



**STATE ADVISORY GROUP  
ON  
JUVENILE JUSTICE AND DELINQUENCY PREVENTION**

**GRANT APPLICATION MATERIALS  
FORMS AND INSTRUCTIONS**

**DELINQUENCY PREVENTION FUNDING**

**APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND THE  
PRE-BID TRAINING SESSION\***

**\*Bring Questions for discussion. All Answers will be posted to the website  
at  
[Office of Juvenile Affairs \(oklahoma.gov\)](http://oklahoma.gov) under special events.**

**Date: January 24, 2023  
TIME: 10:00 AM**

**Link:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjI2ZGM2ODgtNDIzOS00Mzk2LWFjY2QtYTNiM2Q4NGY2NjQw%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22e6081281-7df1-4057-8c7c-b2b47fade82a%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjI2ZGM2ODgtNDIzOS00Mzk2LWFjY2QtYTNiM2Q4NGY2NjQw%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22e6081281-7df1-4057-8c7c-b2b47fade82a%22%7d)

**GRANT APPLICATIONS DUE:**

Applications must be received no later than  
**11:59 PM CST – FEBRUARY 10, 2023**

Submit applications to: [ojjdpgrants@oja.ok.gov](mailto:ojjdpgrants@oja.ok.gov).

# **GRANT APPLICATION INSTRUCTIONS & FORMS**

## **Office of Juvenile Justice and Delinquency Prevention**

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## **I. GENERAL INFORMATION**

### **A. Statutory Authority**

For statutory authority see The Juvenile Justice and Delinquency Prevention Act of 2002, Public Law 115-385 as amended, 42 United States Code 5601 et seq.

### **B. Oklahoma State Advisory Group on Juvenile Justice and Delinquency Prevention**

The Oklahoma State Advisory Group (SAG) consists of members from the public and private sector appointed by the Governor. The SAG recommends the funding decisions regarding Formula Grants.

### **C. Brief Description of Grant Program**

1. Funds are available through the Juvenile Justice and Delinquency Prevention (JJDP) Formula Grant Program, a federal grants program under the United States Department of Justice, to the State of Oklahoma. This year the SAG will be awarding funds for the purpose of delinquency prevention.
2. Units of general local government, state agencies, Native Tribes, and private non-profit agencies are eligible to apply for JJDP funds. No person shall, on the grounds of race, religion, color, national origin, sex, or handicap, be excluded from participation, be denied the benefits, or be otherwise subjected to discrimination or denied employment, in connection with the awarding of grants.
3. Grant Specifications:
  - a. **State Program Designator:** PV- 09
  - b. **Title:** Delinquency Prevention
  - c. **Standard Program Area:** Prevention

### **D. Grant Period and Renewal Periods**

Successful applicants will receive a contract for the period of **date of contract signature to August 31, 2023**. The contract may be renewed for up to two additional contract periods, first continuation at 95% of original budget, second year at 90% of original budget, if all applicable performance measures show progress toward goals, all other contract requirements are met, and federal Title II funding is available.

### **E. Funding Available for both Urban and Rural Areas**

It is the intention of the State Advisory Group on Juvenile Justice and Delinquency Prevention to ensure that funds will be awarded to rural areas as well as urban areas. In that effort, allocations will be distributed among geographical areas.

### **F. Funding Eligibility**

1. Attention Private Non-Profit Organizations:

To be eligible for funding, all non-profit organizations must certify in writing that they have applied for and have been denied funding by some unit of local government.
2. Eligible Applicants:

Public agencies, including, but not limited to, units of local government and school districts; as well as private non-profit organizations or institutions which operate primarily for scientific, educational, public service, charitable or similar secular public purpose, but which are not under public supervision or control, and which have been held by the IRS to be tax-exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.

**G. Target Population**

Target groups to be served:

Youth determined to be **at risk** of becoming delinquent and their families.

