

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

For JJC Use Only

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

PROJECT NO.	DATE RECEIVED
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SUBGRANT PERIOD:
October 1, 2022-September 30, 2023

UEI NUMBER: CCR NUMBER:

GRANT NUMBER	DATE APPROVED
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Region to be Served: Statewide

Program Area: Racial and Ethnic Disparities (RED) - Law Enforcement Training

Implementing Agency: _____

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

Project Director: _____

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

Email Address: _____@_____

Contact Person: _____

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

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

Email Address: _____@_____

Financial Officer _____

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

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

Email Address: _____@_____

Total Amount of JJDP Funds Requested \$ _____

Name/Title: _____

Authorized Signature _____

BACKGROUND & PURPOSE

Research conducted nationally has shown that the training and curriculums available at the police academy level are limited in terms of juvenile justice specific training. Police are often first responders to deeply challenging situations involving youth, however formal training regarding adolescent brain development, best practices for interacting with teenagers, and understanding and bridging cultural differences, is deficient. In 2019, the New Jersey Governor's Juvenile Justice and Delinquency Prevention (JJDP) Committee and the Juvenile Justice Commission (Commission) partnered with an agency to develop and implement a law enforcement training curriculum in four pilot counties (Ocean, Hudson, Union, and Middlesex). The curriculum provides formal training regarding adolescent brain development; best practices for interacting with teenagers; understanding and bridging cultural differences; and other youth specific issues relevant to police and law enforcement professionals. The JJDP Committee, in partnership with the Commission, seeks to expand the implementation of the training curriculum to additional counties in the State. The agency or entity would be required to: 1) work with a leadership team to implement the curriculum and training for law enforcement professionals in up to five additional New Jersey counties and 2) implement a justice related interactive activity for youth in select jurisdictions. The curriculum should be implemented in a way that can be replicated and facilitated by participants in their respective counties. For the purposes of this application, law enforcement professionals include: police, school resource officers, investigators, detectives, etc.

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. Applicants that score an 80 or higher will be required to participate in an interview. The interview will also be scored and will affect the applicant's final score.

Applicants that wish to apply for funding must submit their application by 7/15/22, per the instructions in the Notice of Availability of Funding (NOAF) including ALL required attachments which can be found at <https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>.

Application (100 points total):

Applicant Capacity (20 points): Describe the applicant's capacity to implement the project as envisioned by discussing and providing specific examples of the applicant's:

- 1) mission, vision, and services.
- 2) experience in providing training to law enforcement officers.
- 3) experience in implementing 'Train the Trainer' programs.
- 4) experience developing and implementing a justice related interactive activity for youth.
- 5) history of collaboration and planning with law enforcement agencies and state and county entities around at risk and justice involved youth.
- 6) relevant experience and capabilities in training on implicit bias and understanding cultural influences and reducing racial and ethnic disparities.
- 7) relevant experience and capabilities in monitoring and evaluation of project implementation and outcomes.

- 8) experience in monitoring and conducting process evaluation through either observation or surveys related to training implementation.
- 9) production of written documentation, reports or publications related to the agency's involvement with this type of curriculum and training.

Goals & Objectives (20 points): Based on the stated purpose of the initiative, describe the methods which will be employed to implement a training curriculum throughout New Jersey. Describe how implementation strategies will effectively change, reduce, or eliminate problems, concerns or issues related to juvenile justice and law enforcement contact and disproportionate minority contact. Identify concrete, measurable objectives and activities that will occur during the grant period and complete the Logic Model and Timeline. Goals and objectives should link to curriculum topics attached and a clear plan for measuring outcomes should be provided.

Program Description (35 points): The successful applicant will be required to work collaboratively and cooperatively with a leadership team consisting of representatives from the identified counties, the JJDP Committee, and Commission to ensure the project is implemented as intended.

- Train the Trainer. Training will be provided to up to 50 individuals including law enforcement personnel and other youth serving entities and providers per county.
 1. Describe the methods and structure of service delivery, including a description of how interactive discussions and hands on/role-modeling exercises will be used.
 2. Describe how the training will:

- increase knowledge and understanding of youth populations and culture among law enforcement personnel;
 - increase positive interactions between youth and law enforcement; and
 - decrease the probability of arrest or incarceration of at-risk youth
 - ensure participants become proficient in the areas listed above and are equipped to facilitate the training in their jurisdictions.
3. Discuss and provide examples of potential barriers you may experience during training implementation and solutions to those barriers.
 4. Describe what types of follow-up consultations you could provide to the trainees after the completion of the trainings, including the frequency, format, and content of those follow-up consultations. Note, the individual counties will work with the funded provider to discuss what type of follow-up from the above they are seeking.
- Justice Related Interactive Activity
 1. Describe what type(s) of justice related interactive activities your agency anticipates implementing.
 2. Describe how the activity will be providing to youth.
 3. Describe the number of youth to be served by the activity.
 4. Describe how the activity will benefit the youth.

