

October 1, 2006 through September 30, 2008 grant funding cycle

Title V Funds

***APPLICATION PACKET ***

**Guidelines, Application, Directions, and Rating
and Scoring Forms**

Due Date: June 8, 2007

Table of Contents

<u>Topic</u>	<u>Page Number</u>
Guidelines	
Overview	3
Issuing Office	3
Applicant Eligibility	4
Purpose/Statement of Work	5
Project Principles	6
Funding	6
Selection Criteria	7
Training Available to Title V Applicants	7
Timeliness and Submission	8
Schedule of Activities	8
Directions	
Directions for Title V Grant	9-16
Application Form for Title V Grant	
• Section I, Applicant Information	17
• Section II, Program Abstract	18
• Section III, Program Funding History	19
• Section IV, Budget	20-21
• A. Budget Form	20
• B. Budget Justification	21
• Section V, Three Year Delinquency Prevention Plan	21
• Section VI, Explanation of Grant Program	21
• Section VII, Success of Previously Funded Programs	21
•	
Appendices	
Appendix A Samples Rate Form and Scoring Guide	22-31
Appendix B Delinquency Prevention Logic Model	32
Appendix C Data Collection Plan	33
Appendix D Definitions of Performance Measures	34
Appendix E Direct Service Performance Measures	35-36

Guidelines for Title V Grant

OVERVIEW

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

In the 1992 reauthorization of the Juvenile Justice and Delinquency Prevention Act of 1974 (JJDP), as amended and reauthorized in 2002, Congress established the *Title V Incentive Grants for Local Delinquency Prevention Programs*. These Title V grants were created in response to the demonstrated need for comprehensive, local delinquency prevention planning and programming for youth who have had, or are likely to have, contact with the juvenile justice system. The Title V Grants program is based on a research based framework that focuses on reducing risk and enhancing protective factors to prevent youth from entering the juvenile justice system. It offers a funding incentive to encourage community leaders to engage in multi-disciplinary assessments of risks and resources specific to their communities to develop a comprehensive collaborative plans to prevent delinquency and to implement ameliorative services for at risk children.

The Kansas Juvenile Justice Authority, in conjunction with the Kansas Advisory Group for Juvenile Justice and Delinquency Prevention, recognizes the need to address increasing rates of serious juvenile crime. In order to curtail delinquency, comprehensive preventive efforts must be directed at youth prior to their involvement in the juvenile justice system. These strategies involve both identifying and targeting the factors that contribute to and increase the risk for the development of delinquent behaviors.

Based on this framework for delinquency prevention, Kansas is implementing the risk-focused prevention model known as *Communities That Care*. The prevention strategy being implemented in Kansas includes the identification of both risk and protective factors. These factors can be grouped in the following broad categories: the family, the community, the school, and peer/ individual.

This community-specific approach is one of the primary goals of reform; to create community systems that effectively and adequately serve the needs of individual communities. Furthermore, it will assist communities, which have historically implemented state-generated initiatives, in the ongoing generation and evaluation of unique, individualized prevention and intervention strategies. Applicants are encouraged to develop new programs, and/or expand existing programs designed to prevent juvenile delinquency or reduce juvenile crime. Projects 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 V Grants is issued for the State of Kansas by the Juvenile Justice Authority, on behalf of the Kansas Advisory Group, in conjunction with the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 (42 U.S.C. 5601), Part B, as amended. The Juvenile Justice Authority, specifically the Juvenile Justice Specialist, is the point of contact concerning this Request For Proposals (RFP).

APPLICANT ELIGIBILITY

A. Unit of Local Government

The applicant must be a unit of local government. A unit of local government is defined as any city, county, township, town, borough, parish, village or other general purpose political subdivision of a state and any Indian tribe that performs law enforcement functions and any law enforcement district or judicial enforcement district that (i) is established under applicable State law; and (ii) has authority to, in a manner independent of other State entities, establish a budget and raise revenues.

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

- Police departments, Sheriff's offices, and community corrections departments are not eligible to apply directly.
- Universities and school districts are not eligible to apply directly.
- Non-profits are not eligible to apply directly.
- However a local unit of government can designate any of the above organizations as implementing agency.

B. Compliance with JJDP Core Requirements

Units of local government must be in compliance with the federal core requirements of Deinstitutionalization of Status Offenders and Non-Offenders, Jail Removal, and Sight and Sound Separation as well as Disproportionate Minority Contact (DMC). The Kansas Advisory Group is requiring all judicial districts out of compliance to submit an Amended Compliance Plan to the Kansas Juvenile Justice Authority for the unit of local government to be eligible for funding. All plans are reviewed by the Compliance Committee and approved by the Kansas Advisory Group.

