FY22
Title II Formula Grant
Notice of Funding Opportunity Presentation

Office for Victims of Crime/Juvenile Justice Unit Staff

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Title II Formula Grant Performance Period

The Title II Formula Grant Performance Period is 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.

Title II Formula Grant Due Date

The Title II Formula Grant due by 3pm on September 22, 2021

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.)

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 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.

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 State and Non-Offenders
- Jail Removal
- Sight & Sound Separation
- Racial and Ethnic Disparities Reduction (RED)

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.

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.

New Projects

New projects will be considered in Year 1 of the funding cycle. New projects funded in Year 1 may be eligible for up to 2 extensions with additional funds by submitting a Subaward Adjustment Request form through WebGrants. A new application for Year 2 and Year 3 will not be required. Approval of the Subaward Adjustment(s) is based on performance and available funding.

Current Project Period

October 1, 2021 through September 30, 2022

Allowable Costs

- Salaries & Benefits
- Travel/Training Costs
- Mileage
- Postage
- Office Supplies
- Curriculum/Supplies
- Training Materials
- Training Supplies
- Contractual Services
- Classroom Equipment/Supplies
- 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
- Entertainment expenses and bar charges
- Finance fees for delinquent payments
- First class travel
- Indirect Costs
- 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. Best Practices are strategies and programs demonstrated through research and evaluation to be effective at preventing or intervening in juvenile justice delinquency.

OJP CrimeSolutions.gov 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.

Mandatory Performance Measures

For a full list of the performance measures, see OJJDP's Performance Measures Grid by Program Area.

For Performance Reporting, applicants must include the following for the selected Purpose Area(s):

- all mandatory performance measures
- at least two additional outcome measures;
- and two additional output measures.

Program Areas

Eligible Program Areas

- **Alternatives to Detention**
- **Racial and Ethnic Disparities**
- **Gender-Specific Services**
- **Delinquency Prevention**

Alternatives to Detention

Community-based alternative (including home-based alternatives) to incarceration and institutionalization including:

- For status offenders and other youth who need temporary placement: crisis intervention, shelter and after-care;
- For youth who need residential placement: a continuum of foster care or group home alternatives that provide access to a comprehensive array of services;
- For youth who need specialized intensive and comprehensive services that address the unique issues encountered by youth when they become involved with gangs

Alternatives to Detention

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

Alternatives to Detention

- Applicants interested in JDAI and/or Alternatives to Detention projects are encouraged to contact the statewide JDAI Coordinator:

Marcia Hazelhorst
Missouri Juvenile Justice Association
573/616-1058
marcia@mjja.org

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.

Delinquency Prevention

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.

Gender-Specific Services

Proposed projects for gender-specific services will be expected, in some degree, to collaborate with the statewide gender-specific services coordinator to advance the coordination of services and training projects to address the needs of female offenders in the juvenile justice system.

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.

Ensure youth are treated equitably on the basis of gender, race, ethnicity, family income and disability.

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)—**
Allison Adams
Allison.adams@courts.mo.gov

- **Boone (13th)—**
Jeremy Spaulding
Jeremy.Spaulding@courts.mo.gov

- **Jackson (16th)—**
Teresa Smith
tsmith3@courts.mo.gov

- **Cole (19th)—**
Tobie Meyer
Tobie.meyer@courts.mo.gov

- **St. Louis County (21st)—**
Tymesha Buckner-Dobynes
tymesha.buckner_dobynes@courts.mo.gov

- **St. Louis City (22nd)—**
Ralph Jones
ralph.jones@courts.mo.gov

- **Greene (31st)—**
Allen Criger
Allen.criger@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

- The NOFO addresses in detail:

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

Application Process & Review

Application

All grants are administered through the DPS WebGrants System.

https://dpsgrants.dps.mo.gov

Preparing to Register in WebGrants:

You will need your Applicant Agency
DUNS Number (Data Universal Number System).
-www.dunandbradstreet.com
1-866-705-5711

You will need to either acquire or renew registration with the System for Award Management (SAM)-f/k/a Central Contractor Registration (CCR) database.

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

Register as a WebGrants User:

Returning Users can use their existing UserID and Password

New Organizations/Users must register to receive a UserID and Password

Application Contact Information:

	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.

Experience and Reliability

Describe the applicants Experience and Reliability:

◉ *Support the agency's ability and capacity to provide the proposed services*

◉ *Background information about the community/area you will serve;*

◉ *• The geographic are you plan to serve; and*

◉ *• Demographics of the population in the service area of the project*

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

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
- Objective(s):
  - › Something you are going to do, utilizing the grant funds, by a certain amount (measurable) within a certain period of time.
  - › Must be measurable
  - › Include words like "to increase, to decrease" or to maintain"

Target Demographics Worksheet

This worksheet is used to report demographic data to OJJDP.

