

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

SUBGRANT PERIOD:

4/1/25 – 9/30/25

UEI NUMBER:	CCR NUMBER:
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GRANT NUMBER	DATE APPROVED
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Applicant Cover Page

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 New Jersey Governor’s Juvenile Justice and Delinquency Prevention (JJDP) Committee through the Juvenile Justice Commission (JJC) announces the availability of FFY 21 Title II formula grant funding to provide a statewide youth conference on gender and inclusion. The JJDP Committee seeks to support a vendor to design a conference on gender and inclusion in the youth justice system. The conference will be the foundation of a plan for ensuring that all young people, regardless of their gender identity, gender expression or background, are treated equitably and with dignity, while addressing the unique needs and challenges they face. In the youth justice system context specifically, the conference should provide attendees with the opportunity to envision a system that ensures fairness, responsiveness, and inclusiveness, while acknowledging diversity and promoting positive outcomes for all youth.

This initiative aims to provide an interactive conference for New Jersey’s LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex, asexual) youth, ages 15-24. The conference will address key issues and provide resources related to gender identity, covering areas such as but not limited to physical and mental health; self-advocacy, legal advocacy; training; and justice system reentry support. Additionally, the conference will serve as an opportunity for young people to share their experiences, needs, and perspectives. Insights gathered may be used to guide future programs tailored to support LGBTQIA+ youth. While the conference focuses on supporting LGBTQIA+ youth, participation is open to all youth ages 15 – 24, ensuring an inclusive and welcoming environment for everyone.

This conference is expected to minimally serve 150 participants.

Applicants must achieve the following objectives:

The recipient of these funds will be responsible for designing and delivering the conference, including developing the theme, agenda, workshops, content, creating materials, and managing all related logistics in collaboration with a planning committee comprised of LGBTQIA+ youth, JJDP Committee members, and JJC staff. It is expected that the agency selected will:

- Demonstrate experience in serving or facilitating services, programs or initiatives that address the needs of LGBTQIA+ youth
- Recruit LGBTQIA+ youth participant(s) for the planning committee and center their perspectives in planning the event.
- Provide support and mentorship to youth planning committee members so they may fully participate in planning the event, e.g., leadership skill development, training in event planning

and facilitation, opportunities for mentorship, and professional development.

- Plan the conference in collaboration with the Juvenile Justice and Delinquency Prevention (JJDP) Committee and JJC staff by ensuring their designated representatives are invited to attend planning meetings and that designated representatives of these groups are provided opportunities to offer input throughout the planning process.
- Identify and secure presenters to lead, co-design and participate in workshops.
- Identify partners/sponsors to collaborate and share resources to enhance the conference.
- Develop an evaluation process that allows youth attendees to provide feedback on the conference, their experiences, and needs. This feedback may be used to inform future programming and funding opportunities tailored to the unique needs of the LGBTQIA+ youth community.
- Design a conference that provides a safe, supportive space for LGBTQ youth to share and support each other, with a sensitivity to ensuring appropriate support to youth who engage on difficult topics or in difficult conversations.

Funding Available: \$95,000

- Start and end date: April 1, 2025 - September 30, 2025. There will be no extension of the grant period.
- Number of awards to be made: 1
- Please note this is a reimbursement grant.
- See NOAF for conference cost limits

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:¹

- County or municipal governments.
- Public or private agencies, nonprofits, 501c3 agencies, or community-based organizations.
- Faith-based organizations.

Qualifications needed by an applicant to be considered for funding:

- Must have a Unique Entity Identifier (UEI) number. A UEI number is used to track Federal assistance applicants, recipients, and sub-recipients. For further information visit on-line at <https://sam.gov/content/entity-registration>.
- 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 100 will not be considered for funding.

Application (100 points total)

Agency Capacity (10 points)

Describe the agency’s mission, vision and programs/services that serve LGBTQ youth and how this aligns with the agency’s capacity to design and implement a conference for LGBTQ youth. 2) Describe the agency’s experience in coordinating conferences and large-scale events. If the agency is contemplating working with a professional conference planner, please describe the

¹ • State Agencies are NOT eligible to apply

agency's experience in doing so. 3) Describe the human resources, financial resources, and agency infrastructure that will be used to support this project.

Program Description (30 points)

The selected applicant is expected to successfully provide one statewide conference for youth with a minimum of 150 participants **prior to September 1, 2025**. The applicant will be expected to develop the content for a one-day, five or six-hour conference in conjunction with a planning committee. Applicants can provide any attachments that support the responses below.

