

**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

FY2022 COMMUNITY COURT GRANT PROGRAM – COMMUNITY PARTNER REQUEST FOR PROPOSALS

**OVERVIEW**

**Released From:** The Criminal Justice Council

**Release Date:** Tuesday, November 7, 2023

**Deadline:** Thursday, December 7, 2023

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting concept papers for potential funding under the Federal Fiscal Year 2022 Community Court Grant Program. The U.S. Department of Justice (DOJ), 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 local organizations to manage restorative justice and/or community service programming.

**Eligible Applicants**

Local organizations that have experience in the outlined services and are able to provide services to individuals who have committed certain misdemeanor offenses in the 19805-zip code. Eligible applicants include local organizations that can utilize a restorative justice approach. Ideally, the organization will have previous experience providing similar services to the target population. The agency must demonstrate their ability to successfully provide services to the target population.

**Available Amount**

The total amount of federal funding available through this competitive solicitation is: **$240,000.00**. The CJC anticipates making one to two awards. Requests for funding may not exceed the total amount available.

**Grant Period**

Proposals should be based on an anticipated **start date of 10/1/2023 and a current project end date of 9/30/2026**.

**DEADLINE AND CONTACT INFORMATION**

**Deadline**

This solicitation will include a two-step application:

1. **Concept paper:** Local organizations will **submit via email an abbreviated project proposal using the concept paper application format**. **Project proposals are due by 7:59 pm on December 7, 2023.** No exceptions will be made. Completed concept paper forms must be emailed to Nicole Sund at Nicole.Sund@delaware.gov. Project proposals will be reviewed by the review committee and the selected applicant will be invited to submit an application via the Egrants system.

See Appendix A for application details including the proposal requirements, evaluation criteria, selection process, and blank concept paper application form.

2. **Egrants application:** Local organizations invited to submit a full application must complete their application in Egrants within 3 weeks of concept paper application approval and invitation to apply. CJC will provide technical assistance to applicants to set up an Egrants account and navigate the system.

Additional information on proposal requirements and evaluation criteria will be provided to applicants invited to submit a full application through the Egrants system.

**Contact Information**

If you have questions regarding this solicitation, please contact Nicole Sund at (302) 577-8727 or Nicole.Sund@delaware.gov

**REQUIREMENTS AND ALLOWABLE USES OF FUNDS**

**Target Population**

The target population for this funding is Delaware residents living in the 19805-zip code who are participating in Wilmington Community Court. Please note, referrals for service may eventually expand out to other zip codes.

**Program Requirements**

CJC will award grants to a local organization(s) to partner with the Administrative Office of the Courts (AOC) and provide restorative justice programming to individuals participating in the Wilmington Community Court program. The restorative justice partner should enhance opportunities for individualized restorative mandates and/or community service that directly impacts the community that was harmed. This partner should act as a bridge between the courts, other legal stakeholders, and the community, offering community members another way to express concerns and offer creative solutions to neighborhood specific problems.

**Applicants may apply as either a Restorative Justice partner, community service partner, or both.**

Restorative Justice services may include, but are not limited to:

* Peacemaking Circles
* Family Group Conferencing
* Victim-Offender Dialogue

Community service programming may include, but are not limited to:

* Neighborhood beautification projects
* Assisting in community events
* Engaging in meaningful activities with a local agency

**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

CJC staff will provide more information for programs selected for subgrant awards.

In addition, programs must track client data and designated outcomes that will be detailed upon

award. Examples of outcomes may include, but are not limited to:

* Number of referrals
* Number of enrolled participants
* Length of time in program
* Program completion rates

**Allowable Use For Award Funds**

Funds should be allocated to provide a tangible need or service directly to individuals participating in the Wilmington Community Court program. Funds may also be used to hire and onboard staff, as well as to cover program operation costs and ancillary services.

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.

**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.

**Federal Grant Requirements**

This project is supported by federal funding. See Appendix B for additional information on federal grant requirements applicants must meet to receive funding under this project.

If you have additional questions regarding the federal grant requirements outlined in

Appendix B, please contact Nicole Sund at (302) 577-8727 or Nicole.Sund@delaware.gov**.**

**Appendix A**

**PROPOSAL REQUIREMENTS, EVALUATION CRITERIA, AND SELECTION PROCESS**

**Proposal Requirements**

Applicants under this solicitation must address each of the following:

* **Organization Summary**: Provide the organization's mission statement, physical location, service area and existing programs and services. Briefly describe past experience working with the target population and/or providing similar services outlined in the solicitation. Demonstrate the organization's ability to identify, recruit and successfully provide services to the target population.
* **Program Summary:** Describe the problem, the goal, the approach that will be used (restorative justice, community service, etc.), and the results or benefits expected from this program.
* **Target Population:** Describe the individuals the organization intends to serve through this program (e.g., age, race, gender, etc.). Estimate the number of individuals that the organization expects to serve through this program.
* **Service Area:** Describe the service area for this program (i.e., City, County, Zip Code or

neighborhood).

* **Evaluation Summary:** Describe the organization's plans and activities which will be pursued to measure progress toward, and achievement of the goal statement provided in the program summary. Include information on how the organization will track and manage data collected through this program.
* **Budget:** Provide a high-level summary of how funds will be used to implement the

program.

