

Grant Questions and Answers

1. Does DJJ have funding specifically set aside for children with emotional disabilities?

A: No.

2. The concept paper talks about preparing youth for employment and assistance finding jobs, but we are to serve 15 and under youth? I am confused, please clarify.

A: The department's criteria for the delinquency prevention grants are targeted for ages 15 and younger but not excluding 16 to 17 year olds in providing services of employment. 70% of youth served should be 15 or under.

3. Can you email a list of attendees for the Orlando training?

A: A list of attendees is available and can be mailed.

4. How is Attachment C to be completed?

A: For each activity listed in the left hand column you should indicate by checking the box in the column for each month during which that activity will occur. In order to "check" the box, double click on the box, then select "checked" as the default value and click "Okay". This information allows the reviewers of the concept paper to make the determination if the timelines associated with the project are attainable and reasonable. Include realistic specific timelines for completing activities associated with program implementation.

5. What does the next phase of the process entail if my concept paper is selected? Is this process time consuming?

A: Once the concept papers are scored and recommendations from the local juvenile justice councils/boards are received by DJJ headquarters, recommended applicants will be invited to complete the full grant application, utilizing the information from the concept paper. The full application will require more detailed information about services to be provided, as well as a detailed budget narrative.

6. Are there specific programs DJJ wants funded such as in the classrooms or in the community?

A: No—The proposed program must address at least one of the focus areas found on Page 3 of 27 of the Delinquency Prevention Concept Paper Instructions and Forms; address children who are most likely to become involved in the juvenile justice system as determined by an assessment that indicates that the children have multiple risk factors present in their lives; target neighborhoods or communities with high number of delinquency referrals (as identified by zip codes) and or schools serving children from high delinquency neighborhoods— at least 70% of the children proposed to be served must reside primarily in neighborhoods with high numbers of delinquency referrals, must be research-based (model program) or utilize evidence-based prevention strategies .

7. Page 23 of PowerPoint, what is "high crime"? I do not remember seeing this in your instructions.

A: Reference Supplement 1 lists the zip codes identified as "high crime" due to their having high numbers of delinquency referrals to the DJJ.

8. Since one of the goals is to assist youth with being successful in the schools, would it be appropriate to use this grant to assist youth coming out of commitment programs who are returning to their home school by providing case management services to assist the youth, family, and school system in helping the youth be successful in school?

- a. Same question as above, but focus would be youth in non-DJJ programs such as substance abuse residential, mental health residential, day treatment services, who are returning to the public school system?

A: No, because DJJ funds are intended to provide prevention services designed to prevent juvenile delinquency. Funded programs are required to serve a minimum of 70% of youth without an open DJJ delinquency referral at the time of admission to the program.

9. We have had 3 years of funding. In our 3rd year we enhanced the program by adding a new component we never offered. How does this work when we apply again-would this be considered a new program?

A: If you never offered the new component, then your program was never enhanced. You are considered to be in the third year of funding with the same provision of services.

10. Can the local juvenile justice council add preferential points if the council has a certain priority they would like to fund such as domestic violence programs? If not, will the department allow the councils in the future to add extra points and/or only consider. Are start up funds possible?

A: No, however the concept paper should comply with the county or circuit plan generated by the county councils and/or circuit board. No. If awarded, advances are approved on a case-by-case basis with adequate justification.

11. Are personnel expenses counted as cash or in-kind match?

A: Personnel expenses can be either cash or in-kind.

12. Are these 3-year automatic renewals?

A: Delinquency Prevention grants may be renewed for a maximum of two (2) years after the first year. Renewals are based on performance and availability of funds.

13. Is the DJJ Strategic Plan posted on the Prevention website? If so, where?

A: The prevention plans referenced in the concept paper that your proposal should support are the juvenile justice plans adopted by your local juvenile justice boards and councils. The local juvenile justice plan for your area can be obtained by contacting the Community Partnership Coordinator for your area. Contact information for the Community Partnership Coordinators can be found at http://www.djj.state.fl.us/Prevention/boards_and_councils.html

14. Will the PowerPoint presentation be posted on the website?

A: Yes – it has been posted at: <http://www.djj.state.fl.us/Prevention/index.html>

15. Do we put DJJ and school district background screening costs in our budget narrative if our program will be operating on school grounds?

A: The Department of Juvenile Justice background and school district screenings are an allowable expense in the budget. You may include these items in your budget if they are related to the services being proposed under the grant.

