

Juvenile Justice Advisory Group

Request for Proposals

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for

Juvenile Delinquency Prevention

This project proposes to reduce the incidence of acts of delinquency and school suspensions and expulsions.

Programs aimed 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 includes programs targeted at youth suspended/expelled from school, but 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.

\$75,000.00

Proposals due _____

Request for Proposal (RFP) Goal

To reduce delinquency and youth violence by supporting communities in providing their children, families, neighborhoods, schools, and institutions with the knowledge, skills and opportunities necessary to foster a healthy and nurturing environment which supports the growth and development of productive and responsible citizens building on their strengths.

The **Juvenile Justice Advisory Group (JJAG)**, through the Maine Department of Corrections, supports programs for the improvement of juvenile justice and delinquency prevention. Funds for this program are made available by the U.S. Department of Justice, the Office of Justice Programs, and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) through the Formula Grants Program. The Formula Grants Program supports state and local delinquency prevention, intervention efforts, and juvenile justice system improvements. Through this program, OJJDP provides funds directly to states, territories, and the District of Columbia to help them implement comprehensive state juvenile justice plans based on detailed studies of needs in their jurisdictions. The Formula Grants Program is authorized under the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002 (42 U.S.C. 5601 *et seq.*)(Act).

Please refer to the **Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan** for 2009-2011 available online at www.mainejjag.org or by calling 287-4371.

Pursuant to Section 223(a)(21)(A) and (B) of the Act, states shall, to the extent practicable, give priority in funding to evidence-based programs and activities.

The JJAG will continue to support only evidenced-based practices and programs that have solid research backing their efficacy.

To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, an interactive website containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry (see http://www.dsgonline.com/mpg_index.htm). Communities may use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

Priority will be given to proposals that propose to implement programs that have been identified as Blueprints for Violence Prevention, Model Programs or Promising Practices. Those programs have been evaluated and found successful in improving results for their target populations. Examples and/or lists of *some* of those programs may be found on websites maintained by the Office of Juvenile Justice and Delinquency Prevention and by the Center for Substance Abuse Prevention:

<http://www.colorado.edu/cspv/blueprints/>

<http://www.ojjdp.gov/mpg/>

<http://nrepp.samhsa.gov>

New: Crime Stoppers- <http://www.crimesolutions.gov/TopicDetails.aspx?ID=62>

Juvenile Delinquency Prevention

Programs, research, or other initiatives 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 RFP includes programs targeted at youth suspended/expelled from school and 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.

The Juvenile Advisory Group desires to fund evidenced based programs and services that are data-driven and outcome-based. This may include programs and services that are generally directed toward improving the lives of children and youth by combating community-identified risk factors associated with children and youth becoming involved in juvenile delinquency. As a condition precedent to funding, every program must demonstrate that the program's design is supported by credible research, that the program as implemented will constitute best practices in the field, that data is available to benchmark the program's desired outcomes and that an evaluation and assessment component is part of the program design.

Priority will be given to programs which help to reduce overrepresentation of minorities in the juvenile justice system, secondary prevention programs and in diversion programs.

Proposed projects will be designed to address specific needs identified by the use of local data. Projects *must* be evidence based *and* applications must include the source of the research supporting the program proposed.

Eligibility

This program is open for application from general units of tribal, municipal, county or state government and non-profit organizations as outlined below.

Non-Profit Organizations:

You must submit written documentation showing that you are a public or private non-profit organization in order to submit a proposal under this RFP. You must provide documented proof of non-profit status for the current year along with your proposal.

Documented proof of non-profit status could be a copy of your current State of Maine Articles of Incorporation authorization document (Form MNPCA-6 from the Secretary of State, Corporate Examining Section), or a copy of authorization from the Federal Department of the Treasury, certifying Exemption under Section 501(c)(3) of the Internal Revenue Code or a state sales tax exemption certificate.

If you are currently established as a public non-profit organization, such as a public school, a State, County or municipal government organization, acceptable documentation would be a cover letter indicating such, submitted on appropriate agency stationery and signed by a public official authorized to enter into contracts on behalf of the public entity.

The applicant county must be in compliance with the deinstitutionalization, separation, jail removal and disproportionate minority confinement mandates of the federal Juvenile Justice and Delinquency Prevention Act. To learn your county's compliance, contact Ryan Andersen (Ryan.Andersen@maine.gov), Compliance Monitor, Maine Department of Corrections, SHS 111, Augusta ME, 04333-0111.

The applicant must **NOT** have outstanding debt or delinquent reports due to the JJAG.

Direct funding of local private agencies is permitted only if the agency requests such funding after it has applied for and been denied funding by a unit of general local government (e.g. tribe, town, township, city, village, county or other political subdivision of a state.) where your program is to be delivered. Your application must include a statement from that/those unit(s) that such funding has been denied.

Statement of Need

Students involved in the juvenile justice system and at risk of becoming involved in the juvenile justice system may be facing expulsion and suspension from school more frequently than necessary. The JJAG recognizes that suspended and/or expelled students are at a high risk for engaging in criminal behavior and subsequent involvement in the juvenile justice system.

The JJAG is interested in “restorative justice practices” and “restorative discipline practices” that incorporate community resolution teams and “circle groups” in schools to provide for remediation without involvement of the juvenile justice system.

The JJAG recognizes the need to strengthen the diversion network that currently works to provide services to at-risk youth and for low risk offenders.

The JJAG recognizes that suspended and/or expelled students are at high risk of engaging in criminal behavior and subsequent involvement in the juvenile justice system. Maine graduation rates range from 100% (schools with 2 to 13 students and private schools) to 65%. The state average is 83% (<http://www.maine.gov/education/gradrates/gradrate0910.html>). Programs of work-study, solid vocational programs supported by basic skills programs, meaningful pre-vocational offerings and part-time work programs with school assistance in locating them are essential to hold these at-risk students in school.