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.*

Performance Measures

Applicants who receive Title II funding must provide data that measures the results of their work.

The performance measures worksheets are:

Gender-Specific Services
Alternatives to Detention
Disproportionate Minority Contact
Delinquency Prevention

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?

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?

REDUCING RACIAL AND ETHNIC DISPARITY

Pursuant to Section 223(a)(15) of the JJRA; MODPS is required to address 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.

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. Federa/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

Each Budget Form has two parts:

- Line Item Request(s)
- Budget Justification

- This is a 12 month contract period
- Explain and justify each request
- The WebGrants Instructions provides more in-depth instructions along with examples. Please reference for completing the application.

Line Item Requests

These sections are where the individual line items are entered.

- Carefully label the lines, this is how they will appear in the approved budget.

Budget Narrative Justification

- This is **IMPORTANT!**
Each line item request must be clearly justified! Explain the item, the intended use of the item(s), the cost-basis of the item(s) and why/how the item(s) is NECESSARY.

- **SHOW THE MATH!**
Explain how you arrived/calculated each request in each section.

- **ASK YOURSELF!** Is it necessary? Is it cost-effective? Is it allowable?

Personnel/Personnel Benefits

- Each individual Personnel request must be entered as an individual line
- Benefits must be itemized
- Properly label each line items
- If an increase is expected during the project period, enter 1 line with the starting rate and time frame; then another with the increased rate and effective date—likewise with each benefit
- For salary increase, please provide the type/reason of increase, percentage of increase and the effective date
- **CLEARLY** justify each expense.
- If it is an existing cost, please explain why you are requesting Title II funds to pick up these cost, and was there a loss of funding.
- Provide the actual gross salary and/or benefit cost. If requesting only a portion, then reduce by the percent being requested.
- Personnel – job responsibilities, experience and/or any certification of the individual should be provided.

Travel/Training

- Adhere to all current per diem/mileage rates.
  - Mileage is currently $0.49/mile (per state)unless your policy is more restrictive.
- **NOTE:** Compare your agency policy to the DPS Travel Guidelines;
  - Follow whichever is less…it's **REQUIRED!**
- **ASK YOURSELF!** Is the request necessary? Is it cost-effective? Is it allowable? Is the request **DIRECTLY** related to the project/program? **EXPLAIN! JUSTIFY!**
- Must be itemized, do not lump a conference in one line. There is a line for airfare, mileage, meals, etc.
- Please provide why you are requesting the travel/training. If an existing cost, please explain why you are requesting Title II funds to pick up the cost and if there is any loss of funding.

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 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.

- Office supply not on the list above must have a separate budget line entered.

- 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

- All contracts must include an outline of the services to be provided; the timeframe and the associated costs. All executed contracts must be made available to DPS.

- The maximum allowed for contractual services is $650/day. This doesn't mean you can't contract at a higher rate. You can only claim $650/day or $81.25/hour.

- Some allowable items include electronic monitoring, consultants, mental health professionals, etc.

- **ASK YOURSELF!** Is the request necessary? Is it cost-effective? Is it allowable? Is the request **DIRECTLY** related to the project/program? **EXPLAIN! JUSTIFY!**

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

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.

At Risk Assessment

This is a new section this year!

The agency will need to complete the questions in regards to the At Risk Assessment for the agency.

Application Certified Assurances Form

- This form certifies that the **AUTHORIZED OFFICIAL** has read and agreed to the Title II Certified Assurances.

- The typed name of **AUTHORIZED OFFICIAL**, in lieu of his/her signature, represents the legally binding acceptance of the terms of the application and his/her statement of the veracity of the representations made in the application.

Tips & Recommendations:

- Register in WebGrants and/or update your profile EARLY

- READ the instructions provided for each WebGrants Component

- WebGrants supports the cut/paste feature—you CAN paste into WebGrants from Word (if transferring a table, please ensure that it transfers correctly)

- Review ALL documents prior to submitting an application

- Do not upload locked documents; .pdf files are PREFERRED

Tips & Recommendations:

- Keep in mind, the performance period is 12-months, keep this in mind when creating your budget

- Late applications will not be considered; see the Funding Opportunity Guidelines for WebGrants technical information.

Application Deadline

- Applications must be submitted no later than **3:00 p.m. on September 22, 2021**.
- All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.

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 Director makes final funding decisions based on the recommendation of the review panel and the JJAG.