



**Law Enforcement and Traffic Safety Division
Juvenile Justice Program**

**REQUEST FOR APPLICATIONS
2024**

**Juvenile Justice and Delinquency Prevention Act
Title II Part B Formula Grant Program**

**Issue Date: April 1, 2024
Alabama Grants New User Registration Due: April 26, 2024
Application Due Date: May 17, 2024**

The Alabama Department of Economic and Community Affairs (ADECA) Law Enforcement and Traffic Safety (LETS) Division is now accepting applications for the 2024 Juvenile Justice and Delinquency Prevention Title II Formula Grant Program. This grant is being released through [Alabama Grants](#), ADECA/LETS electronic grants management system. All applications will be submitted online only via [Alabama Grants](#). No paper applications will be accepted. Any items arriving to our office separate of the original application submission will not be added to the application. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

This is a competitive grant process. The submission of a grant application or assistance with a grant application does not imply or guarantee an applicant will receive a grant award. All awards are contingent upon review, availability of grant funds, and Governor approval.

HOW TO APPLY



Eligible applicants must be registered in [ALABAMA GRANTS](#) to access the application and have a current UEI number. You can register for or update a UEI at [SAM.gov](#). Applicants may include local governments (including law enforcement, district attorneys, and judicial districts), state agencies, and non-profit/local private community-based agencies.

WHEN TO APPLY



Applications must be submitted to Alabama Grants on or before **11:59 P.M. (CST) May 17, 2024**. New Alabama Grants users must submit their user registration requests no later than **Friday, April 26, 2024**. Applicants are encouraged to submit applications before the deadline to address potential technical issues. No late submissions will be accepted.

AWARD PERIOD



October 1, 2024 - September 30, 2025, is the anticipated award period.

TECHNICAL ASSISTANCE



For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at 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.

APPLICATION TRAINING



ADECA/LETS Juvenile Justice Program Staff will conduct an application webinar for the Title II Formula Grant RFA. The webinar will include a program overview and what to know before applying. Registration is required.

Meeting time and date: 10:00 a.m. Friday, April 5, 2024

Registration link: [Title II Grant Application Training Registration Link](#)

Table Of Contents

PART I – FUNDING OPPORTUNITY DESCRIPTION.....	3
A. BACKGROUND ON TITLE II FORMULA GRANT PROGRAM	3
B. PROJECT FOCUS AREAS.....	3
C. ALLOWABLE EXPENSES	4
D. UNALLOWABLE EXPENSES	5
E. OTHER COSTS GENERALLY UNALLOWABLE	5
F. APPLICATION REVIEW PROCESS	5
G. RISK ASSESSMENTS.....	6
PART II – APPLICATION AND SUBMISSION INFORMATION.....	6
A. SUBMISSION INFORMATION	6
B. BEFORE YOU APPLY	7
C. GENERAL APPLICATION INSTRUCTIONS	7
PART III – ADDITIONAL REQUIRED FORMS	10
PART IV - AWARD INFORMATION.....	11
A. PERIOD OF PERFORMANCE.....	11
B. COST MATCHING	11
C. ESTIMATED FUNDING	11
D. PROGRAM REPORTING REQUIREMENTS.....	11
E. AWARD ACCEPTANCE.....	12
F. STANDARD SUBGRANT AGREEMENT CONDITIONS AND ASSURANCES.....	12
G. LETS POLICY LETTERS	12
APPLICATION CHECKLIST	13

Questions pertaining to this Request for Applications may be submitted by email to Buffy Smelley, Juvenile Justice Program Manager, at buffy.smelley@adeca.alabama.gov or telephone at (334) 353-2554. No technical assistance beyond the due date is permitted.

This ‘Request for Applications’ does not indicate acceptance or approval of any application in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of federal funds awarded.

PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Background on Title II Formula Grant Program

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) Title II Formula Grant Program was established by the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, and amended 2018, to support state and local delinquency prevention and intervention efforts, and juvenile justice system improvements. OJJDP provides funds directly to states based on juvenile population to help implement comprehensive juvenile justice plans within JJDP [purpose areas](#).

Core Requirements for Title II Part B Formula Grants

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

1. 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.

2. 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.

3. 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.

4. 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.

