

*Revised October 12, 2022



STATE OF DELAWARE
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CRIMINAL JUSTICE COUNCIL
STATE OFFICE BUILDING – 10th FLOOR
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WILMINGTON, DELAWARE 19801

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Community-Based Intervention Programs Request for Proposals

Eligible Applicants

Grantee eligibility: Community nonprofit organizations that have experience in the outlined services and provide direct services for gun violence reduction intervention programs in the community throughout the State of Delaware.

Deadline

Completed applications must be submitted into Egrants by November 10, 2022 - no exceptions will be made. Un-submitted applications will be automatically closed by the Egrants system by 11:59pm on 11/10/22.

Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Valarie Tickle or the Egrants Help Desk (cjcegrantssupport@delaware.gov).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. **Registrations for new agencies and any new egrants users for this funding announcement must be received by October 10, 2022.**

Contact Information

If you have questions regarding this solicitation, please contact Valarie Tickle at (302) 577-8713 or 302-559-1455 or valarie.tickle@delaware.gov

Released From: The Criminal Justice Council
Release Date: September 16, 2022

Overview of Grant Project and Funding Background

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding to implement gun violence reduction intervention programs statewide. This funding is awarded under the Federal FY 2022 Invited to Apply — Byrne Discretionary Community Project Funding/Byrne Discretionary (15PBJA-22-GG-00209-BRND) grant program - Statewide Violence Reduction Project. The United States Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is charged with administering this Program, in conjunction with State agencies like the CJC. This solicitation is designed to provide funding to non-profit organizations for gun violence reduction intervention programs.

The Statewide Community Gun Violence Reduction project takes a three-prong approach: 1. group violence intervention (GVI), 2. community-based intervention (relationship-based street outreach), and 3. hospital-based violence intervention programs. Each approach focuses resources on those at highest risk for engaging in deadly violence. Funds will serve individuals most likely to be either a victim or perpetrator in community gun violence. Funds will expand the capacity of the existing GVI related programs in New Castle County and include launching new GVI related programs in Kent and Sussex County. The Statewide Community Gun Violence Reduction project is an evidence based public health approach focused on two main goals: the reduction of shooting incidents and homicides and changing community norms. As such, funding will support the coordination and implementation of gun violence intervention programs that fit into the three-prong approach.

Applicant Program Requirements

Gun Violence Intervention Programs: For the purpose of this project, intervention programs are defined as programs that serve individuals at highest risk for engagement in community gun violence, either as a perpetrator or a victim. According to the National Network for Safe Communities, “less than one half of one percent of a city’s population” drives community gun violence. These individuals may have been identified by law enforcement as being actively involved in community gun violence; have recently been the victim of community gun violence (within the last year); or have a family member or close associate who has been the victim of community gun violence in the last year.

Intervention programs should demonstrate fidelity to the best of the program’s ability to a promising practice or evidence-based model; engage those at highest risk in their services; and directly provide or refer such individuals to intensive case management. In addition, these programs will be encouraged to consider the use of other evidence-based techniques, such as cognitive behavioral therapy (CBT), in their service provision. Funds will implement new or expand existing intervention programs statewide and include items/activities/expenses such as: hiring of staff, program operation costs, case management, and ancillary services. Programs should be based in the community and apply a public health approach to community gun violence reduction. Nationally, intervention programs in this project often employ credible messengers, or people with shared lived experience as clients, to implement the program. Community-based interventions can include street outreach, violence interruption / conflict mediation, shooting responses, and the provision of case management.

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To ensure robust coordination throughout the period of performance, grantees are expected to participate in a Community of Practice. The Community of Practice is designed to build and/or strengthen relationships between grantees; identify opportunities for collaboration; reduce duplication of services; identify and work to resolve programmatic barriers; and provide a facilitated space for shared learning and growth. Social Contract will facilitate a total of four Community of Practice meetings during the period of performance.

