

**Agency Name:** Project United Community Development Corporation  
**Grant/App:** 2346301 **Start Date:** 9/1/2010 **End Date:** 8/31/2011

**Project Title:** Prevention and Early Intervention Services  
**Status:** Pending OOG Review

## Eligibility Information

### Introduction

The Office of the Governor (OOG) publishes funding opportunities, known as **Requests for Applications (RFA)**, through the Texas Secretary of State. Click [here](#) to visit the Secretary of State's website to locate the RFAs in the appropriate Texas Register issue. In addition, OOG requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* as adopted. Click [here](#) to view the current TAC, or click [here](#) to view the previous versions of the TAC.

### Submission Process

When applying for a grant pursuant to an **RFA** published in the *Texas Register* by OOG, applicants must submit their applications according to the requirements provided in the **RFA**. OOG may also consider applications for grants that are not submitted pursuant to an **RFA**. Applicants will be selected in accordance with *1 TAC*, §3.7.

### Selection Process

All applications submitted to OOG are reviewed for eligibility, reasonableness, availability of funding, and cost-effectiveness. For applications submitted pursuant to an **RFA**, the executive director will select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision. A review group may include staff members, experts in a relevant field, and members of an advisory board or council. For more information regarding the selection process, see *1 TAC*, §3.7.

### Funding Decisions

All grant funding decisions rest completely within the discretionary authority of OOG. The receipt of an application for grant funding by OOG does not obligate OOG to fund the grant or to fund it at the amount requested. Neither the approval of a project nor any grant award shall commit or obligate OOG in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof. OOG makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding. For more information regarding the application process, see *1 TAC*, §3.7 and 3.9.

### Adoptions by Reference

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies. For more information regarding grant funding, see *1 TAC*, §3.19.

## Community Plans

Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the community's criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives. For more information regarding community plans, see *1 TAC*, §3.51.

## Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address at least one of the priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding. For more information regarding these priorities, see *1 TAC*, §3.53.

## Monitoring

OOG will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes in compliance with all applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve grant purposes. Grantees must make available to OOG or its agents all requested records relevant to a monitoring review. For more information regarding monitoring, see *1 TAC*, §3.2601.

**Your organization's Texas Payee/Taxpayer ID Number:**  
760789989

**Application Eligibility Certify:**  
Created on:2/4/2010 11:21:31 AM By:Lon Boyce

## **Profile Information**

### Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project title, the geographic area your project will serve and information about your grant officials. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-

hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Email Addresses & Grant Officials Information

### **Designating Grant Officials Within your Application:**


Enter a valid and unique email address for each grant official and click the **Verify Email and Set Official to the Project** button. If you receive an error message regarding an email address, the grant official you are trying to assign to the project has not registered for a user account in eGrants. Please inform the agency's grant official or designee that they must log in to the [eGrants Home Page](#), and register for a user account. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

### **Updating Grant Officials on Active Grants:**

To reassign a grant official - **Authorized Official, Financial Officer, Project Director, or Grant Writer** - to your grant project, ensure that the new official registers for a user account in eGrants *first*. Next, go to the Request.Adjustment tab and check the box indicating you would like to Designate a New Grant Official, provide a brief explanation for the change in the Grant Adjustment Justification box, and then click the 'Create Adjustment Request' button. This will open the Profile.Details tab allowing you to make the appropriate changes. After you have entered a valid email address for the new Official, go to the Certify.Adjustment tab and click on the 'Certify Adjustment' button to send your request to OOG for review. If your organization is designating a new Authorized Official, check your records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary / Upload Files' sub-tab. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

