



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) (www.ojp.usdoj.gov/ojjdp), is pleased to announce that it is seeking applications for funding for Title V Incentive Grants for Local Delinquency Prevention Programs. This program furthers the Department's mission by funding local efforts to reduce risk factors for juvenile delinquency, to enhance protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system, and to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system.

Title V Incentive Grants for Local Delinquency Prevention Programs

Eligibility

Applicants are limited to only the agency designated by the chief executive (i.e., the governor) of each state that has a properly constituted State Advisory Group.

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m., ET, on April 7, 2006.

(See "Deadline: Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact your OJJDP State Representative at 202-307-5924, or the Title V Program Manager, Heidi Hsia, at 202-616-3667 or Heidi.Hsia@usdoj.gov.

Applicants must submit this application through **OJP's Grants Management System (GMS)**. For technical assistance with submitting the application, call the Grants Management System Support Hotline at **1-888-549-9901**.

[Grants.gov/GMS number assigned to announcement]

CONTENTS

Overview	3
Deadline: Registration	3
Deadline: Application.....	3
Eligibility	3
Program-Specific Information.....	3
Purpose	3
Goals, Objectives, and Deliverables	3
Award Information.....	4
Performance Measures	4
How To Apply.....	5
Grants Management System Instructions.....	5
DUNS Number.....	6
What an Application Must Include	6
Application for Federal Assistance (SF-424).....	6
Assurances and Certifications	6
Budget Detail Worksheet	7
Program Narrative.....	7
Other Program Attachments	9
Additional Requirements	9
Appendix A: Application Checklist.....	10
Appendix B: Distribution of Title V Grants, by State	11
Appendix C: Sample Budget Detail Worksheet.....	13
Appendix D: Title V Program Areas.....	14
Appendix E: Sample Title V Task Timeline	16

Title V Incentive Grants for Local Delinquency Prevention Programs

CDFA Number: 16.548

Overview

In 1992, Title V of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Pub. L. 93-415; 42 U.S.C. 5601 *et seq.*), established the Incentive Grants for Local Delinquency Prevention Programs, more commonly known as the Community Prevention Grants Program. In 2002, Congress reauthorized the program as the “Incentive Grants for Local Delinquency Prevention Programs Act of 2002”, 42 U.S.C. 5781-5784.

Deadline: Registration

The **GMS** registration deadline is 8:00 p.m., ET, March 24, 2006.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., ET, April 7, 2006.

Eligibility

Only the agency designated by the chief executive (i.e., the governor) of each state that has a properly constituted State Advisory Group, as specified in the JJDP Act of 2002, is eligible to apply for an FY 2006 award. The term “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. **Applicants who do not meet this criterion are not eligible to apply for this grant program.**

Applicants are encouraged to review the Civil Rights Compliance requirements (see “Additional Requirements” on page 9).

Program-Specific Information

Purpose

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

Goals, Objectives, and Deliverables

The goal of this program is to improve juvenile justice systems by increasing the availability and types of prevention programs. The objective of the program is to support both state and local prevention efforts. Each year, state grantees will provide information that OJJDP will include in

its annual Title V report to Congress. In addition, state grantees will submit annual performance measurement-based progress reports.

Award Information

State allocation: Applicants can find the FY 2006 Title V allocation for their state in appendix B on page 11.

Project period: The awards are for a 3-year project and budget period lasting from October 1, 2005, to September 30, 2008.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. To ensure compliance with GPRA, OJJDP requires all states to collect and report performance measurement data on their subgrantee programs. Performance measurement data represent the data/information that all subgrantees in a program area will collect at the program level to measure the specific outputs and outcomes a program is designed to achieve (see appendix D on page 14 for Title V Program Areas). To ensure that the performance measures that the grantee selects reflect the specific problem(s), goals, objectives, and designed strategy of the Title V subgrant project and to ensure that performance measurement data can be aggregated at the state and national levels, state grantees and/or their subgrantees must choose these measures from OJJDP's Title V Performance Measurement Web site at http://www.dsgonline.com/Program_Logic_Model/titlev_pm.htm.

For more information on choosing measures and other useful performance measurement information, visit the Performance Measurement Web site at http://www.dsgonline.com/performance_measures.htm. For technical assistance in choosing performance measures, contact Lisa Reynolds at lreynolds@dsgonline.com or at (301) 951-5373.