State Advisory Group

The State Advisory Group on Juvenile Justice and Delinquency Prevention (SAG) is the advisory authority established under the JJDP Act and appointed by the Governor to oversee the development and implementation of the State Juvenile Justice Plan and the delinquency prevention program. State Advisory Group members have training, experience, or special knowledge in preventing and treating juvenile delinquency and/or the administration of juvenile justice.

B. Project Focus Areas

The LETS Division is accepting applications for existing or new projects for the following priority areas:

- Deinstitutionalization of Status Offenders (DSO)
 - 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.

The goal of DSO and Community-based Programs and Alternatives to Detention is the elimination of status offenders being securely detained and increasing alternatives to detention for other non-violent juvenile offenders throughout Alabama.

We are seeking established programs currently providing these services that have a proven track record; existing evidence-based programs that could expand to include these services; or new programs implemented by organizations that have the proper training and resources to effectively sustain such a program beyond limited-term grant funding.

Examples of model programs can be found at www.ojjdp.gov/mpg/ and www.CrimeSolutions.gov.

Applicants are not limited to these programs; however, proposed programs should have clear evidence of prior success. Programs are strongly encouraged to use a developmentally appropriate and trauma-informed framework.

The programs will be evaluated annually and, dependent upon the success of the program, may be considered for funding a second or third year.

C. Allowable Expenses

- Personnel, training as a component of an overall program, operating expenses, equipment, and supplies are allowable expenses if they are related to the programs that address the authorized program areas. Program-related conferences and travel are allowable expenses; however, subrecipients are encouraged to request pre-approval from ADECA for such expenses in order to avoid common travel errors. A 30-day pre-approval for out-of-state travel is required. Travel expenses should follow State travel policy or agency travel policy, whichever is more restrictive. The cost of space used for the benefit of the program is allowable subject to the conditions described in [2 CFR § 200.465](#). Printing, publishing, duplication, and other operating expenses are allowed. All expenditures must be necessary, reasonable, allocable, and related to the implementation of the program that is defined in the program narrative sections of the application.

- Grant-funded personnel must accurately reflect the percentage of time dedicated to grant activities. (See also all non-supplanting provisions in the Grant Terms and Conditions.)
- Audit fees can be included in project budgets to cover the costs associated with an audit of the project on a pro-rata basis (if the agency receives at least \$750,000 or more in federal funds).

D. Unallowable Expenses

- Any expenditures that are not a part of an approved program or project (within the authorized program areas) are not allowable;
- Formula grant funds may not be used to supplant or replace existing state or local criminal or juvenile justice funds. Any expenditures must increase the existing amount of funds available for eligible activities;
- The purchase of land is not an allowable expense;
- The purchase of vehicles is not an allowable expense;
- The use of Formula Grant funds for construction projects is prohibited.
- Food and incentives are not allowable expenses.

E. Other Costs Generally Unallowable

Per the DOJ Financial Guide Section 3.13 and Code of Federal Regulations, the following are unallowable:

- Land acquisition;
- Compensation of Federal Employees;
- Travel of Federal Employees;
- Bonuses or Commissions;
- Costs of preparing applications for potential subgrants;
- Military type equipment;
- Lobbying activities;
- Fundraising;
- Cost Allocation Plans;
- Corporate formation;
- Imputed Interest.

***Allowable and unallowable expense details can be found in the [DOJ Financial Guide](#) and [200 C.F.R. 200, Subpart E, Cost Principles](#).**

F. Application Review Process

The Title II Formula Grant is a competitive application process. ADECA/LETS uses a multi-step application review and evaluation process. Applications are reviewed by LETS program staff and members of the State Advisory Group Grants and Contracts Committee to determine compliance with federal and state programmatic and financial guidelines. Following initial application reviews, SAG recommendations will be made to ADECA for further review. The ADECA Director will make funding recommendations to the Governor's Office which will make final award decisions.

The following will be considered in the evaluation of applications:

- The completeness of the application.
- Whether the project is within the scope of the grant.
- Applicant eligibility
 - Eligible Applicants include local governments (including law enforcement, district attorneys, and judicial districts), state agencies, and non-profit/local private community-based agencies.