**Applicant Agency Name:** Project United Community Development Corporation

**Project Title:** Prevention and Early Intervention Services

**Division or Unit to Administer the Project:** Department of Education

**Address Line 1:** 107 Bois D' Arc

**Address Line 2:**

**City/State/Zip:** Honey Grove Texas 75446

**Payment Address Line 1:** PO Box 270035

**Payment Address Line 2:**

**Payment City/State/Zip:** Dallas Texas 75227-0035

**Start Date:** 9/1/2010

**End Date:** 8/31/2011

**Regional Council of Governments(COG) within the Project's Impact Area:** Texoma Council of Governments

**Headquarter County:** Fannin

**Counties within Project's Impact Area:** Cooke,Gray,Grayson

**Grant Officials:**

**Authorized Official**

**User Name:** Lon Boyce

**Email:** lonboyce@projectunited.org

**Address 1:** PO Box 270035

**Address 1:** 107 Bois D' Arc, Honey Grove, TX 75446

**City:** Dallas, Texas 75227

**Phone:** 214-381-9471 Other Phone: 214-802-4685

**Fax:** 214-381-9471

**Agency:**

**Title:** Mr.

**Salutation:** Reverend

**Project Director**

**User Name:** Jeanice Williams

**Email:** jeanicewilliams1@yahoo.com

**Address 1:** PO Box 270035

**Address 1:** 107 Bois D' Arc

**City:** Dallas, Texas 75227

**Phone:** 214-381-9471 Other Phone: 972-639-2754

**Fax:** 214-381-9471

**Agency:**

**Title:** Ms.

**Salutation:** Reverend

**Financial Official**

**User Name:** Allen Coats

**Email:** allen@projectunited.org

**Address 1:** PO Box 270035

**Address 1:** 107 Bois D' Arc Honey Grove, TX 75446

**City:** Dallas, Texas 75227

**Phone:** 214-381-9471 Other Phone: 214-620-5265

**Fax:** 214-381-9471

**Agency:**

**Title:** Mr.

**Salutation:** Reverend

## **Grant Writer**

**User Name:** Lon Boyce

**Email:** lonboyce@projectunited.org

**Address 1:** PO Box 270035

**Address 1:** 107 Bois D' Arc, Honey Grove, TX 75446

**City:** Dallas, Texas 75227

**Phone:** 214-381-9471 Other Phone: 214-802-4685

**Fax:** 214-381-9471

**Agency:**

**Title:** Mr.

**Salutation:** Reverend

## **Grant Vendor Information**

### Introduction

The **Grant Vendor** section of the application collects grant payment information for your organization. The following items will be auto-filled from previous data you supplied in eGrants: Organization Type, State Payee Identification Number, and Data Universal Numbering System (DUNS) identifier (if applicable). Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

### Financial Management Tools

In order to receive payments from OOG, download, complete and email the following forms to the Office of the Governor, Financial Services Division ([FSD](#)). Or, you may fax completed forms to (512) 463-4114.

*Note: As of March 1, 2010, these forms will no longer be accepted in hard copy format.*


Texas Application for Payee Identification Number Form in [PDF](#) - 12/08/2009

\* *updated* Texas Direct Deposit/Advance Payment Form in [MS Excel](#) or [PDF](#) - 03/04/2010

IRS W-9 Form in [PDF](#) - 12/08/2009

## Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

**Organization Type:** Nonprofit Corporation (tax exempt)

**Organization Option:** applying to provide juvenile prevention and / or intervention services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 760789989

**Data Universal Numbering System (DUNS):** 794286786

**Payment Address Line 1:** PO Box 270035

**Payment Address Line 2:**

**Payment City/State/Zip:** Dallas Texas 75227-0035

## Narrative Information

### Introduction


The **Narrative** section is the description of your project. It is important that the information you provide about your project is clear and as concise as possible. Note: All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements to complete this page are the **Program Requirements, Problem Statement, Supporting Data, Goal Statement,** and **Project Summary** sections. We recommend that you complete any sections applicable to your project to assist in the application review process.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. **If this happens, your data will not be saved in the system.** You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

## Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

#### Primary Mission and Purpose

The purpose of this program is to support programs that prevent violence in and around schools, improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

#### Funding Levels

The anticipated funding levels for Juvenile Justice Programs are as follows:

- Minimum Award - \$5,000
- Maximum Award – None
- Matching Funds - None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

*Note: If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

#### Program Requirements

**Preferences** – Preference will be given to applicants who demonstrate cost effective programs focused on a comprehensive and effective approach to services that compliment the Governor's strategies.

**Juvenile Justice Board Priorities** - Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed by the Governor's Juvenile Justice Advisory Board to be eligible for funding.

Prevention and Early Intervention at First Offense - Fund programs or other initiatives designed to positively impact youth prior to their involvement in the juvenile justice system or at their first offense and divert them from a path of serious, violent and chronic delinquency. Programs may include support for school resource officers, alcohol and substance abuse education, mentoring and after-school programs.

Disproportionate Minority Contact (DMC) - Decrease DMC, which exists if minority youth have a higher rate of contact with the juvenile justice system than do non-Hispanic white youth. Fund programs or other initiatives designed to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system.

Gang Prevention and Intervention - Fund programs that address issues related to juvenile gang activity and the recruitment of juvenile members. These issues include information sharing and prevention and intervention efforts directed at reducing gang-related activities.

