**REQUEST FOR APPLICATIONS**

**2022**

**Juvenile Justice Title II Part B**

**Formula Grant Program**

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**Alabama Department of Economic and Community Affairs**

**Law Enforcement and Traffic Safety Division**

**Juvenile Justice Program**

**Issue Date: April 26, 2022**

**Application Due Date: May 27, 2022**

**Title II Part B Formula Grant**

**Juvenile Justice Program**

The Alabama Department of Economic and Community Affairs’ (ADECA) Law Enforcement and Traffic Safety (LETS) Division is the State Administering Agency (SAA) for the “Juvenile Justice Title II Part B Formula Grant Program” (Title II). These funds are made available through the U.S. Dept. of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) pursuant to the Juvenile Justice and Delinquency Prevention Act of 2018.

The LETS Division is now accepting applications for projects under Purpose Area: ***Community-Based Programs.*** These programs and services are those that work with –

1. *Parents and other family members to strengthen families and to help keep youth in the home;*
2. *Youth and their families during and after confinement to ensure the youth’s safe return to the home and to strengthen the families.*

**Eligible Applicants** include local governments (including law enforcement, district attorneys and judicial districts), state agencies, and non-profit/local private community-based agencies.

The **Award Period** will run from **October 1, 2022**, until **September 30, 2023**. Continued funding will be contingent upon the availability of funds, continuous compliance with grant management requirements, project success and future applications.

**Applications** must be submitted in our new online grants management system. The system can be accessed through the following link: <https://grants.alabama.gov/>

Children’s Policy Councils and local libraries can be utilized for applicants with limited or no internet/broadband access to submit an application.

**Submission Information -** All applications must be received no later than 11:59 p.m., **May 27, 2022.**

**Late Applications** submitted after the due date will not be considered.Any items arriving to our office separate of the original application submission will not be added to the application. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

**Questions** pertaining to this Request for Application may be submitted by email to Buffy Smelley, Juvenile Justice Program Manager, at [buffy.smelley@adeca.alabama.gov](mailto:buffy.smelley@adeca.alabama.gov).

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| This ‘Request for Applications’ does not indicate acceptance or approval of any application in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of federal funds awarded. |

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# **PART I – FUNDING OPPORTUNITY DESCRIPTION**

1. **Background on Title II Formula Grant Program**

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) Title II Program was established in 1975. Each year funds are allocated by the federal government to be used by states for juvenile justice and delinquency prevention programs. The Title II Grants program is founded on a research-based framework that focuses on reducing risks and enhancing protective factors to prevent youth from entering the juvenile justice system. It offers funding to promote the development of effective programs to prevent delinquency, divert juveniles from the juvenile justice system, provide alternatives to institutionalization, and meet the requirements of the Juvenile Justice and Delinquency Prevention Act of 2018. The JJDPA sought to protect juveniles from the psychological and physical harms that may occur if exposed to adult offenders by establishing guidelines for states to follow in the treatment of juveniles and by developing community-based treatment of youthful offenders.

**Core Requirements for Title II Part B Formula Grants**

Each state that accepts funding through the JJDP Act must maintain compliance with the four Core Requirements of the Act as listed below. Alabama continues to maintain compliance with all Core Requirements.

**1.** **Deinstitutionalization of Status Offenders (DSO)**: Youth who are charged with or who have committed an offense that would not be criminal if committed by an adult shall not be placed in secure detention facilities or secure correctional facilities.

**2.** **Separation of Youth from Adults “Sight and Sound Separation”**: A youth who is alleged to be delinquent will not be detained or confined in any institution in which they have contact with adult inmates.

**3.** **Jail Removal**: Provide that no youth will be detained or confined in any jail or lockup for adults except youth who are accused of non-status offenses and who are detained in such jail or lockup for a period not to exceed 6 hours.