- Applicants must have a current Unique Entity Identifier (UEI) issued through the System for Award Management Follow this [link](#) for information or to register with SAM.gov and obtain a UEI.
- Whether the grant application, the applicant, and the project follow all federal and state laws, regulations, and rules.
- Any potential conflicts of interest.
- Whether the applicant has any federal and/or state debt delinquency.
- Any and all risk associated with granting funds to the applicant.
- Whether the applicant is debarred or suspended by any federal or state department or agency.
- Proposed number of juveniles to be served.
- Qualifications and duties of personnel.
- Ability to complete project in a timely manner.
- Prior evidence of program success.
- Project has a plan for self-sufficiency and sustainability beyond possible grant funding.
- Design Quality – The application is clearly written, supported by facts, and contains measurable objectives and performance indicators.
- Performance Indicators – The indicators match objectives and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- Other Relevant Factors and Requirements - Past or current grant performance may be considered where applicable. The application must contain all relevant documentation.

G. Risk Assessments

Federal regulations now require grantees (ADECA) to conduct a risk assessment of each applicant before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not be considered for an award until all issues are resolved. All assessments are unique and will be handled on a case-by-case basis.

PART II – APPLICATION AND SUBMISSION INFORMATION

A. Submission Information:

Applicants will complete and submit their applications, along with all supporting documentation, in Alabama Grants at <https://grants.alabama.gov/>. Applicants are encouraged to submit applications at least 48 hours prior to the grant application deadline. Late or incomplete applications will not be considered for funding.

Applicants must submit the full application(s) by 11:59 p.m., May 17, 2024, in Alabama Grants.

New user registration due date is April 26, 2024.

System Registration:

- Navigate to <https://grants.alabama.gov/>
- Have an Authorized Official (AO) for your organization register as a new user.
- Complete and submit a registration request.
- Wait for an email confirmation granting access to the system.
- After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants' Training Materials section.)

Based on the organization type selected under the organization profile, a user will see any available funding opportunities under the “My Opportunities” panel of the user’s dashboard.

Any application or documentation in support of an application not submitted in Alabama Grants will not be accepted for review. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

Contact Information:

For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at 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.

B. Before You Apply

1. Know your organization’s Employer Identification Number (EIN). [IRS Federal Tax ID Application](#)
2. Have a current Unique Entity Identifier (UEI) and be registered in the System for Award Management. [SAM.gov](#)
3. Know who will be the Authorizing Official, Financial Officer, and Project Director.
 - a. Application Authorizing Officials should be the city mayor, county commissioner, state agency director, or board president (for non-government organizations). The Authorizing Official must have the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions.
4. Have an [E-Verify](#), a web-based system that allows enrolled employers to confirm the eligibility of their employees.
5. Set up STAARS Vendor Self Service. STAARS provides for the security and protection of all vendors that provide goods and services to the State. <https://vendors.alabama.gov/>
6. Gather local data and outline your project goals.

C. General Application Instructions

In this section is a list and description of application areas to be completed in Alabama Grants (AGATE). When you click into the OJJDP Title II (JF-C1-2024) application opportunity, a grant application number will appear in the top left corner. It will read 2024-JF-C1-####. **Note this grant application number and use it each time to access your grant application.** (A common mistake is to open multiple applications.) **You will need to save each page as you work.** AGATE will not auto-save each change.

1. Application Information

Confirm the Organization Information section populates correctly and completely. Complete the Implementing Agency section only if your organization is not responsible for the operation and implementation of the project. Choose the Authorizing Official, Project Director, and Financial Officer from the drop-down menu. Names in the drop-down menu will be available from the Organization Members list input at registration. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants’ Training Materials section.) You are able to edit the Organization Members list as needed. The Authorizing Official must be the city mayor, county commissioner, state agency director, or board president (for non-government organizations). The Authorizing Official must have the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Project Director will be a person responsible for oversight and administration of the project on behalf of the applicant agency. The Financial Officer will be a person responsible for financial reporting and record keeping for the project. Roles must be filled by separate individuals.

2. Project Description

The Project Name should be brief, precise, and reflect what may be funded. The Project Start Date will be October 1, 2024. The Project End Date will be September 30, 2025. The Project Summary is to be written suitable for a news release to briefly describe the project's purpose.

3. Statement of the Problem

A statement of the problem should be clearly defined and based upon facts, a needs assessment, or statistics. The data should include the most current data available and should be specific to the area to be served by the project. This section should also clearly detail the cities/counties to be served by this program.

