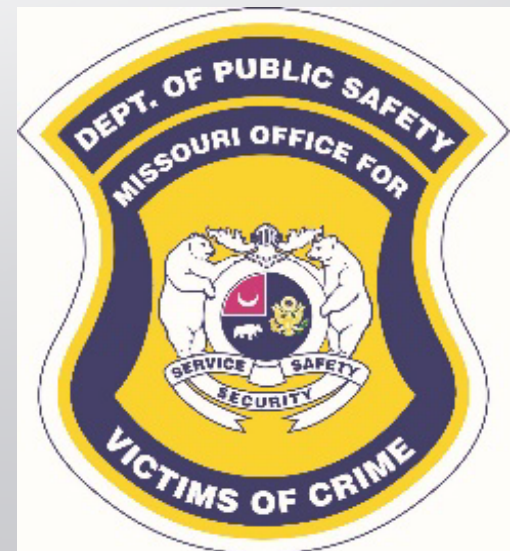



2024-2025 Title II Formula Grant

Notice of Funding Opportunity
Presentation





Office for Victims of Crime Juvenile Justice Unit

Missouri Department of Public Safety, Office of the Director
1101 North Riverside Drive, 4th Floor
Jefferson City, MO 65101

www.dps.mo.gov

573-751-5954

Connie Berhorst, Program Manager
Michelle Parks, JJ Program Specialist
Chris Yeager, JJ Compliance Monitor



Office for Victims of Crime

Victim Services Grant Staff (VAWA, SASP, and SSVF):

- Tina Utley, Grants Specialist
- Veronica Giedd, Grants Officer
- Kaitlyn Powers, Grants Officer

MOVANS Coordinator:

- Chelsea Baker

Crime Victim Advocate Credentialing Program Coordinator:

- Haylee Bax



Title II Formula Grant Project Period

The Title II Formula Grant Performance Period

October 1 through September 30.

Grants are Funded on a 1-Year Cycle and renewed for 2 additional years based upon Performance and funding available.



The Title II Formula Grant is due

September 26, 2024

By 3pm

Deadlines

New Organizations MUST REGISTER for a WebGrants account no later than **September 15, 2024**

Applications MUST BE SUBMITTED no later than **Thursday, September 26, 2024 @ 3:00 p.m.**

Required information/documents must be submitted with the final application via WebGrants.

Missing or late information/documents will not be accepted

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT!

Webgrants will automatically lock the NOFO at 3:00 p.m. on September 26, 2024.



Overview & Funding Requirements

Introduction

Since 1974, the OJJDP 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 program is authorized under Title II, Part B, Section 222, of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Public Law 93-415, 42 U.S.C. 5601 et seq.). In December 2018, the JJRA was enacted.



Purpose

The purpose of Title II funds is to assist communities in local efforts designed to enhance, expand or respond to a variety of juvenile justice and delinquency issues.



Administrative Authority

Title II funding is administered by the Missouri Department of Public Safety's Office for Victims of Crime Juvenile Justice Unit and the Governor-appointed Missouri Juvenile Justice Advisory Group (JJAG), which recommends and establishes funding priorities.



Administrative Authority

DPS is the state agency designated by the Governor and approved by the Administrator of the OJJDP to prepare and implement Missouri's three-year juvenile justice and delinquency prevention plan, and to administer the Title II Formula Grant Program in conjunction with that three-year plan.



Funding Source

Title II funds are appropriated by Congress and administered by OJJDP and is identified in the Catalog of Federal Domestic Assistance (CFDA) compendium as 16.540. The Formula Grants Program is authorized under Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDP Act) of 1974, as amended, 42 U.S.C. §§ 5631–5633.



Title II Funding Allocation

Funds are available for Title II based on appropriations made each year by Congress. Appropriations by Congress are not guaranteed from year to year. Therefore, if funds are not appropriated, the project may or may not be continued.



State Funding Eligibility

To be eligible to receive Title II funding, the State of Missouri must:

- **Maintain compliance with requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP) .**
- **Establish and maintain a State Advisory Group (SAG). The Missouri Juvenile Justice Advisory Group (JJAG) is the SAG.**



State Funding Eligibility

To be eligible to receive Title II funding, the State of Missouri must also commit to achieve and maintain compliance with the four core requirements of the JJDP Act:

- Deinstitutionalization of status offenders
- Separation of juveniles from adult inmates (Sight & Sound Separation)
- Removal of juveniles from adult jails and lockups
- Addressing Racial and Ethnic Disparities (R/ED)



Eligibility

Eligibility

The Title II Formula Grant Funding is NOT limited to juvenile courts. Community-based, youth serving agencies and organizations with strong collaborative relationships with their local juvenile justice systems are encouraged to apply for projects/programs employing best practices and/or model programs.