1. Provide the potential timeframe and ideas for the site of the conference.
2. Based on your experience and relevant research on serving LGBTQIA+ youth, describe the agency's vision for how a conference could address the unique needs of LGBTQIA+ youth.
3. Based on your vision, outline the potential structure of the conference, including a draft agenda, topics/workshops, and the types of materials that may be offered.
4. Identifying and Engaging Youth Planners: Describe how the applicant will identify LGBTQIA+ youth to participate on the planning committee. Please note that young people must have an active role in planning the conference (workshop titles/descriptions, keynote speaker suggestions, brochure and program design, public relations, etc.) and that their ideas must hold equal weight among the planners. Please note that the agency may offer stipends and reimbursement of travel expenses as incentives to make it easier for young people to effectively participate on the planning committee.
5. How will the agency keep youth engaged in the planning process and how does the agency plan to support their ability to effectively participate in planning the event. . How will the agency keep youth engaged in the planning process? In addition to learning about conference planning, what support will your agency provide to youth on the planning committee such as mentorship, training, or professional development?
6. Provide a plan for ensuring how the conference will reflect racial, linguistic, and ethnic diversity in all aspects, including members of the planning committee, selected presenters, and conference attendees.
7. Describe how the content, activities, and materials will be culturally responsive to LGBTQIA+ youth, and how the agency will ensure age-appropriate content and

engagement strategies?

8. Describe how outreach and marketing will be handled to ensure participation of youth attendees from across the state.
9. Describe how the agency will coordinate transportation for youth attendees, if needed.
10. Identify any collaborators or participating partners.

Describe how you will provide meals and refreshments for the conference. Please note that **this funding may not be used to purchase these items.**

Target Population (10 points)

The conference will be for a minimum of 150 LGBTQAI + youth between the ages of 15 and 24.

1. Describe how the applicant will identify LGBTQAI+ youth and organizations to attend in the conference.
2. Describe strategies for reaching underserved or marginalized groups within the LGBTQAI+ community.

Collaboration (10 points)

1. List all collaborators/partners you plan to work with and describe their roles in the planning and/or implementation of the project.
2. Provide a Letter of Support between/among recipient and partners/collaborators.
3. To the extent possible, provide the names and roles of prospective individuals, including youth and staff, who are confirmed to participate on the planning committee.
4. What strategies will you use to build and maintain effective partnerships that will support the design and implementation of the conference?

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

All objectives must be quantified, with at least one objective indicating the total number of anticipated 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 the Attachment Proposed Logic Model, found on page 14.

Program Evaluation (5 points)

Discuss and provide how knowledge gained through the conference will be measured for

attendees. Identify who will collect, analyze, and report on the information collected. How will you measure the success of the conference? What methods will be used to collect feedback from participants, presenters, and partners. Describe potential mechanisms that will be used to gather feedback from youth participating in the conference, and how it will be shared with the JJC to be used in future programming. Provide a timeline for evaluating and reporting.

Project Personnel (5 points)

Identify the point person representing the agency on this project, including to whom (name and title) the point person reports. Identify any additional key agency personnel who will be involved in this project (including their role and qualifications) and to whom these people report. Identify who will be responsible for the programmatic reporting of this project and who will be responsible for the fiscal operation and reporting on the project? List any additional personnel who will be required to carry out activities on this grant.

Please note: The grant recipient must ensure that any individuals who are working directly with youth participants complete background check.

Budget and Budget Narrative: (10 points)

Please provide a detailed operating budget on how the funds will be allocated for the project **and** a budget narrative justifying each budget line item. Requested budget items must clearly be related to the services and activities described. Please include accurate and practical costs for facility rental, supplies, equipment, printing, and copying, if applicable. And all other related costs.

Staff mileage may be reimbursed with federal grant funds up to the State approved rate of \$.47 per mile. If the applicant agency's rate of mileage reimbursement is higher than the State approved rate, the additional cost must be supplemented with other funding sources. Estimated cost details of the project's budget should be itemized on the Proposed Budget Form, located on page 12. 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:

Figures are based on federal financial guidelines and are allowable expenses under conference planning.

Meeting Rooms and Audio-Visual cover the rental of meeting space and necessary audio-visual equipment to support presentations and participant engagement.

Total cost limit, \$31.25 per day per attendee, not to exceed a cumulative total cost of \$25,000.

Logistical Conference Planner performs the logistical planning necessary to hold a conference, which may include recommending venues, advertising, setting the stage and arranging for audio-visual equipment, securing hotel rooms, interacting with caterers, and other non-programmatic functions.

The total cost limit is \$62.50 per attendee or \$11,000, whichever is lower.

Programmatic Conference Planner develops the conference agenda, content, and written materials. They may also identify and/or provide appropriate subject matter experts and conference participants.

The total cost limit is \$250 per attendee or \$43,750, whichever is lower.

Facilitator/Trainer/Presenter – compensation or fees for individuals providing expertise, leading workshops, or delivering presentations during the conference.

Up to \$81.25 per hour

Printing/Supplies/Advertising/décor includes the costs for marketing materials, conference signage, participant handouts, and decorations to create a welcoming and engaging environment.

Up to \$5,015

Transportation covers the costs for providing safe and reliable transportation for youth participants to attend the conference, ensuring accessibility for all youth. Reimburses staff or volunteers for mileage incurred during conference preparation activities.

