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juvenile justice advisory group



Title II Formula Grant Program (Title II)

CDFA # 16.540

Contract Period: October 1, 2015– September 30, 2018

Administered by the

Missouri Department of Public Safety

Juvenile Justice Unit

P.O. Box 749

1101 Riverside Drive, 4th Floor West

Jefferson City, MO 65101

Bruce Clemonds, Juvenile Justice Unit Program Manager

WebGrants Deadlines

Applications must be **submitted** no later than 11:59 p.m. on **September 30, 2015**

Register for WebGrants at <https://dpsgrants.dps.mo.gov/index.do>

Technical Assistance

For further information or technical assistance, please contact:

Connie Berhorst - Program Specialist - connie.berhorst@dps.mo.gov
573/751-2771

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General Program Information and Guidelines

Introduction

Since 1974, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in the United States Department of Justice has administered the Title II Formula Grants Program (Title II) to support state and local delinquency prevention and intervention efforts and juvenile justice system improvements. The OJJDP mission statement is as follows:

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families.

The Title II Formula Grants Program is authorized under Sections 221-223, of the Juvenile Justice and Delinquency Prevention Act of 1974(JJDP Act), as amended (Public Law 93-415, 42 U.S.C. 5601-5633). This announcement contains instructions applicable to the FY 13 & 14 Title II Formula Grants application and the most recent Comprehensive 3-Year Plan.

Source of Federal Funds

The Title II grant funds are appropriated by Congress and administered by OJJDP. OJJDP allocates funds to Missouri on the basis of the state's proportionate juvenile population. Since the Missouri funding allocation depends initially on congressional appropriations, the Missouri grant award may fluctuate over the course of several federal fiscal years. In order to be eligible for funding, states must:

- 1) Designate a state agency to prepare and administer the state's comprehensive three-year juvenile justice and delinquency prevention plan;
- 2) Establish a state advisory group - in Missouri this group is referred to as the Juvenile Justice Advisory Group (JJAG) (the JJAG members are appointed by the governor to advise the department on juvenile justice policy direction and to participate in the administration of the Grants Program plan); and
- 3) Commit to achieve and maintain compliance with the following four core requirements of the JJDP Act:

Sec. 223(a) 12 Deinstitutionalization of Status Offenders (DSO),

Sec. 223(a) 13 Separation of Juveniles from Adult Offenders,

Sec. 223(a) 14 Adult Jail and Lockup Removal, and

Sec. 223(a) 23 Disproportionate Minority Contact.

Definitions

Alternatives to Detention – Services provided to a juvenile offender as an alternative to detaining and/or confining said juvenile.

At-Risk Youth – Children under age 17 who are extraordinarily susceptible to the negative effects of drug and alcohol abuse, early sexual activity, and/or problems at school, home, or in the neighborhood. These youth often lack many protective factors in their lives and are, therefore, at a greatly elevated risk for committing delinquent or harmful acts.

Data Collection and Assistance Tool (DCTAT) – An online database that states must utilize to report service delivery and performance measurement data at given intervals during the contract period to the OJJDP.

Department – The Missouri Department of Public Safety (DPS).

Direct Services – Physical services provided to a grant program participant including, but not limited to, transportation, tutoring and educational services, one to one mentoring and mentor support services, family and individual counseling, alcohol and other drug assessments, mediation services, community service supervision, and case management services.

Disproportionate Minority Contact (DMC) – The study and evaluation of the rate of contact with the juvenile justice system for minority youth and the outcomes they experience versus non-minority youth.

Director – The director of the DPS or a person designated by him/her for the purposes of Sections 595.010-070, RSMo.

Delinquency Prevention – Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts. Delinquency prevention is directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system.

Gender Specific Services – Services that address the needs of female offenders in the juvenile justice system.

JDAI – Acronym for The Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative. This national initiative helps juvenile courts develop procedural and programmatic alternatives to placing delinquent youth in secure detention.

Juvenile Offender – For the purposes of this application, a person under age 17 residing in Missouri who has:

- 1) informally admitted to the commission of a status or delinquent offense as described in Sections 211.031.1(2)(3), RSMo, or
- 2) has been formally adjudicated by a Missouri juvenile or family court for an offense as described in Sections 211.031.1(2)(3), RSMo.

Law Enforcement – A public agency charged with policing functions.

Public Agency – Any local, state, or federal governmental organization whose primary responsibility is the administration of public funds or providing a public service.

Performance Based Measures – Evidence based methods of evaluating a program’s success in meeting specific goals and objectives. Performance Based Measures are centered upon logic models developed for each Title II grant purpose area. The OJJDP has mandated the use of these measures by states and subgrantees.

Subgrantee – An agency that receives grant funding from the DPS. A subgrantee may also be referred to as the recipient of funding or the recipient of an award.

Supplanting – Using federal funds received through Title II to replace existing agency moneys that would be available if funds were not received. Grant funds are not intended to replace other state, local, or federal funds.

OJP – The Office of Justice Programs is a federal office housed within the U.S. Department of Justice that oversees the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

OJJDP – The Office of Juvenile Justice and Delinquency Prevention is a unit of federal government housed under the U.S. Department of Justice within the Office of Justice Programs.

Title II – The section of the JJDP Act of 2002 that details the federal Title II Formula Grants Program.

Title II Formula Grant – Federal juvenile justice grants awarded to states and territories based upon Congressional appropriations and states' proportionate juvenile population.

Unit of Local Government – A county, township, city, or a political subdivision of a county, township, or city.

Purpose of the Title II Grant Program

The Juvenile Justice and Delinquency Prevention Act, Section 102 (b) states, "It is, therefore, the further declared policy of Congress to provide the necessary resources, leadership, and coordination:

- To develop and implement effective methods of preventing and reducing juvenile delinquency, including methods with a special focus on preserving and strengthening families so that juveniles may be retained in their homes;
- To develop and conduct effective programs to prevent delinquency, to divert juveniles from the traditional juvenile justice system, and to provide critically needed alternatives to institutionalization;
- To improve the quality of juvenile justice in the United States;
- To increase the capacity of state and local governments and public and private agencies to conduct effective juvenile justice and delinquency prevention and rehabilitation programs and to provide research, evaluation, and training services in the field of juvenile delinquency prevention;
- To encourage parental involvement in treatment and alternative disposition programs, and;
- To provide for coordination of services between state, local, and community-based agencies and to promote interagency cooperation in providing such services."