Principles of Evidence Based Practices for Intervention Programs for consideration

The model promotes the incorporation of the principles of evidence-based and promising practices into interventions. Case management programs should incorporate aspects of the principles below, as appropriate:

1. Assess risk/needs: use of assessment tools to complement project design
2. Enhance intrinsic motivation: Effective use of relationship and applying motivational enhancement strategies
3. Target interventions: Consider Risk (who to target), Need (what to target) & Responsivity (how to deliver)
4. Skill train with directed practice: Cognitive behavioral treatment methods: Changing thoughts from pro-criminal to prosocial, Skills acquisition, learning how to make better decisions and develop healthier coping mechanisms to address trauma.
5. Engage existing and ongoing support in natural communities: Family, prosocial peers, other influencers e.g. faith based, community etc.)
6. Measure relevant processes/practices: Evaluate impact and monitor for fidelity
7. Provide measurement feedback: Counter program drift; adjust course as needed

Clients may be referred by law enforcement, adult and juvenile corrections, hospitals, and gun violence intervention programs. Additional referral sources may be used and should be clarified in the application.*¹

Central to this effort is the development of strategies to: (1) improve the success of individuals using a case management approach; (2) provide the services that help individuals connect with their families and the community, including employment, counseling, education, health, mental health, substance use disorder treatment and other essential services that support successful community living; and (3) provide specialized warm handoff services that result in actual connection to services opposed to simply a referral.

Allowable Uses for Award Funds and Program Parameters:

This solicitation is for potential applicants to provide direct services and programming for individuals connected to gun violence. Funds will be subgranted for community-based services. **The goals of the project are to reduce shooting incidents and homicides and change community norms. This project seeks to increase statewide public safety by decreasing violent crime statewide in targeted areas by at least 10%, and by decreasing shooting incidents by 10% to be considered successful.**

¹ Revised language for clarity.

- **Target needs that affect gun violence and range of services** – this includes but is not limited to conflict mediation, shooting responses, addressing trauma, conflict resolution skill building, securing housing; obtaining employment; vocational training; educational services; cognitive restructuring; life skills; transportation; family re-unification; counseling; case management; and other treatment and health services including substance use disorder treatment.
- **Direct services** – funds should be allocated to provide a tangible need or service directly to an individual. It is strongly encouraged that programs take a focused approach to a particular set of needs or services rather than attempting to fulfill every client need in one program. Additional needs that may fall outside of an agency’s specialty should be accessed through referrals and leveraged resources. With case management, a warm hand off and follow-up on referrals is preferred. Agencies may also choose to collaborate and submit proposals that connect to provide an array of services. Details on such cross collaborations should be explained in the proposal narrative. It is advised that programs maintain manageable caseloads. Both costs and quality of services offered to clients will be reviewed.
- Applicants may use funds to establish, enhance, expand and/or redesign existing or new programs. The Office of Justice Programs website <http://www.crimesolutions.gov/> is one helpful resource that applicants may use to find information about evidence-based programs in criminal justice.

The selected provider should perform the following:

- a. Provide intervention services and programming for the population connected to gun violence.
- b. Serve individuals at highest risk for engagement in community gun violence, either as a perpetrator or a victim.
- c. Directly provide or refer such individuals to intensive case management. Case management services should align with some relevant aspects of the principles of evidence-based or promising practices programming.
- d. Accommodate provision of services to clients during hours that meet client needs, which may include some evening and weekend hours to facilitate activities such as client transportation and field-based case management activities.
- e. Demonstrate fidelity to the best of the program’s ability to a promising practice or evidence-based model.
- f. Strive to provide case management services for a minimum of ninety (90) days. If it is determined case management services are still needed, these cases may remain active beyond ninety (90) days as deemed necessary to support success of the client.
- g. Provide documentation on direct service (face to face contact or virtual) and indirect service (administrative) hours for any referrals and case management services.

h. Comply with CJC reporting requirements:

- i. Quarterly reports: 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
- ii. Provider must track clients receiving services along with specially designated outcomes which will be detailed upon award (outcomes will likely include details on services provided such as - number of referrals, number of enrolled participants and receiving case management, number of clients obtaining services and types of services, length of time in program, program completion and sustained services).

Target Population:

The target population for this program is high risk individuals connected to gun violence.

Eligibility Criteria:

Community nonprofit organizations that have experience in the outlined services and provide direct services for gun violence reduction intervention programs in the community throughout the State of Delaware. No funding will be provided to individuals or agencies that have not yet achieved non-profit status.

Pre-Application Bidder’s Conference:

The CJC expects to receive applications from organizations that may have never previously received CJC funding. CJC staff will be holding a “Bidder’s Conference”. The Bidder’s Conference will provide details about the funding opportunity and how to apply using the State’s E-Grants system. To help ensure an equitable application process and encourage applicants from across the state, the CJC will be offering a Grant Writing Workshop.

