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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP), is pleased to announce that it is seeking applications for funding under the OJJDP FY 09 Title V Community Prevention Grants Program. This program furthers the Department's mission by funding local efforts to reduce risk factors for juvenile delinquency and to enhance protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system.

# OJJDP FY 09 Title V Community Prevention Grants Program

## Eligibility

Applicants are limited to only the agency designated by the chief executive (i.e., the governor) of each state that has a properly constituted state advisory group.  
(See "Eligibility," page 3.)

## Deadline

Registration with [GMS](#) is required prior to application submission.  
(See "Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on March 31, 2009.  
(See "Deadline: Application," page 3)

## Contact Information

For assistance with the requirements of this solicitation, contact Elizabeth Wolfe, Program Manager, at 202-514-0582 or [elizabeth.wolfe@usdoj.gov](mailto:elizabeth.wolfe@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3.

**Note:** The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

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# OJJDP FY 09 Title V Community Prevention Grants Program CFDA #16.548

## Overview

The Juvenile Justice and Delinquency Prevention Act of 1974 (JJDP Act), Public Law 93-415, 42 U.S.C. 5601 et seq., was amended in 1992 to establish the Incentive Grants for Local Delinquency Prevention Programs. In 2002, Congress reauthorized the program under the "Incentive Grants for Local Delinquency Prevention Programs Act of 2002," more commonly known as the Title V Community Prevention Grants Program, Sections 501-505 of the JJDP Act as codified at 42 U.S.C. 5781-5784.

## Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, March 31, 2009.

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, March 31, 2009.

## Eligibility

Only the agency designated by the chief executive (i.e., the governor) of each state that has a properly constituted state advisory group, as specified in the JJDP Act, is eligible to apply. The term "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Applicants who do not meet this criterion are ineligible to apply.

**Opportunity for Faith-Based and Other Community Organizations to Access Title V Funds by Partnering With Their Respective Units of Local Government.** Sec. 504 of the JJDP Act of 1974 stipulates that state grantees make subgrant awards to qualified units of local government. Accordingly, faith-based and other community organizations are statutorily ineligible to apply directly to OJJDP for Title V funds and to the state agency that administers Title V funds. However, OJJDP encourages such organizations to access such funds by partnering with units of local government in developing the required local delinquency prevention plan and implementing the proposed prevention activities.

State grantees must ensure that subgrantees consider faith-based and other community organizations for awards as Title V implementing agencies on the same basis as other eligible applicants and, should they receive assistance awards, that they are treated on an equal basis with all other award recipients. No eligible implementing agency will be favored or discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving assistance funds from the U.S. Department of Justice, passed through states and then through units of local government retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

## Program-Specific Information

- **Purpose**

Title V focuses on reducing risks and enhancing protective factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system.

- **Goals, Objectives, and Deliverables**

The program's goal is to improve juvenile justice systems by increasing the availability and types of prevention programs, as specified under Section 504(a) of the JJDP Act. Its objective is to support state and local prevention efforts. Each year, grantees will provide information that OJJDP will include in its Title V report to Congress, as specified under Section 503(4) of the JJDP Act. Grantees also will submit annual performance measurement-based progress reports.

- **Award Information**

The awards are for a 3-year project and budget period lasting from October 1, 2008, to September 30, 2011. Applicants should use the projected FY 2009 allocations of \$48,360 for states and \$20,000 for territories.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP expects to make any awards under this solicitation no later than September 30, 2009.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) The Assistant Attorney General for the Office of Justice Programs may waive this prohibition at his or her discretion. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application.

**Match Requirement (cash or in-kind).** Applicants must provide a 50 percent match of the amount of the grant. The applicant must identify the source of the 50 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services.

The formula for calculating match is: Award amount X recipient's share = required match.

**Example:**

For federal award amount of \$350,000, match would be:

$$\$350,000 \times .50 = \$175,000 \text{ match}$$

**Performance Measures**

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which applicants selected for funding will be required to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures, and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Program goals will depend on the specific project funded, and program areas selected.</p> <p>Examples of objectives may include prevention of delinquency risk behaviors, improvement of family functioning, or prevention of child victimization (including abuse and neglect).</p>	<p>The following are mandatory measures for all Title V grantees.</p> <p>Grantees may also select any additional outcome or output measures applicable to the program areas selected.</p> <p>Percentage of program youth who complete program requirements.</p> <p>Percentage of youth with whom an evidence-based program or practice was used.</p> <p>Percentage of program youth who offend.</p> <p>Percentage of program youth who exhibit desired change in targeted behaviors.</p>	<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP's Performance Measures Center (<a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a>)</p> <p>Number of program youth served.</p> <p>Number of program youth completing program requirements.</p> <p>Number of youth with whom an evidence-based program and/or practice was used.</p> <p>Number of program youth who offend.</p> <p>Number of program youth who exhibit a desired change in the targeted behaviors.</p>

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/) and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901, option 3, from 7:00 a.m. to 9:00 p.m., Eastern Time.

**Note: OJP cannot accept any application with attachments in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Microsoft Excel (\*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.548, titled "Title V Delinquency/Prevention Program."

