

ADECA / LETS

Juvenile Justice and Delinquency Prevention Title II Formula Grant Program

Application Training 2024



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AGENDA

- Understand the Office of Juvenile Justice and Delinquency Prevention Title II Part B Formula Grant Program
- Know where and when to find Title II Formula Grant opportunities
- Discover what you need to have in place before applying
- Learn how to apply for Title II funding



Key Acronyms

ADECA Alabama Department of Economic and Community Affairs

LETS Law Enforcement and Traffic Safety Division

AGATE Alabama Grants

RQF Request for Funds (also referred to as RFF)

GAN Grant Adjustment Notice

OJJDP Office of Juvenile Justice and Delinquency Prevention

JJDPA Juvenile Justice and Delinquency Prevention Act

JJRA Juvenile Justice Reauthorization Act of 2018



Application Terms:

Budget is the recipient's financial plan for carrying out the project or program.

Subrecipient means the legal entity that has been awarded financial assistance from the State.

Project means the activity described in an application.

A *reimbursement grant* provides funding to grant recipients after expenses have been incurred. The subgrantee must follow a certain procedure to obtain the reimbursement for project expenses. Reimbursements are provided on a set payment schedule after the organization has submitted sufficient documents to verify expenses.



What is the Title II Part B Formula Grants Program?

The Formula Grants Program is authorized under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

The JJDP Act established the Office of Juvenile Justice and Delinquency Prevention (OJJDP). OJJDP's Formula Grants Program supports state and local delinquency prevention and intervention efforts and juvenile justice systems improvements.

OJJDP provides funds directly to Alabama to help implement comprehensive juvenile justice plans based on juvenile needs.



JJDPA Core Requirements

Each state that accepts funding through the JJDP Act must maintain compliance with the four Core Requirements of the Act as listed below.

Alabama continues to maintain compliance with all Core Requirements.

Deinstitutionalization of Status Offenders (DSO):

Youth who are charged with or who have committed an offense that would not be criminal if committed by an adult shall not be placed in secure detention facilities or secure correctional facilities.

Separation of Youth from Adults

“Sight and Sound Separation”:

A youth who is alleged to be delinquent will not be detained or confined in any institution in which they have contact with adult inmates.

Jail Removal:

Provide that no youth will be detained or confined in any jail or lockup for adults except youth who are accused of non-status offenses and who are detained in such jail or lockup for a period not to exceed 6 hours.

Racial and Ethnic Disparity (R/ED):

Reduce the disproportionate number of minority youth who come into contact with the juvenile justice system at all decision points.



ADECA is the Designated State Agency (DSA) for Title II Formula Grant Funds.

Funding priorities are community-based juvenile justice and youth prevention, intervention, diversion, and reentry programs.

Grant awards will focus on programs that are rated as effective or promising following an evidence-based curricula. Examples of evidence-based programs can be found at [Model Programs Guide](#) and crimesolutions.ojp.gov .

- **Programs that, in recognition of varying degrees of the seriousness of delinquent behavior and the corresponding gradations in the responses of the juvenile justice system in response to that behavior, are designed to- (M)**
 - encourage courts to develop and implement a continuum of pre-adjudication and post-adjudication alternatives that bridge the gap between traditional probation and confinement in a correctional setting (including specialized or problem-solving courts, expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, and similar programs, and secure community-based treatment facilities linked to other support services such as health, mental health, education (remedial and special), job training, and recreation); and
 - assist in the provision of information and technical assistance, including technology transfer, in the design and utilization of risk assessment mechanisms to aid juvenile justice personnel in determining appropriate sanctions for delinquent behavior;
- **Programs to expand the use of probation officers- (F)**
 - Particularly for the purpose of permitting nonviolent juvenile offenders (including status offenders) to remain at home with their families as an alternative to incarceration or institutionalization; and
 - To ensure that juveniles follow the terms of their probation.

- **Community-based programs and alternatives to detention (A)**
 - 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
- **Community-based programs and services to work with; (B)**
 - Status offenders, other youth, and the parents and other family members of such offenders and youth to strengthen families, including parent self-help groups, so that juveniles may remain in their homes;
 - Juveniles during their incarceration, and with their families, to ensure the safe return of such juveniles to their homes and to strengthen the families;
 - Parents with limited English-speaking ability, particularly in areas where there is a large population of families with limited-English speaking ability.
- Each applicant should address how the proposed programming is expected to reduce the racial and ethnic disparities among youth who come into contact with the juvenile justice system at arrest, diversion, pretrial detention, secure confinement, and/or adult transfer.



How will I see the grant announcement?

Check ADECA's website.

- In the About tab
- Choose Funding Opportunities
- [ADECA Funding Opportunities Page](#)

Check Alabama Grants (AGATE)

- Registered AGATE users will see open RFAs in My Opportunities.
- You can edit your dashboard to add My Opportunities.