**H. Funds Available for Award**

1. Maximum Amount of Award to Single Applicant: \$50,000
2. Total Amount Available to be awarded: \$200,000

**I. Grant Purpose**

Current data demonstrates the need for prevention programs in Oklahoma. These programs strengthen youth development and help build strong families. A lack of adequate prevention programming leads to problems such as juvenile delinquency, truancy, substance abuse and, eventually, to high rates of incarceration in our adult correctional system.

**J. Grant Focus**

The Focus of this program is to address the lack of programming discussed above; the Oklahoma State Advisory Group proposes:

1. funding evidenced-based or promising programs demonstrating effective results with the population to be served, selected from a model program guide.
2. prioritizing funding for school-based prevention programs serving youth at-risk of delinquency.
3. establishing and applying a criterion for cost-effectiveness when funding programs; and
4. requiring outcomes from funded programs to measure success and to determine if a program is eligible to receive grant renewals or be to participate in future grants.

**K. Grant Goals**

To support evidence-based or promising delinquency prevention programs that are trauma informed, reflect the science of adolescent development, and are designed to meet the needs of youth at risk of delinquency.

**L. Grant Objectives**

1. To provide funding for evidenced-based or promising school-based prevention programs.

2. To increase the involvement of at-risk youth in the planning and implementation of prevention programming.
3. To increase the involvement of adults as allies for youth at risk of delinquency.
4. To provide funding for new programs/services addressing social isolation/bullying, mental health, and substance abuse as risk factors in juvenile delinquency.

## **II. GRANT CHECKLIST AND GENERAL INSTRUCTION**

### **A. General Instructions**

1. Complete all the requirements listed below including completion of forms and inclusions of attachments.
2. Pages must be numbered consecutively and submitted electronically as a signed PDF.
3. Grant Applications received after the deadline will NOT be reviewed.
4. GRANT APPLICATIONS MAY NOT BE FAXED UNDER ANY CIRCUMSTANCES!
5. Any Application selected for funding will be incorporated into a contract.
6. A **mandatory** five-minute meeting will be scheduled to enable you to present your grant Application to the State Advisory Group members. A five-minute question and answer session will follow. No handouts, power points or props are allowed.

### **B. Required Documents**

The following is a list of required documentation for your grant Application. Your Application must be complete to be considered for funding. Most of these forms are self-explanatory any questions concerning completions of the forms must be submitted to [ojjdpgrants@oja.ok.gov](mailto:ojjdpgrants@oja.ok.gov). Please allow for 24 business hours for a response.

In addition to section IV of this document, the Application must contain the following components.

1. Form 1 – Application Project Information Summary
2. Form 2 – Department of Justice Certifications
3. Form 3 – Financial Capability Questionnaire
4. Form 4 – Civil Rights Checklist
5. Form 5 – Civil Rights Certification
6. Form 6 – Logic Model: Include development and activities of Youth Advisory Council. Include all project activities.
7. Form 7 – Youth Advisory Council: Follow form instructions. If specific youth are not yet identified, indicate in narrative, and provide a plan to recruit and utilize youth to guide project implementation.
8. Form 8 – Budget Summary and Budget Attachments
9. Form 9 – Certification and Agreement to Standard Conditions

10. Form 10 – Performance Measures
11. Form 11- Certification of Compliance with Condition to Ensure Suitability of Adults to Interact with Participating Minors
12. Attachment 1 - Certification Letter-from CPA (see Sample Example Letter 1)
13. Attachment 2 – Unavailability of Funds (see Sample Example Letter 2)
14. Attachment 3 – Three Letters of Support (a through c): Each letter should contain the following to receive credit for this requirement:
  - a. Evidence of demonstrated need;
  - b. Proposed beneficiaries,
  - c. Community buy-in;
  - d. Third-party support; and
  - e. History of effective management, program implementation, and service delivery
15. Attachment 4 - Submit a copy of your State of Oklahoma Not for Profit Certificate of Incorporation, Articles of Incorporation, and By-Laws

**C. Authorized Signature**

Grant Application must be signed by a person duly authorized to execute and legally bind the organization to contractual obligations. Unsigned Grant Applications will be rejected.