- Local Units of Government
- Public Youth Service Organizations/Agencies
- School Districts
- Private Not-for-Profit Agencies with 501(c)3 Status
- Faith-Based Organizations meeting all mandated requirements

NOTE: See the complete eligibility requirements in the Notice of Funding Opportunity

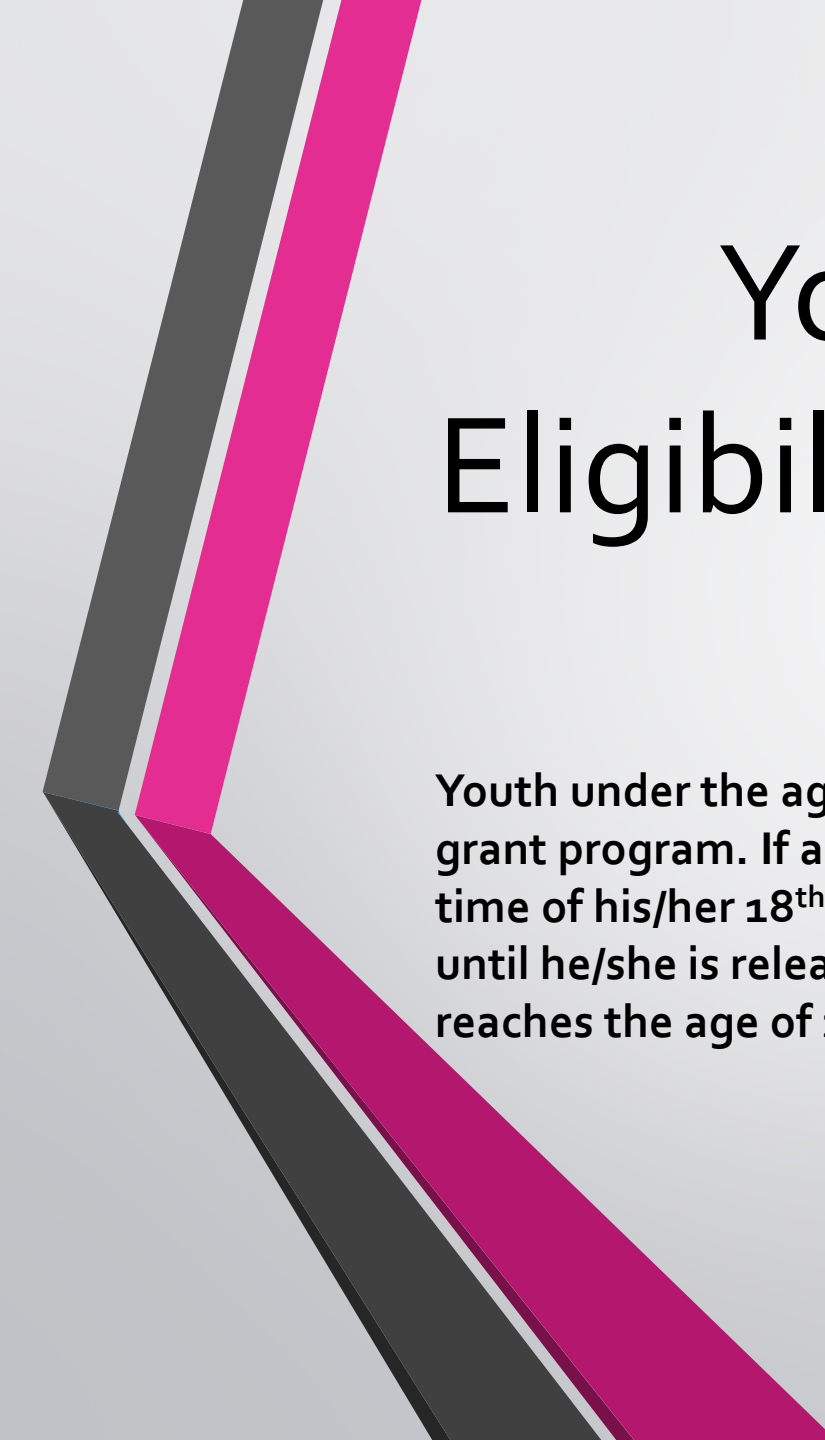


Compliance Eligibility

Any entity receiving Title II funds must comply with:

- Title II Specific Federal Regulations/Rules
- Office of Justice Financial Guide
- Office of Management and Budget (OMB) Circulars
- DPS Financial & Administrative Guidelines
- Certified Assurances
- State/Federal Civil Rights Requirements
- Non-Discrimination Requirements
- Federal Fair Labor Standards Act

NOTE: The list above does not include all compliance and/or governing directives and is subject to change.



Youth Served Eligibility Requirement

Youth under the age of 18 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 18th 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.



