure outcomes such as arrest rates or school records.

If your grant application does not involve a delinquency prevention direct service program, OJJDP has developed lists of output and outcome measures for each of these program areas. They are located at: [http://www.dsgonline.com/Program Logic Model/fg\\_pm.htm](http://www.dsgonline.com/Program Logic Model/fg_pm.htm)  
All subgrantees are required to report all mandatory (bold) measures and select two optional measures for both outputs and outcomes.

### **C. Project Design. (30 points)**

Explain the design of the project. Clearly identify each section.

- Define the boundaries of the programs neighborhood or community.
- Define the target population who will receive services and how they will access services.
- Describe recruitment strategies, how the program ensure access to those most in need.
- Provide evidence of referral agencies support of the program.
- Describe the services provided by the program
- Provide a detailed implementation plan with activities and/or services, timeline, which indicates significant milestones in the project.
- Describe the model programs or best practices the proposed program is based on, what organization certified the program as evidence based program and the risk and protective factors it addresses.
- Describe how you will ensure fidelity to the model.

### **D. Management Structure. (10 points)**

- Explain the management structure and staffing that is necessary to successfully implement and complete the project.
- Explain the expertise, and qualifications and experience of staff involved in the project as well as the capacity of the agency to implement the proposed program.
- Describe the agency's fiscal/accounting capacity.
- Describe training provided to staff, upon employment and on going.

### **E. Sustainability. (20 points)**

- Explain how the projects funding will continue after the grant funds cease.
- Identify sources of definite and potential future funding, as well as strategies to cultivate future funding sources.

## **SECTION VI. Success of Previously Funded Programs (10 points)**

Continuation programs should report on the program's previous success by listing the previous years accomplishments and outcomes. If the outcomes were not met, discuss what programmatic changes have been implemented to help ensure they are met in the future.

Juvenile Justice Specialist will assign- score based on the following: The subgrantee has submitted timely, and accurate, quarterly fiscal and progress reports. The subgrantee was well prepared for the site visit and in compliance with all federal requirements. Subgrantee is responsive to request for changes. Subgrantee has made good progress in achieving outcomes and made timely programmatic changes.

### **Other Points Assigned by Grant Readers.**

**Merit of proposed project (20 bonus points)** – Grant reader will assign score based on the following: The proposed project is worthy of being funded. It is well designed and addresses risk and protective factors through an evidence-based program. The comprehensive plan is well thought out and is based on current risk and protective factors. The applicant shows clear connections from one part of the proposal to another. Applicant proposes model program implemented with fidelity.

**Kansas Juvenile Justice Authority and  
Kansas Advisory Group on Juvenile Justice and Delinquency Prevention**

**APPLICATION  
FOR  
Title II Formula Grants**

**SECTION I.**

A. Type of Grant Requested: (Check one)  new  continuation. If continuation, how much were you previously awarded? \$ \_\_\_\_\_, grant year \_\_\_\_\_ \$ \_\_\_\_\_, grant year \_\_\_\_\_.

<p><b>B. Applicant Agency</b> (Name, E-mail, Address, Telephone, Fax)</p>	<p><b>C. Project Director</b> (Name, Title, E-mail, Address, Telephone, Fax)</p>
<p><b>D. Official Authorized to Sign Application</b> (Name, Title, E-mail, Address, Telephone, Fax)</p>	<p><b>E. Financial Officer</b> (Name, Title, E-mail, Address, Telephone, Fax)</p>
<p>Signature: _____</p>	<p>Signature: _____</p>
<p><b>F. Type of Application</b> Title II Formula</p>	<p><b>G. Program Area:</b> Delinquency Prevention <input type="checkbox"/> Disproportionate Minority Contact <input type="checkbox"/> Juvenile Justice System Improvement <input type="checkbox"/></p>
<p><b>H. Short Title of Program</b></p>	<p><b>I. Federal Identification Number</b></p>

## **SECTION II. Abstract/Population**

A. Abstract/Target Population

B. Title II Formula Grant Program Area/ JCAB's Comprehensive Plan:

**SECTION III. Program Funding History**

Source of Funds	2008	2007	2006
Total Program Budget			
JJA Prevention Block Grant			
JJA Intervention Block Grant			
JAIBG			
Title II			
Title II Challenge			
Title V			
Prevention Trust Fund			
Local Unit of Government			
Other State Agency: (specify)			
Federal agency or grant			
Program Fees*			
Foundation, endowment, etc.			
Other			
Other			
Other			
Other			

Provide summary of proposed program fees (e.g. amount, type of fee, how fees are expended):

If the program was previously funded with local or state funds, provide a justification on how these funds will not supplant existing state or local juvenile justice funds.