Courts, the Department of Corrections and law enforcement are asking for more diversion programs. Both delinquency prevention and alternative to suspension/expulsion community based programs should be available to local law enforcement agencies and the DOC as diversion alternatives, focused on preventing further penetration of first time/low risk juvenile offenders into the juvenile justice system. The JJAG is committed to supporting programs that reduce the incidence of acts of delinquency, school suspensions, and expulsions, and encourages schools/agencies to adopt appropriate alternatives and strategies proven to result in diminished delinquent behavior and/or improved academic performance for students (while satisfying school administrators that appropriate action has been taken in response to misbehavior in school).

JJAG funded programs:

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- Must focus on assessing and building on the developmental assets of both individual youth and the communities in which they live;
- Will employ the strategies identified by the Search Institute (<http://www.search-institute.org/>) to educate and mobilize communities around the concept of assessing and improving the range of positive external developmental assets within the community; and
- Will work with individual young people and families around the development of positive internal developmental assets that help young people make thoughtful and positive choices when faced with challenges or negative influences in their lives. Programs will be based on evidence based practices that have a proven track record of producing positive outcomes for youth and families through a strategy of asset development.

Types of activities to be supported will vary, depending on the specific goals and assessment outcomes of funded communities.

This project proposes to reduce the incidence of acts of delinquency and school suspensions and expulsions.

The JJAG, with data indicating good outcomes, has supported programs that have been proven effective in Maine. The following programs were funded in the past: (*The JJAG in no way promotes the organizations who present these programs.*)

Collaborative Problem Solving: Created by Dr. Ross Greene, CPS is rooted in Social Learning Theory and provides a structured cognitive-behavioral approach designed to identify functional thinking skills related to problematical, antisocial, and explosive behaviors. This approach challenges traditional beliefs, and focuses on teaching juveniles lacking thinking skills needed to grow and prosper. It is responsive to the concerns and needs of both staff and the child and it prepares the child for transition and continuing growth. <http://www.livesinthebalance.org/>

Leadership & Resiliency Program: LRP is a year-round school and community-based intervention program designed to enhance internal strengths and resiliency and to prevent involvement in substance use and violence among high school students ages 14 to 19. The program offers group sessions as well as alternative activities during out-of-school time such as adventure and outdoor activities. <http://www.promisingpractices.net>

Restorative School Practices: RSP provide proactive approaches for building a school community based on cooperation, mutual understanding, and respect. Restorative practices provide processes for holding students accountable for their actions and behavior while at the same time building a nurturing school environment. It gives teachers, administrators, students and parents the means to foster a restorative atmosphere throughout a school, by nipping problems in the bud and creating a positive community. <http://www.safersanerschools.org/>

Restorative Learning Program: RLP provides quality after-school and summer programming that addresses and nurtures the social, emotional, and academic needs of students facing hardships in their school community. The RLP project serves students who would otherwise be disconnected from school due to long suspensions, expulsions, and/or truancy. RLP is a short-term intervention for students in educational crisis.

<http://www.maine.gov/corrections/jjag/>

Diversion to Assets: Communities for Children & Youth – Diversion to Assets promotes healthy youth development and enhanced community partnerships resulting in fewer repeat offenders. The program is open to youth who have been charged with a non-violent first offense and aims to divert the youth's assets (strengths and skills) to the support of community-based programs and people. <http://www.search-institute.org/>

Employment - Education -Delinquency Prevention Program: Currently being used in Lisbon ("LE²AD"), this program is intended to provide an opportunity for training, education, and job placement for 16-19 year olds who are low risk offenders, or potentially may become involved in the juvenile justice system, and who have either dropped out of school, or have a significant chance of not graduating. The goal is for these juveniles to obtain their high school diploma for GED, and/or become gainfully employed.

Skills Training and Recognition Program: STAR is an after-school program for students in grades 5-8 that focuses on skill development, recognizing youth as they learn these skills, and connecting youth with opportunities in the larger community. The program is based on the idea that youth who 1) are given the opportunity to learn skills in a supportive and pro-social environment, 2) are recognized for their mastery of those skills, and 3) whose individual characteristics are nurtured are more likely to internalize healthy beliefs and clear standards. <http://www.fivetownctc.org/>

School Resource Officer: SROs are law enforcement officers from local or county law enforcement agencies assigned to schools in cooperative agreements with education officials. These SRO trained officers are typically full-time, in-house school officers with police powers who are employed directly by the school district rather than directly by a law enforcement agency outside of the school district. SROs typically focus their functions on a model consisting of law enforcement, student counseling, and law-related education. SROs and school-law enforcement relationships should be viewed as the first-line of prevention. <http://www.schoolsecurity.org/>

Disproportionate Minority Contact: DMC alludes to the disproportionate number of minority youth who come into contact with the juvenile justice system. A program supporting the reduction of that disparity should focus on services to African refugee youth and families concentrating on their culture, risk factors, academic success and attendance, etc. Promising Practices through Bridging Refugee Youth & Children's Services can be researched here: <http://www.brycs.org/promisingPractices/index.cfm>

Lions-Quest: Lions-Quest is a multi-component, comprehensive life skills education program to help young people develop positive commitments to their families, schools, peers, and communities and to encourage healthy, drug-free lives. Lions-Quest unites educators, parents, and community members to utilize social influence and social cognitive approaches in developing the following skills and competencies in young adolescents: (1) essential social/emotional competencies, (2) good citizenship skills, (3) strong positive character, (4) skills and attitudes consistent with a drug-free lifestyle and (5) an ethic of service to others within a caring and consistent environment. <http://nrepp.samhsa.gov/Search.aspx>

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Other programs and areas to research: Across Ages (<http://acrossages.org/>), Parent Training (<http://www.ojjdp.gov/mpg/progTypesParentTrainingImm.aspx>), Anti-Bullying programs, and Family Capacity Building programs (also found on the OJJDP website).

Available Funds

A *total* of _____ is available for this program area. The maximum amount of any one award in this program area will be \$_____.

Selected projects will be funded for one year beginning _____ and ending _____ depending on availability of funding and proof of success. The option for renewal is based on the needs of the JJAG and may be for an additional two years.