4. Goals and Objectives

Provide goals to be achieved upon completion of the proposed project which are measurable benchmarks established to correct the identified problem. Identify objectives you wish to accomplish through implementation of the project. Objectives are smaller actions taken to achieve the listed goals and are specific, quantifiable statements of the project's desired results, and should include the target level of achievement. NOTE: Include a description of how the goals and objectives continue or build upon previous efforts if this application is a continuation of a previously funded project.

5. Methods and Procedures

Explain in detail how the project will address the problem and accomplish the project goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the project. Applicants are to describe the activities and services of the proposed project. It should be clear to the reader that the project is well planned to include projected and documented outcomes. The project should be based on an approved evidence-based program or provide documented evidence of prior success. A one-year timeline of activities should be included to outline key tasks, persons responsible for completion of key tasks, target dates for task completion, and a timeframe for achieving objectives.

6. Evaluation

The applicant must demonstrate the ability to collect and analyze data in order to effectively monitor program success. All data collected should relate to the stated goals and objectives. Ways to measure results include percentage increases or decreases, numerical increases or decreases, and surveys administered at the beginning and end of the project that measure participants' changes in attitudes and/or increases in knowledge. Explain how you plan to track and evaluate the project to ensure that the stated goals of the project are met. Having these measures in place will also help with quarterly and annual reporting requirements. Follow this link to [OJJDP Title II Grants Program Performance Measures Definitions and Questions](#) for data to be collected and maintained throughout the grant period. NOTE: For continuation projects, provide information demonstrating evidence of program effectiveness by providing a summary of existing data and outcomes.

7. Sustainability

Title II grant funding is not guaranteed on an annual basis. Fully responsive applications will include comprehensive sustainability plans that describe effective resource and partnership development geared to help build strong support for projects/programs. Provide information within the program evaluation narrative on the sustainability of your program. Include what prospects exist for continued financing of the project when grant funds are not available. What efforts have been or will be made to continue the operational aspects of the project when grant funds are not available?

8. Budget/Budget Narrative

Your application will include a budget detail and a budget narrative section. Budget narratives should provide justification and describe in detail the basis for determining the cost of the items included in each budget category. A simple repeat of the calculation shown on the budget detail pages is not an acceptable narrative. Proposed expenditures should be allocable, reasonable, and allowable.

Personnel:

- a. Salaries: List the name of the employee (or put TBD if unknown), position/title, salary, rate of pay, and estimated percent of time devoted to the project. Example: Jane Doe, Program Manager, \$1200 (paycheck amount), 12 (she gets paid monthly and there are 12 months in a year), and she will dedicate 50% of her time to the project so $\$1200 \times 12 \times 50\% = \7200 OR Jane Doe, Evaluator, \$15 (hourly rate), 520 (anticipated hours they will work, this example is based off 10 hours a week for 52 weeks), and of these 520 hours she will devote 100% of her time to the project so $\$15 \times 520 \times 100\% = \7800 .
- b. Fringe: Indicate each type of fringe benefit included and keep in mind that the computation should be explained in the budget narrative section. This section is based on the employer's share of expenses. When completing this section, please remember the following:
 - i. Maximum amount allowed for FICA = 7.65% of salaries
 - ii. SUI is based on the first \$8,000 of an employee's pay per calendar year.
 - iii. Allowable insurances include health, disability, and life.
 - iv. Workers' compensation is a rate unique for your agency.

Professional Services: Any persons performing work on this project, who are not employees of the subgrantee should be included under this category. A signed and dated contract must be executed for each person performing contractual services on an awarded grant. Please make sure to include in the Budget Narrative section the type of services being provided and hourly rate. **Note:** Travel for Professional Services should be listed within this category and not in the Travel section.

Travel: Travel expenses for work performed in association with and charged to this project should be included. Travel expenses are paid per the applicant's written travel policies or State of Alabama policies, whichever is more restrictive.

Operating Expenses: List all expected Operating Expenses necessary for carrying out the activities associated with the proposed project that will be charged to an awarded grant. Rent, utilities, supplies, printing, postage, etc. must be allocated if used to accomplish other functions of the agency. Equipment such as printers and laptops (less than \$5,000 per unit) should go in this category. **Note:** This should also include any indirect costs.