Mandatory Performance Measures

OJJDP requires performance indicator data from the states and subgrantees in order to demonstrate the effectiveness of the Title II projects. This data is entered into the federal DCTAT system for analysis and generation of reports to Congress. To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive Title II funding must provide data that measures the results of their work.

Applicants **must include all mandatory performance measures** for performance reporting purposes within the purpose area chosen for the project. A full list of the performance measures may be found at https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantiD=3.

Eligibility

Statewide Title II projects and local projects may submit a **New** application for this funding cycle. JDAI projects currently in the 2nd or 3rd year of a 3-year cycle may submit **Renewal** applications and are not subject to the competitive bid process, but are still subject to an administrative review for compliance with appropriate cost and administrative principles. The amount that can be requested in the Renewal Application cannot exceed the amount awarded for the most previous project period.

Eligible Title II Program Areas

Based on Missouri's current Comprehensive Three-Year Strategic Plan approved by the Office of Juvenile Justice and Delinquency Prevention, and in conjunction with the recommendations of the JJAG all applications must be submitted in the following Program Areas:

OJJDP Program Area 2 - Alternatives to Detention: Services provided to a juvenile offender as an alternative to detaining and/or confining said juvenile.

Juvenile Detention Alternatives Initiative: At its essence, the purpose of the JDAI is to demonstrate that jurisdictions can safely reduce reliance on secure detention. The objective of JDAI is to:

- Eliminate the inappropriate or unnecessary use of secure detention;
- Minimize re-arrest and failure-to-appear rates pending adjudication;
- Ensure appropriate conditions of confinement in secure facilities;
- Redirect public finances to sustain successful reforms; and
- Reduce racial and ethnic disparities.

Specific services or programs that are often part of the JDAI include, but are not limited to, home detention programs, day and evening reporting centers, 24-hour residential supervision, and advocacy and intensive case management programs.

OJJDP Program Area 10 – Disproportionate Minority Contact: Statewide coordination, analysis and research projects to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system.

OJJDP Program Area 13 – Gender-Specific Services: Statewide coordination of services and training to address the needs of female offenders in the juvenile justice system.

Eligibility Requirements

Each applicant organization shall meet the following eligibility requirements:

A. Public or Nonprofit Agency

To be eligible to receive Title II funds, applicants must be an operating public or nonprofit agency or a combination of such organizations. Juvenile and family courts, law enforcement agencies, local units of government, churches, schools, and public youth service agencies or organizations with appropriate experience, expertise, and service capacity are eligible applicants for funding. Nonprofit agencies must have a current 501(c)(3) status to be eligible to receive funds.

B. Special Note on Faith-Based Organizations

Article IX, Section 8, of the Missouri Constitution states:

Neither the general assembly, nor any county, city, town, township, school district or other municipal corporation shall ever make an appropriation or pay from any public fund whatever, anything in aid of any religious creed, church or sectarian purpose, or to help to support or sustain any private or public school, academy, seminary, college, university, or other institution of learning controlled by any religious creed, church or sectarian denomination whatever; nor shall any grant or donation of personal property or real estate ever be made by the state, or any county, city, town, or other municipal corporation for any religious creed, church, or sectarian purpose whatever.

This language is more restrictive than language found in the United States Constitution. However, to comply with the Code of Federal Regulations (CFR) part 28, which provides the policy of the Office of Justice Programs (OJP) for allowable faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs to apply for funding, the Missouri Department of Public Safety will accept applications from faith-based organizations under the following guidelines:

- Faith-based organizations may not use OJP grant funds to cover the cost of any inherently religious activity, such as prayer or worship.
- Faith-based organizations must separate any inherently religious activity in time or place from any OJP funded program activity.
- Faith-based organizations may not use any portion of the OJP funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.
- If funded, a faith-based organization must be able to establish and document 501(c)(3) or other nonprofit status before receiving funding.

C. Youth Served Age Requirement

Youth under the age of 17 are eligible to receive services funded by this grant program. If a youth is a ward of a juvenile or family court at the time of his/her 17th birthday, he/she may continue to receive services until he/she is released from the court's jurisdiction or until he/she reaches the age of 21, whichever occurs first.

D. Geographic Requirement

In order to be eligible for Title II services, youth must be residents of Missouri.

E. Model Program Requirement

Proposed projects must be model programs, promising practices, and/or best practices for working with at-risk, abused/neglected, or delinquent youth.

Source documentation for the model program must be included in the application. This documentation must identify the federal agency or academic institution that has awarded the program. Model programs, promising practices, and/or best practices have been identified by numerous scholarly journals and federal, state, and national organizations including, but not limited to:

- OJJDP's Model Programs Guide
<http://www.ojjdp.gov/mpg/>
- The Center for the Study and Prevention of Violence
Blueprints for Violence Prevention
www.colorado.edu/cspv/blueprints/modelprograms.html
- The Substance Abuse and Mental Health Services Administration (SAMHSA)
<http://nrepp.samhsa.gov/>

Applicants must use the highest degree of fidelity (conformity) in the implementation of the components of the model programs, promising practices, and/or best practices.

F. State and Federal Grant Requirements

Applicants must certify that the agency, staff, volunteers, and program will adhere to all state and federal laws in addition to local ordinances, and that there will be full compliance by all involved with the state and federal grant requirements as set forth herein and in the *DPS Financial and Administrative Guidelines* found at <http://www.dps.mo.gov/dir/programs/cjle/documents/2014-financial-admin-guidelinesR.pdf> and the federal U.S. Department of Justice *OJP Financial Guide* located at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

Three-Year Funding Cycle

Funded projects will have a 3-year project period beginning October 1, 2015 through September 2018. Monthly Status Reports and Monthly Claims reports are closely monitored to ensure projects are adhering to the approved budget and timeline.

If new applications result in an award, the project will be considered to be in year one of the potential three-year cycle.

Program Sustainability

Title II funds are defined by OJJDP as “seed money” for new and innovative programs at the state, regional, and local levels. At the conclusion of federal funding, it is expected that the subgrantee will continue the program that was started with Title II funding. Therefore, applicants must develop a sustainability plan for beyond the three years of federal funding. Applicants must explain the steps that will be taken and/or are currently being taken to sustain this program after the three-year cycle of the grant.

Applicants must provide narrative information on their history of sustaining any Title II grant-funded program previously received from the Department of Public Safety. Additionally, applicants must list grants received from the Department of Public Safety or other funding sources and provide details for each program indicating if it was or is currently being sustained.

Match Requirement

Title II does not require matching funds.