Continuation funding is not guaranteed.

Budget

The Budget Justification document is included here and must be used. The budget must be detailed and accurate. The budget narrative must be itemized and explained well.

Here is the web page with the Office of Justice Programs 2011 Financial Guide: <http://www.ojp.usdoj.gov/financialguide/>

Allowable costs include the following: staff salaries and fringe benefits, travel, building space, maintenance, equipment, supplies, program costs, consultants and training. Salaries and benefits must be fully detailed. Computers and software will be considered only if the need is fully justified. Applications must include the attached Budget Justification with full explanation and detail.

Indirect Costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs.

Restrictions in the Use of Funds

1. Non-supplanting: Title II funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose at the state or local level.
2. Travel: Grantees cannot exceed travel, meals and lodging rates established by the State of Maine.
3. Construction: Title II funds cannot be used for construction which includes the acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such buildings or any combination of such activities.

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4. Lobbying: No grant funds shall be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended to influence a member of Congress or any other Federal, State, or local elected official to favor or oppose any Acts, bills, resolutions, or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by the Congress, any State legislature, any local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to Federal, State, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

Match

No match is required; however you must indicate the amount of supporting funding and its source.

Proposal Submission

Proposals must be submitted on 8½ x 11 white paper, with one inch margins, 12 Times New Roman, Cabilri or Arial and, at least, 1.5 spacing. Staple the five copies individually and paper clip the original. Do not use binders, report covers or any other cover. Include all components.

Follow the *Grant Application Template* found in the Appendix.

The goals, objectives and program activities of proposed projects should be clearly defined and consistent with program goals and objectives listed in this RFP (and available in the Three Year Plan at www.mainejjag.org).

The objectives of the project must be completely attainable within the project period.

Proposals must be signed by a person authorized to legally bind the Contractor.

Project objectives should be quantifiable, and the proposal must describe how achievement of goals will be measured.

If you are a past JJAG grantee evaluation information from previous project **must** be included.

Applications must include Memoranda of Understanding between participating agencies/entities/individuals/community organizations, etc. clearly stating specific roles and responsibilities of all parties. (See Glossary in Appendix)

Review and Selection

Proposals will be reviewed and evaluated by a subcommittee of JJAG members who will utilize the *Grant Application Review Guide* located in the Appendix. Please see the Grant Application Template also in the Appendix. Failure to provide required information in the application may result in disqualification. Members will judge the merit of proposals in accordance with the criteria defined below.

Only materials included in proposals will be considered in the evaluation.

Failure of an applicant to provide all information requested in this RFP will result in disqualification of the proposal.

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A comparative scoring process will measure the degree to which each proposal meets the following criteria (Grant Application Review Guide is in the appendix):

1. Project Narrative
 - a. Statement of Need – 19 points
 - b. Project Implementation – 25 points
 - c. Project Evaluation/Performance Measures – 10 points
 - d. Project Personnel – 5 points
 - e. Past Accomplishments – 6 points
 - f. Future Funding Strategies – 7 points
2. Budget Justification – 25 points
3. Letter (s) from unit(s) of general local government about funding
4. Applicant Followed Application Outline – 3 points
5. All Required Forms are in Order and Complete

Final decisions regarding the award of contracts will be made by the Juvenile Justice Advisory Group, subject to approval by the State of Maine contract review committee.

Reporting and Related Requirements

Successful applicants will be required to enter into a standard State of Maine Contract. All recipients of Federal grant funds are required to comply with certain requirements contained in various Federal laws, e.g. nondiscrimination and drug-free workplaces. Those requirements are incorporated in the contract as Rider D.

A copy of funded proposals in electronic format will be required (by e-mail or on a computer disk), to facilitate information sharing.

Sub-grantees are required to submit quarterly progress and financial reports. The progress report describes activities during the quarter and the status of accomplishments of objectives as set forth in the approved project proposal.

Sub-grantees are required to submit data on performance measures in the quarterly reports, final reports, and at the request of the JJAG.

A final report provides a summary of progress toward the achievement of the goals and objectives of the grant, as well as significant results and any products developed under the grant. It is due 45 days after the end date of the grant.

Subgrantees are required to report data electronically on the DCTAT, a data tool developed by the Office of Justice Programs.

Evaluation

Evaluation of programs to determine effectiveness of advocating for wider implementation of prevention strategies is a task taken on by the JJAG. The JJAG needs to know and be able to

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demonstrate the efficacy of JJAG funded programs. To that end, the sub-grantee will work with an evaluator provided by the JJAG in developing a logic model. Evaluators will work with the sub-grantee throughout the project period on matters relating to evaluation of programs.

Other Provisions

Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay any costs incurred in the preparation of a response to this request, or to pay for acts on the part of the Contractor to procure or contract for services or supplies.

All proposals become public information upon completion of RFP and award process.

The Juvenile Justice Advisory Group reserves the right to reject any and all proposals.

Questions regarding Juvenile Justice Advisory Group Requests for Proposals must be submitted in writing by _____ to Kathryn McGloin, JJAG, MDOC, SHS #111, Augusta, ME 04333-0111 or kathryn.mcglain@maine.gov.

Questions with answers will be available to all who requested a RFP on _____.

Submission Requirement

An unbound original *and* five (5) copies (no binders or report covers) of the proposal must be sealed, clearly marked with the bidders return address and with the notation **JJAG Delinquency Prevention Proposal** RFP # _____ on the lower right corner of the envelope and delivered to:

State of Maine, Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta, ME 04333-0009

No later than 2 PM on _____

**LATE, FAXED OR EMAILED APPLICATIONS WILL NOT BE
CONSIDERED**

Plan for the "worst case scenario" and do not count on express mail or overnight mail getting to the Division of Purchases overnight. Your proposal will first go to the State Postal Center and may take another day to arrive at **State of Maine, Division of Purchases, Burton M. Cross Building, 4th Floor, 111 Sewall Street, 9 State House Station, Augusta, ME 04333-0009**

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Other Requirements

Performance Measures - The Government Performance and Results Act (GPRA), Public Law 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, grantees are required to collect and report data that measure the results of the programs implemented with this grant.

