



## **Youth Division Application Kit For Federal Grant Funds**

**Indiana Criminal Justice Institute  
101 West Washington Street, Suite 1170 East Tower  
Indianapolis, IN 46204-2038  
(317) 232-1233  
[www.in.gov/cji](http://www.in.gov/cji)**

# TABLE OF CONTENTS

INTRODUCTION.....	3
APPLICATION CRITERIA.....	3
APPLICATION SUBMISSION.....	4
<b>JABG APPLICATION DEADLINE = POSTMARK BY MARCH 1<sup>ST</sup></b>	
APPLICATION REVIEW.....	5
NOTIFICATION OF AWARDS.....	5
MODIFICATION OF FUNDS.....	6
GENERAL FUNDING POLICIES.....	6
SUBGRANTEE REPORTING REQUIREMENTS.....	7
CLAIM VOUCHER PROCESSING.....	8
MONITORING REVIEWS BY THE STATE.....	8
REFERENCE MATERIALS .....	8
APPLICATION.....	10

## INTRODUCTION

The Indiana Criminal Justice Institute (ICJI) Youth Division solicits applications through a competitive process. Application notices are distributed to juvenile courts and probation departments and a variety of youth-serving agencies and organizations.

ICJI Youth Division currently administers federal funds for programs that,

- prevent and treat juvenile delinquency,
- support the deinstitutionalization of juvenile offenders,
- promote the separation of juvenile offenders from adult offenders,
- improve juvenile court services,
- establish community-based programs for high-risk youth and their families,
- institute comprehensive youth development programs,
- reduce juvenile offending through accountability based initiatives,
- prevent juvenile delinquency through community based collaboration.

ICJI Youth Division receives an annual allotment of grant funds from the U.S. Department of Justice (Office of Juvenile Justice and Delinquency Prevention). Refer to the 2008 Request for Proposals for detailed program information and instructions, eligible applicants, and funding level for each program category.

The Youth Division staff is available to assist you if you have questions in completing an application for grant funds. Please see the contact list provided in the back of the instruction manual for programmatic and financial technical assistance.

## APPLICATION CRITERIA

### I. MANDATORY GRANT TRAINING

ICJI Youth Division will offer a free workshop during 2008. The Youth Division staff will provide guidance on developing program goals and objectives, evaluation methods, budget parameters, eligible sources of match and computation, as well as other administrative requirements. Agencies awarded Youth Division grant funding are required to attend the workshops. Please note, this training will provide technical assistance in areas such as grant administration, program reporting, financial reporting and will be applicable to new and veteran subgrantees. Once training dates and locations are established, current awardees will be notified by the ICJI Youth Division staff.

## II. LETTERS OF SUPPORT

Applicants are required to provide two (2) current letters of support from public, private and/or community organizations with which the applicant will coordinate program activities. Address all support letters to the ICJI Youth Division Director, Tanya E. Johnson, and submit them with the grant application. **DO NOT MAIL SUPPORT LETTERS SEPARATELY FROM THE APPLICATION.**

## III. JOINT AGENCY APPLICATIONS

Applicants of the ICJI Youth Division must be a unit of local government. Applications submitted by a unit of local government and its implementing agency are required to submit an agreement (M.O.U. Memorandum of Understanding) documenting the lead applicant and the roles and responsibilities of all parties involved. The “legal applicant” is the agency responsible for the legal administration and financial management of the grant and the “implementing agency” is the organization that operates the youth program.

# APPLICATION SUBMISSION

Submit the original grant application and two (2) additional copies of the grant application. Bind the original application and copies with a binder clip

Postmark applications with a United States Post Office postmark or other carriers, which provide date verification (Federal Express, etc.) and mail to the following address. If desired, proposals may be hand-delivered by 4:30 p.m. est. on March 1<sup>st</sup>.

Indiana Criminal Justice Institute  
101 West Washington Street  
Suite 1170 East Tower  
Indianapolis, IN 46204

Applicants will not receive verification from ICJI regarding receipt of the application package. Due to the anticipated large volume of applications, we ask that you do not call the office to verify receipt. Applicants wishing to verify the grant has been received are encouraged to a return receipt service provided by the post office or other such carriers.

An application may be rejected by ICJI for two reasons:

1. **LATE SUBMISSION**: It is the responsibility of the applicant to ensure that the proposal is received by the specified deadline. **NO EXCEPTIONS!**
  
2. **INCOMPLETE APPLICATION**: Applications will be considered incomplete if any of the following elements are missing.
  - Original signature of the appropriate legal, fiscal and administrative officers
  - Grant Application Profile
  - Detailed Budget Summary
  - Budget Narrative
  - Project Narrative
  - Letters of Support
  - Memorandum of Understanding
  - The original and two (2) copies of the application documents

## **APPLICATION REVIEW**

ICJI staff will conduct an initial administrative review to determine if the application meets the requirements established in the Request for Proposal.