**III. PROGRAM INTRODUCTION AND DESCRIPTION**

As used here, program refers to the collective programmatic elements proposed in the Application.

**A. Program Development and Implementation**

1. Establishment Youth Advisory Council (YAC)

The YAC must be established during the first quarter and meet throughout the year. The YAC will oversee the implementation of the project and any modifications or changes needed. They will be involved in the decision making when the organization reapplies for continuation funding.

Details of the YAC are to be provided on Form 7. Each YAC will showcase their project at an annual Youth Summit hosted by the Youth Emerging Leaders of the Oklahoma State Advisory Group. Program Goals must include the input and engagement of youth at risk of delinquency who will benefit from the protective factors created by the proposed programming.

2. Development or strengthen protective factors

Programs funded must provide or strengthen protective factors within a school-based setting or community. **One or more** of the following domains from the following document must be addressed in the Application. From [Risk and Protective Factors | Youth.gov](http://RiskandProtectiveFactorsYouth.gov)

Risk Factors	Domain	Protective Factors
<ul style="list-style-type: none"> <li>● Early antisocial behavior and emotional factors such as low behavioral inhibitions</li> <li>● Poor cognitive development</li> <li>● Hyperactivity</li> </ul>	Individual	<ul style="list-style-type: none"> <li>● High IQ</li> <li>● Positive social skills</li> <li>● Willingness to please adults</li> <li>● Religious and club affiliations</li> </ul>
<ul style="list-style-type: none"> <li>● Inadequate or inappropriate child rearing practices,</li> <li>● Home discord</li> <li>● Maltreatment and abuse</li> <li>● Large family size</li> <li>● Parental antisocial history</li> <li>● Poverty</li> <li>● Exposure to repeated family violence</li> <li>● Divorce</li> <li>● Parental psychopathology</li> <li>● Teenage parenthood</li> <li>● A high level of parent-child conflict</li> <li>● A low level of positive parental involvement</li> </ul>	Family	<ul style="list-style-type: none"> <li>● Participation in shared activities between youth and family (including siblings and parents)</li> <li>● Providing the forum to discuss problems and issues with parents</li> <li>● Availability of economic and other resources to expose youth to multiple experiences</li> <li>● The presence of a positive adult (ally) in the family to mentor and be supportive</li> </ul>
<ul style="list-style-type: none"> <li>● Spending time with peers who engage in delinquent or risky behavior</li> <li>● Gang involvement</li> <li>● Less exposure to positive social opportunities because of bullying and rejection</li> </ul>	Peer	<ul style="list-style-type: none"> <li>● Positive and healthy friends to associate with</li> <li>● Engagement in healthy and safe activities with peers during leisure time (e.g., clubs, sports, other recreation)</li> </ul>
<ul style="list-style-type: none"> <li>● Poor academic performance</li> <li>● Enrollment in schools that are unsafe and fail to address the academic and social and emotional needs of children and youth</li> <li>● Low commitment to school</li> <li>● Low educational aspirations</li> <li>● Poor motivation</li> <li>● Living in an impoverished neighborhood</li> <li>● Social disorganization in the community in which the youth lives</li> <li>● High crime neighborhoods</li> </ul>	School/Community	<ul style="list-style-type: none"> <li>● Enrollment in schools that address not only the academic needs of youth but also their social and emotional needs and learning</li> <li>● Schools that provide a safe environment</li> <li>● A community and neighborhood that promote and foster healthy activities for youth</li> <li>● Access to and participation in consistent <a href="#">mentoring</a></li> </ul>

**Notes for the above table:**

- a. No single risk factor leads a young person to delinquency.
- b. Risk factors do not operate in isolation and no single factor is responsible for explaining why an individual may experience negative outcomes like delinquency. "Violence results from a complex interplay of a variety of factors and requires nuanced, developmentally based responses tailored to the specific situation of each child."
- c. When the risk factors a youth is exposed to cross multiple domains, the likelihood of delinquency increases at an even greater rate.
- d. Different risk factors may also be more likely to influence youth at different points in their development. For example, peer risk factors typically occur later in a youth's development than individual and family factors.
- e. Because risk and protective factors are dynamic in nature, service providers and agencies should adopt ongoing assessments of these conditions. A thorough trauma-informed awareness of a person or group's specific risk factors at the individual, familial, peer, and school/community levels will provide the most successful prevention and response intervention.