Geographic Eligibility Requirement

Youth and/or families receiving any services funded through this Title II solicitation must be current residents of the State of Missouri.

Supplanting

Federal funds cannot be used to supplant (take the place of) state, local, or other non-federal funds.

Title II funds CANNOT be used to supplant existing funds presently being used to provide the same services to juveniles or for existing costs.



Current Project Period

**October 1, 2024 through
September 30, 2025**


Allowable Costs

- Personnel & Benefits
- Travel/Training Costs
- Mileage
- Equipment
- Operating expenses
- Office Supplies (refer to the NOFO)
- Classroom Equipment/Supplies
- Contractual Services
- Consultants

Ineligible Activities/Costs

- Compensation and/or travel for 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
- Bonuses or commissions
- Overhead/administrative costs
- Certain meals
- Purchase of land or construction
- Consultants rates exceeding \$650/day
- Daily subsistence within the official domicile
- Finance fees for delinquent payments
- First class travel
- Lobbying or fundraising
- Military type equipment
- Personal incentives for employment
- Pre-paid gas or phone cards
- Vehicles
- Firearms or service weapons

NOTE: This is not a complete list and is subject to change.



Eligible Budget Categories

- Personnel
- Personnel Benefits
- Travel/Training
- Equipment
- Supplies/Operations
- Contractual



Evidence Based Programs and Best Practices

DPS strongly emphasizes the use of data, evidence-based model programming and use of best practices.

[OJP CrimeSolutions.gov](https://www.ojp.gov/crimesolutions) and [OJJDP Model Programs Guide](#) provide information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.



Mandatory Performance Measures

OJJDP requires performance indicator data from the states and sub-recipients in order to demonstrate the effectiveness of the Title II projects.

DPS requires the agency to report on the Goals and Objectives achieved.



Program Areas



Eligible Program Areas

- **Alternatives to Detention**
- **Delinquency Prevention**
- **Gender-Specific Services**
- **Mental Health needs for Youth in Custody**
- **Racial and Ethnic Disparities**



