

GRANT APPLICATION PROCEDURE MANUAL

Philosophy

The Kansas Advisory Group's grant application and review process should be fair to all grant applicants, reasonably demanding on volunteers reading grant applications, and virtually error free. Staff should develop a policy and procedure manual to govern the grant application process. The objective of the procedure manual should be to make the grant application review process fair for all applicants, standardize decision-making, and establish workflow procedures that eliminate or nearly eliminate errors in the grant application review process. This procedure manual should be evaluated and updated annually by the Grant Committee following each grant application review cycle.

Grant Application Announcement

1. List grant application announcement in the Kansas Register.
2. Announce the grant application through the Governor's Grants Office, United Way, Community Supervision Agencies, and existing subgrantees.
3. Request administrative contacts publicize the availability of grants through local service networks.
4. Post grant application announcement on JJA Website.
5. Post grant application and instructions on JJA website as well as the written grant application packet.

Pre Bid Teleconference – Host a pre-bid teleconference for potential grant applicants approximately a month prior to application due date to address purpose and funding priorities, data resources, evidence based programming, OJJDP performance measures and provide examples of what the grant readers will be looking for in applications. Post power point presentation on web site.

Upon receipt of the Grant Application

1. Date stamp all originals and all copies of the grant application.
2. Assign a tracking code when the grant application is received to include the the funding stream and the order in which the grant application was received. Record the tracking code on the original and all five copies of the grant application.
3. Develop an applicant log of grant applications listing the tracking code, the grant applicant (or applicant agencies if collaborating or subcontracting with another

agency) the county, and the Judicial District of the applicant, to be shared with the grant application readers to determine potential conflict of interest prior to the distribution of grant applications.

4. Review grant applications to determine whether a letter of denial (if required) from a local unit of government (usually the City or County Commission) is included. Notify the grant applicant agency immediately of any missing sections. The grant applicant agency will be allowed to submit the missing sections prior to the deadline.

Prior to Reader's Reviews

1. Fiscal staff will determine the amount of funding needed to finance all current continuation grants and subtract this amount from the amount allocated in the current federal award for local grants. This figure represents the total amount of funding available for new awards. The fiscal staff will also conduct an analysis to ensure sufficient funding is available to finance all new and existing continuation grants, and if necessary, reduce the amount of funding available for the current grant cycle to ensure funds are not over obligated.
2. Fiscal staff will review budget pages of all grant applications to ensure internal consistency that the budget adds accurately and all expenses are allowable by federal rules and regulation.
3. JJ Specialist should identify applications submitted for more than one funding source for the Grant Committee Chair and the grant application readers.
5. The JJ Specialist should review the grant application's eligibility against the purpose area. The JJ Specialist should notify grant application readers as to whether the application fits with one or more purpose areas.
6. The JJ Specialist will review grant applications upon receipt for eligibility for funding source. In addition to the above purpose area, this includes 1) being a qualified applicant; 2) serving the target population; 3) submission by the deadline; 4) a compliance plan for the judicial district is on file with JJA and 5) a current letter of denial of funding from a local unit of government, if required. (Note: Juvenile Corrections Advisory Board (JCAB) does not qualify as a local unit of government.)
7. The Grant Committee Chair will review all grant applications rejected for eligibility. If the removal decision is reversed, this timing allows for distribution of grant applications to readers. The KAG grant committee chairperson will notify applicants that they have been removed from consideration, stating the reason they have been removed and offering assistance. There is no appeal process. KAG decisions are final.

8. JJ Specialist will review grant applications to determine if the applicant is proposing an evidence based program.

Selection and Recognition of Grant application Readers

1. Grant application readers will be selected from communities across the State of Kansas. KAG members will read grant applications and recruit other grant application readers. Staff will assist the KAG to help recruit additional readers.
2. If at all possible the group of grant application readers reviewing a specific funding source should consist of no more than two first time grant readers.
3. Grant application readers will be requested to serve for at least three years to read, score, and review grant applications during those three years.
4. Grant application readers will not be paid for their services but will be reimbursed for travel expenses and per diem if an overnight stay is necessary.
5. Letters of recognition and appreciation will be provided to the grant application reader's hiring authority.