Not registered in AGATE?

- Go to <https://grants.alabama.gov/>
- On the right, click "New User? Register Here!"
- Follow the prompts
- You will receive an automated email confirming your registration in a few days.
- New user registration deadline is April 26, 2024

How do I apply?

All applications will be submitted in Alabama Grants.

Eligible applicants:

- Local units of governments (including law enforcement, district attorneys, and judicial districts)
- State agencies
- Non-profit agencies
- Private community-based agencies

Implementing Agency:

The implementing agency is responsible for the implementation and evaluation of a project and reports all required and necessary information to the applicant agency.



➤ Before registering in Alabama grants....

- ❖ Know your organization's Employer Identification Number (EIN)
 - ❖ Apply for an EIN number with the IRS at [2024 IRS Federal Tax ID Application](#)
- ❖ Have a current Unique Entity Identifier (UEI). [UEI Fact Sheet](#)
 - ❖ You can register and update your UEI at [sam.gov](#)
- ❖ Know who will be the Authorizing Official (AO), Financial Officer (FO), and Project Director (PD).
 - ❖ When registering you will assign each person a role.
 - ❖ Sub Recipient Admin has full access to AGATE.
 - ❖ Sub Recipient Staff can edit and save a form and view all organization items.
 - ❖ Sub Recipient Viewer can only view all organization items but cannot make changes.



➤ Before applying for a Title II Formula Grant....

- ❖ Be set up in STAARS.
 - ❖ STAARS Vendor Self Service (VSS) provides for the security and protection of all vendors that provide goods and services to the State of Alabama agencies.
 - ❖ [STAARS](#)
- ❖ Have an E-Verify.
 - ❖ [e-verify.gov](#) is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States.
- ❖ Outline your project goals.
 - ❖ Gather data to know the needs of juveniles in your area.
 - ❖ Write a statement of the problem about which juvenile needs you will be addressing.
 - ❖ Research evidence-based programs or develop a juvenile program to meet the needs of juveniles in your area.



➤ Before applying for a Title II Formula Grant....

- ❖ Carefully review the [LETS POLICY LETTERS](#) and [MONITORING TOOL TEMPLATE](#) to be aware of potential grant activity expectations.

- ❖ **For non-profits:**

- ❖ Have agency fiscal and personnel policy and procedure manuals written and approved by your board of directors.
- ❖ There are free non-profit policy and procedure manual samples on-line.
- ❖ Resources:
 - ❖ National Council of Nonprofits
 - ❖ <https://www.councilofnonprofits.org/>
 - ❖ Alabama Association of Nonprofits
 - ❖ <https://www.alabamanonprofits.org/about-aan/>



Sample List: Personnel Policy and Procedures

- Employment Statement (Is employment on an at-will basis?)
- Background information about the organization (mission, history, etc.)
- Equal Opportunity Employment/Anti-Discrimination
- Nepotism and Personal Relationships
- New Employee Orientation
- Exempt and Non-exempt Employees
- Promotions
- Evaluations
- Raises
- Personnel Files
 - Items Maintained in Each Employee's File
- Drug-Free Workplace
- Smoke-Free Workplace
- Whistleblower
- Record Retention and Destruction
- Safety in the Workplace
- Anti-Harassment Policy
- Disciplinary Procedures
- Use of Organization Equipment and Internet
- Confidentiality Policy/Statement
- Non-Discrimination Policy/Statement
- Conflict of Interest Policy
- Code of Ethics
- Work Schedules and Hours of Operation
- Overtime Policy and Weekend Pay
- Time Keeping Procedures
- Pay Period, Payroll and Payroll Deductions
- Severance Policy
- Dress Code
- Professional Development
- Reimbursement of Travel Expenses
- Employee Benefits
 - Vacation
 - Sick Leave
 - Holiday
 - Maternity Leave
 - Bereavement Leave
 - Leave without Pay
 - Family and Medical Leave
 - Comp time
 - Flextime
 - Religious Observances
 - Jury Duty
 - Time off to Vote
 - Military Leave
- Health Benefits
 - Medical/Dental Insurance
 - COBRA (Consolidated Omnibus Budget Reconciliation Act)
 - Life Insurance
 - Disability Insurance (Short and/or Long Term)
 - Worker's Compensation
 - Retirement Plan



Sample List: Financial Policy and Procedures

- Authorization of Check Signers
- Cash Receipts
- Accounts Receivable/Billing
- Procurement
- Professional Services (Contracts with Individual Contractor/Consultants)
- Travel
- Disbursement of Cash/Accounts Payable
 - Consider Payments by checks, credit/debit card and payments via online
- Chart of Accounts
- Cost Allocation Plans
- Payroll
- Financial Reporting – Internal
- Financial Reporting – External
- Contributions
- In-Kind contributions
- Financial Statement Review/Audit
- Indirect Costs/Administrative Costs
- Inventory and Property Records
- Fidelity Bond