C. Prevention Policy Board (PPB)

A local Prevention Policy Board (PPB) must be appointed or designated with no fewer than 15 and no more than 21 members with balanced representation of public agencies (e.g., education, law enforcement, mental health, courts, child protective services, etc.), private nonprofit organizations serving children, youth and families, business & industry, parents of at-risk youth and youth. The PPB will provide general oversight for the plan, approve the plan prior to submission to the State, and make recommendations to the responsible local agency for the distribution of funds and evaluation of funded activities.

It is encouraged that existing local community coalitions and/or collaborations be used for the purpose of the PPB. Juvenile Corrections Advisory Boards (JCAB) meets many of the representation requirements.

D. Local 3-Year Delinquency Prevention Plan

Each unit of local government's application to the Juvenile Justice Authority must include an updated 3-year plan describing the extent of risk factors identified in the community and how these risk factors will be addressed. Local comprehensive plans developed by JCABs or other community coalitions and/or collaborations may be used as the framework for this requirement; however they must include a benchmark to reduce the juvenile crime rate. There may be other existing planning resources that could respond to this planning requirement with modification to meet specific criteria.

E. Matching Funds Requirement

The applicant must be willing and able to provide a 50 percent match of the amount of the Federal award. (Example: If the award amount is \$100,000, the required match amount is \$50,000). The match can be either cash or in-kind.

Cash match includes cash spent for project-related costs. In-kind match is determined by the value of goods and the value of project-related donated (volunteered) services. The value of these services should be calculated at the average market value of that service at the time that the service was provided. In-kind match must be documented.

It should be noted that the Title V provision prohibits States and units of local government from requiring a cash or in-kind match from private nonprofit agencies designated by recipient units of local government as Title V implementing agencies. However, policy has allowed for cash or in-kind contributions to be volunteered by private nonprofit agencies and corporations. While this policy allows third party contributions in order to enable more communities to participate in the program, State and local cash and/or in-kind match is critically important to the sustainability of Title V projects after Federal funding ceases.

F. Restrictions in the Use of Funds

1. Non-supplanting: Title V 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 V 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.

PURPOSE/STATEMENT OF WORK

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 non-serious offenders to keep them out of the juvenile justice system.

PROJECT PRINCIPLES

Title V grants may be used for delinquency prevention programs and activities for youth who have had or are likely to have contact with the juvenile justice system. Possible services include but are not limited to the following:

- Mentoring
- After-school education and development
- Life Skills training
- Parent training and effective parenting
- Tutoring, remedial education, truancy prevention
- Peer Counseling and mediation
- Child and adolescent mental health services
- Alcohol and substance abuse prevention services
- Youth leadership development activities
- Balanced and Restorative Justice

FUNDING

For this grant cycle there is \$60,000 available for new grants. Grants will be awarded October 1, 2007, for the funding period ending September 30, 2008. All grant awards will require a 50% match from the recipient. A 50% match is defined as half of the amount of the federal funds requested. Match may consist of cash and/or the value of in kind contributions.

Decreased Funding for continuation grant applications. Those applying for continuation funds will be eligible to apply for 75% of the original award the second year of application. Subsequently, successful applicants will be eligible to apply for 50% of their original award in their third year request. The policy of decreased funding for continuation grants was approved in 2001. The purpose is to allow for more funded programs and ensure the efforts of programs to seek alternative funding sources.

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.

SELECTION CRITERIA

The Grant Selection Committee for the Kansas Advisory Group will review all Title V grants utilizing the *Rating Form & Score Guides* located in Appendix A of the application packet. Applicants are encouraged to utilize the *Rating Form & Score Guides* to assist in writing the grant application. Failure of the applicant to provide any information in the application may result in disqualification. 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.

TRAINING AVAILABLE TO TITLE V APPLICANTS

To assist communities in preparing the 3-year delinquency prevention plans required for Title V funding, the Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) sponsors orientation training for community leaders. It also offers training on collecting and analyzing community risk and resource data, developing community prevention plans, and choosing promising strategies and provides other needed technical assistance free of charge. The only cost associated with this training for participants will be transportation and lodging, if necessary. A separate training announcement is available with specific training dates. If interested please notify the Juvenile Justice Specialist.

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.