OJJDP has developed a performance measurement system to enable grantees to demonstrate the effectiveness of their programs. OJJDP requires states to submit annual performance reports, using OJJDP's Performance Measurement System. States are required to submit aggregated performance measure data from subgrants and awards that the state makes.

To better assure that programs funded with federal awards will produce positive outcomes, states shall to the extent practicable give priority in funding to programs and activities that have been proven effective based on systematic and objective research. To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, an interactive website containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry (see http://www.dsgonline.com/mpg_index.htm). Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

Award recipients will be required to collect and report data in support of these measures. Recipient states' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

Contracting by Subgrantees - Officials responsible for selecting a contractor shall ensure that the selection process accords with equal opportunity and appropriate consideration to all that are capable of meeting the specifications. JJAG adheres to the following conflict of interest requirement of the Office of the Comptroller, Office of Justice Programs, U.S. Department of Justice.

No official or employee of a state or unit of local government or a non-governmental recipient shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by federally-funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment has a financial interest or less than an arms-length transaction.

Release of Information - The applicant acknowledges that it is required to make available to OJJDP all records, papers, and other documents relating to the receipt and disposition of JJDP funds that recipients of such funds and their subgrantees and contractors keep. OJJDP requires

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grantees to make available these records and other documents submitted to OJJDP and its grantees pursuant to other provisions of the Act, including plans and applications for funds, under the terms and conditions of the Federal Freedom of Information Act, 5 U.S.C. 552.

Published Material - The applicant assures that all published material and written reports it submits under this grant or in conjunction with contractors under this grant will be originally developed material unless otherwise specially provided in the grant or contract document. When the applicant includes material not originally developed for the report, it will identify the source. This identification may be in the body of the report or by footnote. This provision applies when the material is quoted or extensively paraphrased.

Copyrights and Rights in Data - The applicant acknowledges that where activities that this grant supports produce original computer programs, writing, sound recordings, pictorial reproductions, drawings or other graphical representations, and works of any similar nature (the term "computer programs" includes executable computer programs and supporting data in any form), the government has the right to use, duplicate, and disclose them, in whole or in part in any manner for any purpose whatsoever, and have others do so. If the material is copyrightable, the grantee may copyright such, but the government reserves a royalty-free, nonexclusive, and irreversible license to reproduce, publish, and use such materials in whole or in part and to authorize others to do so. The grantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts of employment, consultants' agreements, contracts, or subgrants.

Anti-Lobbying Act - Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on the use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Civil Rights Compliance - All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws.

Confidentiality and Human Subjects Protection - Applicants should be aware of the U.S. Department of Justice's requirements for privacy and confidentiality in research and statistical efforts, as stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The Privacy Certificate should ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of

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data identifiable to private persons. Specifically, the Privacy Certificate must comply with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site (www.ojjdp.ncjrs.org/funding/privacy.pdf). Applicants are further advised that an institutional review board (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use of human research subjects. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before OJJDP will disburse federal funds for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site (www.ojjdp.ncjrs.org/funding/confidentiality.pdf)

Financial and Government Audit Requirements - Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OJP’s *Financial Guide*, which is available from the OJP Web site (www.ojp.usdoj.gov/oc). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern how all successful applicants administer funds.

Services to Limited English Proficient (LEP) Persons - Recipients of OJP financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *OJP encourages grantees to consider the need for language services for LEP persons they serve or encounter both in developing their proposals and budgets and in conducting their programs and activities. OJP considers reasonable costs associated with providing meaningful access for LEP individuals to be allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP’s Office for Civil Rights at 202–307–0690, or by writing to the following address:

Office for Civil Rights Office of Justice Programs, U.S. Department of Justice 810 Seventh Street NW., 8th Floor Washington, DC 20531

Suspension or Termination of Funding

The JJAG may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, The JJAG will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally.

Supplanting Prohibition - Grantees must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Appendices

- Grant Application Template
- Budget Justification
- Grant Proposal Summary Sheet
- Proposal Cover Page
- Proposal Checklist
- Grant Application Review Guide
- Glossary
- State of Maine Contract/Agreement to Purchase Services

- OJJDP Logic Models
- JJAG Quarterly Program and Financial Reports

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Grant Application Template

1. Project Narrative

a. Statement of Need

- i. The nature, scope and degree of the problem have been fully documented using current, local data and statistics.
- ii. The proposed problem was addressed in the project narrative.
- iii. The project is consistent with the goals of the Maine Three Year Comprehensive Plan for Juvenile Justice and Delinquency Prevention.
- iv. The project is consistent with program area Delinquency Prevention

b. Project Implementation

- i. The target population is clearly defined.
- ii. The applicant describes how the program would address specific needs of minority youth.
- iii. The applicant identifies and describes how the program would address any gender-specific needs of females.
- iv. The project goals(s) for the year are clearly stated.
- v. The project objectives address the goal(s) and are time bound, realistic and measureable.
- vi. The activities for the objectives are presented in a quarterly format.
- vii. The project demonstrates collaborative efforts with other agencies.
- viii. A model/best practice program was or is being implemented by the applicant.
- ix. Memorandums of Understanding have been included for all persons, organizations, agencies, etc who will be needed for the success of the program or who will provide information relating to evaluation of the program.
- x. The applicant has included the use of Developmental Assets.

c. Project Evaluation/Performance Measures

- i. The applicant described their process measures including data collections process, tools used to evaluate program and timeframe for collecting data.
- ii. Applicants indicate their willingness to work with evaluators.
- iii. The applicant explains the results they plan to achieve for the participants in the program.

d. Project Personnel

- i. The applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person.
- ii. Resumes of project personnel are included.
- iii. The organizational chart shows how project personnel fit into the overall organization.
- iv. The applicant has indicated an EEO Plan.
- v. The applicant has indicated they have written policies and procedures for their employees.
- vi. The applicant described other personnel who will be involved with the project, but who will not be paid from the project budget.

e. Past Accomplishments

- i. The continuation project has included a list of past accomplishments that state what outcomes and outputs were achieved and includes supporting data.
- ii. There are explanations for goals and objectives not met. If not applicable there is a statement indicating all goals and objectives were met and includes supporting data.