16. Can we serve youth that are on DJJ probation or have an active referral?

A: The Terms & Conditions of the grant require funded programs to serve a minimum of 70% of youth without an open DJJ delinquency referral. Not usually, but can be determined on a case-by-case basis if justification is included in the proposal and the proposal is recommended for funding by the Juvenile Justice Council.

17. Can we serve youth not listed in the high-risk zip codes?

A: 70% of the youth served by funded programs should reside in the targeted zip codes. Should your program propose to serve youth residing in zip codes not identified in Reference Supplement 1, then your proposal should include a clear explanation to justification why the services should be provided to youth residing outside the targeted zip codes.

18. Define “prevention” in terms of this funding?

A: In terms of this funding, the Florida Department of Juvenile Justice, Office of Prevention and Victim Services is requesting concept papers outlining programs and services designed to

prevent juvenile delinquency among children served, targeting the right children in the right neighborhoods and programs must be research-based or use evidence-based strategies. We are committed to providing effective delinquency prevention programs and services that strengthen families and turn around the lives of troubled youth. We emphasize the five primary areas of services as reflected on page 3 of 27 of the Delinquency Prevention Concept Paper Instructions and Forms.

19. What is considered a DJJ referral?

A: A youth under age 18 charged with a crime is referred to the Florida Department of Juvenile Justice. A referral is similar to an arrest in the adult criminal justice system.

20. You are targeting 15 and under youth. Does this eliminate us from working with youth from ages 16 to 18?

A: DJJ Prevention programs must serve youth, therefore any person age 18 or older cannot be admitted for services. 70% of youth served should be 15 or under. Grant programs are able to admit youth through 17 years old. Youth under age 15 are targeted because research has shown that if a youth reaches age 15 without having come into contact with the Juvenile Justice system, then it is much less likely that the youth will become a chronic juvenile offender.

21. It appears the Department has gone from 3 of 4 risk factors several years ago to 2 of 4 risk factors this year and now 1 of 4 risk factors for this concept paper. Is this accurate?

A: Yes, programs will now only be required to identify one domain of risk in existence for each youth admitted to the funded program. Programs wishing to serve youth with identified risk in more than one domain may do so at their option.

22. Last year at the mandatory DJJ grant training for providers a livescan fingerprint was available. However, we were a new program and the expense we incurred in June 07, was not allowable as an expense for our grant that started 7/1/07. Can money be set aside this year to ensure that providers will be reimbursed if they have themselves and potential staff fingerprinted prior to 7/1/08 so we can be reimbursed?

A: No, all costs to be reimbursed from grant funds must be incurred during the funded grant year.

23. I went to your webpage to see the current grant programs listed by county. It appears this has not been updated because it shows no programs for three of the four counties I know were awarded grant funding this year. The one program listed is also inaccurate. Will you be updating this list?

A: The Office of Prevention and Victim Services will review the webpage and make the necessary changes.

24. If my grant enhances an existing program such as the Boys and Girls Club, would I have to pay to have all members of the Boys and Girls Club DJJ fingerprinted if I utilized their space and interacted with their staff?

A: Any person having direct contact with the youth in the program (including volunteers), being paid out of the Department of Juvenile Justice grant, or utilized as part of the local match to the grant must be background screened through the Department of Juvenile Justice.

25. I heard in the training that school personnel already background screened through the school district could clear the DJJ fingerprinting without going to the additional cost and effort of being DJJ fingerprinted if they had a letter or some type of license from their school. Can you explain?

A: Teachers who are not paid by DJJ or contract/grant providers for instructional services must submit proof that the school board completed a level 2 screening on the teacher.

26. Do I need a signed interagency agreement submitted with the concept paper for a program that will not be starting for 7 to 8 months down the road?

A: Yes. If you are partnering with another agency an interagency agreement should be submitted with the concept paper.

27. What is considered a new program? I started my program 3 years ago with a DJJ grant number. The number was changed by DJJ the second year (program was the same). The number is the same this year. Am I in the 2nd year or a new program (2 years with the same grant number) or in a third year program (1 yr with one grant number, and two years with my current grant number)? Is this consistent across all DJJ circuits?

A: In this example, your program would be considered a third year program and could not be funded again, unless the program was proposed to be enhanced or expanded. Yes.

28. Are nutritious snacks allowable in the budget?

A: Yes, nutritious snacks are allowable in the budget but the Department of Financial Services requires that any program being reimbursed with grant funds for nutritious snacks to adhere to the DOH guidelines for the Child Care Food Program which some programs have found burdensome. (Please refer to the "[Nutrition and Menu Planning for Children in the Child Care Food Program](http://www.doh.state.fl.us/CCFP/info/children.htm)" on the DOH website at <http://www.doh.state.fl.us/CCFP/info/children.htm>) for more information. Many programs have opted instead to use the cost of nutritious snacks as part of their local match to the grant, which eliminates the requirement of adhering to the Child Care Food Program Guidelines.