Technical assistance from the Juvenile Justice Specialist is available. Mr. Chronister may be contacted at 785-296-4213 or 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 10:00 – 12:00 April 25, 2007
- Dial In Number 877 278-8686 Pin # 292363
- **APPLICATION SUBMISSION DEADLINE** **June 8, 2007 @ 4:30 p.m.**
 - 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 31, 2008

DIRECTIONS FOR TITLE V 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, Three Year Delinquency Prevention Plan (narrative)
- Section VI, Explanation of Grant Program (narrative)
 - May not exceed 12 pages total.
- Section VII, Success of Previously Funded Programs (narrative)
 - Continuation programs have two additional pages to document progress to date.
- Appendix Data Collection Plan

SECTION I Applicant Information. (0 points)

- A. Type of Grant Requested: This application is for the Title V 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. **A local unit of government must be the applicant.**
- C. Project Director: Provide the name, title, e-mail, address, and 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 numbers of the person authorized to sign the application. This may be the Chair of the County Commission or the President of the Board of Directors or the County Administrator or the Executive Director, 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 related to this program. This person must sign on the appropriate line. This cannot be the same person who is the project director.
- F. Type of Application: This is for a Title V Grant.
- G. Program Area: Identify the specific Title V program area that represents the proposed project.
- 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) 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 provided.
(Although this is the first section read by reviewers, it should be the last section written.)
- B. Title V Grant Program: (10 points) Explain how the project meets the requirements of the Title V Grant Program and the specific Title V program area. Explain how the project promotes improvements in the juvenile justice system and community based strategies for the reduction of juvenile delinquency and related problems as identified in the Community Prevention Plan. Please describe when the judicial district's comprehensive plan was last updated and the relationship to the proposed grant program. Describe the involvement of the prevention policy board and a local unit of government. Address the source of your 50% match.

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

SECTION III Program Funding History (5 points)

- Continuation programs should 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.

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 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 line items 1-9.
11. **Cash Match\In-Kind**: 50% match required. (*Definition of a 50% match is half of the amount of federal funds requested.*) If the program received funding from other sources please indicate what line items other funds pay for.
12. **Total**: total of line items 10 & 11.

MATCH REQUIREMENTS

Funds provided for a match must be used to support the proposed project and must be in addition to, and therefore supplement, funds that would otherwise be made available for the stated program purpose. Match is restricted to the same use of funds as allowed for the Grant Funds.

Cash match (hard) includes cash spent for project related costs. Allowable cash match must include those cost which are allowable with grant funds with the exception of the acquisition of land, when applicable. Generally other federal funds cannot be used to match federal funds. Source of acceptable cash match: State and local units of government, private contributions, foundations, United Way, Unified School Districts, program income.

In-kind Match (soft) includes, but is not limited to, the valuation of in-kind services. "In-kind" is the value of something received or provided that does not have a cost associated with it. For example, if an in-kind match is permitted by law (other than cash payments) then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expend them as allowable costs. Items, which may be used as In-Kind, are office supplies, building space, maintenance, furniture and equipment, utility costs, vehicles and volunteer services.

The recipients and their subrecipients must maintain records, which clearly show the source, the amount, and the timing of all matching contributions. These records should be available for review through a desk audit or an on-site monitoring visit. In addition, if a program or project has included within its approved budget contributions that exceed the required matching portion, the recipient must maintain records of them as it does the awarding agency funds and requirement matching shares.

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 of personnel positions, if partially

funded with grant dollars. Any salaries must be reasonable and consistent with that paid for similar work in other state or local government. .

SECTION V. Three-year Delinquency Prevention Plan (50 points) - narrative

Please complete narrative items included in Section V and Section VI. Be sure to letter and label each item clearly as you respond to it. The answers to Sections V and VI 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. Risk and Protective Factors and Supporting Data (25 points)

Please describe how the community’s comprehensive prevention plan was developed and when it was last updated. Describe how the proposed program fills a gap identified in the community prevention plan.

Please identify the risk and protective factors serving as the foundation for your community’s comprehensive prevention plan. Demonstrate how these risk and protective factors that will be impacted by the programs proposed for Title V 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. At least three years of data is preferred to establish a trend. A minimum level of participation by 6th, 8th, 10th, and 12th 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 URL: 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.