**4.** **Racial and Ethnic Disparity (R/ED)**: Reduce the disproportionate number of minority youth who come into contact with the juvenile justice system at all decision points.

**State Advisory Group**

The State Advisory Group on Juvenile Justice and Delinquency Prevention is the advisory authority established under the JJDP Act and appointed by the Governor to oversee the development and implementation of the State Juvenile Justice Plan and the delinquency prevention program. State Advisory Group members have training, experience, or special knowledge in preventing and treating juvenile delinquency and/or the administration of juvenile justice.

## **Project Focus Areas**

The LETS Division is accepting applications for existing or new comprehensive and collaborative projects which offer **Community-Based Programs** that work with:

1. Parents and other family members to strengthen families and to help keep youth in the home. These programs should target juveniles who have not yet been adjudicated delinquent but can be issued as Informal Adjustment at Intake.
2. Youth and their families during and after confinement to ensure the youth’s safe return to the home and to strengthen the families. **These programs should target youth returning home after a period of confinement in the juvenile justice system**.

Six focus group meetings were held throughout the state with top experts in juvenile justice in Alabama who brought a wealth of knowledge and experience to the discussions. Many Juveniles currently in the system were also interviewed individually for their perspective. Analysis of the information obtained from these meetings and interviews show that participants felt the greatest needs in addressing juvenile delinquency is to address the juvenile-family dynamics. Participants indicated there is a great need to strengthen the family units of juveniles to address issues such as effective communication/discipline, substance abuse, physical and emotional abuse, mental health issues, education, job skills training, and the cyclical histories of illiteracy, unemployment, and involvement in the criminal justice system.

Programs that work with families in the home allow counselors to better observe the family dynamics and are preferred to avoid issues such as transportation to attend off-site meetings. If in-home programs are not feasible in some areas, alternative programs would also be considered.

Specific areas of focus that may be included in a program to assist juveniles and their families include, but are not limited to:

* Parental training in effective communication and disciplining of children
* Substance abuse issues of parents and juveniles
* Domestic Violence
* Completing education/GED for juveniles
* Job/skills training (juveniles, parents)
* Mental Health school-based programs (ages 9-17)

We are seeking established programs currently providing these services that have a proven track record; existing evidence-based programs that could expand to include these services; or new programs implemented by organizations that have the proper training and resources to effectively sustain such a program beyond limited-term grant funding.

The following link is to the Office of Juvenile Justice and Delinquency Prevention’s Model Programs Guide where you can find information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs.

[www.ojjdp.gov/mpg/](http://www.ojjdp.gov/mpg/)

The following link is to the National Institute of Justice Crime Solutions where you can find program reviews and evidence ratings of juvenile-related programs

[www.CrimeSolutions.gov](http://www.CrimeSolutions.gov)

Applicants are not limited to these programs; however, proposed programs should have clear evidence of prior success. Applicants should provide evidence of interagency Memorandums of Understanding (MOUs) with local organizations that can provide services to the families and have recommendations from both the local Children’s Policy Council and the Family Court Judge.

* The programs will be evaluated annually and, dependent upon the success of the program, may be considered for funding a second or third year.

## **Allowable Expenses**

• Personnel, training as a component of an overall program, operating expenses, equipment, and supplies are allowable expenses if they are related to the programs that address the authorized program areas. Program-related conferences and travel are also authorized. The cost of space used for the benefit of the program is allowable subject to some special conditions. Printing, publishing, duplication, and other operating expenses are allowed. All expenditures must be related to the implementation of an actual program that is defined in the program narrative sections of the application.

• Grant-funded personnel must accurately reflect the percentage of time dedicated to grant activities. (See also all non-supplanting provisions in the Grant Terms and Conditions.)

• Audit fees can be included in project budgets to cover the costs associated with an audit of the project on a pro-rata basis (if the agency receives at least $750,000 or more in federal funds).