Up to \$6,500

Indirect Costs (not to exceed 15%) associated with the direct costs necessary to plan and hold a conference must be included in all conference cost reporting.

Up to \$14,250

The following costs are not allowed

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, training, or conferences.

3. Construction, expansion or building renovation.
4. Purchasing or acquiring land.
5. Vehicle acquisition.
6. Lobbying.
7. Bonuses, commissions, or honorariums.
8. Gifts/Trinkets/Memorabilia/Commemorative Items.

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 should be submitted via email to jjdpcommittee@jjc.nj.gov. “2025 Youth Conference on Gender and Inclusion” should be included in the subject of the email. Required attachments and forms are available at <https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/>.

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 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 March 3, 2025**.

Applicant Bidders Conference:

In an effort to assist candidates in applying for these funds, a bidder’s conference will be held on **February 7, 2025**, at 10:00 am **virtually**. Please read the 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. To attend the bidder's conference, please R.S.V.P. via email to JJDPcommittee@jjc.nj.gov by **February 6, 2025**, and you will receive the login information.

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

Applicants will be notified no later than than March 27, 2025.

Post award Meeting

In an effort to help the successful applicant understand the award process, a mandatory post-award meeting will be held on April 3, 2025, at 10:00 a.m., **virtually**. The project director and a fiscal representative are required to attend.

Required 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 as a part of this application:

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

Applicants must also submit as a part of their application

13. Resumes of project personnel. If positions are not filled at the time of application submission, applicants must submit job descriptions for each vacant title.
14. Copy of Agency's Federally approved indirect cost rate, if applicable.

2025 Youth Conference on Gender and Inclusion

PROJECT TIMELINE

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

2025 Youth Conference on Gender and Inclusion

PROPOSED BUDGET FORM

APPLICANT _____

BUDGET CATEGORY	FEDERAL SHARE JJDP FUNDS	OTHER FUNDING SOURCE	PROJECT TOTAL
A. MEETING ROOMS AND AUDION VISUAL	\$	\$	\$
B. LOGISTICAL CONFERENCE PLANNER	\$	\$	\$
C. PROGRAMMATIC CONFERENCE PLANNER	\$	\$	\$
D. FACILITATOR/TRAINER/PRESENTER	\$	\$	\$
E. PRINTING/SUPPLIES/ADVERTISING/DÉCOR'	\$	\$	\$
F. TRANSPORTATION	\$	\$	\$
G. INDIRECT COSTS (Not to exceed 15%)	\$	\$	\$
TOTAL PROJECT COST	\$	\$	\$

Note: If you provide “other” funding sources in the budget, you must provide a complete breakdown using the same formula as JJDP funds. Note that other funding will be monitored in conjunction with federal funding. Opting not to include other funding sources will NOT impact the application or score.

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 categories B thru E, 1) show allowable costs for each proposed activity and provide a brief narrative statement that supports/links these costs with project activities; 2) demonstrate 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. Meeting Rooms and Audio Visual:

Covers the rental of meeting space and necessary audio-visual equipment to support presentations and participant engagement. Total cost limit, \$31.25 per day per attendee, not to exceed a cumulative total cost of \$25,000.

B. Logistical Conference Planner:

Performs the logistical planning necessary to hold a conference, which may include recommending venues, advertising, setting the stage and arranging for audio-visual equipment, securing hotel rooms, interacting with caterers, and other non-programmatic functions. The total cost limit is \$62.50 per attendee or \$11,000, whichever is lower.

C. Programmatic Conference Planner:

Develops the conference agenda, content, and written materials. They may also identify and/or provide appropriate subject matter experts and conference participants. The total cost limit is \$250 per attendee or \$43,750, whichever is lower.

D. Facilitator/Trainer/Presenter:

Compensation or fees for individuals providing expertise, leading workshops, or delivering presentations during the conference. Up to \$81.25 per hour.

E. Printing/Supplies/Advertising/Décor:

Includes the costs for marketing materials, conference signage, participant handouts, and decorations to create a welcoming and engaging environment. Up to \$5,015.

F. Transportation:

Covers the cost of providing safe and reliable transportation for youth participants to attend the conference, ensuring accessibility for all youth. Reimburses staff or volunteers for mileage incurred during conference preparation activities. Up to \$6,500.

G. Indirect Cost (Not to exceed 15%):

Associated with the direct costs necessary to plan and hold a conference must be included in all conference cost reporting. Up to \$14,250.

Youth Conference on Gender and Inclusion

PROPOSED LOGIC MODEL

Applicant _____

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 youth to participate in the conference. _____ Number of youth on the planning committee _____ Number of MOU's to be developed. _____ Number of conference materials to be developed _____ Number of planning activities to take place. _____ Number of Conference workshops? _____	Number of youth who attended the conference _____ Add others below: Conference Evaluation Dissemination of Materials Feedback from youth participants is collected and analyzed to inform the development of future programming and initiatives tailored to their needs.