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. Prevention Policy Board (PPB) Membership. (10 points) The designation or formation of a local Prevention Policy Board consisting of no fewer than 15 and no more than 21 members from the community, representing a balance of public agencies, private nonprofit organizations serving

children, youth, and families, and business and industry. Such agencies and organizations may include education, health and mental health, juvenile justice, child welfare, employment, parent, family, and youth associations, law enforcement, religion, recreation, child protective services, public defenders, prosecutors, and private manufacturing and service sectors. The applicant should also assure that the PPB, to the extent possible, contains one or more members under the age of 21, one or more parents or guardians with children who have had contact or are at risk of having contact with the juvenile justice system, and an overall membership that generally reflects the racial, ethnic, and cultural composition of the community's youth population.

Applicants are encouraged to use existing local community coalitions/collaborations for the purpose of PPB. Juvenile Corrections Advisory Board (JACB) meets many of the representational requirements.

(Attach a list of members of the coalition including name and job title, race/ethnicity and whom they represent)

- C. **PPB Oversight. (15 points)** A description of how the PPB will provide general oversight for developing the plan, approve the plan prior to submission to the State, and make recommendations to the responsible local agency for the distribution of funds and evaluation of funded activities. Identify what agency will support the PPB. Provide evidence of key community leaders support. Provide evidence of the community's readiness to adopt a delinquency prevention strategy.

SECTION VI. Explanation of Grant Program (80 points)

A. 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 V 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 V 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.

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 sources) are required to report on the following:

Output Measures

- Number of Program Youth Served;
- Number of Service Hours Completed.
- (Select one additional output measure – applicants choice)

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 targeted behavior you propose to change and how you will measure it.
- Describe the instruments used to measure outcomes
- Specify program requirements or obligations that 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 All subgrantees are required to report all mandatory (bold) measures and select two optional measures for both outputs and outcomes.

B. 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 an evidence based program and the risk and protective factors it addresses.
- Describe how you will ensure fidelity to the model.

B. 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.

C. 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.

VII. Success of Previously Funded Programs (10 points) (2 page limit)

Continuation programs should report on the programs previous success by listing the previous years accomplishments and outcomes. If 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 the score based on the following: The subgrantee has submitted accurate and timely 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 or JJA staff

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 community prevention 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. The program selected is a model program that is being implemented with fidelity.

Appendix A
Kansas Juvenile Justice Authority
and
Kansas Advisory Group on Juvenile Justice and Delinquency Prevention

APPLICATION
FOR
Title V Grants

SECTION I.

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

B. Applicant Agency (Name, E-mail, Address, Telephone, Fax)	C. Project Director (Name, Title, E-mail, Address, Telephone, Fax) Signature: _____
D. Official Authorized to Sign Application (Name, Title, E-mail, Address, Telephone, Fax) Signature: _____	E. Financial Officer (Name, Title, E-mail, Address, Telephone, Fax) Signature: _____
F. Type of Application Title V	G. Program Area _____
H. Short Title of Program	I. Federal Identification Number

SECTION II. PROGRAM ABSTRACT

A. Abstract/ Target Population -

B. Title V Grant Program/Community Prevention 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 a 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 the 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 (50 % required)				
12. TOTAL (Sum of lines 10-11)				

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

SECTION IV.

- B. Budget Justification

SECTION V. THREE-YEAR DELINQUENCY PREVENTION PLAN

- A. Risk and Protective Factors
- B. Prevention Policy Board Membership
- C. Prevention Policy Board Oversight

SECTION VI. EXPLANATION OF GRANT PROGRAM

- A. Goals, Objectives; Logic Model and Performance Measurement
- B. Project Design
- C. Management Structure
- D. Sustainability

SECTION VII. SUCCESS OF PREVIOUSLY FUNDED PROGRAM

APPENDIX: Data Collection Plan

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

PROPOSAL CODE NUMBER

READER'S CODE

TOTAL POINTS AWARD

Point Values:

170 points on questions plus 20 bonus points = 190 points possible for new applicants and
170 points on questions, 20 bonus points, plus 10 continuation points = 200 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. This number is assigned by Juvenile Justice
Authority staff. 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
- Program Area
- Type of Application
- Short Title of Project
- Federal Identification Number

Scoring Guide:

Applicant provides all information requested. Appropriate signatures are included. Important parts are included. A local unit of government must be the applicant. Chair of the County Commission or Mayor must sign as the official authority. Financial officer cannot be the same person as project director.

<u>Points Possible:</u>	<u>Section:</u>	<u>Points Awarded:</u>
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.

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

B. Title V Grant Program (10 Points)

Scoring Guide:

Level 3 (7 - 10 pts): Explain how the project meets the requirements of the Title V grant program. Explain how the project promotes improvement in the juvenile justice system and community based strategies for the reduction of juvenile delinquency and related problems as identified in the community prevention plan. The involvement of the prevention policy board and a local unit of government were addressed as well as the source of - 50% match.