Based on the subgrantee's program area, the subgrantee should select the performance measures below that reflect the subgrantee's program goals and objectives.

Objectives	Performance Measures	Data Grantee Provides
<p>The program objective(s) will depend upon the specific project funded.</p> <p>Examples of objectives may include prevention of delinquency risk behaviors, improvement of family functioning, or prevention of child victimization (including abuse and neglect).</p>	<p>These will differ, depending on the specific program goals and objectives. Examples are below.</p> <p>Percentage of program youth who complete program requirements.</p> <p>Percentage of program youth who offend.</p> <p>Percentage of program youth who exhibit desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, school attendance, antisocial behavior, family relationships, etc.).</p>	<p>OJJDP has developed an online reporting system for state grantees or their subgrantees to submit subgrantee data to OJJDP electronically.</p> <ul style="list-style-type: none"> • Number of program youth who have successfully fulfilled all program obligations and requirements compared with total number of program youth. • Number of program youth who offend (are arrested) compared with total number of program youth. • Number of program youth and/or families who exhibit desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, school attendance, antisocial behavior, family relationships, etc.) compared with total number of program youth.

How To Apply

Grants Management System Instructions

Applicants must submit their applications through the online Grants Management System (GMS). OJJDP suggests that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to

begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the ***GMS Application Procedures Handbook***: a step-by-step guide for applying online. For additional information, call the GMS Help Desk at **1-888-549-9901**.

DUNS Number

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

What an Application Must Include

Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

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

- **CFDA number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.548, titled “Title V Delinquency Prevention Program,” and the funding opportunity number is [funding opportunity number].
- **Type of application.** Select “New” in the drop-down menu for “Type of Application.”
- **Authorized representative.** Applicants must ensure that they correctly enter the information for the authorizing official and alternate contact in the GMS system. The authorizing official is the individual in the applicant’s organization authorized to accept grant funds. If the individual applying online is not the applicant organization’s signing authority, that individual must list the authorizing official’s name and contact information where appropriate.

Assurances and Certifications

OJJDP requires applicants to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program. To accept the Assurances and Certifications in GMS, applicants should select the Assurances and Certifications link and click the “Accept” icon at the bottom of the screen. Applicants should verify that the contact information for their authorizing official is correct.

Budget Detail Worksheet (Attachment #1)

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

Match requirement: The state and/or recipient units of local government must match all Title V funds with 50 percent of the amount of the grant. Recipients may provide this match in cash and/or the value of in-kind contributions or services.

A sample Budget Detail Worksheet form is available in appendix C on page 13.

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

Program Narrative (Attachment #2)

The program narrative describing the state's approach to implementing the FY 2006 Title V Incentive Grants for Local Delinquency Prevention Programs should be no more than five pages. It should include the following required components:

1. **Estimate of the number of new and/or continuation subgrants the state will award**
2. **Plan to reach out to eligible units of local government (ULG)**
 - A. Describe how the state determines and certifies ULGs' status of compliance with the four core requirements of the JJDP Act of 2002, found at 42 U.S.C. 5631(a)(11), (12), (13), and (22).
 - B. Describe how the state plans to make competitive awards to eligible ULGs.
3. **Subgrant award assurances**
 - A. **Subaward selection:** Subgrantees must meet the requirements set forth in 42 U.S.C. Section 5783(b) of the JJDP Act of 2002. Pursuant to 42 U.S.C. 5783©(5), states shall give priority in funding to applicants that demonstrate the ability to develop data-driven prevention plans and employ evidence-based strategies.

To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, a searchable Web site containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry (see http://www.dsgonline.com/mpg_index.htm). The prevention section includes more than 100 programs in several program types (e.g., afterschool programs, mentoring programs, etc.) Communities can use the database to

locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

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

- B. Performance measurement data collection.** Describe the state’s plan to guide subgrant applicants/recipients in selecting relevant and appropriate performance measures for the prevention activities they will support with Title V funds and provide a statement indicative of the state’s commitment to collect performance measurement data from all Title V subgrantees and submit it to OJJDP annually.
- C. Geographic information:** To help OJP develop a geographic information system (GIS) strategic planning capacity, OJJDP will require recipient states to provide geographic information for each subgrant. Such information should contain the following two items of information on the geographic area(s) that the subgrant recipient will serve (“service area[s]”) in the format specified below:

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

(example with street address)

ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description:** Provide a road map (with local detail) with the service area(s) clearly depicted. State applicants should mark the map with information identifying the federal formula/block award number it is tied to, including state name, and subgrantee contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP’s Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov.