-OR-

- iii. If this is an application for a new project, and the applicant or implementing agency has not been previously funded by the JJAG, there is a description of other projects developed by the agency, funding obtained, and outcomes achieved to include supporting data.

f. Future Funding Strategies

- i. The applicant explains in detail how the project will be funded after the JJAG funding ends.
- ii. The applicant provides the names of three potential future funding sources and a detailed plan, to include a timeline, to obtain funding.

2. Budget Justification

- a. Detailed, accurate budget is included (subtotals and totals match those on the face sheet).
- b. The budget narrative and requested items are itemized and explained well.
- c. There is continuity between items requested in budget and project narrative.
- d. The number of children to be served with a cost per child is included.

3. Letter from unit(s) of general local government about funding

4. Applicant followed application outline.

5. All required forms are in order and complete

SAMPLE RFP

The Juvenile Justice Advisory Group

RFP # 201108132

Budget Justification

Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

JJAG Request				
Position	Name	Annual Salary Rate	% Effort	Cost
			Total	

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

From other Funds				
Position	Name	Annual Salary Rate	% Effort	Cost
			Total	

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

PERSONNEL TOTALS

JJAG REQUEST:

FROM OTHER FUNDS:

SAMPLE RFP

Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

JJAG Request			
Name/Position	Rate	Wage	Cost
		TOTAL	

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

Non-Federal Match			
Name/Position	Rate	Wage	Cost
		TOTAL	

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

FRINGE TOTALS

JJAG REQUEST:

FROM OTHER FUNDS:

SAMPLE RFP

Travel: Itemize travel expenses of project personnel by purpose (e.g., staff to training, meetings and locations relevant to program). Show the basis of computation (e.g., two people to training \$X mileage (\$.44/mile). Show the number of trainees and the unit costs involved. Identify the location of travel

JJAG Request				
Purpose	Location	Item	Rate	Cost
		TOTAL		

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

From Other Funds				
Purpose	Location	Item	Rate	Cost
		TOTAL		

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

TRAVEL TOTALS

JJAG REQUEST:

FROM OTHER FUNDS:

SAMPLE RFP

Contracts/Consultants

Consultants: For each consultant enter the name, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJJDP. List all expenses to be paid from the grant to the individual consultants (i.e., travel, meals lodging, etc.).

JJAG Request				
Name	Service Provided	Rate	Expenses	Cost
			TOTAL	

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts.

JJAG Request				
Name	Service	Rate	Other	Cost
			TOTAL	

From Other Funds				
Name	Service	Rate	Other	Cost
			TOTAL	

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

CONTRACTS TOTALS

JJAG REQUEST:

FROM OTHER FUNDS:

SAMPLE RFP

Cost per Child: The number of children to be served with a cost per child.

Number of Children Served	Cost	Total

JUSTIFICATION: INSERT Narrative relating above expenditures to the stated goals of the RFP and the project.

DO NOT COPY

COST PER CHILD

JJAG REQUEST:

FROM OTHER FUNDS:

SAMPLE RFP

Budget Summary: When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of the JJAG request and the amount of other funds that will support the project.

Category	JJAG Request	Non-Federal Match	Total
Personnel			
Fringe			
Travel			
Equipment			
Supplies			
Contracts/Consultants			
Other			
Total Direct Costs			
Indirect Costs			
Total Project Costs			

DO NOT COPY

DO NOT COPY

JJAG Grant Proposal Summary Sheet

Instructions: Complete this page after you have written the proposal narrative. Use only the space provided, keeping your answers to this page. Use required font.

- 1. Summary**—Write a brief summary of your project that can be used for publications, reports to other governmental agencies and press releases of funded projects.
- 2. Resources**—List the resources *your agency* will dedicate toward the project you are proposing (staff, volunteers, facilities, etc. Include interagency partnerships).
- 3. Activities/Strategies**—Describe what you propose to do (counseling, volunteer recruiting, outdoor leadership, etc.)
- 4. List the project's expected outputs**—Describe the results of program activities and the volume of work to be accomplished (number of training sessions, volunteer hours, etc.)
- 5. List Outcomes**—What are the changes you expect as a result of the project? (new knowledge, skills, behaviors, etc.)
- 6. Performance Indicators**—How will you evaluate your success? (Qualitative and quantitative data and sources of that data)

Request for Proposals # 201108132

Proposal Cover Page

AGENCY NAME:

PROGRAM NAME:

Type of Community Agency: check one for each section

A partnership

A corporation of the State of Maine

Government

Nonprofit

For profit

Other:

Federal ID # _____

Agency President / CEO	Financial Officer	Program Leader
Address	Address	Address
Telephone	Telephone	Telephone
Fax	Fax	Fax
Email	Email	Email

The signature below is by a person authorized to legally bind the Offeror and affirms that the proposal will remain firm for a period of 120 Days from the date and time of bid openings.