* **Additional Threshold Requirements:** Applicants must certify that they currently meet or have the ability to meet the following threshold requirements if invited to submit a full application through the Egrants System during Part Two of the application process.
	+ Is currently or can register in the Egrants System
	+ Can provide the organizations most recent fiscal year audit report
	+ Currently is or can register with SAM.gov
	+ Currently has or can obtain a Unique ID from SAM.gov

**Evaluation Criteria**

Proposals will be assessed and scored based on the following criteria:

|  |  |  |
| --- | --- | --- |
| **Organization Summary** | 0 to 15 points | *Organization has relevant experience and/or has demonstrated the ability to provide services to the target population.* |
| **Program Summary** | 0 to 35 points | *Organization clearly identifies the problem, the program goal, approach, and expected outcome .*  |
| **Target Population** | 0 to 15 points | *Organization intends to serve the target population as defined in the solicitation.* |
| **Service Area** | 0 to 10 points | *Organization intends to provide services in an area with demonstrated need.* |
| **Evaluation Summary** | 0 to 10 points | *Organization clearly outlines their plans to measure the program's success and collect/manage data.* |
| **Budget** | 0 to 10 points | *The request for funds is reasonable and expenses are deemed allowable as described in the solicitation.* |
| **Additional Threshold****Requirements** | 0 to 5 points | *Organization currently meets or has the ability to meet the threshold requirements.* |
| **Total Possible Points** | 100 |  |

**Selection Process**

A review teamwill score all proposals submitted by the due date. The review committee’s recommendations will be forwarded to the Criminal Justice Council Board to determine which applicants will be invited to submit a full application through the Egrants System. The CJC will notify applicants of its decision to move them to Step Two of the application process by late-September.

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Delaware Criminal Justice Council

**Community Courts Grant Program – Community Partner**

 **Concept Paper**

**APPLICANT NAME/ AGENCY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­**

**(Legal Applicant)\***

**ORGANIZATION’S UEI NUMBER*:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**ADDRESS*:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TELEPHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIMARY CONTACT PERSON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TITLE OF CONCEPT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please limit concept paper responses to 6 pages total (including the cover sheet).**

**\***Enter the official name of the agency that will be fiscally responsible for the administration of the project.

1. **Organization Summary (0 to 15 points)**
	1. *Provide the organization's mission statement, physical location, service area and existing programs and services. Briefly describe past experience working with the target population and/or providing similar services outlined in the solicitation. Demonstrate the organization's ability to identify, recruit and successfully provide services to the target population.*
2. **Program Summary (0 to 35 points)**
	1. *Describe the problem, the goal, the approach that will be used and the results or benefits expected from this program.*
3. **Target Population (0 to 15 points)**
	1. *Describe the individuals the organization intends to serve through this program (e.g., age, race, gender, etc.). Estimate the number of individuals that the organization expects to serve through this program.*
4. **Service Area (0 to 10 points)**
	1. *Describe the service area for this program (i.e., City, County, Zip Code, or neighborhood). Explain why this service area needs the program using relevant data on shootings and homicides.*
5. **Evaluation Summary (0 to 10 points)**
	1. *Describe the organization's plans and activities which will be pursued to measure progress toward, and achievement of the goal statement provided in the program summary. Include information on how the organization will track and manage data collected through this program.*
6. **Budget Breakdown (0 to 10 points)**
	1. *Provide a high-level summary of how funds will be used to implement the program.*

Budget Categories:

 **Personnel**

 **Fringe**

 **Travel**

 **Equipment**

 **Supplies**

 **Consultants/Contracts**

 **Other**

 **Indirect**

1. **Additional Threshold Requirements (0 to 5 points)**
	1. *Applicants must certify that they currently meet or have the ability to meet the following threshold requirements if invited to submit a full application through the Egrants System during Part Two of the application process.*
	* Is currently or can register in the Egrants System? – Y/N
	* Can provide the organizations most recent fiscal year audit report? – Y/N
	* Currently is or can register with SAM.gov? – Y/N
	* Currently has or can obtain a Unique ID from SAM.gov? – Y/N

FEDERAL GRANT REQUEST: $\_\_\_\_\_\_\_\_\_\_\_\_\_ PROJECT DURATION: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B**

**FEDERAL GRANT REQUIREMENTS**

**Financial Management and System of Internal Control:** Award subrecipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303:

* 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).

* Comply with Federal statutes, regulations, and the terms and conditions of the Federal

awards.

* Evaluate and monitor the recipient’s compliance with statutes, regulations, and the

terms and conditions of Federal awards.

* Take prompt action when instances of noncompliance are identified including

noncompliance identified in audit findings.

* 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.

**System for Award Management (SAM):** Applicants invited to submit an application through Egrants (Step Two of the application process) must be registered 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.

For help with SAM visit: https://www.fsd.gov/gsafsd\_sp.

It is the applicants’ responsibility to provide the CJC the status of SAM registration (active,

inactive, pending). The CJC can provide technical assistance to applicants to assist them in

navigating the SAM system.

**Unique Entity Identifier:** Applicants invited to submit an application through Egrants (Step

Two of the application process) must provide their Unique Entity ID created in SAM.gov.

Additional information can be found at: Unique Entity Identifier Update | GSA.

Applicants should go to SAM.gov to get their Unique Entity ID and register their entity to do

business with the U.S. government. There is no cost to register. The CJC can provide technical

assistance to applicants to assist them in navigating the SAM system.

**DEADLINE AND CONTACT INFORMATION SUMMARY**

Completed applications must be **submitted via email to** **Nicole.Sund@delaware.gov** **by December 7, 2023 - no exceptions will be made**.

Nicole Sund

Criminal Justice Council

820 N. French Street,

Carvel State Building, 10th Floor,

Wilmington, Delaware 19801.

If you have questions, please contact Nicole Sund at (302) 577-8727 or Nicole.Sund@delaware.gov