Supplanting

Supplanting is defined as the utilization of federal funds to take the place of or replace funds that would be available to the subgrantee agency if federal funds were not available. Federal funds cannot be used to supplant, or take the place of, an agency’s existing state or local funding. Federal funds must be used to supplement (increase) existing funds and not substitute for local or state funds that have been appropriated or would otherwise be spent for the same purpose. Federal funds cannot be utilized to cover existing costs that would otherwise be paid through other sources of funding.

An example of supplanting would be to request funding for a personnel position, which is currently being funded by an existing local or state source.

Eligible Budget Categories

Applicants may request funding in the following approved budget categories:

Personnel
Travel/Training
Supplies/Operations
Contractual

NOTE: Consultant services cannot exceed the rate of \$650.00 (excluding travel and subsistence costs) for an 8-hour day. For more information regarding this restrictions, please refer to the *DPS Financial and Administrative Guidelines* at <http://www.dps.mo.gov/dir/programs/cjle/documents/2014-financial-admin-guidelinesR.pdf>

Unallowable Costs

The following, although not all inclusive, is a list of costs that cannot be funded through the TITLE II Grant Program.

- Travel or compensation of federal employees
- Honoraria
- Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges
- Military type equipment
- Lobbying
- Bonuses or commissions
- Fundraising
- Compensation of federal employees
- Indirect costs to the agency/organization receiving funds, such as a percentage of the grant funding to administer the grant
- Overhead administrative costs
- Purchase of land or construction
- Firearms or service weapons for law enforcement personnel

Reporting Requirements

Recipients of Title II funding must provide, at a minimum, the following reports.

A. Claim Reports (Monthly Expenditure Reimbursement Requests)

Recipients of Title II funds must submit a monthly Claim Report in WebGrants to identify actual cash expenditures for the previous month and request reimbursement of those expenditures. A Claim Report must be submitted each month even if there are no expenditures to claim. Only one claim report may be submitted per month.

Claim Reports are due on or before the 10th day of each month. This deadline is subject to change if the 10th falls on a state holiday or weekend. Failure to submit the required report on a monthly basis, by the due date, may result in the delay of reimbursement until the following month and/or cancellation of the contract if the non-compliance with this requirement becomes problematic. Unlike the application phase in WebGrants, Claim Reports will be accepted after the posted deadline, but it will be marked as a late report. For late reports, payment may not be processed until the following month.

Funds will be disbursed on or about the 25th day of each month. Recipients may access payment information within the WebGrants system. If an individual is not a registered user of WebGrants, payment information may also be obtained at <https://vendorservices.mo.gov>. Click "Vendor Payment" in the green toolbar. Select FEIN and enter your agency's Federal Tax ID Number (FEIN). You may then search for a

payment by 1) Invoice Number, 2) Check/EFT Number, 3) Dollar Amount, or 4) Date/Location. The prefix of a Payment Number for Title II disbursements is ER129.

B. Status Reports (Monthly Progress Reports)

Recipients of Title II funds are also required to submit monthly Status Reports in WebGrants to report activities, successes, obstacles, and statistical information for the reporting period. These reports allow the Missouri Department of Public Safety to collect statistical information and monitor the progress/completion of approved projects. A Status Report form will be customized for each award recipient to complete and submit in WebGrants.

Status Reports are due on or before the 10th day of each month following the reporting period. Failure to submit the required report on a monthly basis, by the due date, may result in the delay of reimbursement and/or cancellation of the contract if the delinquency becomes problematic. WebGrants will accept a status report after the posted deadline, but it will be marked as a late report. For late status reports, payment of the Claim Report may not be processed until the following month.

C. Annual Reports & Spending Plans

Recipients of Title II funds are required to submit Annual Reports and Spending Plans in WebGrants to report data to the Office of Juvenile Justice and Delinquency Prevention and to provide the Department of Public Safety with an overall update on projects including overall progress, timelines, budget and statistical information to with monitoring the progress/completion of approved projects and timely expenditures. An Annual Report and Spending Plan form will be customized for each award recipient to complete and submit in WebGrants.

Application Review Process and Award Process

The Juvenile Justice Unit of the Department of Public Safety utilizes a two-part process for reviewing all new Title II applications. New applications will be scored for technical merit by internal Juvenile Justice Unit staff members and are then subject to review by an external review panel. The review panel is comprised of professionals with juvenile delinquency prevention expertise and familiarity with the Title II program. The internal and external review members of the review panel will convene to determine funding recommendations. The review panel recommendations are presented to the Missouri Juvenile Justice Advisory Group and the Department of Public Safety Director, or his/her designee for final approval.

Continuation, Renewal and Expansion/Enhancements applications will be scored for technical merit by internal Juvenile Justice Unit staff members and may be subject to review by an external review panel.

Funding requests often exceed the available funding. The Missouri Department of Public Safety reserves the right to reject any application.

When evaluating each application for technical merit, the review panel will consider the following factors:

- Fully completed Application for Funding;
- Historical spending patterns;
- Demonstration that the proposed project fits within the parameters of the Title II guidelines;
- Budget items are within parameters of the Title II and all state and federal guidelines;
- Correct use of Performance Based Measures

When evaluating each application the review panel will utilize scoring guides and consider the following factors:

- Demonstration of need including geographic location, local demographics, local statistics, other programs and/or resources available to the applicant agency, etc.;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal and objectives;
- Overall description of the intended use of the grant funds;
- Description of the model program, best practice, or promising practice to be utilized;
- Demonstration that the Title II funds will not be used to supplant state and/or local funds;
- Degree of cooperation between local officials, community groups, and citizens to establish and fulfill goals for the overall success of the project;
- Overall quality of the application.

Award Compliance Seminar

DPS will host an Award webinar to provide training on the recordkeeping and reporting requirements for the Grant Program after the awards have been announced. At a minimum, the Project Director and the Fiscal Officer must participate in this training.

Technical Assistance

For technical assistance please direct your questions in writing via e-mail to Connie Berhorst at connie.berhorst@dps.mo.gov.

Responses to questions will be accepted and responded to by **e-mail only**.

NOTE: *Department staff will not review any part of an application prior to its official submission. This includes providing verbal feedback on narrative work or a critique of research for the methodology.*

APPLICATION INSTRUCTIONS

A. HOW TO APPLY

Applications for Title II funding must be submitted online via the Missouri Department of Public Safety WebGrants System at <https://dpsgrants.dps.mo.gov/index.do>. WebGrants is a web-based computer application that will support the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director.

