

STATE OF NEW JERSEY
Department of Law & Public Safety
Juvenile Justice Commission
Application

(Under Public Laws 93-415 and 102-586 as amended)

**2021 Juvenile Detention Center
Support Initiative**

BGRANT PERIOD:

March 1, 2021 – September 30, 2021

DUNS NUMBER:

CCR NUMBER:

GRANT NUMBER

DATE APPROVED

Applicant Cover Page

Facility to be Served
(only select one)

Atlantic Bergen Camden Essex Middlesex Morris Ocean

Agency: _____

Agency Address: _____ City: _____, New Jersey Zip: _____

County: _____

Project Director: _____

Telephone: () - _____ Fax: () - _____

Email Address: _____

Contact Person: _____

Mailing Address: _____ City: _____, New Jersey Zip: _____

Telephone: () - _____ Fax: () - _____

Email Address: _____

Financial Officer _____

Mailing Address: _____ City: _____, New Jersey Zip: _____

Telephone: () - _____ Fax: () - _____

Email Address: _____

Total Amount of JJDP Funds Requested \$ _____

Name/Title _____

Signature: _____

JJC Staff Signature _____

Purpose

The State of New Jersey was devastated in March 2020 with the onset of the COVID-19 public health crisis and subsequently the State mandated shelter in place. The ensuing months have proved to be challenging, not just for the general public, but for one of our most vulnerable populations, youth in juvenile detention. Juvenile detention centers were forced to abruptly change the day to day operations of their facilities, thereby limiting youths' access to in-person family visits, professional services, and temporarily discontinuing prosocial and recreational activities, all in an effort to prevent the spread of the virus within the facilities. Understanding the major impact that the public health crisis has had, and continues to have, on New Jersey's juvenile detention centers, the Juvenile Justice Commission (JJC) in conjunction with the New Jersey Governor's Juvenile Justice & Delinquency Committee, is announcing the availability of grant funding to qualifying non-profit organizations. The public health crisis presents unique challenges to the health and well-being of youth involved with the justice system. The purpose of the grant will be to temporarily assist county juvenile detention centers as they work to address the impact the public health crisis has had on youth housed in detention and on facility operations. The selected providers must work collaboratively with the detention center administrator(s) or his/her designee(s). It is expected that the selected providers will work cooperatively and in concert with the Juvenile Justice Commission.

Applicants are being sought to achieve the following objectives:

1. Improve access to education, family, and professional services during the public health crisis.
2. Provide resources that address the mental and emotional health needs of residents brought on by the public health crisis.
3. Provide virtual programming during the public health crisis.
4. Introduce new recreational and prosocial activities to replace those lost, in accordance with the current health regulations related to the public health crisis.
5. Address other identified needs of the juvenile detention centers to prevent, prepare or respond to the public health crisis.

Funding Available: up to \$218,400 (Up to \$31,200 per facility).

- Start and end date: March 1, 2021 - September 30, 2021.

1. Please note this is a reimbursement grant.
2. For the purpose of this Notice of Availability of Funds (NOAF) and the application review, the applicant may serve one or more of the seven juvenile detention centers.
3. If an applicant is applying to serve more than one juvenile detention center, they must submit one application per center.
4. To ensure that all funds are awarded, any balance of funds may be distributed among successful applicants and awarded for use at another juvenile detention center.

Subject to appropriations

Please note that funding allocations and individual subaward amounts are subject to change. Subrecipients shall recognize and agree that both the initial provision of funding and the continuation of such funding under a grant agreement is expressly dependent upon the availability to the JJC of funds appropriated by the State or Federal Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of JJC to make any payment under a grant agreement or to observe and perform any condition on its part to be performed under a grant agreement as a result of the failure of the State or Federal Legislature to appropriate funds shall not in any manner constitute a breach of a grant agreement by JJC or an event of default under a grant agreement, and JJC shall not be held liable for any breach of a grant agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from JJC beyond the duration of the award period set forth in a grant agreement and in no event shall a grant agreement be construed as a commitment by JJC to expend funds beyond the termination date set in a grant agreement.