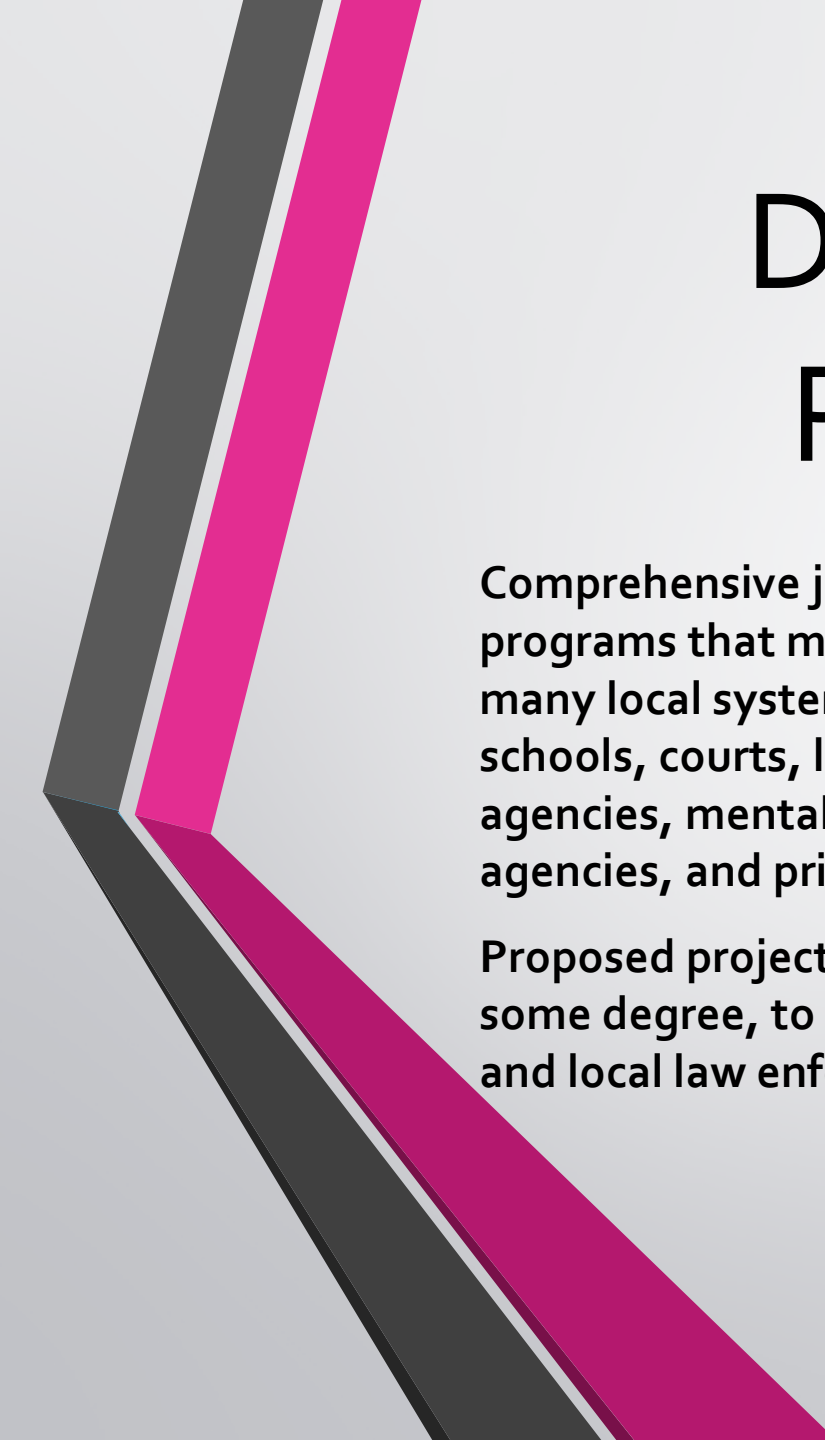
Alternatives to Detention

These are community- and home-based alternatives to incarceration and institutionalization including for youth who need temporary placement such as crisis intervention, shelter, and after-care and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.



Alternatives to Detention

- Promoting collaboration
- Data Collection/Analysis to guide decision making
- Admissions Criteria/Risk Assessment
- Implementing New/Expanded Alternatives Programs
- Reduction in the number of Youth Detained
- Racial and Ethnic Disparities
- Monitoring/Improving Conditions of Confinement



Delinquency Prevention

Comprehensive juvenile justice and delinquency prevention programs that meet needs of youth through collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies, and private nonprofit agencies offering youth services.

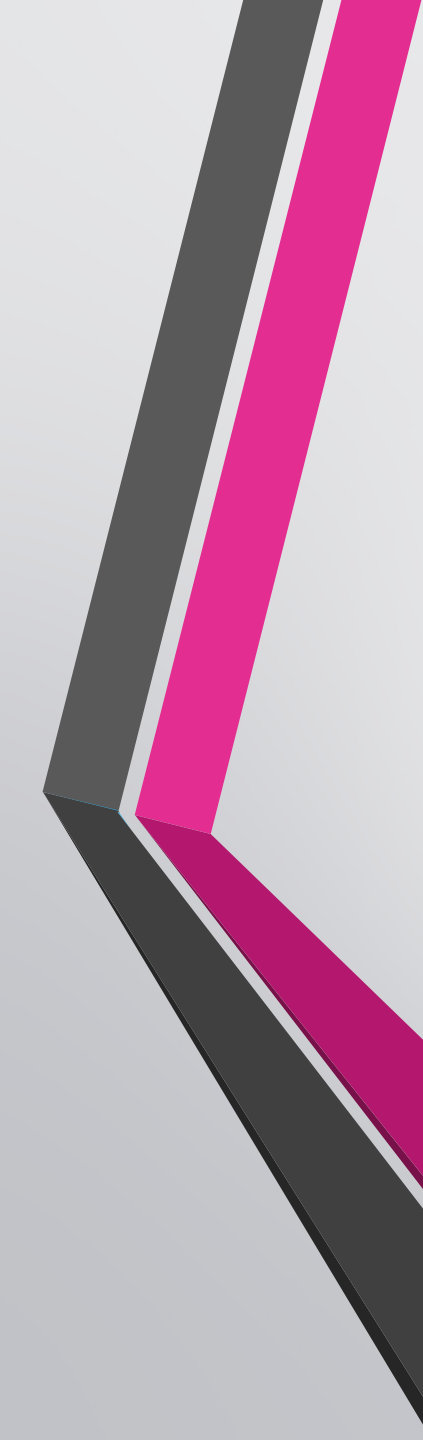
Proposed projects for delinquency prevention will be expected, in some degree, to collaborate with the local juvenile office, schools, and local law enforcement.



Gender-Specific Services

Services designed to promote healthy attitudes, behaviors, and lifestyles, and promote social competence in girls. Key program elements generally address issues in the context of relationships to peers, family, school, and community.

Further develop resources and assist in supporting the needs of pregnant girls, young mothers, survivors of commercial sexual exploitation or domestic child sex trafficking, girls with disabilities and girls of color.



Mental Health needs for Youth in Custody

Programs providing mental health services for youth in custody in need of services, including, but not limited to, assessment, development of individualized treatment plans, and discharge plans.


These programs must have the goal of identifying and intervening for the benefit of youth who are at risk of developing emotional/behavioral problems because of mental stress.