Before an application can be filled out in WebGrants, the following three steps must be completed:

1. Acquire a DUNS (Data Universal Numbering System) Number (Required!)

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit www.dunandbradstreet.com or call 1-866-705-5711.

2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database (Optional!)

The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is not registered, you can register and then renew your registration once a year. You can register online at <https://www.uscontractorregistration.com/>.

3. Register as a User in WebGrants

To access WebGrants, applicants must first register as a user for their applicant agency.

To register with the WebGrants system, click the 'Register Here' link on the log in page and complete all required fields, as well as any optional fields, on the form. Click the 'Next' link. A confirmation page will be displayed, and the applicant will receive a confirmation email.

Once the registration is submitted, notification will be sent to the Missouri Department of Public Safety to approve the new user. The applicant will receive another email when the Missouri Department of Public Safety approves or denies the registration. If your registration is approved, a User ID and Password will be activated and you may log into the system. If your registration is denied, the email will contain the reason.

NOTE: *Once your registration is approved, you may add additional users from your organization to view the application. To add registered users, log into WebGrants, click 'My Profile' from the Main Menu, select the applicable Associated Organization name, click 'Add' under the Registered Users section, and complete all the required fields on the form. Users added by an approved registered user will not be subject to approval by the Missouri Department of Public Safety.*

Once the above steps have been completed and you are ready to apply for a grant, log into WebGrants using the User ID and Password provided during the registration phase. On the Main Menu screen, click the 'Funding Opportunities' link and then click the appropriate funding opportunity.

- ✓ **Each required field must be completed before the form may be saved.**
Note: If you receive an error message from WebGrants that a field is not in the correct format or was left blank, the cursor will automatically return to the field that contains the issue.
- ✓ **Each form must be 'Marked as Complete' before the application can be submitted.**
- ✓ **A separate application must be submitted for each project (if the scope of the projects differ).**

B. GENERAL INFORMATION

In this section of the application, please enter the Primary Contact, Project Title, and Applicant Organization.

1. **Primary Contact:** The drop-down box will pre-populate with the names of the individuals associated with the login information. This individual will be the general point of contact regarding the written and submitted application. **Note: This individual will be the recipient of emails generated by WebGrants during the application, review, and negotiation (revision) phases.**
2. **Project Title:** Enter a carefully chosen, **brief** descriptive title for the proposed project. If this application is a continuation project, use the same project title from the past year(s).
3. **Organization:** The drop-down box will pre-populate based on the organization associated with the selected primary contact person. If an individual is registered in WebGrants and is associated with multiple organizations, e.g., grant writer, the user may see more than one option for this question and will need to select the appropriate organization.

C. CONTACT INFORMATION

On this form, provide the names and contact information for the individuals who will be responsible for the oversight and administration of the proposed project.

1. **Authorized Official** – The individual who has the authority to legally bind the applicant in a contract.
 - If the Applicant Agency is a city, the mayor/city administrator shall be the Authorized Official.
 - If the Applicant Agency is a county, the county commissioner shall be the Authorized Official.
 - If the Applicant Agency is a college/university, the president shall be the Authorized Official.
 - If the Applicant Agency is a state agency, the director of the department shall be the Authorized Official.
2. **Project Director** – The individual who is responsible for direct oversight for the proposed project. If the Project Agency is a law enforcement agency, the Project Director must be the Chief, Sheriff, or Director of the law enforcement agency. *The Project Director cannot be the same as the Authorized Official.*
3. **Fiscal Officer** – The individual who is responsible for accounting and audit issues at the applicant agency level. The Fiscal Officer shall be the City Clerk, County Treasurer, Director of Finance, or person of similar position. *The Fiscal Officer cannot be the same as the Authorized Official or Project Director.*
4. **Project Contact Person** – The individual who is responsible for the day-to-day operations of the project and who can answer questions regarding such. *The Project Contact Person cannot be the same as the Authorized Official.*

5. **Non-Profit Chairperson** – The individual who holds the chair position of a nonprofit board of directors. *The Nonprofit Chairperson cannot be the same as the Authorized Official or Project Director*

D. PROJECT SUMMARY

Provide the general information indicated on the Project Summary form.

1. **Type of Application** – Indicate the type of application based on the following:
 - NEW – The application is being submitted as part of a competitive bid process and is not currently being funded by the Department of Public Safety
 - RENEWAL – The application is being submitted in response to a specific notification from the Department of Public Safety to renew an existing contract *(if applicable)*
 - CONTINUATION – The application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety
 - EXPAND/ENHANCE – The application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Department of Public Safety
2. **Current Contract Number(s)** – Indicate the contract number issued by the Department of Public Safety if the project is currently funded by a DPS grant. Leave this question blank or put N/A if the project is not currently funded.
3. **Program Category** – Select the type of program by which the project shall be classified for evaluation purposes. The program categories refer to the 35 purpose areas for Title II funds. Refer to the **General Program Guidelines-Eligible Programs** section of this solicitation for more information regarding the purpose areas.
4. **Project Type** – Indicate whether the scope of the project will be statewide, regional, or local.
5. **Geographic Area(s) to be Served** – Provide a general overview of the geographical area to be served by the proposed project.

*Note: Specific and extensive geographical details are requested in the Experience and Reliability section of the narrative. Therefore, the geographical information on this form may be kept brief. **EXAMPLE:** If a project is planning to serve Jefferson City, you might put “Jefferson City, located in Cole County” for this question, but describe other geographical details in the narrative.*

6. **Brief Summary of the Project** – Indicate whether the proposed project is a continued, new, second or third year project. The Brief Summary must be a short, succinct description of the services to be provided by the agency if funding is awarded. Please keep the phrasing for the summary in the present tense, i.e., “This project provides . . .” since this section may be used in the Annual Report to the Governor to describe the project. Do not repeat information verbatim from your narrative.

E. BUDGET

List all budget items (costs) for which funding is requested. To add a budget line item, click 'Add' in the appropriate budget category. To provide the **required justification** for each budget line item, click 'Edit'.

NOTE: If you have added a line item under any budget category, justification for that budget category must be entered before this form can be saved.

Costs may be included under any of the following categories:

1. Personnel – Include the salaries of all individuals working on the proposed project for which funding is requested.

- The Total Cost will automatically calculate based on Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
- The Local Match Share amount will automatically calculate as Total Cost x Local Match %.
- The Federal/State Share amount will then automatically calculate as Total Cost less Local Match Share.

NOTE: The text entered in the 'NAME' column is how each line item will appear on the claim form if you application is successful.