## **Unallowable Expenses**

• Any expenditures that are not a part of an approved program or project (within the authorized program areas) are not allowable;

• Formula grant funds may not be used to supplant or replace existing state or local criminal or juvenile justice funds. Any expenditures must increase the existing amount of funds available for eligible activities;

• The purchase of land is not an allowable expense;

• The purchase of vehicles is not an allowable expense;

• The use of Formula Grant funds for construction projects is prohibited.

* Food and incentives

## **Other Costs Generally Unallowable**

Per the ADECA/LETS Policy Letters, the following are unallowable:

Land acquisition;

Compensation of Federal Employees;

Travel of Federal Employees;

Bonuses or Commissions;

Costs of preparing applications for potential subgrants;

Military type equipment;

Lobbying activities;

Fundraising;

Cost Allocation Plans;

Corporate formation;

Imputed Interest.

## **Application Review Process**

Applications are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All applications will be checked for completeness by ADECA staff. Complete applications will continue to the risk assessment stage. After the assessment, applications will be reviewed and scored by at least 3 program staff and the Juvenile Justice State Advisory Group (ALSAG) Grants Committee members. Once an application is scored, all scores will be averaged and applications with acceptable scores will be considered for funding. ALSAG members’ ratings and any resulting recommendations are advisory only. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award recommendations will be made by the LETS Division, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when recommending awards to the Director. The LETS Division is committed to ensuring a fair and open process for awarding grants.

The following factors will also be considered in the evaluation of applications:

* Prior evidence of program success (evidence-based program).
* Collaboration of all relevant entities (i.e., families, courts, Juvenile Probation Officers, school personnel, alternative schools, etc.) Interagency Coordination – Clearly outlines cooperation anticipated from other agencies or jurisdictions.
* Proposed number of juveniles to be served.
* Qualifications and duties of personnel.
* Ability to complete project in a timely manner.
* Project has a plan for self-sufficiency and sustainability beyond possible grant funding.
* Design Quality of the Application – The application is clearly written, supported by facts, and contains **measurable** objectives and performance indicators.
* Performance Indicators – The indicators match objectives and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
* Other Relevant Factors and Requirements - Past or current grant performance may be considered where applicable. The application must contain all relevant documentation.

## **Risk Assessments**

Federal regulations now require grantees (ADECA) to conduct a risk assessment of each applicant before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not be considered for an award until all issues are resolved. All assessments are unique and will be handled on a case-by-case basis.

# **PART II – APPLICATION AND SUBMISSION INFORMATION**

Submission Information:

For FY 2022, applicants will complete and submit their applications in Alabama Grants at <https://grants.alabama.gov/>.

**Applicants must submit the full application(s) by 11:59 p.m., May 27, 2022, in Alabama Grants.**

System Registration:

* Navigate to <https://grants.alabama.gov/>
* Have an Authorized Official (AO) for your organization register as a new user.
* Complete and submit a registration request.
* Wait for an email confirmation granting access to the system.
* After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants’ Training Materials section.)

Based on the organization type selected under the organization profile, a user will see any available funding opportunities under the “My Opportunities” panel of the user’s dashboard.

Any application or documentation in support of an application not submitted in Alabama Grants will not be accepted for review. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

Contact Information:

For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com) or at 1 (800) 820-1890. The Agate Software Helpdesk operates 7:00 a.m. to 7:00 p.m. CST Monday - Friday.

## **General Application Instructions**

In this section, the narrative should provide an overall explanation of the services that your agency provides. The narrative must be clear enough to allow program managers to understand what the agency does and the services it provides.

This section must contain the following:

1. **Problem Statement**

A statement of the problem should be clearly defined and based upon facts, a needs assessment, or statistics. The data should include the most current available and should be specific to the area to be served by the project. This section should also clearly detail the cities/counties to be served by this program.

1. **Goals and Objectives**

Identify the general goals that will be achieved upon completion of the proposed project. It should include the anticipated number of persons to be assisted through the project and show the project’s expected outcome. The goals for the project should include quantitative and descriptive estimates of the services to be provided.