29. How long is background screening good? If background checks are good for 5 years, why must they be redone if before September 15, 2005?

A: Due to the new Live Scan process, all department staff and providers screened prior to September 15, 2005 had to go through Live Scan background screening. All currently submitted background screening requests are processed through the Live Scan process.

30. I have an existing Prevention program but have not been funded by the department. If I apply for DJJ funding, is my program going to be considered a new program or enhancement? Is this supplanting?

A: Your program would be considered a "new" program requesting its first year of funding. DJJ grant funds will not be able to supplant (take the place of) any program related budget items that currently exist in your agency's budget, but the grant **would** be able to cover new program costs not currently in your agency's budget. Whether or not it constitutes supplanting would need to be determined on an individual basis.

31. Is there a maximum dollar amount allowed per child? Is the dollar amount per child a consideration of the grant reviewers?

A: No, there is not maximum cost per child. Grant reviewers do not consider the cost per child in and of itself. The cost per child varies greatly dependent upon the types of services being proposed. Local grant reviewers take the cost per child, number of children to be served and service components into consideration when determining if the costs are reasonable.

32. Do you want printed copy of the Prevention Strategy submitted with the proposal?

A: No, this document will be requested during the second phase of the grant process.

33. Can any volunteer or individual work with the youth of a program if my staff is with them and not be background screened?

A: No, the only persons not required to clear DJJ background screening are volunteers/presenters who have "occasional" contact with the youth ("occasional" is defined by DJJ Background Screening Unit as **no more than once or twice during the entire grant year** and these individuals must remain under the constant and direct supervision of a screened individual during the entirety of those "occasional" visits).

Note: Agencies may want to have all staff working directly with youth background screening as a safety precaution.

34. I currently have an existing program that serves young men and young women. The program is in the third year. I would like to change the program by going gender-specific only. Will this be considered a new program?

A: Yes

35. If we receive more than 20% match can those funds be set aside and used for the next year's match?

A: No

36. Does DJJ allow indirect costs paid from grant funds?

A: No

37. Our delinquency prevention program has been funded for the past three years by DJJ. What do we need to do to be eligible for a 4th year? Change the program completely? If we have been in only one school with our program, can we switch to another school and be considered a new program? If we continue in the school we have been in for the last 3 years, but add another school or other components to our old program would this be considered a new program?

A: Yes. Adding a new location, additional service components or additional youth to be served would be considered an enhancement.

38. Where can I get the data about juvenile offenses that is specific to the zip codes that my program plans on serving?

A: The Delinquency Profile is the most current data on Florida's Juvenile Justice system, and is a good source of reliable statistics for grant-writers and community members alike. The profile makes it possible to access data broken down by judicial circuit and county level via a Windows point-and-click interface. Data is presented in both tabular and graphic format, by offense type, race, age, and sex. The profile uses data from the Juvenile Justice Information System. The profile can be downloaded from the following link:

http://www.djj.state.fl.us/Research/Delinquency_Profile/0607_Profile.html

For a more localized presentation of some of the data presented in the Profile, see "Delinquency Profile: Classified by Zip Code, FY 2006-07"

39. If we have chosen to do a Model Program, do we have to also provide the Prevention Strategies that are part of that Model Program as Appendix G?

A: Not as long as you are planning on implementing the model program with fidelity (exactly as the program was designed). Model programs already include evidence-based strategies as part of their design.

40. Where can an accurate funding amount allotted for each county for this grant be found? Will this be updated on the web?

A: Please see Reference Supplement 3 which is the County Allocation List the last page of the Concept Paper Instructions & Forms.

41. For an enhancement to a 3rd year program- do we have to create a new model?

A: No, but if you are proposing to replicate a Model program you must replicate the program design with fidelity (exactly as it was designed to be implemented).

42. Can you post a best practice generic agreement between a provider and a sub contractor?

A: If collaborative partners are included in the Concept Paper proposal, they must detail the partnership arrangement and role that each partner will provide specific to the proposed program. General or generic letters of support are not examples of a collaborative partnership. The attached letters must describe the participation of the agency submitting the letter of support/partnership and outline the Collaborative Partner's willingness to provide active and on-going cooperation.