Signature and Title of Agency Lead

Date

Checklist for Proposals

- Proposal Cover Page
- JJAG Grant Proposal Summary
- Narrative is 10 pages or less
- Budget Justification
- Proposal is
 - written following the Grant Application Template,
 - on 8½ x 11 white paper,
 - with one inch margins,
 - 12 Times New Roman, Cabilri or Arial,
 - at least, 1.5 spacing,
 - five copies are stapled and
 - the original is paper clipped.
- Memoranda of Understanding
- Proof of non-profit status

Grant Application Review Guide

	Possible Points	Points Earned
<p>1. Project Narrative</p> <p>a. Statement of Need</p> <ul style="list-style-type: none"> i. The nature, scope and degree of the problem have been fully documented using current, local data and statistics. (Pts 10) ii. The proposed problem was addressed in the project narrative. (Pts 3) iii. The project is consistent with the goals of the Maine Three Year Comprehensive Plan for Juvenile Justice and Delinquency Prevention. (Pts 3) iv. The project is consistent with program areas Delinquency Prevention & School Programs (Pts 3) <p>b. Project Implementation</p> <ul style="list-style-type: none"> i. The target population is clearly defined. (Pts 3) ii. The applicant describes how the program would address specific needs of minority youth. (Pts 3) iii. The applicant identifies and describes how the program would address any gender-specific needs of females. (Pts 2) iv. The project goal(s) for the year are clearly stated. (Pts 2) v. The project objectives address the goal(s) and are time bound, realistic and measureable. (Pts 2) vi. The activities for the objectives are presented in a quarterly format. (Pts 1) vii. The project demonstrates collaborative efforts with other agencies. (Pts 2) viii. A model/best practice program is to be implemented by the applicant (Pts 4) ix. Memorandums of Understanding have been included for all persons, organizations, agencies, etc who will be needed for the success of the program or who will provide information relating to evaluation of the program. (Pts 2) x. The applicant has included the use of Developmental Assets (Pts 4) 	<p>19</p> <hr style="width: 50%; margin: 0 auto;"/> <p>25</p> <hr style="width: 50%; margin: 0 auto;"/>	<hr style="width: 50%; margin: 0 auto;"/> <hr style="width: 50%; margin: 0 auto;"/>
Page Total	44	<hr style="width: 50%; margin: 0 auto;"/>
	Possible Points	Points Earned

<p>c. Project Evaluation/Performance Measures</p> <ul style="list-style-type: none"> i. The applicant described their process measures including data collections process, tools used to evaluate program and timeframe for collecting data. (Pts 4) ii. Applicants indicate their willingness to work with evaluators (Pts 3) iii. The applicant explains the results they plan to achieve for the participants in the program. (Pts 3) <p>d. Project Personnel</p> <ul style="list-style-type: none"> i. The applicant has identified project personnel and has indicated the percentage of time devoted to the project by each staff person. (Pts 2) ii. Resumes of project personnel are included. (Pts 1) iii. The organizational chart shows how project personnel fit into the overall organization. (Pts .5) iv. The applicant has indicated an EEO Plan. (Pts .5) v. The applicant has indicated they have written policies and procedures for their employees. (Pts .5) vi. The applicant described other personnel who will be involved with the project, but who will not be paid from the project budget. (Pts .5) 	<p>10</p> <hr style="width: 100%;"/> <p>5</p> <hr style="width: 100%;"/>	
<p>e. Past Accomplishments</p> <ul style="list-style-type: none"> i. The continuation project has included a list of past accomplishments that state what outcomes and outputs were achieved and includes supporting data. (Pts 4) ii. There are explanations for goals and objectives not met. If not applicable there is a statement indicating all goals and objectives were met and includes supporting data. (Pts 2) <li style="text-align: center;">-OR- iii. If this is an application for a new project, and the applicant or implementing agency has not been previously funded by the JJAG, there is a description of other projects developed by the agency, funding obtained, and outcomes achieved to include supporting data. (Pts 6) 	<p>6</p> <hr style="width: 100%;"/>	
<p>Page Total</p>	<p>21</p>	
	<p>Possible Points</p>	<p>Earned Points</p>

<p>f. Future Funding Strategies</p> <ul style="list-style-type: none"> i. The applicant explains <u>in detail</u> how the project will be funded after the JJAG funding ends. (Pts 4) ii. The applicant provides the names of three potential future funding sources and a <u>detailed</u> plan, to include a timeline, to obtain funding. (Pts 3) 	7	
<p>2. Budget Justification</p> <ul style="list-style-type: none"> g. Detailed, accurate budget is included (subtotals and totals match those on the face sheet). (Pts 4) h. The budget narrative and requested items are itemized and explained well. (Pts 10) i. There is continuity between items requested in budget and project narrative. (Pts 10) j. The number of children to be served with a cost per child is included. (Pts 1) 	25	
<p>3. All required forms are in order and complete</p>		
<p>4. Letter from unit(s) of general local government about funding</p>		
<p>5. Applicant followed application outline (Pts 3).</p>	3	
<p>Page Total</p>	35	
<p>Grand Total</p>	100	

Glossary

Memorandum of Understanding/Agreement: If you plan to work with another entity/agency/individual/community organization/etc. you must include documentation of their willingness. This includes those who may be referring children to your program.

- A Memorandum of Agreement is not needed from the Judicial Branch.
- Elements of a Memorandum of Understanding:
 - States the purpose of the agreement
 - Identifies who the partners are
 - Delineates roles and responsibility of each and all partners
 - Partner agencies agree to provide client level or aggregate data
 - States how the released data will be protected
 - Authorized agency signature
 - Other elements as needed

Performance Measurement

- is directly related to program goals and objectives
- measures progress quantitatively
- is the required reporting procedure for OJJDP and the JJAG

Performance measures are particular values used to measure program outputs or outcomes. They represent the data that will be collected to measure the specific outputs and outcomes a program is designed to achieve. There are two types of performance indicators:

Output indicators measure the products of a program's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, procedures, and/or legislation created. Examples include number of juveniles served, number of hours of service provided to participants, number of staff trained, number of detention beds added, number of materials distributed, number of reports written, and number of site visits conducted.

Outcome indicators measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. Examples are changes in the academic performance of program participants, changes in the recidivism rate of program participants, changes in client satisfaction level, changes in the conditions of confinement in detention, and changes in the county-level juvenile crime rate. There are two levels of outcomes:

- *Short-term outcomes* are the benefits or changes that participants experience that by the time a youth complete his or her involvement with the program. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills, and knowledge. For programs designed to

SAMPLE RFP

change the juvenile justice system, they include changes to the juvenile justice system that occur by the end of the funding.