EXAMPLE 1 – The full-time counselor will provide counseling services directly to the youth involved in this program. The person filling this position has a strong background in working with at-risk youth and their families. The project could not function without this position. The full-time position is paid bi-weekly at a salary of \$1,100 each pay period with no salary increase expected during the 12 month contract period. The person filling this position was new to the project during the initial year of award and is being retained through this third year of award.

Name	Title	Position <i>(Select from drop down box)</i>	Employment Status <i>(Select from drop down box)</i>	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
John Smith	Counselor	Retained	FT	\$1,100.00	26	100%	\$28,600.00	25%	\$7,150.00	\$21,450.00

NOTE: If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial salary and to reflect the increase in salary.

EXAMPLE 2 – The full-time counselor will provide counseling services directly to the youth involved in this program. The project could not function without this newly created position. The counselor will be paid monthly at a salary of \$2,000 each pay period for the first six months after which it is anticipated that there will be a \$100 per month salary increase (effective 1/1/2012). This is a newly created position. John Smith, a current employee, will fill this position should this funding be approved. A new person will be hired to “back-fill” John Smith’s current position.

Name	Title	Position <i>(Select from drop down box)</i>	Employment Status <i>(Select from drop down box)</i>	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
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John Smith	Counselor	Created	FT	\$2,000.00	6	100%	\$12,000.00	25%	\$3,000.00	\$9,000.00
John Smith – 4/1/2013	Counselor	Created	FT	\$2,100.00	6	100%	\$12,600.00	25%	\$3,150.00	\$9,450.00

2. Personnel Benefits – Include the fringe benefits of any individuals working on the proposed project for which funding is requested.

- The Total Cost will automatically calculate based on Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- The Local Match Share amount will automatically calculate as Total Cost x Local Match %.
- The Federal/State Share amount will then automatically calculate as Total Cost less Local Match Share.

NOTE: The text entered in the 'NAME' column is how each line item will appear on the claim form if you application is successful.

EXAMPLE 1 – The counselor’s annual salary of \$28,600 is included in the grant budget. The following fringe benefits are also requested since these benefits are part of the regular salary package offered to all staff by this agency:

- FICA/Medicare – 7.65% of salary
- Pension/Retirement – 8% of salary
- Medical Insurance - \$100.00 per month for the 12-month contract period
- Life Insurance - \$10.00 per month for the 12-month contract period
- Dental Insurance - \$5.00 per month for the 12-month contract period
- Unemployment Comp – 11.2% of the first \$13,000 of salary
- Workers Comp - \$3.25 per \$100 of salary

Category (Select from drop down box)	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
FICA/Medicare	FICA/Medicare – John Smith	\$28,600.00	0.0765	100%	\$2,187.90	25%	\$546.98	\$1,640.93
Pension/ Retirement	Pension/ Retirement – John Smith	\$28,600.00	0.08	100%	\$2,288.00	25%	\$572.00	\$1,716.00
Medical Insurance	Medical Insurance – John Smith	\$100.00	12	100%	\$1,200.00	25%	\$300.00	\$900.00
Life Insurance	Life Insurance – John Smith	\$10.00	12	100%	\$120.00	25%	\$30.00	\$90.00
Dental Insurance	Dental Insurance – John Smith	\$5.00	12	100%	\$60.00	25%	\$15.00	\$45.00
Unemployment Comp	Unemployment Comp – John Smith	\$13,000.00	0.112	100%	\$1,456.00	25%	\$364.00	\$1,092.00
Workers Comp	Workers Comp – John Smith	\$286.00	3.25	100%	\$9,295.00	25%	\$2,323.75	\$6,971.25

NOTE: If a premium rate or fringe benefit percentage is expected to change during the contract period, a budget line item should be included to reflect the initial rate/percentage and to reflect the change in rate/percentage. See EXAMPLE2 below.

EXAMPLE 2 – The counselor’s annual salary is \$28,600. The following fringe benefits are also requested since these benefits are part of the regular salary package offered to all staff by this agency. Please note that his pension rate is expected to increase from 8% of salary to 8.15% of salary after 6 months of the contract period. In addition, his medical insurance premium is expected to increase from \$100/month to \$120/month after 6 months of the contract period (effective 4/1/2013).

Category (Select from drop down box)	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
FICA/Medicare	FICA/Medicare – John Smith	\$28,600.00	0.0765	100%	\$2,187.90	25%	\$546.98	\$1,640.93
Pension/ Retirement	Pension/ Retirement – John Smith	\$14,300.00	0.08	100%	\$1,144.00	25%	\$286.00	\$858.00
Pension/ Retirement	Pension/ Retirement – John Smith; 1/1/2012	\$14,300.00	0.0815	100%	\$1,165.45	25%	\$291.36	\$874.09
Medical Insurance	Medical Insurance – John Smith	\$100.00	6	100%	\$600.00	25%	\$150.00	\$450.00
Medical Insurance	Medical Insurance – John Smith; 1/1/2012	\$120.00	6	100%	\$720.00	25%	\$180.00	\$540.00
Life Insurance	Life Insurance – John Smith	\$10.00	12	100%	\$120.00	25%	\$30.00	\$90.00
Dental Insurance	Dental Insurance – John Smith	\$5.00	12	100%	\$60.00	25%	\$15.00	\$45.00
Unemployment Comp	Unemployment Comp – John Smith	\$13,000.00	0.112	100%	\$1,456.00	25%	\$364.00	\$1,092.00
Workers Comp	Workers Comp – John Smith	\$286.00	3.25	100%	\$9,295.00	25%	\$2,323.75	\$6,971.25

- 3. Travel/Training** – Include any travel or training related costs for which funding is requested. Travel or training related costs may include, but are limited to: airfare/baggage, airport parking, lodging, hotel parking, meals, rental car and fuel, mileage, shuttles, taxis, tolls, etc.

Registration and tuition fees must be included under this budget category.

Due to the uncertainty of shuttles, taxis, toll roads, and parking, a “Miscellaneous” line tied to a particular travel event can be included within the budget to lump these variable expenses. However, the travel justification must explain the nature of any “Miscellaneous” line items.

- The Total Cost will automatically calculate based on Unit Cost x Duration x Number.
- The Local Match Share amount will automatically calculate as Total Cost x Local Match %.
- The Federal/State Share amount will then automatically calculate as Total Cost less Local Match Share.

