

**TITLE II FORMULA GRANT PROGRAM – APPLICATION AND
GRANT AWARD PROCESS**

DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY	
SUBJECT:	Title II Formula Grant Program - Application and Grant Award Processes
POLICY NUMBER:	DCFS/JJ 100.18
EFFECTIVE DATE:	July 1, 2020
APPROVED BY:	Kathryn Roose, Deputy Administrator – Division of Child and Family Services
DATE:	July 1, 2020
SUPERSEDES:	None – New Policy
APPROVED BY:	Ross Armstrong, Administrator – Division of Child and Family Services
DATE:	July 1, 2020
REFERENCES:	Juvenile Justice Reform Act (JJRA) of 2018; Office of Juvenile Justice Delinquency Prevention (OJJDP) Title II Formula Grant Program; NRS 62B.600; State of Nevada, Department of Administration Purchasing Division; State of Nevada Administrative Manual
ATTACHMENTS:	Attachment A: Notice of Subaward (NOSA) Template Attachment B: Risk Assessment Tool

I. POLICY:

A Notice of Funding Opportunity (NOFO) must be done to ensure a competitive process is followed to award federal funds or contracts using federal funds. The Division of Child and Family Services (DCFS) Juvenile Services Programs Office will implement an NOFO process that ensures a fair and equitable subaward process inclusive of the application, review committee, and evaluation criteria for determining the selection of subrecipients for Title II Formula Grant funding.

II. PURPOSE:

To provide the DCFS Juvenile Services Programs Office) and the general public with guidance and information on the application process, selection of subaward reviewers and clarification of review and evaluation criteria to ensure compliance with state and Federal guidelines and regulations.

III. DEFINITIONS:

A. Evidenced Based: Programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or victimization, or related risk factors. Evidence based programs or practices can come from many valid sources

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- (e.g., Blueprints for Violence Prevention, OJJDP’s Model Programs Guide). Evidence based practices may also include practices adopted by agencies, organizations or staff which are generally recognized as “best practice” based on research literature and/or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention and/or intervention.
- B. Formula Grant Program/Program Areas: The Office of Juvenile Justice and Delinquency Prevention’s (OJJDP’s) Formula Grants program supports efforts related to delinquency prevention and reduction, juvenile justice system improvement, research, evaluation, statistical analysis, and training and technical assistance in all 50 States, the District of Columbia, and the 5 U.S. territories. The Formula Grant includes 32 program areas that are available for funding. These services include job training, mental health and substance abuse treatment, community service and other forms of restitution, and school programs to prevent truancy. The Formula Grants program also provides funds to enhance the effectiveness and efficiency of the juvenile justice system.
 - C. Grant Slate: List of grant applications received, funds requested, and funds awarded.
 - D. Juvenile Justice Oversight Commission (JJOC): Designated as the “Commission”. The Commission acts as the state advisory group for the purposes of compliance with laws with all members appointed by the Governor per Nevada Revised Statute (NRS) 62B.600.
 - E. Notice of Funding Opportunity (NOFO): A formal notice of solicitation for applications for available Formula Grant funding sent to all local jurisdictions and non-profits that provides instructions for submitting an application for funding, relevant information regarding the purpose and scope for the available funding and includes relevant forms and deadlines.
 - F. Notice of Sub Award (NOSA): An official award document that: (1) notifies the recipient of the award of a grant funds; (2) contains or references all the terms and conditions of the grant and federal funding limits; and, (3) provides the documentary basis for recording the obligation of federal funds in the agencies’ accounting systems.
 - G. Risk Assessment: A systematic process of evaluating the potential risks that may be involved in the funding of a Title II project.
 - H. State Administrative Manual (SAM): A reference source for statewide policies, procedures, requirements and information developed by the State of Nevada.
 - I. Subrecipient: A non-federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

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- J. Title II Formula Grant: Formula grants are funding programs usually administered and managed by State Administering Agencies. Exactly how funds are distributed is most often governed by statutes or congressional appropriations acts that specify which factors are used to determine eligibility, how the funds shall be allocated among eligible recipients, as well as the method by which an applicant shall demonstrate its eligibility for that funding.

