

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

**2021 Jean Krauss Youth Leadership
& Career Development Forum**

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

SUBGRANT PERIOD:
March 1, 2021 – September 30, 2021

| | |
|---------------------|--------------------|
| DUNS NUMBER: | CCR NUMBER: |
|---------------------|--------------------|

| | |
|---------------------|----------------------|
| GRANT NUMBER | DATE APPROVED |
|---------------------|----------------------|

Applicant Cover Page

Region to be
Served
(Select One)

Northern
Bergen, Morris, Passaic and Sussex

Central
Burlington, Mercer, Middlesex, Monmouth and 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

Understanding there is a disconnect between court involved and at-risk youth with respect to educational and post high school career opportunities, the Juvenile Justice Commission (JJC) in conjunction with the New Jersey Governor's Juvenile Justice and Delinquency Prevention (JJDP) Committee announces the availability of Title II formula grant funding to contract with Community/County Colleges to provide two regional ((1) North and (1) Central), youth forums. The purpose of the Jean Krauss Youth Leadership and Career Development Forums are to increase the knowledge and awareness of post high school educational and employment opportunities in the state for court involved and at-risk youth. The recipient of these funds will develop the forum's agenda, content, and written materials in collaboration with a planning committee comprised of JJDP Committee members and JJC staff. The approximate number expected participants per region is 150-200 youth and 100 adults. The selected provider should have the capacity to host conferences virtually if necessary or as requested by the JJC. It is expected that the selected provider will work cooperatively and in concert with the Juvenile Justice Commission and in accordance with current health regulations related to COVID-19.

Applicants are being sought to achieve the following objectives:

1. Educate youth regarding the process of becoming a leader to increase self-efficacy and the development of skills relevant to success in adulthood, such as decision-making, building self-advocacy, and self-determination skills.
2. Educate youth regarding the opportunities to attend local community, county and/ or four-year colleges (enrollment, finance, course selection, etc).
3. Educate youth regarding the opportunities to attend public county vocational/technical schools (evening programs, enrollment, finance, course selection, etc).
4. Educate youth regarding the opportunities to attend private vocational/technical schools (enrollment, finance, course selection, etc).
5. Educate youth regarding local unions of industrial trades (e.g., carpenters, sheet metal workers, electricians, ironworkers, etc.) and eligibility requirements for apprenticeship programs.
6. Work collaboratively with vocational/technical schools, regional unions of industry trades, and temporary employment agencies to participate in the forum(s) by providing information on a variety of academic programs and technical certifications and career

options within the region the applicant will be serving.

7. Host the forum(s) on a college campus, or virtually if required.

Funding Available: \$50,000 (\$25,000 per forum):

- Start and end date: March 1, 2021 - September 30, 2021.
- Number of awards to be made up to two (Regional Forums: \$25,000 each):
 1. If two awards are not made, the JJDP Committee reserves the right to distribute the remaining funds among the successful applicant(s) who indicate a willingness to serve the counties in the region(s) not being served.
 2. If an applicant is applying for more than one region, they must submit one application per region.
 3. Please note this is a reimbursement grant.
 4. For the purpose of this Notice of Availability of Funds (NOAF) and the application review, the regions will be categorized as:
 - **Northern Region Counties:** Bergen, Morris, Passaic, and Sussex;
 - **Central Region Counties:** Burlington Mercer, Middlesex, Monmouth, and Ocean;

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 LPS 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 LPS 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 LPS or an event of default under a grant agreement, and LPS 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 LPS 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 LPS to expend funds beyond the termination date set in a grant agreement.

Organizations that are eligible to apply for funding under this program

- Applicants that may apply for this funding are New Jersey Community/County Colleges.
- Applicants must have experience in hosting conferences, forums, and/or trainings.
- 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 (10 points):

1) Describe the applicant agency and its current mission and vision. 2) Describe the applicant's experience in coordinating conferences and large-scale events. 3) Describe how the applicant will engage vocational/technical schools, regional unions of industry trades, and temporary

employment agencies to participate in the forum. 4) Describe the applicants experience or capability to host events virtually.

