

**COLORADO DIVISION OF CRIMINAL JUSTICE  
FORMULA GRANT PROGRAM APPLICATION**

**SECTION I - APPLICANT INFORMATION**

<i>STATE USE ONLY</i>		
<b>App #:</b>	<b>Grant #:</b>	<b>Award:</b>

<b>APPLICANT AGENCY:</b>			
Address		City, ZIP	
Project Director		E-mail	
Telephone		FAX	
Federal Employer ID Number		Has applicant agency registered with the SYSTEM FOR AWARD MANAGEMENT (SAM) database? <input type="checkbox"/> Yes (SAM attached) <input type="checkbox"/> No	
<b>DUNS NUMBER</b>			
<b>IMPLEMENTING AGENCY:</b>			
Contact		Email	
Address		City, ZIP	
Telephone		FAX	

**PROGRAM AREA:**

**FEDERAL FUNDS REQUESTED: \$** \_\_\_\_\_ **PROJECT DURATION: From** \_\_\_\_\_ **To** \_\_\_\_\_

<b>TYPE OF AGENCY: (check one)</b> <input type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Private Non-profit <input type="checkbox"/> Faith-Based Non-Profit <input type="checkbox"/> Other			
<b>FUNCTION OF AGENCY:</b>	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Probation	<input type="checkbox"/> Prosecution
	<input type="checkbox"/> Courts	<input type="checkbox"/> Social Services	<input type="checkbox"/> Youth Services
	<input type="checkbox"/> Public Defense	<input type="checkbox"/> Education	<input type="checkbox"/> Treatment/Mental Health
	<input type="checkbox"/> Treatment/Substance Abuse	<input type="checkbox"/> Other Describe:	

**NON-PROFITS/LOCAL PRIVATE AGENCIES**  
 According to the Juvenile Justice and Delinquency Prevention Act, Section 223(a) (5) (B); “funds shall be expended through programs of local private agencies, to the extent such programs are consistent with the State plan, **except that direct funding of any local private agency by a State be permitted ONLY if such agency requests such funding AFTER it has applied for and been denied funding by any unit of local government or combination thereof.**”

Non-profit/local private agency applicant must provide documentation that the program being proposed, was denied completely or was given partial funding by a unit of local government, prior to this application being submitted.

**PROJECT TITLE:**

**PROJECT DESCRIPTION (Limit to space provided):**

**PROJECT WILL BE USING EVIDENCE-BASED OR RESEARCH INFORMED PROGRAMS OR PRINCIPLES:**  Yes  No

If yes, provide the NAME and SOURCE where program information can be found:

TYPE OF APPLICATION:		
<b>New:</b> <input type="checkbox"/> Start a new project <input type="checkbox"/> Expand or enhance an existing project <u>not</u> previously JJDP-funded		<b>Continuation:</b> <input type="checkbox"/> Continue a project currently receiving JJDP funds <input type="checkbox"/> Expand/enhance an existing project receiving JJDP funds For continuation applications, list up to three years of prior JJDP funding in the table below.
GRANT NUMBER	FEDERAL FUNDS	DURATION

<b>SERVICE AREA:</b>	U. S. Congressional District(s): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
	Statewide
	Rural <input type="checkbox"/> Suburban <input type="checkbox"/> Tribal <input type="checkbox"/> Urban <input type="checkbox"/>
Judicial District(s) (Identify by District Number):	
Cities and Counties to be served:	
School(s) and or School District(s):	
<b>IS THE JURISDICTION(S) TO BE SERVED IN COMPLIANCE WITH THE JJDP ACT?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but working with DCJ Compliance Monitor.	<b>DCJ USE ONLY-</b> Jurisdiction Compliant with JJDP Act? _____

**IMPORTANT: READ INSTRUCTIONS TO RESPOND TO THE FOLLOWING QUESTIONS**

**SECTION II – PROBLEM IDENTIFICATION AND TARGET POPULATION**

1. **PROBLEM IDENTIFICATION (Limit 2 page)**
2. **POPULATION TO BE SERVED (Limit 1 page)**
  - A. **Complete the Table provided to define the proposed population to be served.**