Specialized Treatment Services - Fund programs that address the use and abuse of illegal substances, prescription and non-prescription drugs and alcohol. Counseling and professional therapy may also be provided to sex offenders and youth with anger management issues.

Juvenile Justice System Impact - Fund programs designed to impact offender accountability or improve the practices, policies or procedures within the juvenile justice system including rehabilitating and educating youth who have been involved in the juvenile justice system so that future involvement in criminal activity is deterred.

#### Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Dale B. Tillery

Enter the Address for the Civil Rights Liaison:

8344 E. R. L. Thornton Suite 304 Dallas, Texas 75228

Enter the Phone Number for the Civil Rights Liaison:

2143249888

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Juvenile Justice Programs Solicitation.

I certify to all of the above eligibility requirements.

#### **Problem Statement:**

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

Our community does not have enough community services for teens. Because Fannin County is a rural area, most community service programs that are available are widespread. Teens need programs in or closer to their neighborhoods.

#### **Supporting Data:**

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

According to Fannin County ISD in 2008-2009, the total number of students for Fannin County is 5,641. 50.1% of these students are classified as economically disadvantaged and receive free or reduced lunches. These families simply cannot afford the cost of some community support programs; and because most families have only one vehicle, they have difficulty traveling to community support programs because the programs are widespread in our County. Fannin County Schools: Bonham ISD - 2,042 students (56% are economically disadvantaged), Dodd City ISD - 310 students (40.3% economically disadvantaged), Ector ISD - 257 students (44.7% economically disadvantaged), Fannindel ISD - 201 students (74.6% economically disadvantaged), Honey Grove ISD - 639 students (55.4% economically disadvantaged), Leonard ISD - 889 students (48.7% economically disadvantaged), Sam Rayburn ISD - 424 students (35.6% economically disadvantaged), Savoy ISD - 307 students (43.6% economically disadvantaged), Trenton ISD - 572 students (38.3% economically disadvantaged). According to the Fannin County Juvenile Office 2009, 67 teen were violators of law in which a juvenile is arrested and a written report sent to the Juvenile Office to be handled from there. Our Community Action Group has found that because Fannin County is a rural area, most juvenile violators of law cases are not reported to the Juvenile Office. Therefore, the number of violators is much higher than the Juvenile Office's report. Our survey has revealed that most teens become problem teens because they do not have anything else to do. Youth need positive role models who can assist parents in developing strong values and beliefs in their children. This type of environment will lead to the development of more positive behavior in children. These factors help enhance bonding and healthy relationships, thereby minimizing the impact on the multigenerational risk cycles. Education, prevention and early intervention are the keys to solving many of the breakdowns that occur in families. They are measures that help families reach their full potential, which translates into children developing the skills which may lead to learning a trade, going to college or becoming an entrepreneur. Without such skills, many families may instead face a future dominated by failure in school, abuse, economic uncertainty, unstable environments and dangerous neighborhoods.

### **Community Plan:**

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

The priorities that our programs address within our community plan are: Comprehensive Youth Development - Our Community Center is a safe haven that provides youth and their families with counseling, mentoring and recreational games. We encourage men and women to be positive role models in their homes and community. Our program challenge men and women to get involved with youth support programs and to mentor at-risk teens. Out of School Programs - Our out of school care and tutoring program is for students and parents who need help and extended hours. The mission is to intentionally engage in the total well being of each child's academic progress and development by providing a safe atmosphere to assist them with homework and delinquency. Parenting Leadership Program - Parents will improve their child development and child management skills by learning to be a positive role model who develops

strong values and beliefs in their children. Teen Birds and Bees Program - Our program is designed to educate youth to have respect and love for their bodies by remaining abstinent until marriage or adulthood. Various educators will inform youth on the downside of sex such as pregnancy and disease. Our program focuses on positive thinking by encouraging youth to strive for higher education and self-sufficiency.

**Goal Statement:**

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

Our goal is to be outcome driven, not activity driven. Participants experience a change or benefit that makes a real difference to them. Youth are referred to programs that will not only supervise them during after school hours, when most of the undesirable behaviors occur, but also will provide therapeutic, rehabilitative and preventative educational services. Our goals are to partner with community leaders and volunteers to mentor and measure individual growth of a child. We are uniting our love, our experiences, and our finances to provide academic community services by connecting our leaders of today with our leaders of tomorrow. Our enrichment programs are designed and formatted to provide its participants with a meaningful experience to enhance their development of life skills. We have volunteers that will provide transportation for teens who have difficulty traveling to our community center. **SHORT-TERM GOALS:** Awareness - services are available and easily accessible, Motivation – positive encouragement, Attitudes – positive way of thinking, Aspirations – positive goal setting. **MEDIUM-TERM GOALS:** Action – positive goal activation, Practice – positive goal becoming a habit, Skills – positive habits developing into character, Decisions – positive character makes a better person. **LONG-TERM GOAL:** Conditions – a better person changes social conditions, Economic – changed social conditions improves the economy, Civic – an improved economy makes better citizens, Environment – better citizens enables a safe environment.

**Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

**Continuation Projects:**

For continuation projects only, if your current or previous year's project is **NOT** on schedule in

accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

### **Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Leaving children and youth unsupervised when they are out of school leads to negative behavior such as crime, substance abuse, delinquency, and early sexual encounters. Our out of school preventative and support programs are for students and parents who need help and extended hours. The mission is to intentionally engage in the total well-being of each child's academic progress and development. These preventative programs are an extension for continued learning by providing academic reinforcement to prepare them for their school year. The out of school programs will extend to summer activities. We are partnering with Honey Grove ISD and various educators because we believe "no child would be left behind". Our enrichment programs encourages children to remain focused in their education, build their hopes, urge them to dream and instill a sense of determination to set and work toward goals.






### **Project Activities Information**

#### Introduction

The **Project Activities** section of the application gathers information about the type of activities your project will incorporate. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

#### Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it – click on this icon to cancel your edits.
-  = a **red delete** icon – click on this icon to delete the item.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

**Juvenile Justice Board Priorities**

Select the Juvenile Justice Priority that best fits your project:

- Prevention and Early Intervention at First Offense
- Gang Prevention and Intervention
- Specialized Treatment Services
- Juvenile Justice System Impact

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Delinquency Prevention	50.00	Out of School Programs - Our out of school care and tutoring program is for students and parents who need help and extended hours. The mission is to intentionally engage in the total well being of each child’s academic progress and development by providing a safe atmosphere to assist them with homework and delinquency. Parenting Leadership Program - Parents will improve their child development and child management skills by learning to be a positive role model who develops strong values and beliefs in their children.
Mentoring	50.00	Comprehensive Youth Development - Because our Community Center is a safe haven that provides youth and their families with counseling, mentoring and recreational games, we encourage men and women to be positive role models in their homes and community by mentoring a child at the center. Men and women spend one on one quality time mentoring at-risk teens.

**Geographic Area:**

This project will provide Preventative and Early Intervention services to youth and their families in the identified area of need, which is Fannin County.

**Target Audience:**

This project target audience is youth, at-risk youth and parents.

**Gender:**

This project will serve both males and females of targeted audience.

**Ages:**

Services will be provided for both males and females between the ages of 10 and 17 and their parents.

**Special Characteristics:**

Teen Birds and Bees Program - Our program is designed to educate youth to have respect and love for their bodies by remaining abstinent until marriage or adulthood. Various educators will inform youth on the downside of sex such as pregnancy and disease. Our program focuses on positive thinking by encouraging youth to strive for higher education and self-sufficiency.




**Measures Information**


## Introduction

The **Project Measures** section of the application collects data to track the performance of your proposed project toward its stated objectives. Output measures demonstrate the level of activity of a project. Outcome measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved. Output and outcome measures displayed on this page correspond to activities selected or created on the **Activities** page. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

## Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it – click on this icon to cancel your edits.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute ([PPRI](#)).

### Objective Output Measures

<b>OUTPUT MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
Average tenure of mentors (in days).	0	0
Average time from assignment of case to first meeting with program youth (in hours).	0	0
Number of mentors trained.	0	0
Number of parents served.	0	0
Number of program youth served.	0	0
Number of service hours completed.	0	0

### Custom Objective Output Measures

<b>CUSTOM OUTPUT MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
------------------------------	---------------------	---------------------

### Objective Outcome Measures

<b>OUTCOME MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
Number of assignments lasting until case completion.	0	0
Number of mentors satisfied with program.	0	0
Number of program families satisfied with program.	0	0
Number of program youth completing program requirements.	0	0
Number of program youth exhibiting a decrease in antisocial behavior.	0	0
Number of program youth exhibiting a decrease in gang	0	0

activity.		
Number of program youth exhibiting a decrease in pregnancies.	0	0
Number of program youth exhibiting a decrease in substance use.	0	0
Number of program youth exhibiting an improvement in family relationships.	0	0
Number of program youth exhibiting an improvement in school attendance.	0	0
Number of program youth exhibiting an improvement in social competencies.	0	0
Number of program youth who offend or reoffend.	0	0

#### Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
------------------------	--------------	--------------