Organizations that are eligible to apply for funding under this program

- Non-profit and for-profit organizations, as well as community colleges may apply.
- State Agencies are NOT eligible to apply.

Qualifications needed by an applicant to be considered for funding

- Must have a DUNS number. A DUNS number is used to track Federal assistance applicants, recipients, and sub-recipients. For further information visit on-line at <http://www.dnb.com/us>.

- Must not have been debarred or suspended from doing business with any unit of government. Applicants must be in good standing with all federal, state, and county agencies with which they have or had an existing grant or contractual agreement (including any grants with the Juvenile Justice Commission).
- Where appropriate, must hold current state licenses, permits and certificates.

Application Format

The following scored components must be included in the grant application. The application format must include the section headings listed below. Each section must address the subsequent questions in that segment. The application must be double-spaced using a standard 12-point font with no less than one-inch margins and must not exceed 10 pages, not including the attachments. Applications that do not score at least 80 points out of a possible 100 will not be considered for funding.

Application (100 points total)

Agency Capacity (15 points):

1) Describe the applicant agency and its current mission and vision. 2) Describe the applicant's experience working with juvenile detention center administrators, staff, and youth in New Jersey. 3) Describe how the applicant will support the juvenile detention center in addressing their unique needs while accomplishing the objectives listed above. 4) Describe the applicant agency's capacity to meet the objectives in accordance with current health regulations related to the COVID-19 public health crisis.

Program Description (30 points):

Provide a brief overview of how the COVID-19 public health crisis abruptly changed the general operations of the identified juvenile detention center. Include details of the public health crisis's impact on: the detained youth and their families; access to education, recreation, and other resources; and/or the overall mental health and emotional well-being of youth, commensurate with the services you are proposing. Identify the current needs of the juvenile detention center as a result of the public health crisis and explain how the applicant intends to assist the center in adequately addressing these needs. Identify which objectives from page 2 you are seeking to

address. Provide a detailed description of the proposed activities that will help achieve the objectives identified. Include examples of items, resources, or activities needed to meet the objectives chosen. Applicants may provide any attachments needed to support the above descriptions.

Target Population (10 points):

The target population may include one or all of the following: youth that are detained in a juvenile detention center; families of youth who are detained in a juvenile detention center; and staff that work in a juvenile detention center. Please identify the target population to be served by the proposed program.

Goals, Objectives, and Proposed Logic Model Table¹ (20 points):

All objectives must be quantified, have a measurable outcome, and an evaluation method to determine how stated outcomes will be achieved. As part of this section, please complete Attachment “Proposed Logic Model”.

Project Personnel (10 points):

Describe who will be responsible for implementing this project and to whom this person reports. Who will be responsible for the programmatic reporting of this project? Who will be responsible for the fiscal operation and reporting of the project? List all personnel required to carry out activities. If awarded, individuals who are working directly with youth participants must have a background check performed.

Budget and Budget Narrative: (15 points):

Please provide a detailed operating budget for the project period **and** a budget narrative justifying each budget line item. Requested budget items must clearly be related to services and activities described in the Activities Section of the program model table. Please include accurate and practical costs for facility rental, consumable supplies, equipment, printing, and copying, if applicable.

¹ The Proposed Logic Model Table can be found on page 14.

Staff mileage may be reimbursed with federal grant funds up to the State approved rate of \$.35 per mile. If the applicant agency's rate of mileage reimbursement is higher than the State approved rate, the additional cost may be supplemented with other funding sources. Estimated cost details of the project's budget should be itemized on the Proposed Budget Form². Costs should be broken down as indicated within the column headings.

The Budget and Budget Narrative must be presented under the following allowable categories, as applicable:

1. **Salaries and Wages, and Fringe** – list each staff funded by this grant the in the budget table provided. If you indicated that fringe benefits will be paid with grant funds, you must provide the calculation of how you came to the percentage for fringe benefits. This percentage should be a combination of insurance, FICA, taxes, disability, etc.)
2. **Purchase of Services** – (up to \$81.25 per hour or up to \$650.00 for an eight-hour day). Fees are to be reasonable and consistent with similar services in the marketplace. For all purchases of services, include the resumes of individuals or qualifications of organizations performing the duties.
3. **Travel, Transportation, Subsistence** – (mileage reimbursement is limited to the allowable state rate of \$.35 per mile. Show travel costs by estimating the number of trips, multiplied by the estimated cost per trip. Where possible, show the proposed destination and purpose of the trip(s).
4. **Consumable Supplies, Postage & Printing** - Estimate the cost of materials directly required for the project or program, such as office supplies, postage, printing and other expendable materials needed during normal operation of the project or program. All materials must be individually itemized. Also include equipment items with a unit cost of \$25 or less.
5. **Facilities, Office Space, Utilities, Equipment Rental**- Estimate the cost of office space rental, furniture or equipment, maintenance costs, equipment maintenance contracts, utilities, telephone, etc. Show the cost per square foot for office space. Note that rent may not be charged for the use of public buildings, however, actual costs that can be accounted for may be charged.

² The Proposed Budget Form can be found on page 11.

6. **Indirect Costs** –See Department of Law & Public Safety Indirect Cost Rate Fact Sheet. Provide a detail break down of the indirect cost.

The following costs are not allowable:

1. Supplanting: Funds must be used to establish a program where none previously existed or to expand existing program activities, but these funds **cannot replace those funds which have been appropriated for the same purpose.**
2. Food: Funds awarded under this grant cannot be used for meals and refreshments at meetings, trainings, or conferences. However, grant funds can be used to provide food/refreshments for youth during programmatic events that are a direct provision of services.
3. Purchasing or acquiring land
4. Vehicle acquisition
5. Lobbying
6. Bonuses, commissions or honorariums
7. Any items that can be reimbursed through the 2020 Coronavirus Relief Law (Cares Act) may not be purchased with funds awarded under this grant.

The cost of all items will be reviewed to determine acceptability. Costs generally allowable may be rejected if it is determined that such costs are deemed excessive or not integral to the success of the project or program.

Procedures for eligible organizations to apply:

The Application and required attachments/forms³ should be submitted via email to jjdpcommittee@jjc.nj.gov. “Juvenile Detention Support Initiative.” should be included in the subject of the email. Required attachments and forms are available at <http://www.nj.gov/oag/grants.htm>.

Applicants must complete and submit the application and all required attachments/forms by the submission deadline. Applications that do not comply with the requirements of the Notice of Availability of Funds or are received after the submission deadline will be administratively

³ A list of required attachments and forms can be found on page 9.

rejected. Applications that do not score a minimum of 80 out of 100 possible points will not be considered for funding.

Please note that applications are being accepted via **e-mail address ONLY** at jjdpcommittee@jjc.nj.gov Mailed or faxed applications will not be accepted.

Deadline by which applications must be submitted:

Applications and all required attachments/forms must be received by 3:00 pm on January 7, 2021.

Applicant Bidders Conference:

In effort to assist candidates in applying for these funds, a virtual bidder's conference will be held on November 10, 2020 at 10 am. The bidder's conference is mandatory. Please read this NOAF and the funding application in its entirety prior to the event and prepare any questions you have in advance. Please note, the information provided during this bidder's conference will not be made available in any other form to those who do not attend. Please R.S.V.P via email to jjdpcommittee@jjc.nj.gov no later than November 9, 2020 if you are participating the bidder's conference. You must RSVP in order to receive the information to participate.

Date by which applicants will be notified of approval or disapproval of funding:

Applicants will be notified no later than February 8, 2021.

Post award Meeting:

In effort to assist successful applicants to understand the award process, a virtual post award will be held on February 10, 2021 at 1pm. The post award is mandatory. The project director and a fiscal representative are required to participate.

Attachments/Forms

The following documents referenced throughout this application **MUST** be submitted. Please note that any applications missing the required attachments/forms will not be considered for funding.

Included below

1. Project Timeline
2. Proposed Budget
3. Budget Narrative
4. Proposed Logic Model
5. Letter of support from juvenile detention center administrators

Available at <https://www.nj.gov/oag/grants.htm>

6. Application Authorization Form
7. Federal Single Audit Certification & State Audit Form
8. Proof of Compliance with Single Audit Act
9. Federal Approved Indirect Cost Rate, if applicable
10. Certification of Debarment, Lobbying, Suspension and other Responsibility Matters and Drug Free Workplace
11. Department of Law & Public Safety Debarment & Suspension Certification
12. Department of Justice Certified Standard Assurances

Providers must include with application submission

13. Resumes of project personnel. Job description should be provided for any positions that are not filled at the time of application submission.
14. Copy of Agency's Federally approved indirect cost rate, if applicable.