Number of Juveniles Targeted to be Served								
	White/ Caucasian	Black/ African American	Hispanic /Latino	Asian	American Indian/ Alaskan Native	Nat. Hawaiian / Pacific Islander	Other/ Unknown	Total
<b>Males</b>								
<b>Females</b>								
<b>Total</b>								
<b>Age/Grade Range of Target Population:</b>								
<b>Percent of Total to be Served with Limited English Proficiency:            %</b>								

B. Although the target population must be youth who are truant and for whom court proceedings have not been initiated, you may choose to target a subset of that population such as minority youth, students of a certain age, grade or school. Provide a description of the target population including age, gender, ethnicity and other characteristics of those the project is intending to target.

Describe how the proposed project will be culturally, gender and age appropriate to the proposed target population. If the target population includes youth and families with limited English proficiency, explain how you plan to meet their needs.

**3. PROJECT DESCRIPTION (Limit 4 pages)**

**SECTION III – AGENCY CAPACITY AND COLLABORATION**

**4. APPLICANT AGENCY CAPACITY (Limit ½ page)**

**5. COMMUNITY COLLABORATION & SUPPORT (Limit 2 pages)**

Minimum required representation includes categories A-E: Provide the information requested in the table below.

Community Collaborative Representation
A. School(s) B. Judiciary C. Child Welfare D. Juvenile Justice (e.g., law enforcement, SB94, Probation) E. Behavioral Health(mental health and substance abuse providers)

NAME	AGENCY/ORGANIZATION AND ADDRESS	CATEGORY

Letters of Commitment are required from these entities (A-E). For schools the letters of commitment must be from the School District Superintendent and the Principal(s) of participating schools. For the Judiciary the letter of commitment must be from the Chief Judge. For the remaining collaborative members the letter must be from a high ranking official who can commit the agencies' participation in the pilot.

**SECTION IV – PROJECT PLAN**

**6. GOALS AND OBJECTIVES (Limit 3 pages)**

**Project Title:**

<b>GOAL 1:</b>				
	<b>ACTIVITIES</b>	<b>OUTCOMES</b>	<b>MEASUREMENT TOOLS</b>	<b>TIMEFRAME</b>
<b>OBJECTIVE 1.1:</b>				
<b>OBJECTIVE 1.2:</b>				

<b>GOAL 2:</b>				
	<b>ACTIVITIES</b>	<b>OUTCOMES</b>	<b>MEASUREMENT TOOLS</b>	<b>TIMEFRAME</b>
<b>OBJECTIVE 2.1:</b>				
<b>OBJECTIVE 2.2:</b>				

<b>GOAL 3:</b>				
	<b>ACTIVITIES</b>	<b>OUTCOMES</b>	<b>MEASUREMENT TOOLS</b>	<b>TIMEFRAME</b>
<b>OBJECTIVE 3.1:</b>				
<b>OBJECTIVE 3.2:</b>				

7. INTENDED LONG-TERM OUTCOMES/CHANGES (Limit 1 page)

SECTION V – EVALUATION

8. PROJECT EVALUATION

A. Evaluation Plan (Limit 2 ½ pages)

B. Will research be conducted as part of this project? (Limit ½ page)

NO  YES if yes, check the type of research proposed:

The planned research/evaluation activities do not involve the collection of information identifiable to private persons.

The planned research/evaluation activities involve the collection of information identifiable to private persons. If this box is checked, describe the procedures that will be put in place to ensure administrative and physical security of identifiable data and to preserve anonymity of private persons to whom information relates.