Racial and Ethnic Disparities

Racial and ethnic disparities refers to the disproportionate number of minority youth who come into contact with the juvenile justice system.

The goal is to end disparate treatment of youth of color within Missouri's juvenile justice system.




Racial and Ethnic Disparities

Missouri's local Racial and Ethnic Disparities Coordinators meet at least quarterly with the statewide Coordinator, the statewide Research Analyst, the DPS JJ Program Specialist, members of the Missouri Juvenile Justice Advisory Group and other professionals with expertise in identifying and addressing racial disparities in the juvenile justice system.

Racial and Ethnic Disparities

Proposals are limited to statewide coordination, research, data collection, and data analysis related to meeting R/ED core requirement and maintaining compliance by working through the following phases:

- Identification
- Assessment
- Intervention
- Evaluation
- Monitoring



Racial and Ethnic Disparities Statewide Coordination:

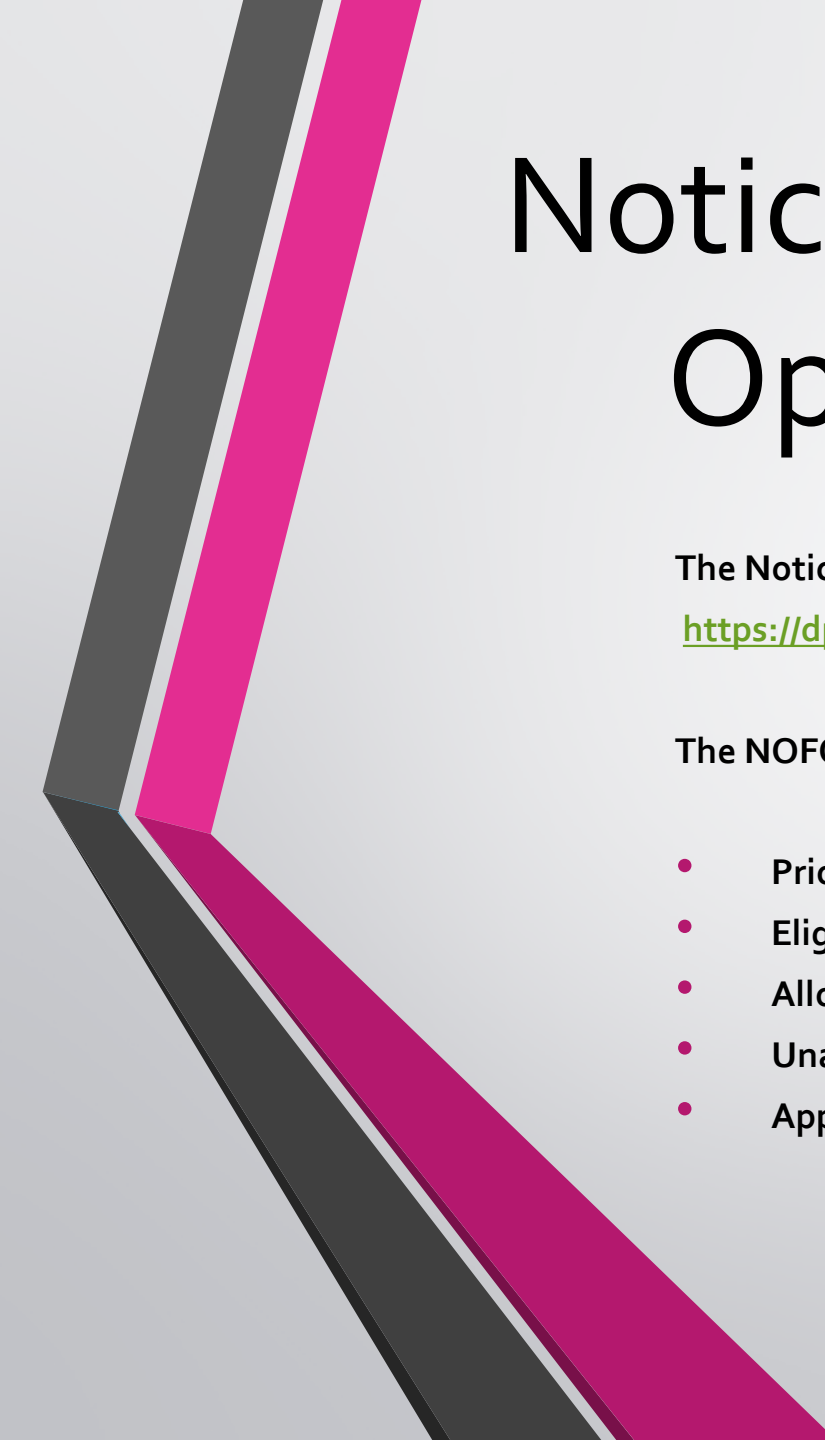
Applicants interested in Racial and Ethnic Disparities
are encouraged to contact the statewide Coordinator:

Missouri Juvenile Justice Association

573-616-1058

Racial and Ethnic Disparities Local Coordinators:

- St. Charles (11th):
 - Jennifer Phillips Jennifer@mija.org
- Jackson (16th):
 - Teresa Smith tsmith3@courts.mo.gov
- Cole (19th):
 - Janae Akin Janae.akin@courst.mo.gov
- St. Louis County (21st):
 - Riley Yoder Riley.yoder@courts.mo.gov
- St. Louis City (22nd):
 - Teresa Ramsey Teresa.ramsey@courts.mo.gov
- Greene (31st):
 - Julie Austin Julie.austin@courts.mo.gov
- Cape Girardeau (32nd):
 - Waymon Campbell waymon.campbell@courts.mo.gov



Notice of Funding Opportunity

The Notice of Funding Opportunity (NOFO) can be found at:

<https://dpsgrants.dps.mo.gov/index.do>

The NOFO addresses in detail:

- Priority Program Areas
- Eligibility Requirements
- Allowable Services, Activities & Costs
- Unallowable Services, Activities & Costs
- Application Instructions

A decorative graphic in the top-left corner consisting of several overlapping diagonal lines in shades of pink and grey.

Application Process & Review

Application

All grants are administered through the DPS WebGrants System.

<https://dpsgrants.dps.mo.gov/index.do>

Required Information for WebGrants

- Acquire a Unique Entity Identifier (UEI) if your agency does not already have one
- Ensure your SAM CAGE code is up-to-date
 - You must contact the Federal Service Desk (FSD) directly for assistance with UEI and/or SAM
 - <https://sam.gov>
 - 866-606-8220

If the agency SAM CAGE Code is not up to date, it's strongly recommended that you address this sooner than later

NOTE: SAM is a Federal Government owned and operated free website that consolidates the capabilities of CCR/FedReg, ORCA, and EPLS. You can register online at www.sam.gov

Registering with WebGrants

- NEW agencies must register for a WebGrants account in order to apply
 - <https://dpsgrants.dps.mo.gov/index.do>
 - NEW registrations must be submitted by September 15, 2024
- Each agency should designate ONE individual for the purposes of registering and assigning new users
 - Agencies are encouraged to have at least TWO registered users

Contact Information Form

- Individuals who are responsible for the agency/project:
 - Authorized Official*
 - Project Director*
 - Fiscal Officer
 - Project Contact Person
 - Non-Profit Chairperson (if applicable)

*Please note: the Authorized Official and Project Director cannot be the same person

Contact Information Form

	City Gov't	County Gov't	Not-for-Profit Agency	Law Enforcement
Authorized Official	City Mayor or City Administrator	County Commissioner/ Administrator	Board President/Chair or person who can legally bind the agency	City Mayor or City Administrator/ County Commissioner
Project Director	Person overseeing project	Person overseeing project	Person overseeing project	Chief or Sheriff
Fiscal Officer	City Treasurer or Comptroller	County Treasurer or Comptroller	Board Treasurer or CFO	City/County Treasurer or Comptroller



Project Summary

- Application Type
- Current Subaward Number(s)
- Program Area(s)
- Geographic Area(s)
- Estimated # of Youth to be Served
- Federal Congressional District(s)
- Project Income

Project Narrative

Provide a brief summary of the proposed project and a general overview of the expected outcome(s) of the proposed project.

Information included in this summary should provide the general public and reviewers with a snapshot of the project. This information may also be used for public distribution, including OJJDP, the Missouri Legislature and media outlets.

Applicants are expected to use good grammar, punctuation and refrain from using acronyms.

Statement of the Problem

A statement identifying what the problem(s) you are trying to address. The statement should answer:

- **What is the problem?**
- **Why is it a problem?**
- **Why is it a problem here?**
- **How does data support/indicate the problem?**
- **How does the problem scale in comparison to regional, state or national data?**
- **Funding is being requested to address the problem(s) because _____.**

Goals & Objectives

Should be defined in relation to Title II Program Area(s) that you are applying:

Alternatives to Detention

Delinquency Prevention

Reducing Racial and Ethnic Disparity

Gender-Specific Services

Mental Health needs for Youth in Custody

Goals & Objectives

Should be defined in relation to Title II Program Area(s) that you are applying:

- Goal:
 - Broad based statement which reflects an overall end result you are trying to attain
 - Should be general, realistic, focused on what the program will ultimately achieve, and consistent with the overall mission/purpose of the agency
 - Objective(s):
 - Something you are going to do, utilizing the grant funds, by a certain amount (measurable) within a certain period of time.
 - Should be concrete, action-oriented, and S.M.A.R.T. (Specific, Measurable, Achievable, Realistic, Timely)
- Include words like “to increase, to decrease” or to maintain”

Program Evaluation Process

Describe how the proposed project will be evaluated for effectiveness?