Equipment: List any equipment purchases necessary for carrying out the activities associated with the proposed project that will be charged to an awarded grant. **Note:** Equipment is defined as one unit of equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more. ****Any equipment that is less than \$5,000 should be listed under Operating Expenses.**

Match: There is no match requirement for the Title II Formula Grant Program. **Do not show match in the Budget Summary page of the application.**

• Note Concerning Indirect Cost or Cost Allocation: In accordance with [2 CFR 200.332\(a\)\(1\)\(xiv\)](#) and (a)(4), and [2 CFR 200.414](#), subrecipients of Federal awards may charge indirect costs to the award unless statutorily prohibited by the Federal program and in accordance with any applicable administrative caps on Federal funding. ADECA will not negotiate indirect cost rates with subrecipients but will accept a Federally negotiated indirect cost rate of the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200. If requesting the 10% de minimis rate, subrecipients must submit a certification that the entity has never received a federally approved indirect cost rate. Subrecipients are allowed to allocate and change direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but not charged as both or inconsistently charged to the Federal award. Once chosen, the method must be used consistently for all Federal awards until such time as a negotiated rate is approved by the subrecipients' Federal cognizant agency.

PART III – ADDITIONAL REQUIRED FORMS

- 1. State of Alabama Disclosure Statement** - Act 2001-955 requires the disclosure statement to be completed and filed with all applications, bids, contracts, or grant applications to the State of Alabama in excess of \$5,000. The form must be signed, dated, and notarized prior to submission. Complete all lines as indicated. If an item does not apply, denote N/A (not applicable).
- 2. Certification Regarding Drug-Free Workplace Requirements** - The certification says the subrecipient certifies that it will provide a drug-free workplace. Certification Regarding Drug-Free Workplace Requirements form must be signed and included with the grant application.
- 3. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient)** – This form is used to ensure that an agency is not suspended or otherwise excluded from receiving federal funding, must be signed, and returned with the application.
- 4. Certification Regarding Lobbying-** Compliance with federal certifications requirements for restrictions on lobbying. Must complete and be signed by the Authorizing Official before disbursement of funds.
- 5. Equal Employment Opportunity Certification** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability. The Equal Employment Opportunity Program Certification must be completed and signed by the Authorizing Official.
- 6. Financial Questionnaire** - The questionnaire is a tool designed to assist both subrecipient and the LETS staff in assessing the subgrantee’s management capabilities. Subrecipient organizations are expected to have certain systems, policies, and procedures in place for managing their own funds, equipment, and personnel. The questionnaire must be completed, signed, and included in the application.
- 7. Risk Assessment Questionnaire** - This questionnaire is a supplemental tool for completing a full risk assessment. A risk assessment must be conducted on each applicant before an award can be made. A higher risk rating may require additional grant requirements or special conditions. All assessments are unique and are handled on a case-by-case basis.
- 8. E-Verify** - E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. You can enroll in E-Verify through <http://www.uscis.gov/e-verify> .
- 9. Civil Rights Compliance Checklist** - The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has authority to monitor civil rights compliance for grants awarded by the DOJ, such as those issued by the Bureau of Justice Assistance, Office for Victims of Crime, Office on Violence Against Women, National Institute of Justice and Community Oriented Policing Services. OCR has established monitoring standards for State Administering Agencies (e.g., ADECA) of DOJ grants to ensure civil rights compliance by each subgrantee. This checklist should be done on an administrative level (agency wide basis, not a project-by project basis).
- 10. Letters of Support** - Letters of support from the local Children’s Policy Council will need to be attached in the miscellaneous documents section of the application.

11. [Certificate of Compliance the Beason-Hammon Alabama Taxpayer and Citizen Protection Act](#) to be completed by non-government agencies. The form certifies that employers will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. A contracting party (subrecipient) found in violation of this provision shall be deemed in breach of the grant agreement and shall be responsible for any and all resulting damages. If you are unable to open the link, contact buffy.smelley@adeca.gov for a pdf email copy.

12. Additional Information

In addition to the required information above, you will include the following list of items on the Miscellaneous Attachments page of the grant application:

- Interagency MOUs with local organizations that can provide services to the families;
- Any other Letter(s) of Support;
- Policy and procedure manuals for non-government agencies;
- Board of Directors list;
- Organization chart;
- Volunteer job descriptions;
- Fidelity Bond documentation;
- [Confirmation of Background Checks](#) If you are unable to open the link, contact buffy.smelley@adeca.gov for a pdf email copy.