States do not need to provide the above information at the time of their application. However, state applicants must provide a description of how they plan to obtain the above geographic information from each subgrant recipient and a statement indicating their commitment to fulfilling this requirement.

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

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

5. Coordination between Title V and other prevention efforts in the state

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

Other Program Attachments (Attachment #3)

Applicants must submit a timeline in a single file as an attachment to their GMS application. A sample timeline, which applicants must submit as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt), is available in appendix E on page 16.

Additional Requirements

States must agree to comply with additional requirements prior to receiving grant funding. Therefore, OJJDP strongly encourages states to review the information pertaining to the additional requirements prior to submitting their application. Information about the additional requirements is available on the OJP Web site <http://www.ojp.usdoj.gov/otherrequirements.htm>:

- Civil Rights Compliance.
- Confidentiality and Human Subjects Protections Regulations.
- Anti-Lobbying Act.
- Financial and Government Audit Requirements.
- National Environmental Policy Act (NEPA) Compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller Financial Guide (<http://www.ojp.usdoj.gov/FinGuide/>).
- Suspension or Termination of Funding.
- Funding to Faith-Based and Community Organizations (If Applicable).
- Government Performance and Results Act (GPRA).
- Rights in Intellectual Property.

Appendix A: Application Checklist

Title V Incentive Grants for Local Delinquency Prevention Programs

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

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

Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

Deadlines

- Applicants must register on GMS by 8:00 p.m., ET, March 24, 2006.
- Applicants must submit completed applications by 8 p.m., ET, April 7, 2006.

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

Appendix B: Distribution of Title V Grants, by State (FY 2006)

State	Title V Allocation
Alabama	\$56,250
Alaska	\$56,250
Arizona	\$56,250
Arkansas	\$56,250
California	\$56,250
Colorado	\$56,250
Connecticut	\$56,250
Delaware	\$56,250
District of Columbia	\$56,250
Florida	\$56,250
Georgia	\$56,250
Hawaii	\$56,250
Idaho	\$56,250
Illinois	\$56,250
Indiana	\$56,250
Iowa	\$56,250
Kansas	\$56,250
Kentucky	\$56,250
Louisiana	\$56,250
Maine	\$56,250
Maryland	\$56,250
Massachusetts	\$56,250
Michigan	\$56,250
Minnesota	\$56,250
Mississippi	\$56,250
Missouri	\$56,250
Montana	\$56,250
Nebraska	\$56,250
Nevada	\$56,250
New Hampshire	\$56,250
New Jersey	\$56,250
New Mexico	\$56,250
New York	\$56,250
North Carolina	\$56,250
North Dakota	\$56,250
Ohio	\$56,250
Oklahoma	\$56,250
Oregon	\$56,250
Pennsylvania	\$56,250
Rhode Island	\$56,250
South Carolina	\$56,250
South Dakota	\$56,250
Tennessee	\$56,250
Texas	\$56,250
Utah	\$56,250
Vermont	\$56,250
Virginia	\$56,250
Washington	\$56,250

State	Title V Allocation
West Virginia	\$56,250
Wisconsin	\$56,250
Wyoming	\$56,250
American Samoa	\$18,750
Guam	\$18,750
Puerto Rico	\$56,250
No. Mariana Islands	\$18,750
Virgin Islands	\$18,750
Total	\$3,000,000

Appendix C: Sample Budget Detail Worksheet

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

The Utopia State Department of Family Services requests the approval to use 5 percent of its Title V award plus the state match to cover staffing costs, necessary travel to monitor Title V subgrantees, attend Title V-related training events, and operating costs, which include office space, supplies, printing, copying, and postage to administer the Title V Grants Program. The budgeted amount for the administrative expenditures are noted below.

Administrative Funds

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

Appendix D: Title V Program Areas

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

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

Appendix E: Sample Title V Task Timeline

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

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