Per the OJP Financial Guide, *Chapter 7 – Allowable Costs*, sub-recipients of a state must follow the state’s travel policy or their own if it is more restrictive, in terms of grant expenditures. Subgrantees may be reimbursed based on the current Department of Public Safety’s state travel policy, not to exceed the amount allowed by the local agency/organization.

a. Meals (including tips) –

- Reimbursed at the meal per diem while in travel status. Note meals are reimbursed at the per diem rate of where the meal is purchased.
- Receipts are required.
- Meal per diem rates can be found at <http://oa.mo.gov/acct/MealPerDiem.htm>. (Please note the may be subject to change at the start of the contract period.)
- The In-State rates are listed by city. If a particular city is not listed, you must use the “Other” standard rate. The Out-State rates are available further down the page and are identified by the particular city within the United States. If a particular city is not listed, you must use the lowest M&IE rate.

b. Lodging –

- Select the location, type, and cost of lodging that best meet the needs of the State and your requirements. Because Title II monies are federal dollars, rates cannot exceed the state rates for travel within Missouri or the federal GSA rates for travel outside of the state of Missouri. The federal GSA can be found at <http://www.gsa.gov>.

c. Mileage –

- Mileage allowance shall not exceed the state rate which can be found at <http://oa.mo.gov/acct/mileage/index.htm>. The current rate is \$0.37/mile.

Travel must be in the most direct, practical route with prudence to the use of federal/state funds.

***NOTE:** The text entered in the ‘NAME’ column is how each line item will appear on the claim form if you application is successful.*

EXAMPLE 1 – Funds are requested to send John Smith to the 4-day Juvenile Justice Delinquency Prevention conference. It is necessary for the counselor to attend this conference in order to learn more about the curriculum to be utilized for this project and to stay abreast of the latest programs and trends in the field of Delinquency Prevention. Costs for the conference include:

- Lodging – 4 nights at the state per diem rate of \$95.00/day
- Meals – 5 days at a state per diem rate of \$39.00/day – travel day plus four days of conference
- Mileage allowance – counselor will drive his personal vehicle for 100 miles roundtrip at \$0.37/mile to and from the airport
- registration cost - \$130
- Airfare - \$280 roundtrip
- Ground transportation to and from the hotel from the airport - \$42 roundtrip
- Airport parking - \$50 at \$10 per day

Item	Category (Select from drop down box)	Unit Cost (Amount or rate per mile, month, day, ticket, etc)	Duration (Number of months, miles, days, etc)	Number (Number of vehicles, people, rooms, etc)	Total Cost	Local Match %	Local Match Share	Federal/ State Share
JJDPC – Lodging	Lodging	\$95.00	4	1	\$380.00	10%	\$38.00	\$342.00
JJDPC – Meals	Meals	\$39.00	5	1	\$195.00	10%	\$19.50	\$175.50
JJDPC – Mileage	Mileage	\$0.37	100	1	\$37.00	10%	\$3.70	\$33.30
JJDPC – Registration	Registration Fee	\$130.00	1	1	\$130.00	10%	\$13.00	\$117.00
JJDPC – Airfare	Airfare	\$280.00	1	1	\$280.00	10%	\$28.00	\$252.00
JJDPC – Ground Tr	Ground Transportation	\$42.00	1	1	\$42.00	10%	\$4.20	\$37.80
JJDPC – Airport Prkg	Airport Parking	\$50.00	1	1	\$50.00	10%	\$5.00	\$45.00

IMPORTANT CHANGE-It is allowable to combine items in a category into one line in the budget as long as the justification shows a breakdown of the expenses will be incurred. For example, if you have calculated mileage for 3 separate trainings, it acceptable to include the total mileage into one line as long as the **Justification Section** has the mileage broken down per training.

- 4. Supplies/Operations** – Include any supplies or operational costs for which funding is requested. Supplies/Operations costs may include, but are not limited to: office supplies (e.g. pens, paper, tape, staples, batteries, postage, etc), office telephones, cell phones, internet service, training materials, printed materials, confidential funds, etc.

Tuition/Registration Fees for training should be included in the Travel/Training budget category.

- The Total Cost will automatically calculate based on Unit Cost x Quantity X % of Funding Requested.
- The Local Match Share amount will automatically calculate as Total Cost x Local Match %.
- The Federal/State Share amount will then automatically calculate as Total Cost less Local Match Share.

NOTE: The text entered in the 'NAME' column is how each line item will appear on the claim form if you application is successful.

EXAMPLE 1

Office Supplies – Funds are requested for office supplies (pens, pencils, paper, toner cartridges, staples, paper clips, manila file folders, rubber bands, batteries, and postage) for the counselor positions. The costs of these items averages \$25/month for the 12 month contract period. These items will be utilized solely for this project by the counselor.

Telephone Service – Funds are requested for telephone service for the counselor position for the 12 month contract period. This telephone will be utilized solely by the counselor for purposes of this project. The telephone service costs \$70/month.

Internet Service – Funds are requested for internet service for the counselor position. The Internet Service will be used solely by the counselor for purposes of this project. The internet provider has indicated a rate increase from \$45/month to \$50/month after 6 months of the contract period (effective with the January 2012 billing).

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Office Supplies	Monthly	\$25.00	12	100%	\$300.00	10%	\$22.50	\$202.50
Office Telephone	Monthly	\$70.00	12	50%	\$420.00	10%	\$31.50	\$288.50
Internet (July to Dec)	Monthly	\$45.00	6	100%	\$270.00	10%	\$20.25	\$282.25
Internet (Jan to June)	Monthly	\$50.00	6	100%	\$300.00	10%	\$22.50	\$202.50

- 5. Contractual** – Include any contractual support or consultant services for which fund are requested. Contractual costs may include, but are not limited to: office rent, office utilities, copier lease, computer/data support, consultant fees, etc.

Consultant services cannot exceed a rate of \$650 (excluding travel and subsistence costs) for an 8-hour day, or \$81.25/hour, without written prior approval. An 8-hour day may include preparation, evaluation, and travel time. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace.

Travel costs for a consultant, if applicable, should be included in the Travel/Training budget category.

- a. The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.
- b. The Local Match Share amount will automatically calculate as Total Cost x Local Match %.

- c. The Federal/State Share amount will then automatically calculate as Total Cost less Local Match Share.

NOTE: The text entered in the 'NAME' column is how each line item will appear on the claim form if your application is successful.