Project Management/Personnel (10 points): Applicants must describe a management structure capable of executing the proposed initiative. Provide the name, title, and a description of duties of staff as it relates to this training.

1. staff experience as it relates to serving youth and the law enforcement community.
This experience should be reflected in resumes of key personnel attached to the application.
2. Describe staff's level of knowledge and understanding of:
 - juvenile justice law enforcement practice
 - cultural and ethnic diversity that characterize those State and local communities where high levels of youth crime and delinquency occur; and
 - experience in training curriculum development and implementation.

Budget Detail with Narrative: (15 points): Applicants must provide a 12 month budget and a budget narrative that: 1) shows 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 (rate of pay X hours, days, or weeks= total request); 3) describes other funding sources and contributions (source(s) and amount, if applicable). The budget detail with narrative must be presented under the following categories, as applicable:

- A. Salaries and Wages
- B. Purchase of Services (fees are to be reasonable and consistent with that paid for similar services in the marketplace)
- C. Travel, Transportation and Subsistence (mileage reimbursement is limited to the allowable state rate of \$.31 per mile)
- D. Consumable Supplies, Postage, Printing
- E. Facilities, Office Space, Utilities, Equipment Rental
- F. Indirect Costs – The applicant can elect to use its approved federally recognized ICR. If the applicant has never had an ICR negotiated with the Federal

Government and the applicant meets certain conditions, it may claim indirect costs using the 10% de minimis indirect cost rate or the applicant may choose not to seek indirect costs. Please see attached Indirect Costs fact sheet.

The following costs are not allowable:

1. Supplanting: Funds must be used to establish a program where none previously existed or to expand existing funds for program activities but **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 or trainings.
3. Construction, expansion or building renovation.
4. Purchasing or acquiring land.
5. Vehicle acquisition.
6. Lobbying.
7. Bonuses, commissions, or honorariums.

Application Attachments

The following documents referenced in the application **MUST** be attached to this application. Please note that any application missing the required attachments will not be considered for funding. These documents can either be found below or at <https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>.

- Project Timeline
- Budget
- Budget Narrative
- Logic Model
- Training Syllabus

- Resumes of project personnel. Job description should be provided for any positions that are not filled at the time of application submission.
- Supporting Documentation (see Agency Capacity).
- Application Authorization Form
- Applicant Information Form
- Federal Single Audit Certification & State Audit Form
- Proof of Compliance with Single Audit Act
- Federal Approved Indirect Cost Rate, if applicable
- Certification of Debarment, Lobbying, Suspension and other Responsibility Matters and Drug Free Workplace
- DL & PS Debarment & Suspension Certification
- Standard Assurances

LAW ENFORCEMENT TRAINING CURRICULUM

12- MONTH PROJECT TIMELINE

Month	Related Objective	Activity	Expected Completion Date	Person Responsible
Month 1				
Month 2				
Month 3				
Month 4				
Month 5				
Month 6				
Month 7				
Month 8				
Month 9				
Month 10				
Month 11				
Month 12				

LAW ENFORCEMENT TRAINING CURRICULUM

12 MONTH PROPOSED BUDGET FORM

APPLICANT _____

PROJECT PERIOD:
FROM _____

TO _____

BUDGET CATEGORY	FEDERAL SHARE	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, indicating the # of hours + rate per to be spent on the project. Employees' benefits, such as retirement, FICA and health insurance should be shown separately and itemized as fringe benefits.

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

**Juvenile Justice System Improvement- Law Enforcement Training Curriculum
PROPOSED LOGIC MODEL**

GOAL:			
Objective(s): <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>	Activities: <i>Specific steps through which objectives are achieved and programs implemented</i>	Output Measures <i>Products of program implementation and activities</i>	Anticipated Outcomes: <i>Substantive benefits or changes that result from the program, related to behavior, attitudes, skills, and/or knowledge</i>
		Number of program materials developed _____ Number of planning activities conducted _____ Number of hours of trainings provided _____ Number of personnel trained _____	Number and percent of personnel with an increased knowledge of RED. _____ Number and percent of personnel with an increased knowledge of issues related to law enforcement and youth contact _____