The Bidder Conference will be held on September 22, 2022, from 9 AM -12 PM in person at the Dover Public Library, 35 Lookerman Plaza, Dover, DE 19901 and is available over Zoom. The Grant Writing Workshop will be held in person at the same location from 1:00 PM-3:00 PM and will be available over Zoom.

CJC’s Electronic Grants Management System

Completed **applications must be submitted into egrants**. Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. Steps for egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact the egrants Help Desk (cjcegrantssupport@delaware.gov).

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The CJC is responsible for ensuring our subgrantees are abiding by financial management guidelines as determined by the US Department of Justice, Office of Justice Programs, and Office of the Chief Financial Officer. The “Separation of Duties” is expected of our subgrantees as a method of preventing grant fraud, waste, and abuse. Separation of Duties is a key internal control concept that establishes procedures for certain types of transactions and reporting. **No one person is able to do both fiscal reporting and program reporting. You must register two individuals per agency – one for the programmatic sections and one different individual for the fiscal section input. One individual must be named the FINANCIAL CREATOR and one individual must be the PROGRAM CREATOR. Someone from the agency must also have approval for the SUBMISSION role in egrants.** A description of all egrants user roles can be found at: https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/SecurityRolesQuickStartGuide_rev-min.pdf

Application Submission:

Applications must be submitted in the Criminal Justice Council egrants system under the **Statewide Community Gun Violence Reduction Project (SVRP) FY22** funding announcement.

Available Amount:

Under the Byrne Discretionary Community Project Funding/Byrne Discretionary (15PBJA-22-GG-00209-BRND) grant program - Statewide Violence Reduction Project – the total amount of funding available for intervention programs is \$700,000. CJC anticipates making multiple awards to a variety of programs for a 24-month period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>. **In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for: prizes/rewards/entertainment/trinkets or any type of monetary incentive, client/participant stipends, gift cards, vehicles, or food and beverages.**

Match Amount:

There is no match requirement.

Grant Period:

For the purpose of this solicitation, the Delaware Criminal Justice Council will be selecting appropriate programs for **one-time** funding. Proposals should be based on an anticipated start date of **1/1/2023** and a current project end date of **1/1/2025**. Continuation funding is not available under this solicitation.

Financial Management and System of Internal Controls

Award subrecipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the award that provides reasonable assurance that the subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the recipient’s compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Supplanting

Program Funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose. Grant funds are to be used to **enhance or expand** services to individuals, 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. Grant 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, grant funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

System for Award Management (SAM): All potential subgrant 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).

[SAM.gov | Home](https://sam.gov)

For help with SAM - [GSAFSD Service Portal Landing](#) - [GSA Federal Service Desk Service Portal](#)

Unique Entity Identifier

On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique

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Entity ID created in SAM.gov. They no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

The process to get a Unique Entity ID to do business with the government changed. With the transition, we are made it easier to get a Unique Entity ID by streamlining the request and ongoing management process. You go to a single place, SAM.gov, to:

- Get your Unique Entity ID and register your entity to do business with the U.S. government.
- Make any updates to your legal business name and physical address associated with the Unique Entity ID.
- Find customer support at a single helpdesk for all Unique Entity ID and entity registration issues.

Additional information can be found at : [Unique Entity Identifier Update | GSA](#)

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. There is no cost to register.

Non-Profit Organization (NPO) Status Certification: All potential subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency's 501(c)(3) designation letter; or a copy of the agency's certificate of incorporation that substantiates its non-profit status.

If selected to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements and audit.

Required Format:

Complete each of the sections in the Criminal Justice Council application utilizing the CJC egrants System. **It is the responsibility of the applicant to ensure that the application 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 gun violence intervention. Describe how the applicant meets the requirements including program parameters and allowable use of funds. **Section must be completed by the PROGRAM CREATOR.**
2. **Project Narrative:** This application is an opportunity to justify your project and the need for funding. The need justification has a separate section but this section will most likely duplicate some of that information. **Section must be completed by the PROGRAM CREATOR.** Within the egrants Project Narrative Section, please address the following:

The Problem: In this response, describe and define the problem which this project intends to address. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it aims to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

- a. Include a sound problem statement using statistical evidence and local data gathered regarding the specific service to be provided. Describe the gap in service the proposal seeks to address.
- b. Provide evidence of expertise knowledge and/or experience in providing violence intervention services in the community.