**NOTE REGARDING RESEARCH ACTIVITIES:** Human subjects involved in juvenile justice research must be protected from undue or unnecessary risks. These risks can be physical, psychological, social, economic, and/or legal. Researchers who use Federal funding to conduct research involving human subjects must adhere to the Federal regulations that ensure human subject protection. These regulations are known as the Common Rule. The Common Rule for the Department of Justice (Title 28 Part 46) protects human research subjects and establishes the essential rules that all juvenile justice professionals must follow when conducting federally funded research activities. Federal regulations address protection of privacy and the assurance of confidentiality along with detailed procedures for establishing and operating an Institutional Review Board (IRB). The National Center for Juvenile Justice developed an on-line guide as an overview of the laws and regulations that govern human subjects research. The guide is designed to clarify and to interpret the Common Rule for the Department of Justice, Title 28 part 46 of the Code of Federal Regulations. It is imperative that projects that plan to collect data and/or conduct research be knowledgeable of the requirements of the Common Rule. As research and evaluation plans are being developed, all applicants are encouraged to visit the NCJJ website at <http://ncjj.servehttp.com/irb/index.asp>.

In addition, federal policy requires that all projects receiving funds to conduct research or statistical activities that involve collecting data identifiable to a private person submit a Privacy Certificate in accordance with the requirements of 28 CFR Part 22. Projects will typically fall into one of three categories:

1. The project does not involve any research or statistical activities.
2. The project involves research and/or statistical activities but does not involve the collection of information identifiable to private persons.
3. The project involves research and/or statistical activities and involves the collection of information identifiable to private persons.

Projects that fall into categories 1 and 2 do not require a Privacy Certificate, however, they should include in the evaluation narrative of the application a brief description of the statistical activities to be conducted and the type(s) of data to be collected or used in the project. They must assert that no information identifiable to a

private person is being collected nor will be included in any reporting of project process or outcome. Projects that are funded and fall into category 3 must submit a Privacy Certificate in compliance with 28 CFR Part 22, as a condition of funding. At a minimum in the application, they must describe the procedures that will be put in place to ensure administrative and physical security of identifiable data and to preserve anonymity of private persons to whom information relates (e.g., hard copies of data will be stored in a locked file cabinet with limited access to cabinet key, procedures for protecting computer data files with identifying information, and so on). For more information you can view the Juvenile Justice Professional's Guide to Human Subjects Protection and the IRB Process <http://ncjj.servehttp.com/irb/>.

## **SECTION VI – SUSTAINABILITY**

### **9. SUSTAINABILITY (LIMIT ½ PAGE)**

## **SECTION VII – BUDGET**

### **10. BUDGET**

Provide a budget for at least the planning process utilizing up to \$20,000 of funding. If you know where some or all of your implementation funds will be needed provide that information. It is anticipated that you may not know what your implementation budget will be at this time. If this is the case, for budget purposes use the Contracted Consultant/Professional Services section as a place holder for the funds that will be used for your implementation plan.

In the budget table below list by line item the total project costs.

**ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.**

**Project Title:**

<b>A. PERSONNEL</b>	<b>(1) Annual Full-time Salary</b>	<b>(2) Annual Fringe Benefit Cost</b>	<b>(3) Sub-Total</b>	<b>(4) % to be paid by grant funds</b>	<b>TOTAL</b>
	+		=	X %	\$
	+		=	X %	\$
	+		=	X %	\$
	+		=	X %	\$
	+		=	X %	\$
<b>TOTAL PERSONNEL COST to be charged to this grant</b>					\$

<b>B. SUPPLIES AND OPERATING</b>	<b>TOTAL</b>
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL SUPPLIES AND OPERATING COST to be charged to this grant</b>	\$

<b>C. TRAVEL (Designate specifically in-state and out-of-state travel.)</b>	<b>TOTAL</b>
	\$
	\$
<b>TOTAL TRAVEL COST to be charged to this grant</b>	\$



**11. BUDGET NARRATIVE: (Limit 2 pages)**

Follow the line items as in the Budget Table. Describe in detail how you arrived at the amounts in the budget table.

**12. TOTAL PROJECT FUNDING:**

Will this project **BE FUNDED** using **ADDITIONAL FUNDS** other than those provided from this grant? \_\_\_\_\_YES / \_\_\_\_\_NO

If yes, what percentage of the total project costs will be supported by these federal funds? \_\_\_\_\_%

List the type and amount of other funding that will be provided to this project.