IV. SELECTION AND AWARD PROCESS FOR SUBRECIPIENTS

- A. DCFS is the recipient of the Title II Formula Grant funds and shall subgrant a portion of those funds out to governmental agencies, non-profit entities, or tribal entities through a Notice of Funding Opportunity (NOFO) process.
- B. NOFOs shall include:
- a. Proposal Cover Page
 - b. Application Checklist
 - c. Project Narrative
 - d. Budget Narrative
 - e. Scope of Work
 - f. Outcome Measures
 - g. Performance Indicators
 - h. Scoring Form
 - i. Notice of Subaward
 - j. Assurances and Certifications
- C. Grants shall be awarded based on:
- a. Available funding – pending award to the State
 - b. Assurance that programs are evidence-based
 - c. Formula Program Areas to be funded in the grant cycle
 - d. The amount of funding available for subgrants, and
 - e. Needs of the State.
- D. The NOFO process shall be completed annually. If a NOFO process does not occur, for any reason, the same subrecipients from the previous year funded at the same amount as the previous year.
- a. If the state receives a smaller federal grant award, the amount shall be reduced by the same percentage of reduction of the overall award from the previous year.
- E. Funds from the Title II Formula Grant shall be awarded for direct service provision only, meaning the funds may be used for:
- a. Staff hours to provide an evidence-based program,
 - b. Youth hours for job training programs, and
 - c. Evidence based curriculum, books, workbooks, periodicals, or materials necessary for the programs.

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- F. Funds are not to be used for administrative billing costs, equipment costs, or travel costs.
- G. There is no required match or indirect costs associated with these sub awards.

V. REVIEW COMMITTEE

- A. Grant applications shall be reviewed by any combination of DCFS staff, county representatives/stakeholders who are not subrecipients, and JJOC members.
- B. DCFS staff is responsible for developing, adopting, adapting, or otherwise establishing the criteria by which proposals are evaluated.
- C. DCFS staff shall rank order the applications based on reviewer decisions.
- D. The full JJOC shall approve the ranked grant slate.
 - a. If the JJOC does not approve the ranked grant slate, DCFS staff shall arrange for the reviewers to meet to prepare another ranked grant slate for full JJOC approval.
- E. Grant funds shall not be awarded without JJOC approval, unless unforeseeable circumstances prevent the JJOC from voting on a ranked grant slate prior to the start of the grant cycle. In the event a JJOC vote does not occur, funds shall be dispersed based on the original ranked grant slate until all available grant funds are allocated.

VI. RISK ASSESSMENT

- A. Prior to the issuance of the NOSA, Juvenile Services Programs Office staff must complete a Risk Assessment on each successful subrecipient to determine those who are at greater risk of struggling with new or increased funding or programs.
- B. The Risk Assessment Tool evaluates the subrecipient's financial and programing risk factors to determine if the subrecipient can adhere the grant requirements.
 - a. Subrecipients are evaluated based on the following major risk factors:
 - 1. Whether grantee is currently on probation;
 - 2. Whether there are Special Terms and Conditions for this grant;
 - 3. If grantee currently has total grant awards in excess of \$100,000.
 - b. Subrecipients are evaluated based on the following other risk factors:
 - 1. Monetary amount of grant;
 - 2. Previous experience with grant cycles;
 - 3. Submission of timely performance reports;
 - 4. Level of completeness of submitted documents;

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5. Results of fiscal review;
 6. Staff turnover;
 7. Audit findings.
- c. Based on Based on score derived from Risk Management Tool, grantees are designated as Low, Medium, or High risk.
 - d. Level of risk determines the depth and frequency which the subrecipient receives day-to-day communication from Juvenile Services Programs Office staff, limited desk reviews, extended desk reviews, on-site reviews and technical assistance and training.

VII. NOTICE OF SUBAWARD

- A. Juvenile Services Programs Office staff shall send a Notice of Subaward (NOSA) to each grant recipient indicating the amount of funds awarded. The award letter and NOSA shall include the federal grant number and the state assigned grant number. The NOSA details the name of the subrecipient, contact information, period of performance.

- a. The specific terms and conditions of the NOSA include:

The award is subject to the availability of appropriate funds.

1. Expenditures must comply with appropriate state statutory guidelines and/or federal regulations, and the State Administrative Manual.
 2. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented.
 3. Quarterly progress reports are due by the 15th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
 4. The recipient of these funds agrees to stipulations listed in the incorporated documents.
- B. Subrecipients shall agree to all federal and state assurances and any special considerations listed on the award letter.
 - C. Subrecipients shall expend funds within a 12-month period.
 - a. Sub recipients may request an extension in writing if they are unable to use the funds in a 12-month period.
 - b. Sub recipients shall notify DCFS if they are unable to use all their awarded funds.
 - c. Unused grant funds may be sub-granted or used for juvenile justice reinvestment activities in accordance with federal and state law.
 - D. If the Formula Grant funds are frozen by OJJDP, sub recipients shall proceed with their program and data collection activities as normal. DCFS shall reimburse services once the grant funds become available to the state.