PART IV - AWARD INFORMATION

A. Period of Performance

The LETS Division anticipates awarded projects to begin **October 1, 2024**, and to terminate no later than **September 30, 2025**, with the possibility of continuation grants being issued.

B. Cost Matching

Cost matching is not required under Title II.

C. Estimated Funding

Selected applications will receive a grant for an amount not to exceed the amount requested by the applicant or that which is negotiated between the selected applicant and the LETS Division.

The maximum subaward for new applicants is \$100,000.00 for a one-year period.

If awarded funding for a second or third year, the amount will be reduced 33% for year 2 and year 3 applications will be reduced 66% of the initial year 1 award. If you are applying for a second- or third-year continuation, your application must include details about the progress and accomplishment of the program to date. Funding is contingent upon continuation of the Title II Formula Grant Program at the federal level.

D. Program Reporting Requirements

Progress reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must provide an update on the project's objectives. **Failure to submit reports in a timely manner may significantly delay any reimbursements submitted within the grant period.** See the following table for the progress reports and financial reports due dates:

Report Period	Due on or before the following dates
October 1 through December 31	January 15 th
January 1 through March 31	April 15 th
April 1 through June 30	July 15 th
July 1 through September 30	October 15 th
Final Report	November 30 th

[OJJDP Title II Grants Program Performance Measures Definitions and Questions](#)

E. Award Acceptance

Selected applicants will receive an email notification to log into Alabama Grants to accept the award when funding decisions are made. **IMPORTANT:** Only the Authorizing Official has the authority to accept the grant award which constitutes a binding, contractual agreement. If anyone other than the Authorizing Official accepts the award on their behalf, you must submit a letter on letterhead stating that person has been given statutory authority to enter into the grant agreement on the Authorizing Official’s behalf.

F. Standard Subgrant Agreement Conditions and Assurances

Selected applicants are required to sign the Standard Subgrant Agreement Conditions and Assurances, which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Subgrant Agreement Conditions and Assurances will be signed upon an application’s funding approval.

G. [LETS Policy Letters](#)

LETS Policy Letters are provided in the link above for your review.

APPLICATION CHECKLIST

See RFA pages for full details.

	NOTES
Attend Application Training, 4/5/2024, 10:00 a.m.	Title II Grant Application Training Registration Link
Registered in Alabama Grants (AGATE)	New user registration deadline is April 26, 2024
Set up Organization Members	Add everyone to be named in the grant application. Include names of personnel if they are in the budget.
EIN Number	See page 7
UEI Number and SAM Registration	SAM.gov
E-verify	E-Verify
STAARS Vendor Self Service	https://vendors.alabama.gov/
Application Information	See page 7
Project Description	See page 8
Statement of the Problem	See page 8
Goals and Objectives	See page 8
Methods and Procedures	See page 8
Evaluation	See page 8 and OJJDP Title II Grants Program Performance Measures Definitions and Questions for examples of data to collect.
Sustainability	See page 8
Budget and Budget Narratives	See page 9
*Make sure documents are complete and signed by the Authorizing Official.	
Disclosure Statement	Except units of government and state agencies
Certification Regarding Drug Free Workplace	
Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion	
Certification Regarding Lobbying	
Equal Employment Opportunity Certification	Complete 1 section only. Either the top or bottom will apply to you, but not both.
Financial Questionnaire	The Financial Questionnaire can be signed by the Financial Officer
Risk Assessment Questionnaire	
E-Verify	http://www.uscis.gov/e-verify Upload the first page, signature page, page that includes the TIN(FEIN), and company profile pages. You can also upload all pages.
10% De Minimis Certification or Indirect Cost Rate Agreement	If applicable
Civil Rights Compliance Checklist	
Letter(s) of Support	
Beason Hammon Certification	Exempt for units of government and state agencies
Personnel and Financial Policy and Procedure Manuals	For non-government agencies
Board of Director's list	For non-government agencies
Organization Chart	
Volunteer Job Descriptions	If applicable
Fidelity Bond Certificate	
Confirmation of Background Checks	Do not upload any personally identifiable information. A list of names with the date background checks were complete and clear will suffice.