### Documents Information

#### Introduction

The **Supporting Documentation** section of the application contains general grantee requirements. Please select or enter the appropriate responses in the areas below. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

#### Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

#### Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

#### Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

#### Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

#### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

Yes

No

N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Reponse:

Yes

No

N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

1/1/2010

Enter the End Date [mm/dd/yyyy]:

12/31/2010

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

0

Enter the amount (\$) of State Grant Funds:

0

Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

Yes

No

*Note: Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.*

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;

- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD’s designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

- Type I Entity
- Type II Entity
- Type III Entity

Debarment

Each applicant agency will certify that it and its principles:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction

or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

I Certify

Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

## **Fiscal Capability Information**

Introduction

This **Fiscal Capability** section of the application collects information from nonprofit corporations applying for OOG grant funds.

*Note: If you are NOT a nonprofit corporation, this information is not applicable; therefore, the 'Printer Friendly' version will be blank for all information collected in the Fiscal Capability section.*

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Organizational Information

Enter the Year in which the Corporation was Founded:

2005

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

8/3/2007

Enter the Employer Identification Number Assigned by the IRS:

760789989

Enter the Charter Number assigned by the Texas Secretary of State:

800474201

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

Yes

No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

Yes

No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

Yes

No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a

fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

Yes

No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

Yes

No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

Yes

No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Project United does a financial review annually.

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

Yes

No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

Yes  
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

Yes  
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

Yes  
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### **Budget Details Information**






#### Introduction

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of OOG funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add**

**New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

### Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **plus** icon – click on this icon to expand a list of items.
-  = a **minus** icon – click on this icon to collapse a list of items.
-  = a **new** icon – click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Counselor and/or Therapist (licensed)	NEW-The therapist is a full time counselor that works with teens and their families to assist them with negative domestic	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	100

		<p>affairs and behaviors in order to help achieve a positive, fulfilled and satisfied state of life. The therapist will encourage unity through the use of purposeful activity or interventions designed to achieve functional outcomes which promote health and well being. Families receive assistance that enables them to contribute to the wider community. The therapist will also be responsible for fundraising so that we can continue our goal of project self-sufficiency.</p>						
Personnel	Counselor and/or Therapist (non-	NEW-The counselor is a full time member of	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	100

	licensed)	our community center. The counselor helps teens in the areas of academic achievement, personal/social development and career development, ensuring that the teens of our community become the productive, well-adjusted adults of tomorrow. The counselor will also be responsible for fundraising so that we can continue our goal of project self-sufficiency.						
Personnel	Director	NEW-The director is a full time experienced administrator who provides overall leadership for our various programs and faculty by facilitating the teaching, research,	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	100

		development, volunteers and the services of Project United for the health and well-being of the kids in our community. The director will also be responsible for fundraising so that we can continue our goal of project self-sufficiency.						
Supplies and Direct Operating Expenses	Electric, Gas, and/or Water / Wastewater	The community center utilities of electric, gas and water is for our campus that has three buildings, the gymnasium, trade shop and community center that has 15 large classrooms, an auditorium and 4 offices. We also have a lighted skateboard court. The requested funds are	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0

		33% of the community center's utilities.						
Travel and Training	In-State Registration Fees, Training, and/or Travel	Mileage reimbursement for counselors to make community visits to Fannin County cities and assist teens via transportation to community center programs and family counseling appointments .50 per mile x 10,000 miles = 5,000.00.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
Equipment	Overhead / Multimedia Projector and Accessories	Our community center has a 750 seat event center auditorium. One of the Dell S300w Short Throw Wireless Projector will be used in this area for presentations, large meetings and family oriented movies. The second Dell	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	2

		S300w Short Throw Wireless Projector will be located in our smaller meeting room that will be used for meetings, presentations and counseling and will accommodate 80 teens and their families. Quantity: Projectors x 2						
--	--	--	--	--	--	--	--	--



### Source of Match Information

#### Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries. For further information regarding matching funds refer to *1 TAC*, §3.3; for program income refer to *1 TAC*, §3.73 and §3.87. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

## Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Personnel	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00
Supplies and Direct Operating Expenses	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Travel and Training	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00

#### Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$102,000.00	\$0.00	\$0.00	\$0.00	\$102,000.00

**Condition Of Fundings Information**

DESCRIPTION	CREATED	MET	HOLD FUND
-------------	---------	-----	-----------

You are logged in as **User Name:** projectunitedcdc

**Snapshot Description:** Application - Preliminary Review Responses Certified by Grantee  
**Created:** 3/22/2010 3:27:07 PM