

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

**2023 Celebration of Womanhood  
Conference**

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

**SUBGRANT PERIOD:**  
January 1, 2023 – September 30, 2023

<b>DUNS NUMBER:</b>	<b>CCR NUMBER:</b>
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<b>GRANT NUMBER</b>	<b>DATE APPROVED</b>
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## Applicant Cover Page

Region to be Served (Select One) **Northern**  
Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic,  
Somerset, Sussex, Union, and Warren;

**Southern**  
Atlantic, Burlington, Camden, Cape May, Cumberland,  
Gloucester, Mercer, Monmouth, Ocean, and Salem.

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: \_\_\_\_\_

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JJC Staff Signature \_\_\_\_\_

## **Purpose**

The New Jersey Governor's Juvenile Justice and Delinquency Prevention (JJDP) Committee announce the availability of Title II formula grant funding to provide two regional Celebration of Womanhood Conferences ((1) Northern and (1) Southern). The Goal of this initiative is to provide females 15-24 years old the opportunity to participate in a conference that will increase their awareness of self-development; expand on the positive aspects of being female and what they can achieve; and provide community resource information.

## **Applicants are being sought to achieve the following objectives:**

The theme and logistics of the 2023 Celebration of Womanhood conferences are to be determined via the planning process with females 15-24 years old, who will serve as Juvenile Female Ambassadors (JFAs). It is expected that those agencies selected to implement the conferences will:

1. Demonstrate the ability to serve all counties in a designated geographic region (Northern, or Southern).
2. Plan the conference(s), locally, with juvenile females who will serve as Juvenile Female Ambassadors (JFAs).
3. Provide additional programmatic activities with the JFAs during the program period.
4. Plan the conference(s) in collaboration with the Juvenile Justice and Delinquency Prevention (JJDP) Committee.
5. Find local presenters to implement workshops on the selected topics.
6. Find local agencies to participate in as vendors.

## **Funding Available: \$135,000 (\$67,500 per conference).**

- Start and end date: January 1, 2023 - September 30, 2023. There will be no extension of the grant period.
- Number of awards to be made up to two (Regional Conferences: \$67,500 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 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, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union, and Warren.

**Southern Region Counties:** Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, and Salem.

### **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**

- County or municipal governments.
- Public or private agencies, nonprofits, 501c3 agencies, or community-based organizations.
- Faith-based organizations.
- Applicants must have experience in hosting conferences, forums, and/or trainings, as well as experience with implementing conferences to youth.
- 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 the applicant's agency's experience and staff education as it relates to serving juvenile females.

#### **Program Description (30 points)**

It is expected that the selected applicant(s) will successfully provide one regional conference(s) prior to September 30, 2023, for a minimum of 200 female participants. The applicant will be expected to develop the content of a one day, five or six- hour conference in conjunction with a planning committee.

1. Please provide the potential timeframe and site of the conference.
2. Describe how the initiative will meet the holistic needs of juvenile females in the region.
3. Provide a plan regarding how the proposed conference will be racially, linguistically, and ethnically diverse.
4. Describe how the proposed conference will be culturally relevant to and age appropriate for the targeted population.
5. Describe how outreach and registration will be handled to ensure participation of

youth from across the identified region.

6. 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.
7. Describe how you will provide food, as this funding cannot be used for the purposes of providing food.
8. Applicants can provide any attachments that support the above descriptions.

### **Target Population (10 points)**

The target population are female youth ages 15-24 years old, who are on probation or parole, residents of non-secure JJC facilities, and at-risk populations. It is expected that a minimum of 200 juvenile female participants will be served, per regional conference. 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 conference. 2) Provide a Letter of Support between/among recipient and partners/collaborators. 3) Provide a description of the roles of each collaborator/partner in the planning and/or implementation process of the conference. 4) Create a comprehensive plan of how juvenile females from the designated region will be included in the planning and implementation process of the conference(s). The juvenile females should serve as Juvenile Female Ambassadors (JFAs). 5) Describe the advertising and recruitment process for the JFAs. The JFAs must reflect the targeted population and must have an active role in planning the conference (workshop titles/descriptions, keynote speaker suggestions, brochure and program design, public relations, etc.). Please note that the applicant agency can offer stipends and travel expenses as incentives for the JFAs. 6) Provide names and roles of prospective individuals who will participate in the planning committee to plan the event.

### **Goals, Objectives, and Proposed Logic Model Table<sup>1</sup> (20 points)**

All objectives must be quantified, with at least one objective indicating the total number of conference 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”.

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<sup>1</sup> The Proposed Logic Model Table can be found on page 12.

### **Program Evaluation (5 points)**

Discuss and provide how knowledge gained through the conference will be measured for female 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 Form<sup>2</sup>. 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-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.

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<sup>2</sup> The Proposed Budget Form can be found on page 10.

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/forms<sup>3</sup> should be submitted via email to [jjdpcommittee@jjc.nj.gov](mailto:jjdpcommittee@jjc.nj.gov). “2023 Celebration of Womanhood Conferences” should be included in the subject of the email. Required attachments and forms are available at <http://www.nj.gov/oag/jjc/noafs.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](mailto: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 August 6, 2022.

## **Applicant Bidders Conference:**

In effort to assist candidates in applying for these funds, a bidder’s conference will be held on May 11, 2022, at 10:00 am **virtually**. Please read this NOAF and the funding application in its entirety prior to attending and come with any questions you may have. 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](mailto:JJDPcommittee@jjc.nj.gov) by May 7, 2022, if you are attending the bidder’s conference.

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

Applicants will be notified no later than October 2, 2022.

## **Post award Meeting**

In effort to assist successful applicants to understand the award process, a mandatory post award meeting will be held on October 12, 2022, at 10:00 am, **virtually**. The project director and a fiscal representative are required to attend.

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<sup>3</sup> A list of required attachments and forms can be found on page 8.



## **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/jjc/noafs.htm>**

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

### ***Not included below but MUST be included 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.

**2023 Celebration of Womanhood  
Conference  
PROJECT TIMELINE**

<b>Month</b>	<b>Related Objective</b>	<b>Activity</b>	<b>Expected Completion Date</b>	<b>Person Responsible</b>
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				

**2023 Celebration of Womanhood Conference  
PROPOSED BUDGET FORM**

APPLICANT \_\_\_\_\_

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

**Note: If you provide “other” funding source in the budget; you must provide a complete breakdown using the same formula as JJDP funds. It will NOT impact the application or score if you opt not to include other funding sources.**

## 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). **Note: Should you provide “other” funding source in the budget, you must provide the breakdown of all funding. This will not negatively affect the overall score of the application.**

### 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

## 2023 Celebration of Womanhood Conferences

### PROPOSED LOGIC MODEL

Applicant \_\_\_\_\_

<b>GOAL:</b>			
<b>Objective(s):</b> <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>	<b>Activities:</b> <i>Specific steps through which objectives are achieved and programs implemented</i>	<b>Output Measures</b> <i>Products of program implementation and activities</i>	<b>Anticipated Outcomes:</b> <i>Substantive benefits or changes that result from the program, related to behavior, attitudes, skills, and/or knowledge</i>
		Number of youth served/ to participate in the conference _____  Number of Juvenile Female Ambassadors _____  Number of MOU's to be developed _____  Number of conference materials to be developed _____  Number of planning activities to take place _____	Number of youth served and completed conference requirements _____  Number of Juvenile Female Ambassadors who completed conference requirements _____  Number and percent of youth with an increased knowledge education, leadership, and career development options _____