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.

Level 1 (0 - 3 pts): The applicant does not respond to the correct items or provides incomplete or inappropriate answers.

Points Possible:

10

Section:

Specific Grant Information

Points Awarded:

Comments:

➤ **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 grants applications.

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

Points Possible:

5

Section:

Funding History

Points Awarded:

Comments:

➤ **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. *Other*, a description is given. The rows and columns are totaled correctly. Is the match 50% of the total federal dollars requested? Applicant provides all expenditures and funds to operate proposed program ie. 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:

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:

10

Section:

Budget Justification

Points Awarded:

Comments:

➤ **SECTION V. Three Year Delinquency Prevention Plan (50 Points)**

A. Risk and Protective Factors and Supporting Data (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 community's prevention plan. 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. Evidence of an updated comprehensive community plan is provided. Proposed program clearly fills a gap identified in the communities prevention plan.

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

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

Points Possible:

25

Section:

Risk/Protective Factors

Points Awarded:

Comments:

B. Prevention Policy Board (PPB) Membership (10 points)

Level 3 (7 - 10 pts): Board consists of more than 15 and less than 21 members. Public agencies, private non-profits, business and industry, education, health and mental health, juvenile justice, child welfare, employment, a parent, a family, a youth association, law enforcement, religion, recreation, child protective

services, public defenders, prosecutors, and private manufacturing of service sectors represented. PPB has a representative under the age of 21 and/or a parent or guardian of a child who has had contact with the juvenile justice system. PPB reflects the racial, ethnic and cultural composition of the community's youth population.

Level 2 (4 – 6 pts): Meets some of the requirements of the PPB, but is missing some of the key requirements.

Level 1 (0 - 3 pts): Is missing many of the many representation requirements for the PPB.

Points Possible:

10

Section:

PPB Membership

Points Awarded:

Comments:

C. PPB Oversight (15 points)

Level 3 (10- 15 pts): PPB provides general oversight for developing the plan, approving the plan prior to submission to the state and making recommendations for the distribution of funds and evaluation of funded activities. A specific agency is responsible for support of the PPB. Evidence provided of key community leader support. Evidence provided of community readiness to adopt a delinquency prevention strategy.

Level 2 (4 - 9 pts): Lacks evidence of community leader support, lacks evidence of communities readiness to adopt the delinquency prevention strategy.

Level 1 (0 - 3 pts): PPB is not actively involved in overseeing project with limited community support.

Points Possible:

15

Section:

PPB Oversight

Points Awarded:

Comments:

➤ **SECTION VI. Explanation of Grant program (80 points)**

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

Scoring Guide:

Level 3 (13 – 20 pts): Projects goals and objectives are clear and measurable. A logic model is provided showing a direct relationship between risk and protective factors, the community prevention plan, services that are provided and the relationship to outputs and outcomes.

Applicant’s 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 records.

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:

20

Section:

Goals and Objectives

Points Awarded:

Comments:

B. 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:

30

Section:

Project Design

Points Awarded:

Comments:

C. 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 are 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.

Points Possible:

10

Section:

Management Structure

Points Awarded:

Comments:

D. 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:

➤ **SECTION VII. Continuation Programs (10 Points)** - This section will be scored by JJ Specialist 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 objective.

Points Possible:

10

Section:

Continuation Funding
Applicants

Points Awarded:

Comments:

➤ **MERIT OF PROPOSED PROJECT**

☞ *Bonus Points: (20 Points)- worthiness of project, need addressed, quality of overall proposal. Programs proposing model program with attention to fidelity.*

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 a model program with 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