1. **Methods and Procedures**

Applicants are to describe the activities, services, and project proposed. It should be clear to the reader that the project has been well thought out, excellent planning is evident, and good outcomes are projected and documented. Project should be based on an approved evidence-based program or provide documented evidence of prior success. A one-year timeline of activities should be included.

The types of clients, the counties, and the services to be offered to those clients should be clearly detailed. Also, be sure to detail the specific tasks and activities that grant funded staff will be conducting during the project.

1. **Evaluation**

The applicant must demonstrate the ability to collect and analyze collected data in order to effectively monitor program success. All data collected should also relate to the stated goals and objectives. Good ways to measure results include percentage increases or decreases, numerical increases or decreases, and surveys administered at the beginning and end of the project that measure participants’ changes in attitudes and/or increases in knowledge. Explain how you plan on tracking and evaluating the project to ensure that the stated goals of the project are met. Having these measures in place will also help with the quarterly reporting requirement. You will also need to discuss the sustainability of your project beyond available grant funding.

1. **Budget/Budget Narrative**

Your application will include a budget detail and a budget narrative section, which should provide justification and describe in detail the basis for determining the cost of the items included in each budget category. A simple repeat of the calculation shown on the budget detail pages is not an acceptable narrative.

Proposed expenditures should be allocable, reasonable, and allowable.

1. **Personnel**:
   1. Salaries: List the name of the employee (or put TBD if unknown), position/title, salary, rate of pay, and estimated percent of time devoted to the project. Example: Jane Doe, Program Manager, $1200 (paycheck amount), 12 (she gets paid monthly and there are 12 months in a year), and she will dedicate 50% of her time to the project so $1200 x 12 x 50% = $7200 OR Jane Doe, Evaluator, $15 (hourly rate), 520 (anticipated hours they will work, this example is based off 10 hours a week for 52 weeks), and of these 520 hours she will devote 100% of her time to the project so $15 x 520 x 100% = $7800.
   2. Fringe: Indicate each type of fringe benefit included and keep in mind that the computation should be explained in the budget narrative section. This section is based on the employer’s share of expenses. When completing this section, please remember the following:
      1. Maximum amount allowed for FICA = 7.65% of salaries
      2. SUI is based on the first $8,000 of an employee’s pay per calendar year.
      3. Allowable insurances include health, disability, and life.
      4. Workers’ compensation is a rate unique for your agency.

(2) Professional Services: Any persons performing work on this project, who are not employees of the subgrantee should be included under this category. A signed and dated contract must be executed for each person performing contractual services on an awarded grant. Please make sure to include in the Budget Narrative section the type of services being provided and hourly rate. **Note:** Travel for Professional Services should be listed within this category and not in the Travel section.

(3) Travel: Travel expenses for work performed in association with and charged to this project should be included. Travel expenses are paid per the applicant’s written travel policies or State of Alabama policies, whichever is more restrictive.

(4) Operating Expenses: List all expected Operating Expenses necessary for carrying out the activities associated with the proposed project that will be charged to an awarded grant. Rent, utilities, supplies, printing, postage, etc. must be allocated if used to accomplish other functions of the agency. Equipment such as printers and laptops (less than $5,000 per unit) should go in this category. **Note**: This should also include any indirect costs.

(5) Equipment: List any equipment purchases necessary for carrying out the activities associated with the proposed project that will be charged to an awarded grant. **Note**: Equipment is defined as one unit of equipment with a useful life of more than one year and an acquisition cost of $5,000 or more. \*\*Any equipment that is less than $5,000 should be listed under Operating Expenses.