Sample List: Governing Board By-Laws

- Board Operations
 - Number of Board Members
 - Officers
 - Board Terms
 - Term Limits
 - Number of Meetings Per Year
 - Voting
 - General Responsibilities
 - Fiduciary Responsibilities
 - Removal of Board Members
- Board meetings
 - Quorums
 - Location
 - Regularity
 - Special Meetings
 - Notice of Meetings
 - Board Minutes
- Committee Structure
 - Additional Boards
 - Specially Designated Committees
 - Rules of operations
- Officers
 - Election
 - Term
 - Roles and Responsibilities
- Financial Matters
 - Establishment of Fiscal Year
 - Budgeting
 - Authorize Those Who Can Commit the Organization to a Liability
 - Authorized Signers
- Amendments
 - Procedures for Changing Articles of Incorporation and By-Laws.



THE APPLICATION PROCESS



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• **Getting Started:**

- Allow plenty of time to prepare. Approximately 25-40 hours is needed.
- Read the whole RFA - grant application package.
- If you have any questions during the open period, contact the program manager or refer to the application package.
 - The program manager is the key contact that is responsible for answering questions regarding the application process, as well as overseeing all aspects of the grant program through the award phase.
 - Buffy Smelley:
 - buffy.smelley@adeca.alabama.gov
 - 334-353-2554
- Questions/contact are not permitted after the RFA deadline.



- **Preparing Your Application:**

- Follow the suggested formatting guidelines.
- Use local data to support your application's statement of the problem.
- Structure your narrative according to the selection criteria (make it easy for peer reviewers to evaluate your proposal).
- Pay careful attention to the language that you use - *be clear, concise, and specific.*
- Justify your funding request according to the proposed project activities and check all budget figures for accuracy (*keep in mind that costs must be both reasonable and necessary*).
- Proofread your application.



Required Application Forms

Forms are to be signed by the Authorizing Official!	
1	Disclosure Statement
2	Certification Regarding Debarment Suspension Ineligibility and Involuntary Exclusion
3	Certification Regarding Lobbying
4	Certification Regarding Drug Free Workplace Requirements
5	Equal Employment Opportunity Certification
6	Financial Questionnaire
7	E-Verify
8	10% De Minimis Certification
9	Civil Rights Compliance Checklist
10	Beeson Hammon
11	Letter of Support from local children's policy council and family court judge
12	Risk Assessment Questionnaire

Required forms can be accessed via a link in Alabama Grants on the Miscellaneous Attachments page.



Other items to include ...

Board of Directors list

Organization chart

Personnel job descriptions

Volunteer job descriptions

Memorandums of Agreement / Contracts

Policies and Procedures Manuals

Confirmation of [completed background checks](#)

If needed or requested, you will be able to add more documents to miscellaneous attachments and/or the supplemental information page of your grant application.

The “Other” section at the bottom of the Miscellaneous Attachments page can be used to upload any additional attachments.



- **Submitting Your Application:**

- Do NOT wait until the last minute to submit your application.
- When submitting an application, know the specific deadline date and time.
- If you experience problems in submitting an electronic application, contact the AGATE Help Desk.
 - helpdesk@agatesoftware.com or at 1 (800) 820-1890.
 - The Agate Software Helpdesk operates 7:00 a.m. to 7:00 p.m. CST Monday - Friday.
- Have a fresh pair of eyes read your application before submission.
- Make certain that all required forms and signatures are included in your application.



COMMON MISTAKES

- Failing to allow enough time to submit a grant application.
- Not reading the application package in its entirety.
- Not having the required items in place. (i.e., UEI, FEIN, E-verify, etc.)
- Having multiple/duplicate grant applications open.
- Not following formatting guidelines.
- Not obtaining required signatures on required forms.
 - Authorizing Official to sign all grant required grant application documents.
 - Financial Officer can sign the financial questionnaire.
- Failing to proofread.
- Including unallowable items in a budget.



Explore

Alabama Grants

(AGATE)