The federally mandated Juvenile Justice State Advisory Group (JJSAG) will review each application for accuracy, appropriateness, feasibility, and utility, as well as availability of existing local resources, future permanent funding, volunteer support, interagency collaboration and compatibility with program categories described in the Request for Proposals. The JJSAG will then make formal recommendations to the ICJI Board of Trustees for approval. ICJI staff may request additional information during the review process.

## **NOTIFICATION OF AWARDS**

Applicants will be notified in writing of the ICJI Board of Trustee's decision. Denied applicants will be informed of reason(s) for denial and may have the opportunity to receive technical assistance, at grant trainings, on improving their application for future submission opportunities.

## **MODIFICATION OF FUNDS**

Due to the limited amount of funds available, it may be necessary for ICJI to reduce the amount of the grant award from that requested by the applicant. In addition, the ICJI reserves the right to negotiate budgetary changes with the applicant prior to executing the grant award agreement. The applicant may decline to accept the amended or reduced grant award, by completing a grant refusal form.

## **GENERAL FUNDING POLICIES**

ICJI seeks to fund the initiation of new or continuation evidence-based programs that serve high-risk youth.

The primary emphasis of the ICJI's grant program is to prevent youth from entering the juvenile justice system or having youth incarcerated once they have offended.

ICJI reserves the right to designate particular funding priorities during each funding cycle.

Gathering and reporting of programmatic data are critical. ICJI requires that evaluation findings be included in applications for continuation (demonstrating progress to date) as well as in the quarterly progress reports. Evaluation findings illustrate both successful implementation and program impact on participants and/or the community as a whole.

One of ICJI's primary objectives is to reduce the over-representation of minority youth in the State's secure juvenile facilities and the juvenile justice system as a whole. Therefore, a high priority rating will be given to applications serving minority youth.

A high priority rating will be given to applicants that promote collaboration among local organizations as well as programs that incorporate parental involvement.

A high priority rating will be given to programs that are evidence-based.

Programs are funded for one-year periods renewable each year for a total of three years, unless otherwise noted in the Request for Proposals.

Funding will not be approved to supplant (replace) obligations that belong to state or local units of government.

Grant funds will not be utilized under any circumstances for construction purposes, unless specified in grant application (i.e. JABG purpose area #2).

All projects administered by a non-government entity are required to have an active advisory council composed of representative members of the community and social service professionals, unless otherwise indicated in the respective programs RFP. However, subgrantees are encouraged to utilize existing organizations, such as local coalitions for children and youth, for this purpose.

Background investigations are recommended on all project staff and volunteers providing direct services to program participants. It is left to the discretion of the implementing agency to determine the methodology for completing these investigations. Subsequently, it is recommended that grant applications describe this methodology.

All projects are recommended to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by ICJI funding and technology utilized by participants during an ICJI-funded program component.

## **SUBGRANTEE REPORTING REQUIREMENTS**

All funded programs are required to comply with administrative reporting, grant guidelines, and audit regulations during the project year.

### **Reports**

#### **A Financial and Programmatic (quarterly)**

1. Financial and Programmatic reports - submitted quarterly. Reports are due within 30 calendar days after the end of each reporting period.
2. Subgrantees are required to maintain expenditure documentation such as time and attendance records, equipment purchases, travel logs, supply purchases, inventory records, and consultants' contracts. ICJI may request this documentation at any time.
3. Failure to submit the financial and/or programmatic reports as required may interrupt the processing of claim voucher reimbursements.

## CLAIM VOUCHER PROCESSING

1. Claim vouchers will not be processed until proof of expense or obligation has been provided via the financial report. Reimbursement approval and processing time averages 7-10 business days once a request is received by ICJI. Funds will be electronically sent to the fiscal agents banking account.
2. It is mandatory that subgrantees attend a grant management workshop that will explain how to complete the required reporting documents and claim voucher processing. In the event of non-attendance at the workshop, it is the responsibility of the subgrantee to arrange a meeting at the ICJI office to receive assistance.

## MONITORING REVIEWS BY THE STATE

Scheduled or unscheduled on-site visits may be made to ensure federal or state project compliance and proper accounting records for this and any other grant this Grantee receives from the State.

The Grantee agrees to meet with State staff, if requested, at the beginning of the grant term and as requested throughout the term of the grant agreement.

## REFERENCE MATERIALS

### **Applicable Grant Management Guidelines and Accounting Principles**

- A. Federal Requirements (to view circulars, visit: [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars))
  1. OMB Circular A-87, Cost Principles for State and Local Governments
  2. OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
  3. OMB Circular A-122, Cost Principles for Non-Profit Organizations
  4. OMB Circular A-133, Single Audit Act
  5. U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide, 2002 as amended

6. U.S. Department of Justice, Office of Faith Based and Community Initiatives (to view requirements visit [www.doj.gov/fbc](http://www.doj.gov/fbc))

B. State and Local Requirements

1. State law or local ordinances
2. State and/or local purchasing laws and regulations