Identify any pending funding applications for proposed project:

**SECTION IV. A. Budget Form** - Complete the following budget form using whole dollars.

	<u>GRANT REQUEST FOR FEDERAL FUNDS</u>	<u>Required Cash Match or In- Kind</u>	<u>Other Funds</u>	<u>TOTAL</u>
1. Personnel				
2. Employer Taxes & Fringe Benefits				
3. Travel				
4. Equipment				
5. Supplies				
6. Consultants				
7. Other (Specify)				
8. Other (Specify)				
9. Other (Specify)				
10. Grant Award Amount (Sum of lines 1-9)				
11. Cash Match/In-Kind (Sum of lines 1-9)				
12. TOTAL (Sum of lines 10-11)				

Provide a full accounting of the budget necessary to operate proposed project.

**SECTION IV. B. Budget Justification (Narrative)**

**SECTION V. Explanation of grant program (Narrative)**

- A. Statement of Problem
- B. Goals/Objectives, Logic Model, Performance Measurement
- C. Project Design
- D. Management Structure
- E. Sustainability

**SECTION VI. Success of Previously Funded Continuation Programs. (Narrative)**

**APPENDICES**

**Data Collection Plan**

**Appendix A**

**Kansas Advisory Group  
SELECTION COMMITTEE  
RATING FORM & SCORING GUIDES  
FOR  
SELECTING  
2008 Title II Grants**

PROPOSAL CODE NUMBER

READER'S CODE

TOTAL POINTS AWARD

**Point Values:**

145 points on questions plus 20 bonus points = 165 points possible for new applicants and  
145 points on questions, 20 bonus points, plus 10 continuation points = 175 points possible for continuation applicants.

**Directions for Using the Rating Form & Scoring Guides:**

Each section contained in the grant application is also indicated on the Rating Form & Scoring Guide. Following each of the sections is the scoring guide to be used by the Selection Committee in rating each application. With a level 3 scoring guide rating, level 3 is the ideal criteria that should be contained in each applicant's response.

**Selection Committee:**

- Write the proposal code number in the appropriate box. Juvenile Justice Authority staff assigns this number. Write your assigned reader's code, which are your initials, in the appropriate box.
  
- To use the scoring guide, read the question and then the highest level on the guide. Then read the applicant's response to that section or question. If the response does not contain all the criteria found in the highest level, then compare the response to the next level. Continue this process until the appropriate level has been determined. After determining the appropriate level, consider the range of possible points. Assign the points awarded for that response.
  
- Please be sure to write comments to support the points awarded. The comments you write will be very meaningful and helpful to the applicant. The Rating Form & Scoring Guides completed by the Selection Committee will be shared with each applicant upon request.

➤ **SECTION I. Applicant Information (0 Points)** Section I asks for the following information and for signatures:

- Applicant Agency
- Project Director
- Official Authorized to Sign Application
- Financial Officer
- Type of Application
- Program Area
- Short Title of Project
- Federal Identification Number

**Scoring Guide:**

Applicant provides all information requested. Appropriate signatures are included. Financial officer cannot be the same person as project director.

<b><u>Points Possible:</u></b>	<b><u>Section:</u></b>	<b><u>Points Awarded:</u></b>
0	Information	0
Comments:		
<hr/>		
<hr/>		

➤ **SECTION II. Program Abstract (20 points)**

***A. Program Abstract/ Target Population (10 points)***

**Scoring Guide:**

Level 3 (7 - 10 pts): Abstract clearly describes the proposed program and includes the proposed project’s purpose and intended impact, include the geographic area served, direct services provided, and a description of the target population to be served and the number of youth who will be served.

Level 2 (4 - 6 pts): Abstract is vague and the description of the population to be served is not well defined.

Level 1 (0 - 3 pts): Abstract is not a summary of the program and/or does not include a description of the population to be served.