- What type(s) of data will be collected?
- How often (or at what intervals) will the collected data be evaluated?
- Who will evaluate the collected data?

Target Demographics Worksheet

This worksheet is used to report demographic data to OJJDP.

Target Population for this Subaward

Please check the appropriate boxes for this subaward:

1. The target populations the program serves
2. The population actually served during the project period

Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g., gender specific, culturally based, developmentally appropriate services).

	Population	1. Which target population(s) did you plan to serve during the project period?	2. Which population(s) did you actually serve during the project period?
RACE/ETHNICITY	American Indian/Alaskan Native	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Asian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Black/African American	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Hispanic or Latino (of any race)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Native Hawaiian and Other Pacific Islander	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	White/Caucasian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Youth population not directly served	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JUSTICE	At-risk population (no prior offense)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	First-time offenders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Repeat offenders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sex offenders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Status offenders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Violent offenders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Youth population not directly served	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GENDER	Male	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Youth population not directly served	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AGE	0-10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	11-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Over 18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GEO	Rural	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Suburban	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tribal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Youth population not directly served	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER	Mental health	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Substance abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Truant/dropout	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3

Methodology

The Methodology should clearly describe the method(s) to be used to achieve the goals(s) and objectives.

The Methodology should:

- be directly tied to the proposed goals, objectives and statement of the problem
- linked to the resources being requested in the budget
- explain why the method(s) were chosen by including research, experience, anecdotal opinion, and expert opinion
- carefully describe the structured activities that will move the project to the desired outcomes
- include information about whom the project will serve
- identify key stakeholders and collaborative partners

Timeline

Create and upload an anticipated timeline.

Timeline should include any:

- *Activities*
- *Trainings*
- *Presentations*
- *Meetings*
- *Etc.*

Program Sustainability

Title II grant awards 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 sub-recipients will continue the Title II programming even if it is only at a reduced level.

Applicants must explain what steps will be taken to sustain this program beyond the three-year cycle of the grant.

Coordination of Services

- Who are other service providers in the community?
- How will the applicant agency avoid service duplication?
- How will referrals be obtained and shared?
- Does the applicant agency have formal agreements in place with these other services providers?
- Will the applicant agency set up formal agreements with the other services providers?

**Please do not just state who you coordinate with but who and how you coordinate together

REDUCING RACIAL AND ETHNIC DISPARITY

Pursuant to Section 223(a)(15) of the JJRA; MODPS is required to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system.

Whether RED (formerly DMC) is the primary focus of your project/ initiative or not, there is likely a link to your work. DPS is interested in any RED efforts in your community or target population.

Describe any efforts (or lack thereof) that are currently in place to address the disproportionate number of minority youth who have contact with the juvenile justice. If there are barriers, please describe.

Applicants are **STRONGLY ENCOURAGED** to include RED efforts/strategy information throughout the application where applicable.

*If you are unaware of statistical data for your area, please feel free to reach out to MJJA for further information and/or how to address RED in your area.

NON-SUPPLANTING

The agency must address the issue of supplanting.

Federal/State funds cannot be awarded toward budget items that are and will continue to be funded by another source of money. Federal/State funds shall only be used to supplement existing funds for program activities. As a result, DPS must collect this information to ensure supplanting does not exist.

Supplanting is UNALLOWABLE.

Budget Forms

- Calculates funding amounts for requested categories
- Each category is assigned a section for justification
- Budget lines must be added prior to justification being completed.

Budget Justification

- **Do not** simply re-list items you are requesting
 - **Justify** the need for each item
 - **Justify** & Explain the expense of each item
 - **Justify** why each cost is requested
- If an increase and/or new line item is requested (i.e. current expense **not currently funded by Title II**), explain **how** the agency has paid for the expense in the past, and **why** it is necessary for Title II to assume the cost
 - If a brand-new cost to the agency, as well as to Title II, justify **why** the expense is necessary.



Personnel Budget

- Minimum 10% grant funded time may be requested
- Actual gross salary **per pay period** is required
 - Salary based on number of **pay periods** requested (i.e. not based on annual salary)
 - If a raise is anticipated during the contract period, add multiple budget lines to reflect each salary rate
- Fringe benefits must be itemized; prorate based on percentage of grant funded time requested.