Goal Statement and Measurable Objectives: This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified. A program goal is the end that you want to achieve through the funded project. Clearly state the primary intervention services the project will provide. Provide 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 the referral process for receiving clients (implementation section) and definition of successful program completion (impact section). Include established relationship with collaborative partners, especially any new partners (implementation section).

- a. Please provide the implementation objectives for this project. Implementation objectives define your targets for implementing the program. Describe items needed such as personal and/or equipment to begin program operation and a timeline for obtaining such items.
- b. Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal. These objectives should include monthly activities in measureable terms and number of expected individuals to be served.
- c. Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end? What difference will be made? In other words, what impact will your project make on the targeted population/community? Define successful program completion and target number for services.

Methods and Procedures: This response should address the impact of the program by quantifying the results.

- a. Clear methods and procedures for the implementation of the project.
- b. How data/information will be collected for reporting purposes.
- c. Ability to track program participants including collecting demographic data such as gender, age, race, etc.

Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups. A description of how the evaluation strategy assesses all program requirements and the impact of the project.

Continuation: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds. Include a sustainability plan regarding the future of the program once federal funding is no longer available.

Is this application for CJC funding for a Continuation Grant? **Mark no and skip the section.**

Past Progress Report: The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

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. Projects should budget for implementation (allocate time for hiring, etc.).
 - a. **Budget Detail section must be completed by the FINANCIAL CREATOR.**
 - i. Show all detailed computations for every cost listed in the budget
 - b. **Budget Narrative section must be completed by the PROGRAM CREATOR.**
 - i. Describes how costs were determined - Include explanations and justifications for each line item in the budget detail
 - ii. Answers: "Why is this item in the budget?"
 1. **Purpose**/need for funding
 2. **Services**/items funding provided
 3. **Basis** of cost
 - iii. Justifies and contextualizes the need for all expenses
 - iv. Be brief, only a few sentences per item

4. **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines. **Section must be completed by the PROGRAM CREATOR.**

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Threshold Requirements:

- ✓ Applicant agency must be a registered agency with the Criminal Justice Council's EGrants Management System ("Egrants"). The "Agency Registration Request Form" may be found on the Egrants Help page: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals' Security Roles are determined by their agency/department. The "New User Security Role Request Form" must be completed, and online user created at the time this application is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Digital Completion of the Criminal Justice Council's **Statewide Community Gun Violence Reduction Project (SVRP) FY22** egrants application.
- ✓ Applicants/program must have a demonstrated a record of effective direct services.
- ✓ Demonstrated ability to receive referrals to establish a client base.
- ✓ **Clearly** identify the primary services the program will provide.
- ✓ 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. This may be completed post award.
- ✓ A copy of applicant's the most recent fiscal year audit report must be on file with the Criminal Justice Council. This may be completed post award.
- ✓ UEI # Provided
- ✓ SAM Registry Status Provided

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- ✓ Certification of the organization's Non-Profit Status (when appropriate)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Scoring:

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be assessed 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 and how costs were determined?*

◆ **(0-10 Points) Main Summary**

- *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status*

Process and Funding

The Criminal Justice staff, with the assistance of the Social Contract, will review all applications submitted by the due date. The review committee's recommendations will be forwarded to the Criminal Justice Council Board. The CJC seeks to make final recommendations by mid-December with project start dates of January 1, 2023. Approved programs will be notified shortly after CJC Board approval.

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Please do not upload letters of support, brochures, or other documents. Only letters verifying that the collaborating agency has agreed to cooperate, and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

Questions to Ask as You Launch Your Program:

- Who are you targeting for your program? (Refer to requirements for target population and entry criteria)
- Do the risk and needs of your target population match the services and supports you are proposing to fund through your grant application?
- Which evidence-based or promising practices will you incorporate into your program model? How will you ensure fidelity to those practices?
- What is the supervisory structure for your staffing model?
- How will you involve the client in determining his/her needs for services and interventions recommendations developed?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How will you collect case level data to comply with the reporting requirements?

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**Valarie Tickle
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Wilmington, Delaware 19801.**

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