EXAMPLE 1 – Funds are requested to hire a consultant to work with the counselor to hold an in-service training for the agency staff on the Principles of P. The consultant's course will last 8 hours and the charge is \$50/hour. This training is necessary in order for all staff to be knowledgeable about the Principles of P and to expand the efforts of this project to work with at-risk youth. It is more cost effective to bring a trainer to the agency than to send agency staff (15 employees) to the conference.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Consultant – Principles of P Training	Hourly	\$50.00	8	100%	\$400.00	10%	\$40.00	\$360.00

F. **NARRATIVE**

The following sections of the narrative work program must be completed. The purpose of the narrative work program is to provide a description of the proposed project and all details associated with the project and the project agency.

NOTE: The character count for each section of the narrative is set at 20,000 characters. If you exceed this count, you will receive a message when you click 'Save'. This **does not** imply that you must supply the maximum 20,000 characters.

- 1. Experience and Reliability** – Provide a description of your agency that clearly establishes who is applying for funds. Summarize the services currently being provided by your agency. Provide examples of experiences that support your agency's ability to provide the proposed services. Include as much information as deemed necessary to demonstrate the applicant agency has the experience and reliability to administer the requested funding. **At a minimum**, be sure to include the following:

- Background information about the community you serve;
- Geographic location/jurisdiction you plan to serve;
- Demographics of the population in the location/jurisdiction served by your agency;
- Statistical data on youth served;
- Related services provided by your agency;
- Anecdotal information supporting successful endeavors completed by your agency;
- Other accomplishments; and

NOTE: This section should clearly, but briefly, show the agency possesses the necessary skills, experience, and qualifications to achieve success if the proposal is funded.

- 2. Statement of the Problem** – This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with this proposed project. Be specific. Do not include every issue your agency addresses, but only the one(s) that will be impacted by the use of grant funds being requested. Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem. This section must justify the proposed services outlined in the Methodology. This section provides applicants with the opportunity to demonstrate the need for services and funding. Use local data and other sources of information to define and describe the problem. Link the problems to specific social and

environmental factors. Successful applicants will show a clear need for the proposed program through a logical, concise, and complete evaluation of:

- Available local data pertaining to the source(s), history, current scope, and dimension(s) of the problem;
- A description of the target population (age, gender, educational performance, socioeconomic background, etc.);
- The risk and protective factors present within the proposed area of service;
- Trend analyses, forecasts, and/or other data relating to the problem;
- The comparison between available local, regional, and state data (utilizing graphs whenever possible) pertaining to the problem and the level of incidence as evidenced by official statistics (arrest statistics, school records, juvenile court referrals, etc.); and
- Current and/or recent local efforts to combat or address the problem and the results of those efforts.

3. **Goals and Objectives** – The purpose of this narrative section is to explain the expectations for the proposed program. This section requires applicants to state the single, overall, defined goal and for the project and the objectives (activities) that will be implemented in order to support and achieve that goal. Refer to the Performance Based Measures when developing the Goal and Objectives.

A goal is a broad-based statement that reflects an overall end result you are trying to attain. A goal must be clearly stated, realistic, and achievable. A project will usually have one broad based goal.

Example of a Goal: To reduce the number of juveniles reoffending within the city of ABC.

Example of Supporting Activities:

1. To provide after school mentoring services to a minimum of 200 delinquent youth during the course of the 12-months of the project;
2. Program youth will participate in the proposed site-based mentoring program and after-school academic recovery program;
3. Length of services will be dependent upon the individual needs of the youth;
4. After the first month of services, youth and their families will meet weekly with the community services coordinator to review their progress;
5. The recidivism rate of juveniles who complete the program will be less than 5%.

4. **Methodology** – The Methodology is considered the operational or "who, what, when, where, and how" portion of the proposal. Include the program and services to be provided through the use of Title II funds. Also include the rationale for this project selection and the anticipated impact it will have on the juvenile justice issue previously described in the Statement of the Problem.

Key topics to fully address the Methodology include, **but are not limited to:**

- The model program to be followed along with **a detailed explanation of how all of the components of the model, best practice, or promising practice will be incorporated into the program.**
- Who will receive the services (include screening, assessment, or referral procedures);
- Who will provide the services;
- A description of the services that will be provided by this project;
- The geographic area to be served by this project;
- When the services will be provided ;
- How the services will be provided ;
- Where will the services be provided;
- The organizations that will assist in the delivery of services and their roles;

- ❑ The impact the program/services will have on your community;
- ❑ A three month implementation timeline (funded proposals must be operational within 90 days of October 1st).

A clear and precise explanation and description of the services proposed in this application must be provided in this section.

5. **Coordination of Services** – Explain how this applicant agency will collaborate with other service providers in the community that serve the target population. For example, how will the applicant agency avoid service duplication, how will referrals be obtained and shared, etc.?
6. **Performance Based Measures** – In this section, include **all mandatory performance measures** within the purpose area chosen for the project. If there are other measurements that have been stated in the Goal and Objectives or that the agency plans to evaluate, also include those measures in this section.

OJJDP requires performance indicator data in order to demonstrate the effectiveness of the Title II program. This data is entered into the federal DCTAT system for analysis and generation of reports to Congress. To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive Title II funding must provide data that measures the results of their work. A full list of the performance measures may be found at https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=3.

7. **Program Evaluation** – The purpose of this section is to describe the process to be used to determine the effectiveness and success of your program. In this section, restate the Goal, Objectives, and Performance Measures for this project. For each, indicate the procedures to be utilized by your agency to collect and report the data necessary to measure the progress and success of the project. Keep in mind that the Performance Measures are set by the Office of Juvenile Justice and Delinquency Prevention and that data must be collected on a continuous basis and reported to the Department of Public Safety monthly.

Also include information related to the implementation and achievements of the project to date. Reference the program's goal, supporting activities, three-year plan, and performance based measures to provide a logical, detailed, data-driven explanation of how the program achieved success during its first or second year. If the program did not achieve success in terms of numbers, please provide an explanation why, what steps have been taken to increase the likelihood of success during the up-coming year, and why the program should continue to be funded.

8. **Program Sustainability** – In this section, describe how this program will be sustained by your agency after the three year "seed money" start up period allowed by Title II. Explain the steps that will be taken and/or are currently being taken to sustain this program after the three-year cycle of the grant.

Also list all grants received from the Department, or other funding sources, and provide details to indicate if the grant funded project was, or is currently being, sustained.

9. **Non-Supplanting** – In this section of the narrative work program, describe how the requested funding will not supplant other federal, state, or local funds available to the program, if such exist. If the application includes existing budget items (costs), explain how those costs are currently being funded and if and/or when that funding source will cease.

