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## SOLICITATION

**TO:** Prospective Applicants

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

**DATE:** July 5, 2018

**SUBJECT:** **Competitive Solicitation for FFY2018 Title II Formula Block Grant Program, Delinquency Prevention**

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The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting [concept papers](#) for potential funding under the Federal Fiscal Year 2018 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:  
\$270,000**

**Goal of the Solicitation:** Juvenile Justice Advisory Group (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 the Division of Prevention and Behavioral 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. The “*FFY2018 Title II Formula Grant Program, Delinquency Prevention*” competitive application will follow an electronic submission and review process. Any programs that are approved for funding will be notified and invited to submit an application in the Egrants System for award and reporting purposes.

Any programs that are approved for funding will be 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 FY2018 Title II Formula Grant, Delinquency Prevention New Programs solicitation, the **amount requested may be less than, but cannot exceed \$270,000. 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.

### **APPLICATION PROCESS:**

Potential applicants must submit a Concept Paper through the CJC Egrants system for the **FFY2018 Title II Formula Block Grant, Delinquency Prevention New Programs** competitive solicitation. Applicant Agencies must be properly registered in Egrants, and Fiscal and Program personnel must have an active username and appropriate security roles enabled. For more information and the steps for registration, visit <http://cjc.delaware.gov/Egrants.shtml>.

Completed concepts will be reviewed and scored. If selected, the agency will be invited to apply through E-grants. E-Grants will be accessible for submissions by Thursday July 12, 2018

**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:**

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC EGrants System. **It is the responsibility of the applicant to ensure that the concept proposal is complete and submitted properly.**

**Project Concept Narrative Component Requirements:**

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address sexual assault. Describe how the applicant meets the requirements including program parameters and allowable use of funds.
2. **Project Narrative:** Provide a detailed project narrative including the following
  - a. A sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.
  - b. A goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include referral process for receiving clients and definition of successful program completion.
  - c. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.
  - d. A description of how the evaluation strategy assesses all program requirements and the impact of the project.
  - e. A sustainability plan regarding the future of the program once federal funding is no longer available.
3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget.
4. **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines.

**Award Period:**

Proposals should be based on a 12 month project period; applicants should be prepared for a start date of October 1, 2018.

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 and quarterly data documenting progress towards federal performance measures (PMTs). 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 FY2018 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 [instructions](#), please visit: <https://cjc.delaware.gov/wp-content/uploads/sites/61/2018/07/Declaration-Form-Instructions.pdf> docx
- ✓ 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. All programs are required to track participants for recidivism during implementation and for a minimum of one year following the completion of the program.
3. Include job descriptions for project personnel and a training plan for said employees.
4. Include a detailed plan for the assumption of costs by the local community at the termination of CJC funding.
5. If funded, applicants may be required to develop an operation manual that can be made available to other jurisdictions interested in replicating the program.
6. 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.
7. 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 **Tuesday, August 21, 2018**; and will be forwarded to the Criminal Justice Council for final approval. The JJAG seeks to make final recommendations to the Council by **Monday, September 17, 2018**. Approved programs will be notified shortly after 9/18/18.

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:**

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

#### **TOTAL POSSIBLE POINTS = 100**

##### ◆ (0-15 points) Project Summary

*Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.*

##### ◆ (0-65 points) Project Narrative

- *Problem Statement (0-20 points) Description of problem; use of research based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
- *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
- *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly*

*and annual reporting.*

- *Evaluation (0-5 points) Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
- *Sustainability (0-5 points) Describe the agency's efforts to continue the project's goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*
- ◆ **(0-10 points) Budget**
  - *Budget Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*
  - *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program?*
- ◆ **(0-10 Points) Main Summary**
  - *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<https://cjc.delaware.gov/wp-content/uploads/sites/61/2018/07/DeclarationSurveyForm.docx>)*

Completed concept papers must be **submitted via Egrants no later than 2:30 p.m. Monday, August 6, 2018.**—no exceptions will be made.

**Requests received after the deadline will not be eligible for funding. Requests may not be submitted via mail or e-mailed** (faxed concepts will not be accepted).

If you have questions, please contact Cliffvon Howell at (302) 577-8442 or [Cliffvon.Howell@state.de.us](mailto:Cliffvon.Howell@state.de.us)