**B. Program Performance Measures:**

In addition to self-selected performance measures, mandatory federal performance measurement data will be collected and submitted throughout the funding period. For more information on OJJDP performance measures go to, <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-delinquency-prevention.pdf> and see form 10. Date submitted during the grant period must be reported using the format approved by OJJDP.

**IV. Issues to be Covered in Program Narrative**

The following items must be addressed in the Program Narrative section and numbered correspondingly with the following items:

**A. The Program Overview Narrative**

The Program Narrative shall include a brief plan to engage diverse youth in an advisory capacity and demonstrate how the Youth Advisory Council will guide project implementation. The Narrative shall not exceed four typed pages using times new roman 11-point font. Proposals must utilize best practice approaches to engage youth in the identification, implementation, and evaluation of effective delinquency prevention programming.

**B. Summary of Activities Planned and Services Provided**

This section ties together the items listed in this section. A comprehensive but concise description of the services including specific activities designed to ensure successful service delivery. Funded projects will have a Youth Advisory Council to plan, provide guidance, implement, and evaluate the funded programming. All programming and activities must be research informed and/or evidence-based taking into consideration the target population, identified risk factors, and needed protective factors. Projects may include, but are not limited to, programs/practices rated as effective or promising in the



OJJDP Model Programs Guide at <https://ojjdp.ojp.gov/model-programs-guide/home>. or Blueprints Programs at <https://www.blueprintsprograms.org/program-search/>

**C. Problem Statement**

1. Establish need for delinquency prevention program through supporting data of high-risk population.
2. Briefly describe the focus of the proposed program, problems, and issues to be addressed. Specify the risk factors to be addressed.
3. Identify geographic location and population to be served.
4. Programs should target youth ages 10 to 17 and provide services in a school-based setting. Programs should include solutions for common barriers to service delivery, such as lack of transportation for youth.

**D. Program Plan**

1. Logic Model with Goals, Objectives, and Performance Indicators

Using the Logic Model Template as a guide, describe the goals of your proposed program based upon the assessment of problems in your community. Program Goals state the overall intent of the program to change, reduce, or eliminate the problem described in general terms.

For each goal listed in the logic model referenced above, provide at least one specific and measurable objective. The objectives explain how the program goal will be accomplished. Objectives are measurable statements of the desired results of the program. The objectives must be both process measures (numbers of persons served, classes held) and outcome measures (indicators of change or improvement).

Performance Indicators/Performance Measures are data/information that will be collected at the program level to measure specific outcomes a program is designed to achieve. You can only use performance measurements if there is an established baseline to measure against. It will be impossible to determine the effectiveness of the program without this baseline measurement.

2. Program Plan must clearly describe role and responsibilities of YAC.

**E. Management and Organization**

1. Please provide a brief description of staff/administration, as well as your procedures for screening/conducting background checks. Every adult working with youth must pass a background check.
2. A statement should disclose whether any board member or principal of the applicant agency has ever been convicted of a felony or a misdemeanor involving moral turpitude. If yes, please provide an explanation.

**F. Partnerships**

1. Identify the level of involvement and collaboration of other organizations participating in this project (for example: sources of referrals, *pro bono* services provided to

participants, follow-up services).

2. Youth Advisory Council

Application shall include a brief plan to engage diverse youth in an advisory capacity and demonstrate how the YAC will guide project implementation.

**G. Program Budget**

1. Applicant must complete the Budget Form provided. The Budget Summary and attachments must be concise and complete, and the application budget cannot exceed the maximum amount allowed.