2021 Juvenile Detention Center Support Initiative
PROJECT TIMELINE

Month	Related Objective	Activity	Expected Completion Date	Person Responsible
March				
April				
May				
June				
July				
August				
September				

2021 Juvenile Detention Center Support Initiative

PROPOSED BUDGET FORM

APPLICANT _____

PROJECT PERIOD:
FROM _____

TO _____

BUDGET CATEGORY	FEDERAL SHARE JJDP FUNDS	OTHER FUNDING SOURCE	PROJECT TOTAL
A. SALARIES AND WAGES	\$	\$	\$
- FRINGE BENEFITS	\$	\$	\$
B. PURCHASE OF SERVICES	\$	\$	\$
C. TRAVEL, TRANSPORTATION, SUBSISTENCE	\$	\$	\$
D. CONSUMABLE SUPPLIES, POSTAGE, PRINTING	\$	\$	\$
E. FACILITIES, OFFICE SPACE, UTILITIES, EQUIPMENT RENTAL	\$	\$	\$
F. INDIRECT COSTS	\$	\$	\$
TOTAL PROJECT COST	\$	\$	\$

Other Funding Source:

Budget Narrative

A budget narrative must be attached for both federal and other funds. For category A, complete the chart provided, the name, number of hours per week, salaries and fringe for each staff member. For category B thru E, 1) show allowable costs for each proposed activity and provides a brief narrative statement that supports/links these costs with project activities; 2) demonstrates how the applicant arrived at the amounts requested using an equation (e.g., rate of pay x hours, days, or weeks = total request); 3) describes other funding sources and contributions (source(s) and amount, if applicable).

A. Salaries, Wages, & Fringe Benefits:

List each position for which funds are requested, indicate the hourly rate, # of hours, and total salary charged to the project. Employees' benefits, such as retirement, FICA and health insurance should be shown separately and itemized as fringe benefits. If you indicated that fringe benefits will be used, you must provide the calculation of how you came to the percentage for fringe benefits. This percentage should be a combination of insurance, FICA, taxes, disability, etc.)

Example= health care 10%, pension 10% FICA, 8% disability 2.6% taxes 2% = 32.6%.

Name	Title	Hourly Rate	# of hours	Total Salary	Fringe, if applicable	Total cost

Narrative for salaries, wages and fringe:

B. Purchase of Services:

Funds in the amount of \$ will pay for

C. Travel, Transportation, And Subsistence:

Funds in the amount of \$ will pay for

D. Consumable Supplies, Postage, Printing:

Funds in the amount of \$ will pay for

E. Facilities, Office Space, Utilities, Equipment Rental:

Funds in the amount of \$ will pay for

F. Indirect Cost:

Funds in the amount of \$ will pay for

**2021 Juvenile Detention Center Support Initiative
PROPOSED LOGIC MODEL**

Applicant _____

GOAL:			
<u>Objective(s):</u> <i>Intermediate effects to be achieved to reach the program goal, clearly stated and measurable. Include the total number of youth/families to be served</i>	<u>Activities:</u> <i>Specific steps through which objectives are achieved and programs implemented</i>	<u>Output Measures</u> <i>Products of program implementation and activities</i>	<u>Anticipated Outcomes:</u> <i>Substantive benefits or changes that result from the program, related to behavior, attitudes, skills, and/or knowledge</i>
<ul style="list-style-type: none"> • • • • • 	<ul style="list-style-type: none"> • • • • • 	Number of youths to be served _____ Number of families to be served _____ Number of staff to be served _____ Number of MOU's to be developed _____ Number of program materials to be developed _____ Number of program activities to take place _____	Number of youth satisfied with the program _____ Number of families satisfied with the program _____ Number of staff satisfied with the program _____
			14 Page