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use, following the instructions it provides.

### Program Narrative

The program narrative describing the state’s approach to implementing the FY 2009 Title V Incentive Grants for Local Delinquency Prevention Programs should be no more than five pages. It should include the following required components:

1. **Estimated Number of New and Continuation Subgrants the State Will Award**
2. **Plan To Reach Eligible Units of Local Government (ULGs)**
  - a. Describe how the state determines and certifies ULGs’ status of compliance with the four core requirements of the JJDP Act of 2002, found at 42 U.S.C. 5631(a)(11), (12), (13), and (22).
  - b. Describe how the state plans to make competitive awards to eligible ULGs.

3. **Subgrant Award Assurances**

- a. **Subaward Selection.** Subgrantees must meet the requirements set forth in Section 504(b) of the JJDP Act. Pursuant to Section 504(c)(5) of the Act, states shall give priority in funding to applicants that demonstrate the ability to develop data-driven prevention plans and employ evidence-based strategies. Applicants should describe the process that the state will use to assure implementation of the preceding requirements of the subgrant award process.

To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, a searchable Web site containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry (see [www.dsgonline.com/mpg\\_index.htm](http://www.dsgonline.com/mpg_index.htm)). The prevention section includes more than 100 programs in several program types (e.g., afterschool programs, mentoring programs, etc.) Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

Describe the procedures/process that the state will use to assure the implementation of the above requirements of the subgrant award process.

- b. **Performance Measurement Data Collection.** Describe the state’s plan to guide subgrant applicants/recipients in selecting relevant and appropriate performance measures for the prevention activities they will support with Title V funds and provide a statement indicative of the state’s commitment to collect performance measurement data from all Title V subgrantees and submit it to OJJDP annually.

4. **Monitoring and Support of Subgrantees.** Describe the state's specific plans for subgrantee progress reports, frequency and nature of onsite subgrantee visits, technical assistance and training provisions, and other forms of support for subgrantees.
5. **Coordination Among Title V and Other Prevention Activities.** Include plans for service and agency coordination and collaboration on innovative ways to involve the private, nonprofit, and business sectors in delinquency prevention activities.
6. **Collecting and Sharing Juvenile Justice Information.**

To better understand the difficulties state agencies that administer the Title V Grants Program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2009 Title V Grants application:

- a. Describe the state's process for gathering juvenile justice information and data across state agencies (e.g., state departments of education and welfare, mental health services, local law enforcement) and how the state makes this information available across agencies and incorporates the data into its comprehensive 3-year plan and annual plan updates.
- b. Identify specific barriers the state encounters with the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement, e.g., where state statute, regulation, or policy prohibits the sharing of this information.

States are to direct sufficient resources to accomplish this effort and increase the capacity to implement new or improve existing juvenile justice information sharing systems.

7. **SMART.** Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 9). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. Potential subgrant applicants also should be encouraged to use the SMART system (or an analogous GIS application) when applying for funds from the administering agencies of OJJDP's formula and block grant programs. All applicants must register with the SMART system at [smart.gismapping.info](http://smart.gismapping.info), and become familiar with the data, information, and functionality. Instructions specific to the FY 2009 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

## **Budget and Budget Narrative**

Applicants must submit a budget that includes a detailed worksheet and a narrative explaining how the state will spend its administrative funds, including how the state will provide the required match. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.



- **Budget Worksheet**

State agencies that demonstrate a need to do so may use up to 5 percent of the Title V allocation for the cost of administering subgrants and support for state advisory group activities related to Title V. States must provide a match of 50 percent of their planning and administration funds. A sample Budget Worksheet form is available in Appendix C.

### **Other Attachments**

Applicants must submit a timeline as an attachment, in Microsoft Word (.doc), PDF (.pdf), or text (.txt), to their GMS application. A sample timeline is available in Appendix E.

### **Review Process**

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

### **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds

- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

# Appendix A: Application Checklist

## Title V Community Prevention Grants Program

Applicants must submit all applications electronically through OJP's GMS.

- Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Program Narrative** should be no more than five pages.
- Budget Worksheet.** See Appendix C for sample.
- Other Attachments:** Time/task plan. (See Appendix E for a sample.)

Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

### Deadlines

- Applicants must register on GMS by 8:00 p.m., ET, March 31, 2009
- Applicants must submit completed applications by 8 p.m., ET, March 31, 2009. OJJDP will accept applications only through the GMS online application system. OJJDP will not consider mailed or faxed applications.

