



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
STATE OFFICE BUILDING – 10th FLOOR
820 FRENCH STREET
WILMINGTON, DELAWARE 19801

Telephone: (302) 577-5030
Fax: (302) 577-3440

SOLICITATION

TO: Prospective Applicants

FROM: The Juvenile Justice Advisory Group (JJAG) of the Criminal Justice Council

DATE: March 31, 2016

SUBJECT: **Competitive Solicitation for FFY2015 Title II Formula Block Grant Program, Delinquency Prevention**

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting concept papers for potential funding under the Federal Fiscal Year 2015 Title II Formula Block Grant. The United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) is charged with administering this Program, in conjunction with State agencies like the CJC. The Program is designed to provide funding to state and local units of government, non-profit organizations, and communities plan, establish, operate, coordinate, and evaluate projects directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

This solicitation is specifically seeking new programs to provide delinquency prevention.

**The total amount of federal funding available through this competitive solicitation is:
\$264,300.**

Goal of the Solicitation: JJAG is seeking proposals that will support both State and local efforts 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.

Prevention vs. Intervention

The JJAG defines **prevention** activities as services for youth who have not come into contact with the juvenile justice or family services system. Examples of general prevention services include (but are not limited to) tutorial programs, recreational programs, teen pregnancy

prevention programs, conflict resolution programs, arts programs and dropout prevention services.

The JJAG defines **intervention** activities as services for youth who have come into contact with either the juvenile justice system or family services. Youth who have been arrested, under the custody of the Division of Youth Rehabilitative Services at the level of detention, incarceration, or probation, under the custody of the Division of Family Services, or under the custody of Child Mental Health would be the targeted population for intervention activities.

Eligible Applicants:

Eligibility is limited to units of state and local government and non-profit organizations. Non-profits must identify 501 C-3 status.

CJC's Electronic Grants Management System

The CJC launched an online Grants Management System (“Egrants”) in 2014. In order to be fair to new agencies, not fully experienced with Egrants, we are not opening up this competitive process in Egrants.

The “*FFY2015 Title II Formula Grant Program, Delinquency Prevention*” competitive application will follow a paper submission and review process.

Any programs that are approved for funding will notified and asked to enter the approved project and budget in the Egrants System for award and reporting purposes.

Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. You can find Egrants information by following this link: <http://cjc.delaware.gov/Egrants.shtml>

AVAILABLE AMOUNT:

Under the FY2015 Title II Formula Grant, Delinquency Prevention New Programs solicitation, the **amount requested may be less than, but cannot exceed \$264,300. The JJAG intends to fund two or more programs.**

Programs that are selected for funding may be eligible to receive continued funding for up to two more years pending availability of federal funds.

APPLICATIONS:

Potential applicants must submit a concept paper for the **FFY2015 Title II Formula Block Grant, Delinquency Prevention New Programs**. The concept paper is attached to the solicitation. Completed concepts will be reviewed. If selected, the agency will be asked to enter the information in Egrants.

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711, or, by following this link: <http://www.dnb.com/get-a-duns-number.html>

System for Award Management (SAM): All potential grant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants' responsibility to provide the CJC the status of SAM registration (active, inactive, pending).

<https://www.sam.gov/portal/public/>

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award.

Allowable Services, Activities, and Costs:

The Juvenile Justice Advisory Group has decided to focus on grants that address Program Area (9), Delinquency Prevention. Grants and subgrants supported through this Program **must** meet the following standard purpose areas:

Delinquency Prevention, Purpose Area (9)

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 non-serious 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.

Non-allowable Costs and Activities:

- A. Lobbying and Administrative Advocacy
- B. Construction

Supplanting:

Title II grant funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose.

Title II grant funds are to be used to **enhance or expand** services to victims, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. Title II funds must **add to**, not replace, what already exists.