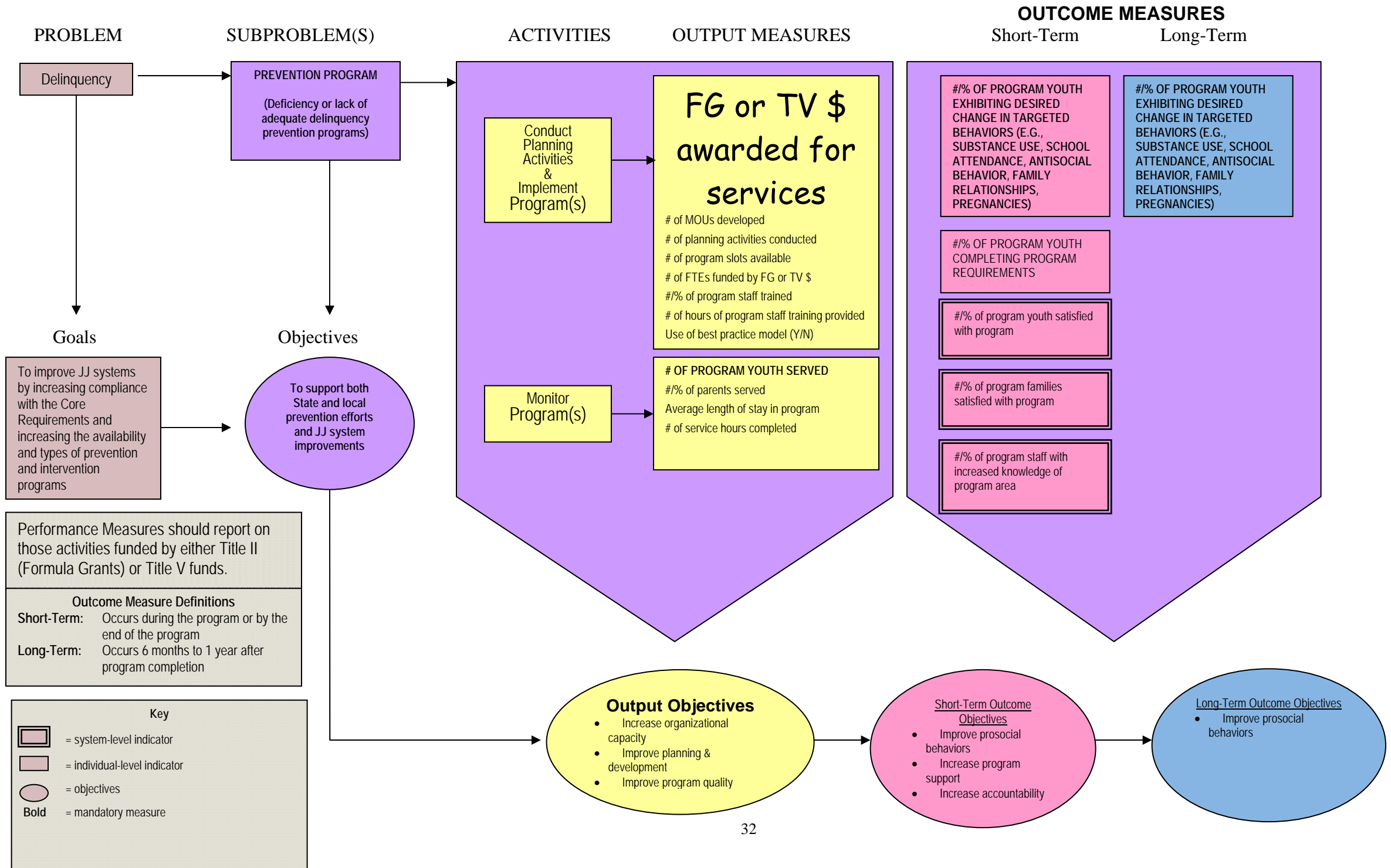
Section:

Merit of Proposal Bonus Points

Points Awarded:

Comments:

APPENDIX B TITLE V & FORMULA GRANTS – PROGRAM AREA #9 – DELINQUENCY PREVENTION



Appendix C Performance Measurement Data Collection Plan

Program Name: _____ Funding Type: _____ Program Type: Delinquency Prevention

	Instrument / Data Source	Location of Data	Frequency of Data Collection	Person Responsible	How Processed or Retrieved
Output Measures					
TV or FG funds awarded for services	NA – State Level	NA – State Level	NA – State Level	NA – State Level	NA – State Level
Number of program youth served	Demographics Report	Program Office	Quarterly		
Number of Program Slots Available					
Number of Program Materials Developed (Need 1 additional optimal measure)					
Outcome Measures					
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 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: _____

Type	Performance Measure	Reporting Format	Data	
Output:	Number of service hours completed	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:	Number of Program Youth Served	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)	Number and percent of youth completing program requirements	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)	Number and percent of program youth exhibiting desired changed in targeted behaviors. -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)	Number and percent of program families satisfied with program	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)	Number and percent of program youth satisfied with program	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)	Number and percent of program youth exhibiting desired change in targeted behaviors. -School Attendance -Antisocial Behavior -Family Relationship -Pregnancies	Specify targeted behavior _____ <hr/> 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