For grant purposes, supplanting is defined as the utilization of federal funds to take the place of or replace funds that would be available to the local unit of government if federal funds were not available. Supplanting is strictly unallowable under this grant program. Federal funds cannot be used to supplant, or take the place of, an agency's existing state or local funding. Federal funds must be used to

supplement (increase) existing funds and not substitute for local or state funds that have been appropriated or would otherwise be spent for the same purpose. Federal funds cannot be utilized to cover existing budget items that would otherwise be paid for through other sources of funding.

An example of supplanting would be to request funding for a personnel position, which is currently being funded by an existing local or state source.

- 10. Disproportionate Minority Contact (DMC) Efforts** – If the applicant agency is a political subdivision, please provide the DMC Relative Rate Index (RRI) for your county/circuit. If the RRI is above 1.0, please provide an outline of efforts that have been or will be taken to address the disproportionate number of minority youth who have contact with the juvenile justice system in your county/circuit. For more information on DMC, visit <http://www.mjja.org/resources/dmc/>.

(Please contact Seth Bauman, the Missouri State DMC Coordinator, at seth@mjja.org, for information regarding your county's/circuit's RRI and assistance in developing a DMC program.)

NOTE: DMC is a core requirement of the Juvenile Justice and Delinquency Prevention Act (JJDP Act). In order to stay in compliance with this core requirement, Missouri must continue to work to decrease the disproportionate number of minority youth who come into contact with the juvenile justice system in all communities throughout the state.

G. AUDIT REQUIREMENTS

Provide the general audit information for your agency as outlined in this section. Per the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Financial Guide, Chapter 3.19, units of government that have expended \$750,000 or more in federal funds (from all sources including pass-thru subawards) in their organization's fiscal year (12-month turnaround reporting period) are required to arrange for a single organization-wide audit conducted in accordance with the provisions of Title 2 C.F.R. Subpart F (200.500 et seq.).

NOTE: Do not attach a copy of the audit at the time of application. A copy must be submitted once the grant status changes to "underway" via the Correspondence component of WebGrants if the total reported in the "Federal Amount" equals or exceeds \$750,000. Refer to the "DPS

Financial and Administrative Guide", which can be found at: <http://dps.mo.gov/dir/programs/cjle/llebq.php>, for more information regarding audit responsibilities.

H. REQUIRED ATTACHMENTS

This component of the application requires the applicant to attach the following documents:

- 1. Project Agency's Organizational Chart (Required by All Applicants)** – All applicants are required to submit an organizational chart for the Project Agency (the agency that will be implementing the project).
- 2. Job Description(s) and Resume(s)** – Applicants requesting funds for personnel must submit a job description for each said position.
- 3. Letters of Support (Required by All Applicants)** – All applicants must include at least two **current** letters of support. Letters of support must be current and cannot be from a proposed contractor or individual currently employed with the applicant agency or a partnering agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing quality services similar to those for which funds are being requested. Letters of support are required at the time of the submission of the proposal.

4. **Memorandum(s) of Understanding** – If the applicant is proposing to partner with other agencies, a Memorandum of Understanding outlining each agency’s involvement must be submitted on letterhead, dated and signed by all parties involved.
5. **501(c)(3) Certificate of Good Standing** – Eligible agencies that have a 501(c)(3) status must be in good standing with the Missouri Secretary of State and must submit a current copy of their Certificate of Good Standing.
6. **Contracts/Agreements** – If funding is being requested for contractual services, applicants must include a copy of the proposed contract/agreement for each service. If available at the time of application, also include a resume or curriculum vitae for the proposed contractor(s).
7. **Model Program Information** – Attach information regarding the model program, best practice, or promising practice that will be implemented if Title II funding is awarded for this project. Source documentation for the model program must be included. This documentation must identify the federal agency or academic institution that has awarded the program distinction as a model program, best practice, or promising practice.

Instructions for Attaching Documents in WebGrants – If these documents are saved on a computer or disk, search for the file location and upload it to the named attachment field.

If these documents are not saved on a computer or disk, you just have an original, it will need to be scanned and saved to your computer. If the document is multiple pages, check the scanner settings to ensure the pages can be saved as one file or use the free, online tool called PDF Merge <http://www.pdfmerge.com/>.

The Department of Public Safety’s web-based grants management system can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg, *.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs.

I. OTHER ATTACHMENTS

This component of the application allows the applicant to attach any other documents applicable to the proposed project or available to support information provided within the budget, the narrative, or elsewhere in the application. If your project does not have “other attachments”, just click ‘Mark as Complete’ and proceed with the submission of the application. Refer to the instructions shown above in section **H** for instructions for attaching documents in the WebGrants system.

J. CERTIFIED ASSURANCES

This component of the application requires the Authorized Official to attest to the contents of the application are true and accurate and to certify that the Applicant Agency and all involved will comply with all conditions of the grant program as stated and/or referenced in this Funding Opportunity. The typed name, in lieu of a signature at the time of application, represents the legal binding acceptance of the terms of the application and statement of the veracity of the representations made in the application.

The name provided on this form must match the name listed as the Authorized Official on the Contact Information form.

K. APPLICATION SUBMISSION

The Applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. Applicants **will not** be contacted if they fail to submit all required data.

Once all application components are 'Marked as Complete', please review the application by clicking the 'Preview' button. You may print a copy of the application from the preview screen. Once you feel the application is ready for submission, click the 'Submit' button. A confirmation screen will appear, which may be printed for your records if you feel it necessary. The individual selected as the Primary Contact in the General Information component of the application will receive a confirmation email that the application has been submitted.

Applications must be submitted through WebGrants no later than 11:59 p.m. on Wednesday, September 15, 2015. Proposals cannot be submitted after that date and time. Applicants are encouraged to begin the process immediately to meet the application deadline. Applications submitted through any means other than WebGrants will not be considered for funding. **Once an application is submitted, you will not be able to edit any portions of the application!**

*NOTE: If the applicant experiences unforeseen **technical issues** that are controlled by the Department of Public Safety and that prevent submission of the application by the deadline, the applicant must **contact the Department of Public Safety staff by email within 24 hours after the deadline** to request approval to submit the application. The Department of Public Safety will review the information submitted in the e-mail and the technical issues to determine if the application will be accepted. The email should be sent to dpswebgrants@dps.mo.gov and must include a description of the technical difficulties, a timeline of submission efforts, screen shot(s) of the error code(s), and other information as necessary.*

L. AWARD DECISION NOTIFICATION

Applicants will be notified via WebGrants whether the application has been approved as requested, approved with revisions, or not approved. Applicants whose applications were not approved will be provided with feedback related to the decision.