<b><u>Points Possible:</u></b>	<b><u>Section:</u></b>	<b><u>Points Awarded:</u></b>
10	Information	
Comments:		
<hr/>		
<hr/>		

***B. Title II Grant Program (10 Points)***

**Scoring Guide:**

Level 3 (7 - 10 pts): Explain how the project meets the requirements of the Title II grant program. Explain how the project relates to one of the following program areas: Disproportionate Minority Contact, Juvenile Justice Systems Improvement, and Delinquency Prevention. Proposed program is clearly linked to the judicial district’s comprehensive plan.

Level 2 (4 - 6 pts): The applicant responds to some but not necessarily to all of the items that relate to the specific grant that is being sought. The responses may be somewhat vague or confusing. Proposed program does not support the comprehensive plan.

Level 1 (0 - 3 pts): The applicant does not respond to the correct items or provides incomplete or inappropriate answers. No relationship between comprehensive plan and proposed program.

**Points Possible:**

10

**Section:**

Information

**Points Awarded:**

Comments:

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➤ **SECTION III. Program Funding History (5 points).**

The JJA Grant Specialist will score this section.

**Scoring Guide:**

Level 3 (4-5 pts): Funding history is complete. All pending grant applications are identified.

Level 2 (2-3 pts): Funding History incomplete and not able to tracking pending grant applications.

Level 1 (0 pts): Potential problem of supplanting – Red Flag – Contact JJ Specialist

**Points Possible:**

5

**Section:**

Information

**Points Awarded:**

Comments:

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➤ **SECTION IV. Budget (15 Points)**

*The JJA Grant Specialist will score this section.*

**A. Budget Form (5 points)**

**Scoring Guide:**

Level 3 (4 - 5 pts): Applicant provides all information requested. If a match is required, is it an appropriate match. *Other*, a description is given. The rows and columns are totaled correctly. Applicant includes entire budget for proposed project i.e. multiple grants and non-grant funds

Level 2 (2 – 3 pts): Applicant provides most of the information requested. The match is provided but may or may not be appropriate. *Other*, the description is not given. The rows and columns may or may not be totaled correctly.

Level 1 (0 - 1 pts): Applicant does not provide all the information requested. The match is not accurate and/or appropriate. *Other*, the description is not given. The rows and columns are not totaled correctly.

**Points Possible:**

5

**Section:**

Budget form

**Points Awarded:**

Comments:

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***B. Budget Justification (10 Points)***

**The JJA Grant Specialist will score this section.**

**Scoring Guide:**

Level 3 (7 - 10 pts): A narrative is provided which details, matches and justifies the amounts included in the budget form clearly. Sources of any matches are clearly identified. Salaries are reasonable and consistent with that paid for similar work in other state or local governments. If the position is funded partially by the grant the % of salary is identified. Other sources of funds are clearly identified which fund the proposed program.

Level 2 (4 – 6 pts): The narrative provides some details but is either vague or does not fit the budget form. Sources of matches may or may not be identified. Personnel positions are explained but not clearly. Salaries may or may not be reasonable.

Level 1 (0 - 3 pts): Budget justification is not provided or several items are missing. The source of match is missing or vague. Explanations of personnel positions may or may not be included. Salaries are questionable.

**Points Possible:**

**Section:**

**Points Awarded:**

10

Budget Justification

Comments:

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➤ **SECTION V. Explanation of the Grant Program (105 Points)**

Applicant is asked to respond to several narrative questions. Each question has its own scoring guide and possible points.

***A. Statement of Problem (25 Points)***

**Scoring Guide:**

Level 3 (18 - 25 pts): Applicant provides a clear and concise risk and protective factors serving as a foundation for the proposed project. Three-year trend data provided. Baseline established to determine whether or not the proposed program would have its intended effect. CTC data is utilized. Archival data is used.

Level 2 (9 - 16 pts): Risk and protective factors not related to the plan or to the services not identified.

Level 1 (1 - 8 pts): Limited or no documentation of risk and protective factors.

**Points Possible:**

**Section:**

**Points Awarded:**

25

Statement of Problem

Comments:

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***B. Goals and Objectives, Logic Model, and Performance Measures (20 points)***

**Scoring Guide:**

Level 3 (13 – 20 pts): Applicant clearly states program’s goals and measurable objectives. A logic model is provided showing a direct relationship between risk and protective factors, services that are provided and the relationship to outputs and outcomes.

Applicant selects performance measures from OJJDP’s mandatory and optional measures. Applicant provides a realistic data collection plan.

Application describes cooperation with agencies that control outcome data sources such as arrest data or school data.