43. Can current 3rd year DJJ grant programs be considered for a 4th-6th year without changing the program?

A: No, Florida Statute 985.676 limits the grant to 3 years of grant funding for the same provision of services.

44. I am applying for the grant and hope to work out of a high school. I will have school referrals, but I know I will receive youth that may be on DJJ supervision. It is my understanding that the current grant emphatically states that grant programs shall only be those who have never been arrested, or who may have been arrested but no longer under any Department supervision. Is this true? If true, it appears a youth just placed on probation can not be referred to a DJJ grant program, but a youth that has been on probation, committed, etc, but then released from DJJ supervision can be referred to a prevention program and be served? Is this correct?

A: Funded programs are required to serve a minimum of 70% of youth **without** an open DJJ delinquency referral at the time of admission to the grant program. Yes, as long as the youth does not have an open delinquency referral with the Department.

45. Am I correct that if I submit my July 2008 invoice by mid August, the Department has 45 days to process this invoice and I may not get my first reimbursement until October 2008?

A: Although the payment process timelines involving the Delinquency Prevention Specialist, DJJ Finance & Accounting and the State Comptroller allow for up to 40 working days for a provider to receive a reimbursement check, the process is usually much quicker.

46. I know areas in my county have hot spots that are not listed in the high-risk zip codes. How can I get specific information on DJJ referrals for my county to determine where the violent crimes are occurring-murders, strong-armed robberies, etc? (a) Is it possible to not use one of your high risk zip codes if I justify why a certain area needs to be targeted. (b) If I target a school and the school has a high risk zip code, but also other zip codes not considered high risk, am I able to serve the whole school or only those youth from the high risk zip code?

A: The high-risk zip codes are identified where the youth reside not where the offenses were committed (See Reference Supplement #1). (a) Yes, it is possible to target a zip code outside of those identified in Reference Supplement 1, as long as the justification is included in your proposal for the Grant Review Committee members to consider. (b) The Terms & Conditions of the grant require that at least 70% of the youth served by a Delinquency Prevention grant program reside in a targeted high risk zip code.

47. Could you give a best practice of using match-is it using salary, or rent, or utilities, and what documentation do I need to produce?

A: Match can consist of any of these items as long as the source of that match is local (not another state agency or federal funding). Required documentation consists of payroll registers and timesheets (in the case of personnel salaries) detailed receipts or invoices (in the case of utilities), a copy of an executed lease agreement (rent) along with proof of payment for each item (copy of cancelled checks). Space can also be used as match, if documented by letterhead describing the space (square footage, etc.), how many days of the year the space will be utilized, and attesting to its value. School classrooms, cafeterias, etc. are frequently used as match, and the school principal can provide the letter.

48. If I use volunteers as match what is the going rate per hour and do they have to be background screened if they are under the constant supervision of one of my staff?

A: Match rate should be based on the community going rate. The Independent Sector has placed a value of \$18.77 per hour on volunteer service, if this is helpful as an example. All volunteers, mentors, interns, and researchers must be screened. Guest speakers, guest performers, ministers, and others who interact with juveniles on an occasional basis (no more than once or twice per year) are not required to be screened, if under constant and direct supervision of screened personnel.

Note: Agencies may want to have all staff working directly with youth background screened as a safety precaution. The Background Screening Unit has requested that screening be completed on only those individuals who are required by law to be screened.

49. If I have a speaker come several times during my program and under the constant supervision of my staff do they need to be background screened?

A: Only if they participate no more than twice during the entire grant year. Guest speakers, guest performers, ministers, and others who interact with juveniles on an occasional basis (once or twice per year) are not required to be screened as long as they remain under constant and direct supervision of screened personnel.

50. If a parent of one of the youth in my program volunteers time in the program, does the parent have to be background screened?

A: Yes

51. Does the fiscal person in my program need to be background screened if they are never in contact with the youth in the program?

A: If they are paid out of the grant, used as match to the grant, or have access to confidential client information, then they must be background screened through DJJ. Otherwise, no they do not.

52. Does the administrative assistant that inputs the JJIS info into the database need to be background screened?

A: Yes, due to the fact that this person will have access to confidential client information.

53. If the only source of funds for an agency is state/federal funds for operation, is this allowable to be used as match.

A: No.

54. How is a tie score handled?

A: Juvenile Justice Council/Board funding recommendations will be submitted to DJJ in priority order. Local reviewers consider the local need in the community and how well each proposal supports the local Juvenile Justice Plan.

55. Is a list available which details what year of funding current grants are in? Is this available?

A: This information can be obtained through the local Prevention Specialist or the Office of Prevention and Victim Services.