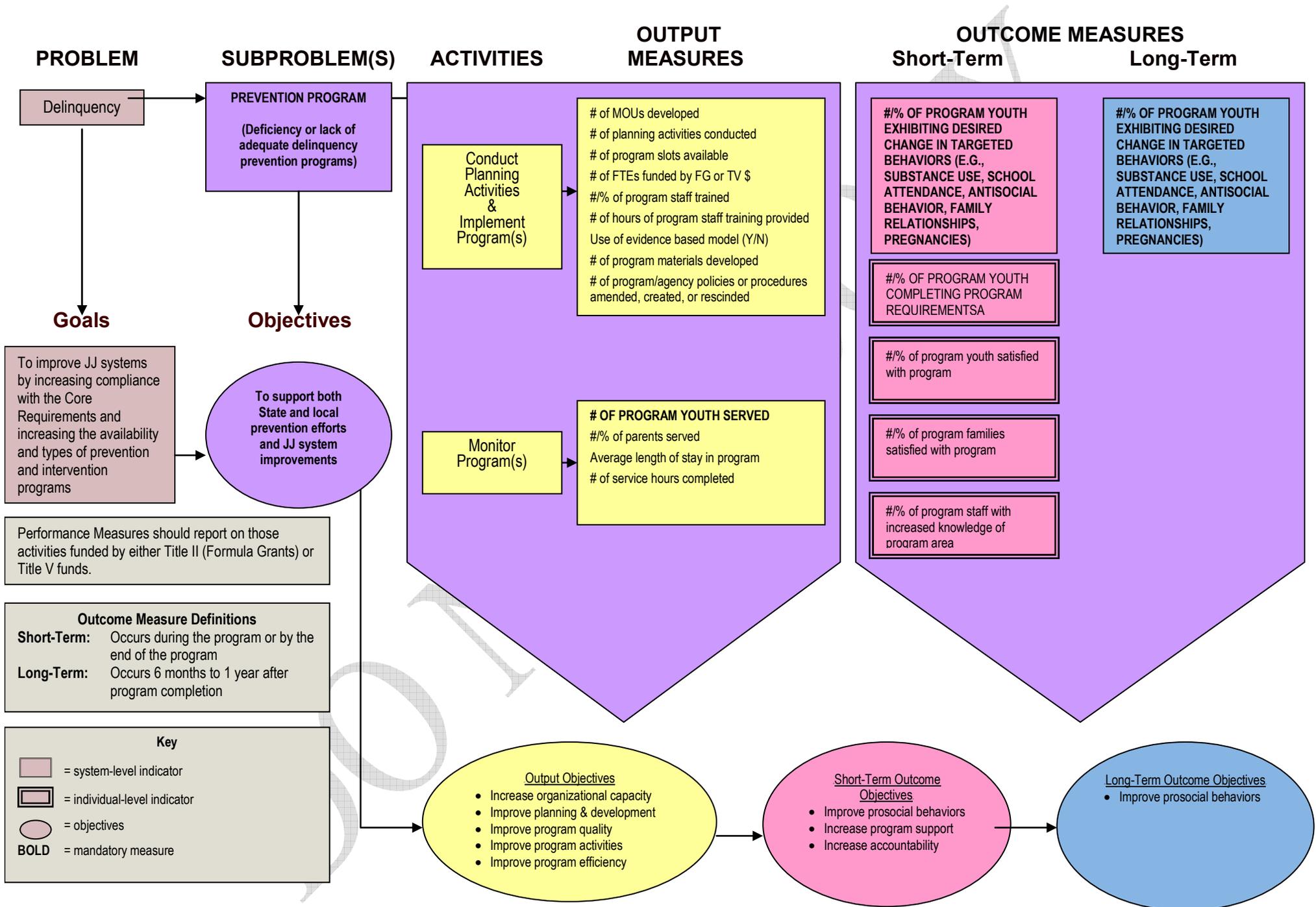
- *Long-term outcomes* are the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills, and knowledge. They also include changes in practice, policy, or decision-making in the juvenile justice system. They are measured within 6 –12 months after a youth leaves the program. They should relate back to the program's goals (e.g., reducing delinquency).