Level 2 (8 – 12 pts): Data collection plan provides an unclear picture of how the data will be collected. A logic model is not provided or is not logical.

Level 1 (0 - 7 pts): Performances measures that are mandatory or optional are not selected. A data collection plan is vague. A clear understanding in outcome and relationships to outside agencies is not provided.

**Points Possible:**

**Section:**

**Points Awarded:**

20

Performance Reporting

Comments:

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***C. Project Design (30 points)***

Level 3 (20-30 pts): Boundaries of the program and neighborhood are defined. The target population who will receive services is defined. Recruitment strategies are described and how the program will ensure access to those most in need. Evidence provided of key referral source support. Services provided by the program are clearly defined. There is a realistic and detailed implementation plan with activities or services and a timeline that indicates significant milestones in the project. There is a description of a model program or evidence based practice that the proposed program is based upon and the risk and protective factors that it addresses. Activities supporting fidelity to the model are described.

Level 2 (10-19pts): A description of the project design is provided. It is vague or confusing or missing one or more of the following of the above criteria.

Level 1 (1-9 pts): A description of the project design is missing or vague or incomplete with several aspects of the project design requested above missing.

**Points Possible:**

**Section:**

**Points Awarded:**

30

Project Design

Comments:

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**D. Management Structure (10 Points)**

**Scoring Guide:**

- Level 3 (7 - 10 pts): The project’s management structure and staffing is clearly described. Expertise, qualifications and technical experience of the staff is provided. Capacity of the agency to implement the proposed program is described. The agency’s fiscal/accounting capacity is described. A description of staff training that is to occur as part of the project is stated clearly.
- Level 2 (4 -6 pts): The project’s management structure and staffing are not clearly described. The staff s expertise, qualifications and technical experience may or may not be provided. Staff training is not stated clearly. The agency’s capacity to implement the program is questionable.
- Level 1 (0-3 pts): Either the project’s management structure or the staffing or both are not described. The expertise, qualifications or technical experience is missing. Staff training might be included but vaguely. Agency has no experience in implementing similar programs.

<b><u>Points Possible:</u></b>	<b><u>Section:</u></b>	<b><u>Points Awarded:</u></b>
10	Management Structure	<input type="text"/>
<b>Comments:</b> <hr/> <hr/> <hr/>		

**E. Sustainability (20 Points)**

**Scoring Guide:**

- Level 3 (13 - 20pts): An explanation of how this project’s funding will continue after the grant funds cease is clearly presented. Any sources of definite future funding are identified. If future funding is uncertain, potential sources for funding are stated. If this project is not to continue after the grant, a clear explanation is given. Strategies to cultivate future funding sources are provided.
- Level 2 (8 - 12pts): An explanation of continued funding after the grant is not clear. Future sources are vaguely given or not mentioned. If the project is not to continue, the explanation is vague.
- Level 1 (0 - 7 pts): The explanation of continued funding is missing or lacks any sources of funding. No explanation is given for not continuing the project.

**Points Possible:**

20

**Section:**

Sustainability

**Points Awarded:**

Comments:

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➤ **SECTION VI. Continuation Programs (10 Points)** - This section will be scored by JJA staff and considered by the Grant Review Committee. This section is based on completeness and accuracy of quarterly reports and site visit reports and progress in accomplishing objectives.

**Points Possible:**

10

**Section:**

Continuation Funding  
Applicants

**Points Awarded:**

Comments:

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➤ **MERIT OF PROPOSED PROJECT**

*☞ Bonus Points: (20 points) based on worthiness of project, need addressed, quality of overall proposal and whether a model program is proposed with fidelity to the model.*

**Scoring Guide:**

Level 3 (15-20 pts): This proposed project is worthy of being funded. It is well designed and addresses a definite need or problem. The applicant shows clear connections from one part of the proposal to another. Applicant proposes model program and activities to ensure fidelity to model.

Level 2 (8 - 14 pts): This proposed project is worthy of being funded if modifications are made. The project addresses a definite need or problem; however the connections from one part to another are not clear.

Level 1 (0 - 7 pts): This proposed project is not worthy of being funded. It is not well designed. There are few connections from one part to another. There is little need for this project.