• Note Concerning Indirect Cost or Cost Allocation: In accordance with 2 CFR 200.331(a)(1)(xiii) and (a)(4), and 2 CFR 200.414, subrecipients of Federal awards may charge indirect costs to the award unless statutorily prohibited by the Federal program and in accordance with any applicable administrative caps on Federal funding. ADECA will not negotiate indirect cost rates with subrecipients but will accept a Federally negotiated indirect cost rate of the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If requesting the 10% de minimis rate, subrecipients must submit a certification that the entity has never received a federally approved indirect cost rate. Subrecipients are allowed to allocate and change direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but not charged as both or inconsistently charged to the Federal award. Once chosen, the method must be used consistently for all Federal awards until such time as a negotiated rate is approved by the subrecipients’ Federal cognizant agency.

1. **Additional Information**

In addition to the required forms above, include any interagency MOUs with local organizations that can provide services to the families, and letters of recommendation from both the local Children’s Policy Council and the Family Court Judge.

# **PART III – ADDITIONAL REQUIRED FORMS**

1. **State of Alabama Disclosure Statement** - Act 2001-955 requires the disclosure statement to be completed and filed with all applications, bids, contracts, or grant applications to the State of Alabama in excess of $5,000. The form must be signed, dated, and notarized prior to submission. **Complete all lines as indicated. If an item does not apply, denote N/A (not applicable).**
2. **Certification Regarding Drug-Free Workplace Requirements** - The certification says the subrecipient certifies that it will provide a drug-free workplace. Certification Regarding Drug-Free Workplace Requirements form must be signed and included with the grant application.
3. **Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion** – Lower Tier Covered Transactions (Sub-Recipient) – This form is used to ensure that an agency is not suspended or otherwise excluded from receiving federal funding, must be signed, and returned with the application.
4. **Certification Regarding Lobbying**- Compliance with federal certifications requirements for restrictions on lobbying. Must complete and be signed by the Authorizing Official before disbursement of funds.
5. **Equal Employment Opportunity Certification** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability. The Equal Employment Opportunity Program Certification must be completed and signed by the Authorizing Official.
6. **Financial Questionnaire** - The questionnaire is a tool designed to assist both subgrantee and the LETS staff in assessing the subgrantee’s management capabilities. Subrecipient organizations are expected to have certain systems, policies, and procedures in place for managing their own funds, equipment, and personnel. The questionnaire must be completed, signed, and included in the application.
7. **Standard Subgrant Agreement Conditions and Assurances**– Required to sign the Standard Subgrant Agreement Conditions and Assurances, which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Subgrant Agreement Conditions and Assurances will be signed upon an application’s funding approval.
8. **Letters of Support -** Letters of support from the local Children’s Policy Council will need to be attached in the miscellaneous documents section of the application.

# **PART IV - AWARD INFORMATION**

## **Period of Performance**

The LETS Division anticipates awarded projects to begin **October 1, 2022**, and to terminate no later than **September 30, 2023**, with the possibility of continuation grants being issued.

## **Cost Matching**

Cost matching is not required under Title II.

## **Estimated Funding**

Selected applications will receive a grant for an amount not to exceed the amount requested by the applicant or that which is negotiated between the selected applicant and the LETS Division. The maximum subaward amount is $50,000 for a one-year period. (66% year 2 and 33% year 3)

## **Program Reporting Requirements**

Progress reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must provide an update on the project’s objectives. ***Failure to submit reports in a timely manner will significantly delay any reimbursements submitted within the grant period***. See table below for the progress reports and financial reports due dates:

|  |  |
| --- | --- |
| **Report Period** | **Due on or before the following dates** |
| October 1 through December 31 | January 15th |
| January 1 through March 31 | April 15th |
| April 1 through June 30 | July 15th |
| July 1 through September 30 | October 15th |

## **Sustainability**

Within your program evaluation narrative, you will need to describe the sustainability of your program beyond Title II grant funding. Title II grant funding is designed to provide support for starting new and effective juvenile programming and is not guaranteed on an annual basis. Please provide information on the sustainability of your program if grant funding is not awarded.