Program Description (30 points):

It is expected that the selected applicant(s) will successfully provide one regional forum(s) prior to September 30, 2021. The applicant will be expected to develop the content of a one day, five or six-hour forum in conjunction with a planning committee consisting of JJDP Committee Members and JJC Staff.

1. Please provide the potential timeframe and site of forum. If holding the forum simultaneously while students are on campus, please describe how you will address the challenges this may impose.
2. Describe how you will engage other entities/agencies (vocational/technical schools, trade unions, etc.) to address the identified objectives.
3. Describe how outreach and registration will be handled to ensure participation of youth from across the identified region.
4. Describe how you will coordinate transportation if needed for youth to attend. In addition, provide parking (cars, vans, etc.) logistics for youth attending. Specifically identify any collaborators or participating partners.
5. Describe how you will provide food, as this funding cannot be used for the purposes of providing food.
6. Please provide a description on how you will address each of the following objectives during the forum.
 - a. Educate youth regarding the process of becoming a leader to increase self-efficacy and the development of skills relevant to success in adulthood and the college setting such as decision-making, building self-advocacy and self-determination skills
 - b. Educate youth regarding the opportunities to attend local community/county or four-year colleges (enrollment, finance, course selection, etc).
 - c. Educate youth regarding the opportunities to attend public county vocational/technical schools (evening programs, enrollment, finance, course selection, etc).

- d. Educate youth regarding the opportunities to attend private vocational/technical school (enrollment, finance, course selection, etc).
 - e. Educate youth regarding local unions of industrial trades (e.g., carpenters, sheet metal workers, electricians, ironworkers, etc.) and eligibility requirements for apprenticeship programs.
7. Applicants can provide any attachments that support the above descriptions.
 8. If the JJC requires you or it otherwise becomes necessary to host the conference virtually, please describe the format for the virtual conference and the impact it will have on any areas listed above.

Target Population (10 points):

The target population are youth ages 15-24 years old, who are on probation or parole, residents of non-secure JJC facilities, and at-risk populations. Describe how the applicant would identify and coordinate the participation of the above target population.

Collaboration (10 points):

1) Specifically identify all collaborators/partners participating in the regional forum. 2) Provide a description of the roles of each collaborator/partner in the planning and/or implementation process of the forum. 3) Provide a Letter of Support between/among recipient and partners/collaborators. 4) Provide a list of prospective forum locations in the region to be served. 5) Provide names and roles of prospective individuals who will participate in the planning committee to plan the event.

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

All objectives must be quantified, with at least one objective indicating the total number of forum participants. Each objective should 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”.

¹ The Proposed Logic Model Table can be found on page 15.

Program Evaluation (5 points):

Discuss and provide how knowledge gained through the forums will be measured for both youth and adult attendees. Identify who will collect, analyze, and report on the information collected.

Project Personnel (5 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: (10 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.

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,

² The Proposed Budget Form can be found on page 12.

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.
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. Construction, expansion or building renovation
4. Purchasing or acquiring land

5. Vehicle acquisition
6. Lobbying
7. Bonuses, commissions or honorariums

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. “*Jean Kraus Youth Leadership & Career Development Forums Application*” 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 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 December 4, 2020.

Applicant Bidders Conference:

In effort to assist candidates in applying for these funds, a virtual bidder’s conference will be held on October 27, 2020 at 10am. 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

³ A list of required attachments and forms can be found on page 10.

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 by October 26, 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 January 25, 2021.

Post award Meeting:

In effort to assist successful applicants to understand the award process, a virtual post award will be held on February 1, 2021. 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

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

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

Providers MUST include with the application the items below

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

Jean Krauss Youth Leadership & Career Development Forums

PROJECT TIMELINE

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

Jean Krauss Youth Leadership & Career Development Forums

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

Jean Krauss Youth Leadership & Career Development Forums

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> |
| | | Number of youth served _____ Number of MOU's to be developed _____ Number of program/forum materials to be developed _____ Number of planning activities to take place _____ | Number and percent of youth to participate in the program/forum _____ Number and percent of youth with an increased knowledge education, leadership and career development options _____ |