COMMON QUESTIONS

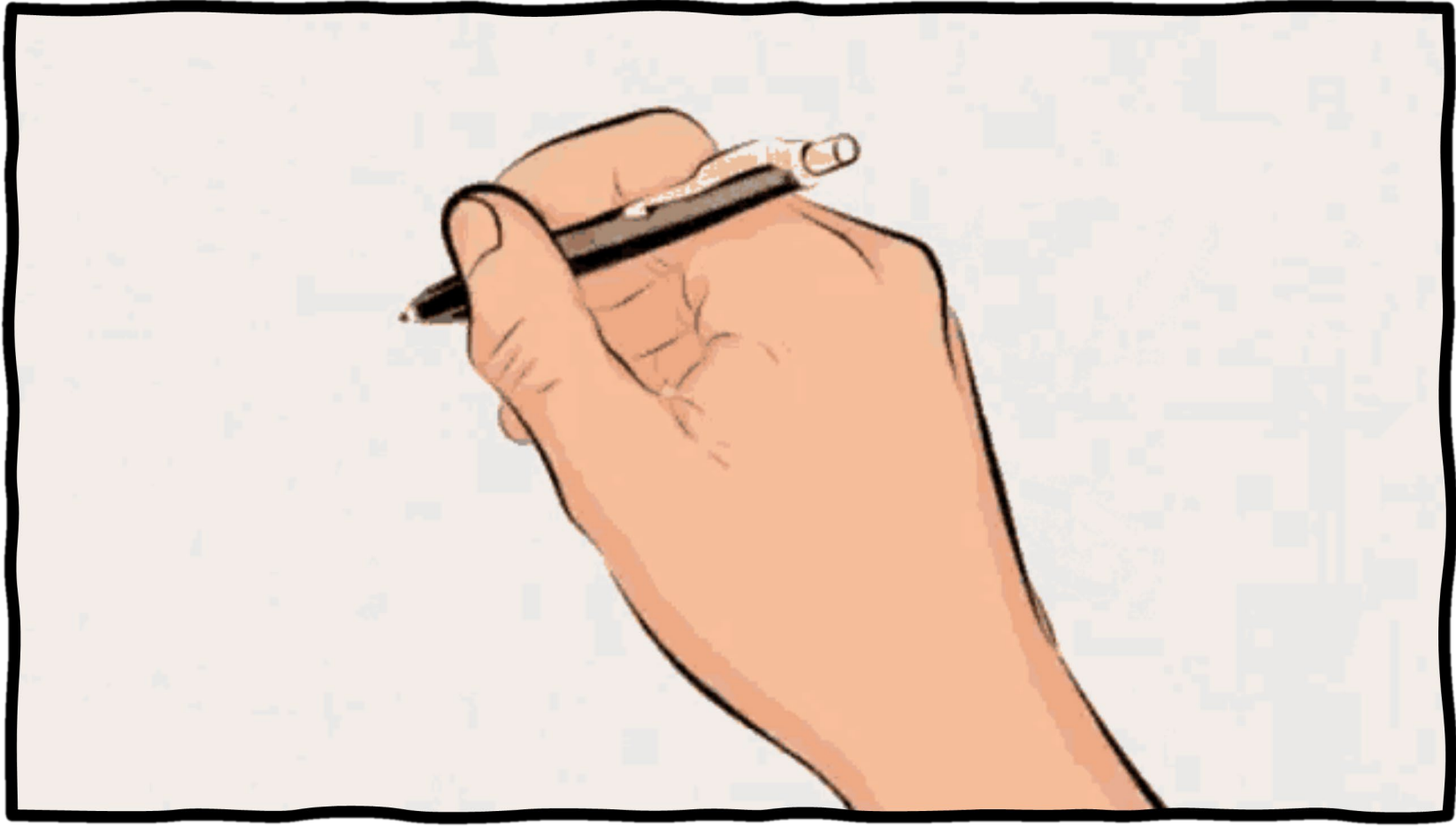
- What is the deadline date?
 - Please refer to the RFA for submission instructions.
- Am I an eligible applicant?
 - Local units of government, State agencies, and non-profit organizations are eligible applicants.
- Can I sign the required forms?
 - Only the Authorizing Official can sign application forms.
 - [Signatory Authority Form](#) or Signature Certification Letter on agency letterhead
 - Examples of AO: Mayors (cities), County Commission Chair (counties), Board Presidents (non-profits)
 - Check your local policies and procedures to see who has the legal authority to enter into a grant agreement.
- Can I send some of the RFA package materials after the deadline date?
 - No. The application must be complete before submission. No submissions beyond the deadline will be considered.
- Where do I go to for additional questions?
 - Contact the program manager listed in the RFA for additional questions until the RFA deadline. No contact after.
 - buffy.smelley@adeca.alabama.gov



COMMON QUESTIONS

- Will this grant be offered again next year?
 - Title II grants are offered most years during the spring or summer except in cases of delayed federal funding.
- Can I have one letter of support?
 - Yes, if your local Judge is also the local Children's Policy Council representative.
- Will the deadline be extended?
 - This is not typically necessary; however, all potential applicants will be notified if the deadline is extended.
- What happens next after I submit my application?
 - Title II applications are reviewed by program staff, scored by program staff and SAG subcommittee members, recommended for funding by the Alabama SAG, reviewed throughout ADECA, and finally submitted to the Governor's Office with grant award recommendations.





Resource: Grant Writing 101, from the Office of Safe and Drug Free Schools, U.S. Department of Education.



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