

**TITLE V  
COMMUNITY PREVENTION GRANTS PROGRAM  
OF THE JJDP ACT**

**FUNDING PROCESS**

Title V focuses on reducing risks and enhancing protective factors to “prevent” youth at risk of becoming delinquent from entering the juvenile justice system or “early intervention” for first-time and non-serious offense to keep them out of the juvenile justice system. Proposed programs under Title V must use Title V funds for these populations only. Title V is designed to be a collaborative community based approach to delinquency prevention. The goal is to improve juvenile justice systems by increasing the availability and types of prevention programs.

**Requirements To Be Considered for Funding**

1. Only units of local government may apply for funding. (The 1999 Omnibus Appropriations bill, signed on October 22, 1998, amended the JJDP Act of 1974 by substituting the term “unit of local government” for “unit of general local government”. An unit of local government is defined as any city, county, town, borough, parish, village, or other general purpose political subdivision of a State, or any Indian tribe, that performs law enforcement functions; and any law enforcement district or judicial enforcement district that (i) is established under applicable State law and (ii) has the authority to, in a manner independent of other State entities, establish a budget and raise revenues. Parish sheriff departments and offices of district attorneys in the State of Louisiana are therefore considered units of local government at the parish level and eligible to apply to their State agency for Title V funds.)
2. Applicants must be certified by the JJDP Advisory Board through the Louisiana Commission on Law Enforcement to be in compliance with the core requirements of the JJDP Act as follows:
  - a. Deinstitutionalization (removal) of status and non-offenders from secure detention and placement.
  - b. Separation of adults and juveniles in adult institutions.
  - c. Removal of juveniles from confinement in adult institutions.
  - d. Efforts toward the reduction of over-representation of minority youth in the juvenile justice system.
3. Title V grants require a 50% match from the applicant agency and/or other participating entity. Match may consist of cash and/or the value of in-kind contributions.
4. Applications must include a 3-year plan describing the extent of risk and protective factors identified in the community and how they will be addressed. The plan must contain:

- a. Designation or formation of a local Community Coalition (Prevention Planning Board).
  - b. Description of how the Coalition will be involved in the assessment and implementation of the plan.
  - c. Definition of boundaries of the program's neighborhood or community.
  - d. Assessment of identified risk and protective factors in the community.
  - e. Identification of available resources and gaps in resources.
  - f. A 3-year strategy, including goals, objectives, performance measurements, and a timetable for mobilizing the community and providing needed services.
  - g. A description of the strategy for the current project.
5. Programs may apply to be funded in 12-month increments for up to a maximum of 3 years. Continued funding is based on the availability of funds and the achievement of the goals and objectives from the prior year.

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1. The Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE) is the state agency designated by the Governor to administer the Formula (Title II) Block Program in accordance with R.S. 15 § 1201, *et seq.* The JJDP Program Manager (juvenile justice specialist) oversees the program and works closely with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the JJDP Advisory Board, and the local law enforcement planning districts.
2. Louisiana's parishes are divided into eight local Law Enforcement Planning Districts (LEPDs). Each LEPD has a District Program Director and a Council composed of local law enforcement officials and private citizens according to R.S. 15 § 1209, *et seq.* [Refer to the Contact List to determine your District Program Director.]
3. Each of the eight LEPDs is advised of the core requirements of the JJDP Act, funding eligibility guidelines, pertinent State and Federal guidelines, and the funding allocations available for eligible programs.
4. Once the state has been awarded funding from OJJDP, funds are passed through to the LEPDs. Each LEPD is advised of their allocations, which are based on population and crime statistics within their district.
5. Units of local government are advised by LDEP staff of the availability of grant funding and guidelines for funding through public advertising of funding available.
6. Requests for Allocation, Program Plan Worksheet and grant application forms are available from District Program Directors. The application and instructions can be downloaded from LCLE at [www.lcle.state.la.us](http://www.lcle.state.la.us).

7. Potential applicants must submit a Program Plan Worksheet to the District Program Manager. The Program Plan Worksheet determines if the project conforms to the JJDP Act and the priorities set by the JJDP Advisory Board.
8. The LEPD Council, the LCLE Priorities Committee, the JJDP Advisory Board, and the LCLE must approve the LEPDs' allocations and program plans before a full application can be submitted. The allocations can be approved or disapproved at any point of the process.
9. After the Request for Allocation is approved by LCLE, the grant application is prepared and submitted to the District Program Director. Applications can be approved or disapproved at the District level by the LEPD Council.
10. If approved, at the district level, the grant application is submitted to the Title V Program Manager for review. Staff assesses the documented needs and conformity to Title V requirements and the JJDP Advisory Board's determination of compliance of the core requirements of the JJDP Act. The Title V Program Manager will then advise the applicant if issues need to be addressed and/or resolved. The LCLE staff can place special conditions upon the application that the applicant agency must adhere.
11. The application is submitted to the LCLE Priorities Committee for review. The application can be approved or denied by the Priorities Committee. The Priorities Committee can place special conditions upon the application that the applicant agency must adhere. Potential applicants do not appear before the Priorities Committee.
12. If the application meets the requirements as assessed by LCLE staff and the Priorities Committee, it is submitted to the JJDP Advisory Board for review and recommendation for approval or denial to the LCLE. All potential applicants must be present at the JJDP Advisory Board meeting. This includes applicants who have a new project, requesting funding to continue an existing project, and/or requesting an increase of funding to an existing project. Potential applicants should be knowledgeable of the proposed project to answer any questions that may arise. Failure to attend the meeting will result in a denial of recommendation for funding. The JJDP Advisory Board can also place special conditions upon the application that the applicant agency must adhere.
13. Upon recommendation for funding approval by the JJDP Advisory Board, the application is taken under consideration during a regular meeting of the LCLE for final approval. Potential applicants, who have a new project over \$10,000, a continuation project and/or increase in funding over \$20,000, must be present. Potential applicants should be knowledgeable of the proposed project to answer any questions that may arise. Failure to attend the meeting will result in a denial for funding. The LCLE can also place special conditions upon the application that the applicant agency must adhere.
14. If approved by the LCLE, LCLE staff then issues the Subgrant Award. The Subgrant Award packet is forwarded to the LEPD who then forwards the award packet to the applicant agency for acceptance.

15. Questions pertaining to the funding process can be addressed to the District Program Directors or the JJDP Program Manager. See Contact List for information.