**Points Possible:**

20

**Section:**

Merit of Proposal Bonus  
Points

**Points Awarded:**

Comments:

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**APPENDIX B**

**PREVENTION TRUST FUND – PROGRAM AREA #9 – DELINQUENCY PREVENTION**

**OUTCOME MEASURES**

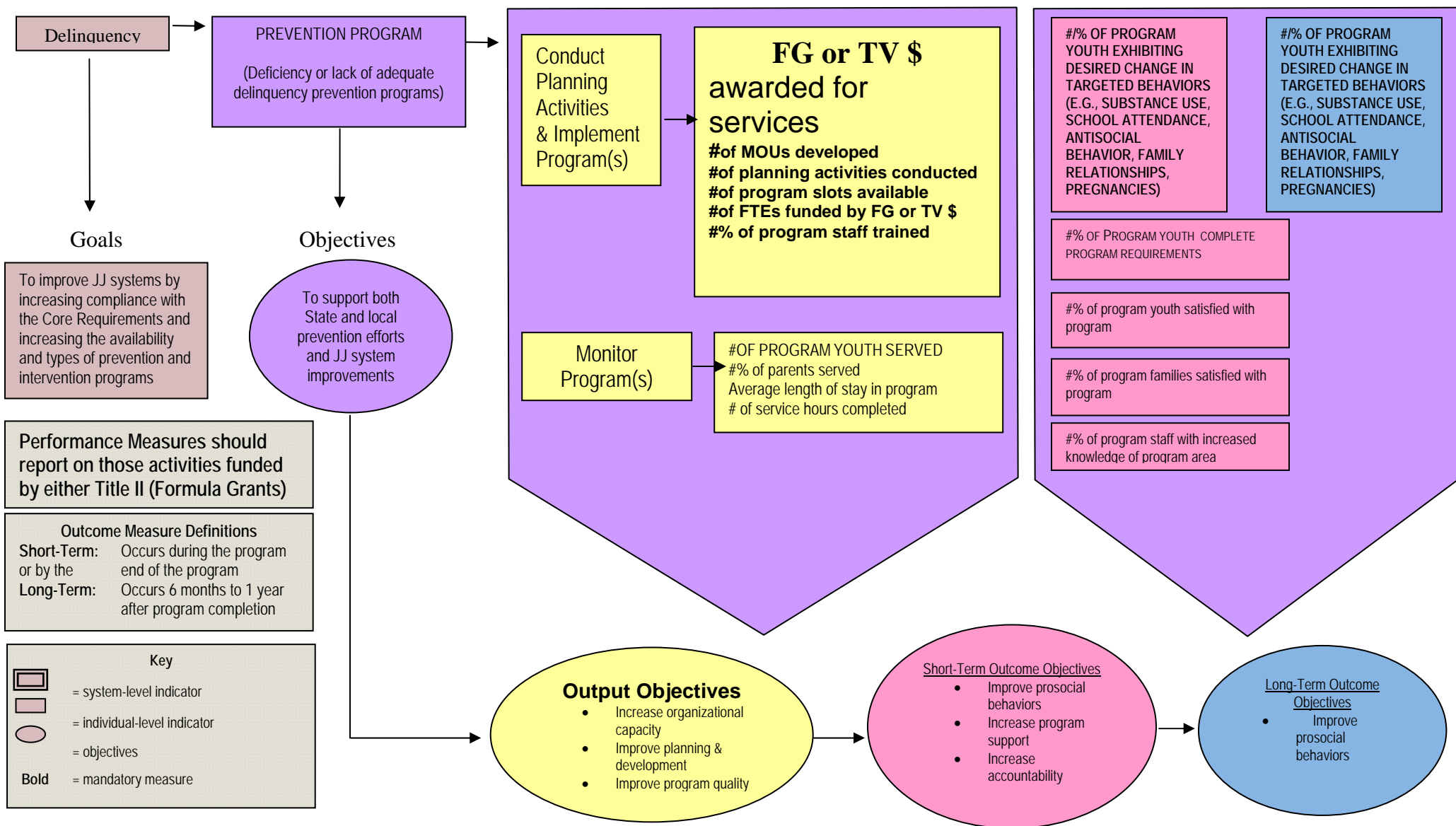
**PROBLEM**

**SUBPROBLEM (S)**

**ACTIVITIES**

**OUTOPUT MEASURES**

**OUTCOME MEASURES**  
**Short Term**                      **Long Term**



## Appendix C Performance Measurement Data Collection Plan

Program Name: \_\_\_\_\_ Funding Type: \_\_\_\_\_ Program Type: Delinquency Prevention