Fund Type/Describe	Amount
Federal:	
State:	
County Government:	
Municipal Government:	
Private:	
Other – specify:	
<b>TOTAL PROJECT COSTS</b>	

**13. FINANCIAL MANAGEMENT: Please complete the items below.**

- A. Has a copy of your last independent audit or financial review been previously submitted to DCJ?  
 YES    NO

If YES, to which program and for what time period? \_\_\_\_\_.

If audit last provided to DCJ is older than one year, include one copy of the most recent audit or financial review, including any management report or other auditor comments in the appendix. Also, if there were findings, please attach the audit resolutions and/or corrective action plan.

- B. Does your agency expend over \$500,000 from combined federal sources in a year?  
 YES    NO

If YES, attach a copy of the A-133 audit, including audit resolutions and/or corrective action plan.

- C. Please respond to the following questions about whether your accounting system meets the criteria for managing federal grant funds. (These questions cover areas that will be monitored by DCJ staff

during site visits or through other reporting mechanisms. They are not intended to be all inclusive and do not substitute for the agency's responsibility to meet all federal and state requirements for these grant funds.)

- YES    NO   Does your accounting system separate ALL revenues and expenditures by funding source?
- YES    NO   Does your system track revenues and expenditures for each grant award separately through a sub-ledger system?
- YES    NO   Does your system allow expenditures to be classified by the broad budget categories listed in the approved budget in your grant, i.e. Personnel, Supplies and Operating, Travel, Equipment and Professional Services?
- YES    NO   Do you reconcile sub-ledgers to your general ledger at least monthly?
- YES    NO   Do you mark your invoices with the grant number?
- YES    NO   Do you maintain time sheets, signed by the employee and supervisor for each employee paid by DCJ grant funds?
- YES    NO   Do you have written financial policies and procedures in place?
- YES    NO   Do you have accounting internal controls in place, such as separation of duties, two signatures on certain checks, reconciliations or other reviews?

**For Continuation Applicants only**

- YES    NO   Do you use your accounting system data to prepare your quarterly financial reports for DCJ?
- YES    NO   Do you reconcile your accounting system data with your quarterly financial reports for DCJ?

**If you answered "No" to any of the questions above, please provide an explanation on an inserted page referencing Section VII Item #13.**

## SECTION VII – CERTIFICATIONS/SIGNATURES

These pages contain the required state certified assurances and certifications (updated) necessary for the applicant to qualify for funding. **Read these carefully.** If you have any questions regarding these assurances, call OAJJA. *These pages must accompany the completed application.*

## SECTION VIII – ATTACHMENTS

Attach the following applicable items behind the Signature page (Page 11 of the Special Provision and Certified Assurances pages) and label with the appropriate title:

**A. Organizational Chart** – Highlight any positions included in the budget personnel category.

**B. Job Descriptions** for the positions included in the budget personnel category.

List of Agency’s **Board Members**, if applicant is a non-profit rather than a governmental agency.

**C. Proof of Non-Profit Status**, if applicant is a non-profit organization.

**D. Memoranda of Understanding/Agreement or Letters of Commitment** – Refer to the Application Instructions and the specific program area to which this application is responding to determine if these are required. If so, attach and label.

**E. Copy of Privacy Certificate**, if applicable.

**F. Copy of SAM Registration.**

**G. Copy of last audit or formal financial review** – Supply only one copy of the last audit or formal financial review. However, if there were any management reports or other auditor comments, attach them to each copy of the application. It is not necessary to provide copies with each copy of the application.

**Other Items** – Any other item(s) specifically requested in this application or the Announcement of Availability of Funds to which this application is responding. Label appropriately.

**NOTE:** Applicants for federal funding are required to undergo an annual A-133 audit if \$500,000 or more is expended annually from any federal source. Applicants that spend less than \$500,000 annually in federal assistance must maintain records and internal controls sufficient for audit. DCJ requires all subgrantees, regardless of amount received, to submit a current formal financial review or audit report every year.