GLOSSARY OF TERMS

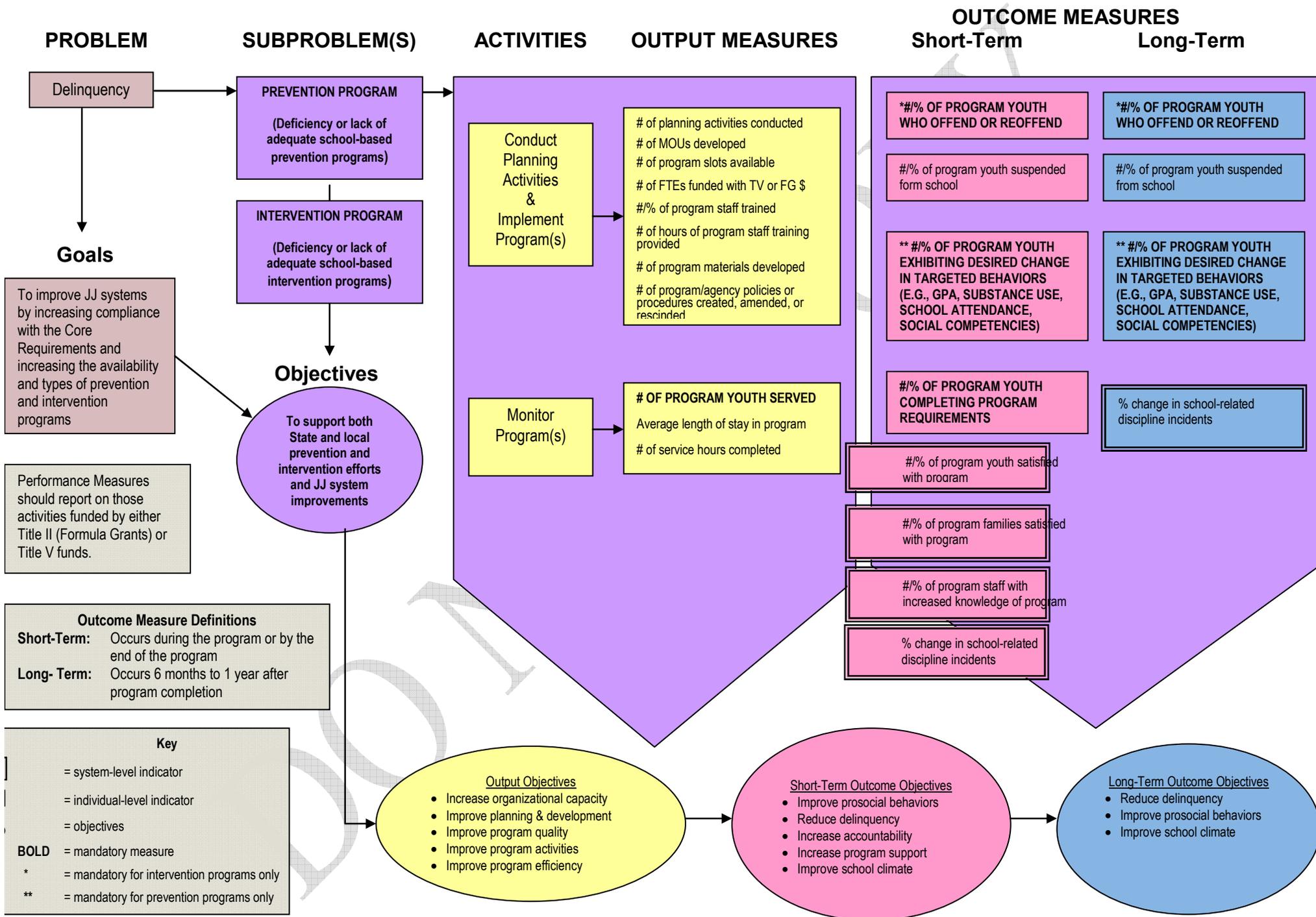
Office of Juvenile Justice and Delinquency Prevention glossary of most used terms in juvenile delinquency prevention.

<http://www.dsgonline.com/Program Logic Model/glossary.asp>

OJJDP TITLE V & FORMULA GRANTS – PROGRAM AREA #9 – DELINQUENCY PREVENTION



OJJDP TITLE V & FORMULA GRANTS – PROGRAM AREA #27 – SCHOOL PROGRAMS



QUARTERLY PROGRAM REPORT – Juvenile Justice Advisory Group

Agency Name:

Address: **Enter Address**

Tel.: **Enter telephone number**

Program Name: **Enter Name of Program**

Program Director: **Enter Director's name**

Report type:

- Quarterly
- Special
- Final

Contract # **Enter Contract Number**

Contract dates: **"mm/dd/yyyy to mm/dd/yyyy"**

For Quarter Ending: (Date) **Enter last day of reporting period**

I certify that all activities reported herein are supported by appropriate documentation, and that such activities have been in compliance with the State Contract.

Signed: _____

Typed Name: **Typed Name**

Title: **Enter title of person signing**

Race & Ethnicity Data		American Indian or Alaskan Native		Asian		Black or African-American		Native Hawaiian or other Pacific Islander		White* (includes Arab and Middle Eastern Countries)		Hispanic		Other or Unknown	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M
	Total														
	First Quarter														
	Second Quarter														
	Third Quarter														
	Fourth Quarter														
	Final														

* White includes Arab, North Africa, Italian, Middle East, Europeans, etc

Contract # Enter Contract Number	For Quarter Ending: (Date) Enter last day of reporting period	Page 2
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OUTPUT MEASURES						
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Final	Comments

OUTCOME MEASURES						

1. Were any subcontracts awarded during this period? **Yes/No** If yes, please send copy of subcontract.
2. Number of Volunteers **Number** Volunteer hours **Number**
3. Have there been any staff position changes during this reporting period? **Yes/No** If yes, please describe.
Enter text
4. Does the current rate of grant expenditure indicate that all grant funds will be expended by the end of the grant period? **Yes/No**
Answering "no" will not endanger funding for or reflect badly on your program. This information is valuable to both grantor and grantee for planning purposes.
Enter text
5. What collaborative activities were carried out during this quarter to ensure continued community involvement in your program?
Enter text
6. Please describe any changes or highlights that happened during the reporting period. (We are concerned with problems you may be experiencing. Please do not think it is a liability to discuss them with us.)
Enter text

QUARTERLY AND CUMULATIVE FINANCIAL REPORT

<p>Agency Name: <u>Enter Agency Name</u> Address: <u>Enter Address</u> Tel.: <u>Enter telephone number</u></p> <p>Program Name: <u>Enter Name of Program</u> Program Director: <u>Enter Director's name</u></p> <p>Contract # <u>Enter Contract Number</u></p> <p>Contract dates: <u>"mm/dd/yyyy to mm/dd/yyyy"</u></p> <p>For Quarter Ending: (Date) <u>Enter last day of reporting period</u></p>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p><i>Report type:</i></p> <input type="checkbox"/> Quarterly <input type="checkbox"/> Special <input type="checkbox"/> Final</div> <h3 style="text-align: center;">Juvenile Justice Advisory Group</h3> <p>I certify that all transactions reported herein are recorded on and supported by appropriate books of account, and that such transactions have been made in compliance with the State Contract</p> <p>Signed: _____ Chief Administrator or Fiscal Officer</p> <p>_____</p> <p style="text-align: center;">Program Name</p>	
<u>ITEM</u>	<u>BUDGETED</u>	<u>QUARTER END</u>	<u>CUMULATIVE</u>
REVENUES			
JJAG			
Other Funding Supporting Program			
TOTAL REVENUES			
EXPENDITURES			
Personnel Services			
General Operating Expense			
Equipment			
Contracts			
Travel			
Other			
TOTAL EXPENDITURES			
NET BALANCES			