Travel/Training

Related costs may include, but are not limited to:

- Conference Registration fees
- Airfare/baggage
- Airport parking
- Hotel parking
- Shuttle Service
- Rental Car
- Lodging
 - based upon state per diem rate
- Meals
 - based upon state meal per diem rate
- Mileage
 - State rate \$0.655/mile or applicant agency rate (*whichever is less*)

Travel/Training

- Meals and lodging
 - Per diem rates should be used to estimate costs; rates can be found at: <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
- If requesting meals and/or mileage, attach agency travel policy in “Attachments”
- Registration conference fees and/or trainings should be listed in Travel/Training budget
- If an increase and/or new line item is requested, explain why it is being requested and how the agency has paid for this expense in the past

Equipment

- Defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000
- **ASK YOURSELF!** Is the request necessary? Is it cost-effective? Is it allowable? Is the request **DIRECTLY** related to the project/program? **EXPLAIN! JUSTIFY!**
- Explain why you are requesting the equipment. If an existing item is to be replaced, explain the life of current item, why you are requesting Title II funds for the equipment.

Supplies/Operations

- General office supplies may be entered on one line. They will include the following items:
 - **Office Supplies** – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, flash drives and blank cd's, pencil/supplies holder, adding machine tape, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries, file box, binders, calculators.
 - Items NOT provided in this list must be listed as a separate line item(s)
- Any printed items must adhere to the associated guidelines and must have prior DPS approval.
- **ASK YOURSELF!** Is the request necessary? Is it cost-effective? Is it allowable? Is the request **DIRECTLY** related to the project/program? **EXPLAIN! JUSTIFY!**

Contractual

- Contract must be submitted with the application
 - Draft is sufficient for application
 - If approved, agency will be required to submit a final signed contract prior to expenses being reimbursed
 - Hourly rate cannot exceed \$81.25/hour and \$650 per day
- Outline the following
 - Who will perform the requested contractual services
 - What services will be performed by the contractor
 - When services will be performed
 - Rate at which they will be performed
- If an increase and/or new line item, explain why it is being requested and how the agency has paid for this expense in the past

Audit Requirements Form

- An audit is required for the agency fiscal year, when **STATE** financial assistance (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of \$375,000 or more is expended by the applicant agency.
- An audit is required for the agency fiscal year, when **FEDERAL** financial assistance (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of \$750,000 or more is expended by the applicant agency.
- No audit of any type is required when **STATE** financial assistance of less than \$375,000 or **FEDERAL** financial assistance of less than \$750,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.

Required Attachments (if applicable)

- Agency Organizational Chart (required)
- 2 Current Letters of Support (required)
- Job Descriptions and/or Resumes (if personnel requested)
- Memorandum's of Understanding
- Documentation of Not-for-Profit Status
- List of Board of Directors with Contact Information (if applicable)

Other Attachments

- This section of the application allows you to upload any attachments related to the request that are directly related to and/or in support of the request.
- If requesting Contractual services, the draft/actual contract must be provided here.
- This is optional if you want to add to the application.

Self-Evaluation Risk Assessment

- Weighted form used to determine if the agency will be subject to special conditions, if awarded
- Form should be completed by the **Authorized Official** or **Executive Director** of agency

Application Certified Assurances Form

- **Read the Certified Assurances**
 - See the link in the application and as an attachment in the NOFO announcement
- Certified Assurances should be read/agreed to by the Authorized Official and/or Executive Director of the project agency
 - Certify the Certified Assurances have been read, and agency agrees to the terms
 - Form should be completed by the Authorized Official or Executive Director of agency

Application Deadline

- Applications must be submitted by **3pm by September 26, 2024**

WebGrants will automatically lock at 3pm.

DO NOT wait until the last minute

All information/documents must be submitted with the application via DPS WebGrants

Missing or late information/documents **will not** be accepted

Final Tips

- Register in WebGrants and/or update your profile EARLY
- Contract period is for one (1) year
 - **12 months worth of funding**
 - **Keep this in mind when budgeting**
- Read instructions thoroughly, both the NOFO application packet and onscreen within WebGrants orms
- Ensure all necessary attachments are included and can be opened
- Have a peer or someone else review/proof your application
- Every! Single! Component! Of the application is reviewed by DPS and the Review Panel – be clear, concise and consistent
- Be cautious with cut and paste from previous applications



Final Tips

Remember these important deadlines!

WebGrants Registration

(Applicable to NEW agencies ONLY)

September 15, 2024

Applications are DUE

Thursday, September 26, 2024 at 3pm

It is okay to submit EARLY! We encourage you to do so!



Application Review Process

Application Review

- A competitive bid process
- A two-part review process:
 - Part 1-Administrative Review for technical merit by DPS staff
 - Part 2-External Peer Review performed by professionals without personal or financial interest
- Funding may be awarded as requested, partial funding or funding may be denied
- The DPS Administration has final funding decisions based on the recommendation of the review panel and the JJAG.

Questions??