## Appendix B: Distribution of Title V Grants by State (FY 2008)

State	Title V Allocation
Alabama	\$48,360
Alaska	48,360
Arizona	48,360
Arkansas	48,360
California	48,360
Colorado	48,360
Connecticut	48,360
Delaware	48,360
District of Columbia	48,360
Florida	48,360
Georgia	48,360
Hawaii	48,360
Idaho	48,360
Illinois	48,360
Indiana	48,360
Iowa	48,360
Kansas	48,360
Kentucky	48,360
Louisiana	48,360
Maine	48,360
Maryland	48,360
Massachusetts	48,360
Michigan	48,360
Minnesota	48,360
Mississippi	48,360
Missouri	48,360
Montana	48,360
Nebraska	48,360
Nevada	48,360
New Hampshire	48,360
New Jersey	48,360
New Mexico	48,360
New York	48,360
North Carolina	48,360
North Dakota	48,360
Ohio	48,360
Oklahoma	48,360
Oregon	48,360
Pennsylvania	48,360
Rhode Island	48,360
South Carolina	48,360
South Dakota	48,360
Tennessee	48,360
Texas	48,360
Utah	48,360
Vermont	48,360
Virginia	48,360
State	Title V Allocation

Washington	48,360
West Virginia	48,360
Wisconsin	48,360
Wyoming	48,360
American Samoa	12,099
Guam	12,099
Puerto Rico	48,360
North Mariana Islands	12,099
Virgin Islands	12,099

## Appendix C: Sample Budget Worksheet

Category	Federal	State/Applicant	Local Match	Total
Local prevention programs	\$45,942	0	\$22,971	\$68,913
Administrative	\$ 2,418	\$1,209	0	\$3,627
<b>Total</b>	<b>\$48,360</b>	<b>\$1,209</b>	<b>\$22,971</b>	<b>\$72,540</b>

The Utopia State Department of Family Services requests the approval to use 5 percent of its Title V award plus the state match to cover staffing costs, necessary travel to monitor Title V subgrantees, attend Title V-related training events, and operating costs, which include office space, supplies, printing, copying, and postage to administer the Title V Grants Program. The budgeted amount for the administrative expenditures are noted below.

Administrative Funds	Federal	State	Total
<b>Travel</b>			
Travel to monitor Title V subgrantees and training events (3 trips @ \$150)	\$ 300	\$ 150	
<b>Operating Costs</b>			
Office space, telephone, office supplies, printing, copying, postage, and training event supplies	\$2,118	\$1,059	
<b>Total</b>	<b>\$ 2,418</b>	<b>\$1,209</b>	<b>\$3,627</b>

## Appendix D: Title V Program Areas

- 03 **Child Abuse and Neglect Programs.** Programs that provide treatment to juvenile victims of child abuse or neglect and to their families to reduce the likelihood that such at-risk youth will commit violations of law.
- 04 **Children of Incarcerated Parents.** Services to prevent delinquency or treat first-time and nonserious delinquent juveniles who are the children of incarcerated parents.
- 09 **Delinquency Prevention.** Programs to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of program areas 12 and 32.
- 10 **Disproportionate Minority Contact.** Delinquency prevention programs primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.
- 11 **Diversion.** Programs to divert juveniles from entering the juvenile justice system.
- 12 **Gangs.** Programs to address issues related to preventing juvenile gang activity.
- 13 **Gender Services.** Services to address the needs of male and female offenders in the juvenile justice system.
- 15 **Gun Programs.** Programs (excluding programs to purchase from juveniles) to reduce the unlawful acquisition and illegal use of guns by juveniles.
- 16 **Hate Crimes.** Programs to prevent hate crimes committed by juveniles.
- 18 **Job Training.** Projects to enhance the employability of at-risk juveniles and/or first-time and nonserious juvenile offenders or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
- 20 **Mental Health Services.** Psychological and psychiatric evaluations and treatment, counseling services, and/or family support services for at-risk juveniles and/or first-time and nonserious juvenile offenders.
- 21 **Mentoring.** Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile and/or first-time and nonserious juvenile offenders (mentee) that takes place on a regular basis.
- 22 **American Indian Programs.** Programs to address delinquency prevention issues for American Indians and Alaska Natives.
- 25 **Restitution/Community Service.** Programs to hold first-time and nonserious juvenile offenders accountable for their offenses by requiring community service or repayment to the victim.

- 26 **Rural Area Juvenile Programs.** Prevention services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.
- 27 **School Programs.** Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
- 32 **Substance Abuse.** Programs to prevent and treat the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol among at-risk juveniles and/or nonserious juvenile offenders.
- 34 **Youth (or Teen) Courts.** Juvenile justice programs in which peers play an active role in the disposition of first-time and nonserious juvenile offenders. Most communities use youth courts as a sentencing option for first-time offenders charged with misdemeanor or nonserious, nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.



# Appendix E: Sample Title V Timeline

## Tasks

## Month/Year

- Determine and certify JJDP Act compliance status of all units of local government (ULG).
- Develop request for proposals (RFPs).
- Issue program announcement/RFP to eligible ULGs.
- Hold post-RFP conference/orientation with potential applicants.
- Conduct Community Team orientation meeting.
- Conduct data collection and analysis training.
- Conduct training for the plan and program development.
- Receive applications submitted to state.
- Conduct state advisory group review of applications.
- Award subgrants.
- Visit local subgrantees for monitoring.
- Provide performance measurement reporting training and other technical assistance/support to local subgrantees.
- Collect and submit subgrantee data on selected performance measures.

**Please note:** When planning a timeline, please allow sufficient time for pre-award training and delinquency plan development for potential local applicants.