**V. SELECTION CRITERIA**

If any of these categories are not included, the proposal will be considered incomplete. This section must be consistent with information provided in Part I through Part IV. Each proposal will be reviewed and scored using the following criteria:

**A. Problem Statement**

1. The ability of the applicant to identify their at-risk population and to demonstrate the problem in the community to be addressed by the proposed program.
2. The ability to provide data defining the target population and the risk factors to be addressed.
3. Evidence that a similar service is not currently being provided to the target population or is not conveniently available or age or culturally appropriate.
4. Selection of an evidenced based program demonstrated effective for the population and the problem being addressed.

**B. Logic Model, Goals, Objectives and Performance Indicators**

1. Evaluation of how well the relationships among the resources, activities, outputs, and outcomes are represented. Does the Logic Model depict the relationship between program activities and its intended effects?
2. The goals and objectives will be rated on the extent they are compatible with the goals listed in the program descriptions for which funds are being sought and on their relevance to the problems identified by the applicant.
3. Goals are expected to be realistically attainable during the program period. Objectives will be rated on whether they are stated in measurable terms.
4. Indicators should reflect how this program will make a difference with the target population. Please refer to the example of Goals, Objectives, and Indicators in Part IV of this document.

**C. Program Plan**

1. Program plan needs to directly relate to the proposed goals, objectives and outcomes; how will it address the needs identified in the problem statement and impact the target population.

2. The applicant should provide a clear implementation plan of program activities, outcomes, and desired impacts.
3. Estimate the number of youths to be directly served and the role of parents and volunteers.
4. Targets youth ages 10 to 17
5. Include solutions for common barriers to service delivery, such as lack of transportation for youth.
6. Programs for rural areas should consider multi-county approaches.

**D. Management and Organization**

1. Provide qualifications of employees, noting successful experience in management and fiscal matters.
2. Procedure used to screen and do background checks. Provide policy and procedures ensuring it is consistent with special conditions for suitability of adults interacting with participating minors.

**E. Partnership**

This section will be rated by the described plan to collaborate effectively with youth, local resources, and other community organizations.

**F. Budget**

Budget information must be provided as requested. Each Youth Advisory Council will participate in an annual youth summit. Budgets must include travel for event. Verification of Unique Entity Identifier (UEI) registration must be included in application.

**G. Sub-Committee Presentation**

Evaluation will be rated as Satisfactory or Unsatisfactory

**VI. REVIEW AND AWARD PROCEDURES**

**A. Review**

1. Every Application submitted will be reviewed by the staff of the Juvenile Justice and Delinquency Prevention Unit for completeness of the application and an overview of Application's scope. Incomplete Applications will not be forwarded to the State Advisory Group on Juvenile Justice and Delinquency Prevention (SAG).
2. The staff of the Finance Department of OJA will then review every complete grant application for comprehensiveness and reasonableness.
3. The application will be assigned to the appropriate State Advisory Group on Juvenile Justice and Delinquency Prevention (SAG) Subcommittee.
4. The applicant will make a mandatory oral summary, not to exceed five minutes, to a minimum of three (3) State Advisory Group members. A five-minute question and answer session will follow. Each grant application will be independently reviewed and

scored based on the criteria outlined in Part V of this grant application by a minimum of three (3) State Advisory Group members.

**B. Award Procedures**

1. Based upon each proposal's score, a final ranking of applicants will be developed by the Subcommittee. Based upon the ranking, the Subcommittee will make recommendations for funding to the full State Advisory Group. The State Advisory Group may or may not approve a Subcommittee's recommendation, and if warranted, may direct the Subcommittee to reconvene to consider additional information and compile a new set of recommendations.
2. The final recommendations for funding will be presented by the Chairman of the State Advisory Group (or a designee) to the Board of Juvenile Affairs (or a Designee) for review and approval. All applicants will be notified no later than one week after the Board of Juvenile Affairs' final action.
3. All Grant Application reviews, scores, and rankings will become public information available for inspection in accordance with the Oklahoma Open Records Act.

END of RFP-----