	<b>Instrument / Data Source</b>	<b>Location of Data</b>	<b>Frequency of Data Collection</b>	<b>Person Responsible</b>	<b>How Processed or Retrieved</b>
<b>Output Measures</b>					
Formula funds awarded for services	Award Document	JJA Central Office	Annual	Sandy Barnett	JJA Fiscal
Number of program youth served	Demographics Report		Quarterly		
Number of service hours completed					
(Need 1 additional optional measure)					
<b>Outcome Measures</b>					
Number and percent of program youth exhibiting desired change in targeted behaviors					
Number and percent of program youth completing program requirements					
Number and percent of program families satisfied with program					
Number and percent of program youth satisfied with program					

Appendix D  
Definitions of Performance Measures and Indicators

**Performance measures/performance indicators:** Particular values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Therefore, they must be developed for each program objective. There are two types of performance indicators:

*Output indicators* measure the products of a program's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, procedures, and/or legislation created. Examples include number of juveniles served, number of hours of service provided to participants, number of staff trained, number of detention beds added, number of materials distributed, number of reports written, and number of site visits conducted. They may also be referred to as *process measures*.

*Outcome indicators* measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. Examples are changes in the academic performance of program participants, changes in the recidivism rate of program participants, changes in client satisfaction level, changes in the conditions of confinement in detention, and changes in the county-level juvenile crime rate. There are two levels of outcomes:

- *Short-term outcomes* are the benefits or changes that participants experience that by the time a youth's leaves or completes the program. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills and knowledge. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
- *Long-term outcomes* are the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behavior, attitude, skills, and knowledge. They also include changes in practice, policy, or decision-making in the juvenile justice system. They are measured within 6-12 months after a youth leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).

**Appendix E**  
**Direct Service Performance Measures**

Agency Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Program Area: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

<b>Type</b>	<b>Performance Measure</b>	<b>Reporting Format</b>	<b>Data</b>	
Output:	<b>Number of service hours completed</b>	Total number of hours of service completed by program youth. Service is any explicit activity (such as program contact, counseling session, course curriculum, community services, etc.) delivered by program staff or other professional staff dedicated to completing program requirements.	Quarterly	Cumulative
Output:	<b>Number of Program Youth Served</b>	Unduplicated count of number of youth served. Number of program youth carried over from the previous reporting period (fiscal year), plus new admissions during the reporting period. (Demographic form)		
Output: Select optional performance measure				
Short - Term Outcome: (Occurs during or by the end of the program)	<b>Number and percent of youth completing program requirements</b>	A. Number of program youth who exited the program having completed program requirements B. Number of youth who exited the program during the reporting period (both successfully and unsuccessfully). C. Percent (A/B)	A. B. C.	A. B. C.

Short-term Outcome: (Occurs during or by the end of the program)	<b>Number and percent of program youth exhibiting desired changed in targeted behaviors.</b> -School Attendance -Antisocial Behavior -Family Relationship -Pregnancies	Specify targeted behavior _____  A. Number of program youth served during the program period with the noted behavioral change. B. Total number of youth served during the reporting period. C. Percent (A/B)	A.  B.  C.	A.  B.  C.
Short-term outcome: (Occurs during or by the end of the program)	<b>Number and percent of program families satisfied with program</b>	A. Number of program families satisfied with the program during the reporting period. B. Total number of program families served by the program during the reporting period. C. Percent (A/B)	A.  B.  C.	A.  B.  C.
Short-term outcome: (Occurs during or by the end of the program)	<b>Number and percent of program youth satisfied with program</b>	A. Number of program youth satisfied with the program during the reporting period. B. Total number of program families served by the program during the reporting period. C. Percent (A/B)	A.  B.  C.	A.  B.  C.
Long - Term Outcome: (Occurs 6 months to 1 year after program completion/or program enters maintenance phase)	<b>Number and percent of program youth exhibiting desired changed in targeted behaviors.</b> -School Attendance -Antisocial Behavior -Family Relationship -Pregnancies	Specify targeted behavior _____  A. Number of program youth served during the program period with the noted behavioral change. B. Total number of youth served during the reporting period. C. Percent (A/B)	A.  B.  C.	A.  B.  C.

\*Sub-grantees must report on all (bolded) mandatory performance measures. Please select optional output performance measure for program purpose area found at [http://www.dsgonline.com/performance\\_measures.htm](http://www.dsgonline.com/performance_measures.htm)