



2017-2018

# Title II Formula Grant

## Notice of Funding Opportunity Presentation

# Juvenile Justice Unit Staff

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1101 North Riverside Drive, 4<sup>th</sup> Floor  
Jefferson City, MO 65101

[www.dps.mo.gov](http://www.dps.mo.gov)  
57/751-4905

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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 3-Year Cycle and are  
Performance Based.

# 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 received Title II funding, the State of Missouri must:

- Designate a State Agency (SSA) to prepare and administer the state's comprehensive three-year juvenile justice and delinquency prevention plan.  
DPS is the SSA.
  - 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 received 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  
Disproportionate Minority Contact (DMC)

# 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.

# Current Funding Allocation

2015-JF-FX-0019 is \$524,613.60

2016-JF-FX-0004 is \$554,643.40

# 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-Bases Organizations meeting all mandated requirements

NOTE: See the complete eligibility requirements at  
INSERT NOFA.

# 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 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 17<sup>th</sup> 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 for 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 may be eligible for up to 2 extensions with additional funds by submitting a Subaward Adjustment; meaning a new application for Year 2 and Year 3 will not be required. Approval of the Subaward Adjustment(s) is based on performance. Approved new projects will be in Year 1 of the funding cycle

New Projects for this funding cycle may be eligible to extend the project with additional funds for the 2018 - 2019 and 2019-2020 performance period.

# Current Project Period

October 1, 2017 through  
September 30, 2018

# 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

The 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

A full list of the performance measures, see [OJJDP's Performance Measures Grid by Program Area](#). Applicants must include all mandatory performance measures and must choose at least two more outcome measures and two more output measures for performance reporting purposes, all within the purpose area chosen for the project.

# Program Areas

# Eligible Program Areas

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

# Alternatives to Detention

Services provided to a juvenile as an alternative to detaining and/or confining youth.

# Alternatives to Detention

This program area 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.

# Alternatives to Detention

- Collaboration
- Data Collection/Analysis
- Admissions Criteria/Risk Assessment
- New/Expanded Alternatives Programs
- Case Processing
- 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](mailto:marcia@mjja.org)

# Disproportionate Minority Confinement

Disproportionate minority contact refers to the disproportionate number of minority youth who come into contact with the juvenile justice system.

# Disproportionate Minority Confinement

Missouri's local DMC Coordinators quarterly with the statewide DMC Coordinator, the statewide DMC Research Analyst, the DPS Juvenile Justice Program Manager, members of the Missouri Juvenile Justice Advisory Group and other professionals with expertise in identifying and addressing racial disparities in the juvenile justice system.

# Disproportionate Minority Contact Statewide Coordinator:

Applicants interested in DMC are  
encouraged to contact the statewide  
DMC Coordinator:

Missouri Juvenile Justice Association  
573/616-1058  
[marcia@mija.org](mailto:marcia@mija.org)

# Disproportionate Minority Local Coordinators:

- **St. Charles (11<sup>th</sup>)—**

Jennifer Phillips

[jennifer.phillips@courts.mo.gov](mailto:jennifer.phillips@courts.mo.gov)

- **Boone (13th)—**

Courtney Pulley

[courtney.pulley@courts.mo.gov](mailto:courtney.pulley@courts.mo.gov)

- **Jackson (16th)—**

Rose Ediger

[rose.edigar@courts.mo.gov](mailto:rose.edigar@courts.mo.gov)

- **Cole (19th)—**

Michael Couty

[michael@courts.mo.gov](mailto:michael@courts.mo.gov)

- **St. Louis County (21<sup>st</sup>)—**

Tymesha Buckner-Dobynes

[tymesha.buckner\\_dobynes@courts.mo.gov](mailto:tymesha.buckner_dobynes@courts.mo.gov)

- **St. Louis City (22<sup>nd</sup>)—**

Ralph Jones

[ralph.jones@courts.mo.gov](mailto:ralph.jones@courts.mo.gov)

- **Greene (31<sup>st</sup>)—**

Damon Young

[damon.young@courts.mo.gov](mailto:damon.young@courts.mo.gov)

- **Cape Girardeau (32<sup>nd</sup>)—**

Waymon Campbell

[waymon.campbell@courts.mo.gov](mailto:waymon.campbell@courts.mo.gov)

# 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.

# 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](http://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](http://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::

	<b>City Gov't</b>	<b>County Gov't</b>	<b>Not-for-Profit Agency</b>	<b>Law Enforcement</b>
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
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

*The goal(s) and objectives should be defined in relation to Title II Program Area(s) that are being applied for*

- The goal(s) is the ultimate impact or outcome you are proposing to achieve.
- Objectives are the steps/actions that will be utilized to accomplish the goal.

# 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

*Submit a timeline of events/activities, trainings, presentations, meetings, etc. related to the proposed project.*

# Experience and Reliability

*Describe the applicants Experience and Reliability:*

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

# 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?

# 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. New applicants must develop a sustainability plan that includes no more than up to three years of federal funding.*

*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.*

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

# Budget Forms

Each Budget Form has two parts:

- Line Item Request(s)
- Budget Justification

# 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 items 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
- Take care to **CLEARLY** justify each expense.

# Travel/Training

- Adhere to all current per diem/mileage rates.
- **NOTE:** Compare your agency policy to the DPS Travel Guidelines; and 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!**

# 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!**

# Supplies/Operations

- When requesting general supplies; it is acceptable to enter 1 line item but the types of items must be identified in the justification section.
- 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!**

# 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.
- 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!**

# DISPROPORTIONATE MINORITY CONTACT

Pursuant to Section 223(a)(22) of the JJDP Act; DMC is a Core Requirement.

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

# Target Demographics Worksheet

This worksheet is used to report demographic data to OJJDP.

# 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.

# 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 \$250,000 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 \$250,000 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)

- Organizational Chart
- 2 Current Letters of Support
- Job Descriptions
- Resumes
- Memorandum's of Understanding
- Current copy of 501(c) 3 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.
- This is optional!

# 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
- Review **ALL** documents prior to submitting an application
  - Do not upload locked documents; **.pdf** files are **PREFERRED**