Grant Application Reader Training

1. The JJ Specialist will prepare a summary and matrix of national model programs and promising approaches based on OJJDP Model Program Guide of what works and what doesn't work in delinquency prevention for the grant application readers.
2. Prepare for each grant application reader the following: copies of each assigned grant application, copies of the score sheet and one copy of the grant application, instructions and announcement for each type of grant application they are scoring. Set deadlines for reading and returning scores.
3. The JJ Specialist will record which readers are reading which grant applications.
4. If the reader hasn't turned in their scores by the deadline, inform the chair of the readers name, phone and email. The reader has 2 business days to complete the review or return the grant applications so another reader may read them.
5. The JJ Specialist will compile a spread sheet with the readers scores and initials, average of the 5 scores, spread from the lowest to highest score for the readers review and ranking meeting. Staff will provide information regarding site visits,

timeliness of quarterly progress and financial reports, and funding history. NO GRANT APPLICATION WILL HAVE LESS THAN 3 READERS

6. Grant application chair and/or the JJ Specialist must send out reminders a week in advance to grant application readers for the review and ranking meeting.

Grant Application Review Process

1. Persons with a direct conflict of interest should not be assigned to read any grant application in the funding source for which their grant application was submitted. Persons with a direct conflict are defined as: 1) the grant applicant; 2) any person who would receive money or services from the grant applicant organization; 3) any person who has administrative authority over the grant applicant organization; 4) any person who wrote, edited, or participated in writing the grant application; 5) any person who has or could reasonably be expected to audit or evaluate the grant applicant organization or the grant application. (For purposes of this section, persons are defined as the individual with the direct conflict of interest, or the spouse, child, or parent of the individual with the conflict of interest.)
2. Grant application readers will be provided the grant applicant log in advance to determine whether conflicts of interest exist.
3. The average score of all grant applications will be sorted in descending order.
4. All continuation grant applications will be reviewed prior to the review of grant applicants for new funding. (Awarding a grant application is an investment in a program and a community. This investment usually requires more than one year before it can reach full operational status. Making continuation grant applications a priority is not a commitment to continue funding but recognition of the time and money required for new programs to begin to achieve their objectives, goals and outcomes.)
5. Continuation grants will be evenly distributed among all grant readers.
6. Provide the grant application readers with copies of abstracts from all grant applications for the review and ranking meeting.
7. If any grant application is conditionally recommended, staff should contact the grant applicant within one week of conditional approval to obtain the additional information prior to the KAG Meeting. The Grant Committee Chair should be notified regarding this information.

Grant Committee Recommendations to the KAG

1. Record the grant application log number in left hand column to easily identify grant applications for discussion purposes. List continuation grant applications first with a subtotal of requested funds before listing new programs.
2. Create a summary of each recommended grant application to include program name, applicant agency, requested amount, year of funding, counties served and judicial district, purpose or program area and a summary of the abstract.
3. Send KAG recommendations to the JJA Commissioner for final approval.
4. After the JJA Commissioner has approved the grant award, notify both successful and unsuccessful grant applicants of the status of their proposal. This should be done as soon as possible but no later than 2 weeks after approval of the grants. Successful grant applicants should be notified of any conditions or clarifications as requested by the KAG. No funds will be awarded until all conditions specified by the KAG are met.
5. The JJ Specialist and Federal Grants specialist shall prepare award packets including the cover letter, the award document, Grant Assurances, EEOC Certification, Certification of Lobbying; Debarment, and Drug Free Workplace requirements, Contractual Provisions (DA-146a) and Federal Grant Reporting Requirements.

Monitoring Sub grantees

1. Host a post award conference to address reporting requirements for all new sub-grantees and new staff addressing financial reports and quarterly progress reports, including the narrative, demographics, performance measurement within one month of the award.
2. All sub grantees will submit quarterly progress reports and financial reports on 10th of the month following the end of the quarter. The progress reports will address progress toward the grant's goals and objectives. A demographic report will also be submitted quarterly identifying an unduplicated number of youth and/or parents receiving services, including information on gender, age, race and ethnicity. A performance measurement report will also be submitted addressing OJJDP mandatory output and outcome measures.
3. On site monitoring and technical assistance will be provided to sub grantees using the on-site monitoring tool and based on the following priority system:

Priority system

- 1) First year programs within 9 months of receipt of funding.
- 2) Second year programs to determine recommendation for continuation funding in year 3 – 5.
- 3) All programs experiencing problems identified through quarterly reports, on-site monitoring and/or requesting assistance regardless of funding year.
- 4) Randomly selected sub grantees in the third to fifth year of funding.

Performance Measures

1. OJJDP performance measures related to the grant making process and State Advisory Group and the Planning and Administration of the Grant include the following:
 - a. Number of sub grants awarded
 - b. Number and percent of programs using evidenced based models
 - c. Average time from receipt of sub grant application to date of the award
 - d. Number of programs sustained after funding ends
 - e. Number and percent of plan recommendations implemented
2. Data will be gathered annually and reported on November 30th, Title V Annual Performance Report and the December 31st Title II Annual Performance report.

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