In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, Title II grant funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

Required Format:

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the concept proposal is complete.**

Concepts must be:

- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Number each page (page # of #)

Concepts must include:

- Organization's Data Universal Numbering System (DUNS) number
- SAM Registry Status (Active, Inactive, Pending)
- Two program contacts (in case the Committee has questions)
- Program narrative
- Preliminary budget (calculations)
- Budget narrative (description of budgeted items)

Award Period:

Proposals should be based on a 12 month project period; applicants should be prepared for a start date of October 1, 2016.

Budgets must be reasonable, and reflect the proposed project period.

Reporting Requirements:

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

Quarter ending March 31 – Reports are due April 20

Quarter ending June 30 – Reports are due July 20

Quarter ending September 30 – Reports are due October 20

Quarter ending December 31- Reports are due January 20

In addition to the CJC Quarterly Reports, Title II Formula Grant Program Subgrantees are required to submit quarterly demographic data. CJC staff will provide more information for programs selected for subgrant awards.

Threshold Requirements: THESE MAY BE PROGRAM/PROJECT SPECIFIC

- ✓ Completion of the Criminal Justice Council's FY2015 Fed Grant Program Concept Form
- ✓ Program Narrative
- ✓ Preliminary Program Budget (Budget Breakdown and Budget Narrative)
- ✓ Evaluation info
- ✓ Sustainability plan
- ✓ Demonstrated ability to establish a client base (referral procedures) or documented current client base.

- ✓ Response to the CJC’s “*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*” An updated survey must be on file with the CJC. For more information, please visit: <http://cjc.delaware.gov/REFSurvey.shtml>
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization’s Non-Profit Status (If Applicable)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Funding Provisions:

1. The Juvenile Justice Advisory Group will review and develop recommendations that include a focus on minority youth who represent a disproportionate share of the individuals involved with the juvenile justice system.
2. 3. All programs are required to track participants for recidivism during implementation and for a minimum of one year following the completion of the program.
4. Include job descriptions for project personnel and a training plan for said employees.
5. Include a detailed plan for the assumption of costs by the local community at the termination of CJC funding.
6. If funded, applicants may be required to develop an operation manual that can be made available to other jurisdictions interested in replicating the program.
7. If funded and selected by the Juvenile Justice Advisory Group for in-depth evaluation, applicants are required to comply with the evaluation design and collect required data.
8. Please provide an estimate for the amount of youth to be served and the cost associated with this program.

Process and Funding

The Juvenile Justice Advisory Group (JJAG), with the assistance of CJC Staff, will review all concepts submitted by the due date. The Committee’s recommendations will be discussed during the meeting on **Wednesday, June 8, 2016**; and will be forwarded to the Criminal Justice Council for final approval. The JJAG seeks to make final recommendations to the Council by **Monday, June 20, 2016**. Approved programs will be notified shortly after 6/20/16.

The funds are made available under the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention Title II Formula Block Grant Program.

Please see the State of Delaware Public Meeting calendar, for other important dates

<http://egov.delaware.gov/pmc/>

Scoring:

Concepts that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

- ◆ **(0-20 points) Statement of Problem**
 - *Description of problem; use of research based literature; and relevant statistics.*
- ◆ **(0-50 points) Program Description**
 - *Established history in community; collaborative partners; detailed nature of services (how, what and where services will be offered); and measurable outcomes*
- ◆ **(0-10 points) Evaluation and Sustainability Plan**
- ◆ **(0-10 points) Budget**
 - *Are costs reasonable and allowable; source of match provided*
- ◆ **(0-10 Points) Meets Base Requirements**
 - *Follows format; agency's performance history as a CJC subgrantee; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml>)*

Completed concept papers must be **received at the CJC Office no later than 2:30 p.m. Wednesday, May 11, 2016.**—no exceptions will be made.

Requests received after the deadline will not be eligible for funding. Requests may be submitted via mail or e-mailed (faxed concepts will not be accepted). Please ask for confirmation of receipt of concept.

Please submit your concept paper to:

**Terica Jones
Criminal Justice Council
820 N. French Street, 10th Floor,
Wilmington, Delaware 19801**

~OR~

Terica.Jones@state.de.us

If you have questions, please contact Terica Jones at (302) 577-8726 or Terica.Jones@state.de.us