

REQUEST FOR APPLICATIONS

Juvenile Justice Title II Part B Formula Grant Program



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division Juvenile Justice Program

Issue Date: July 24, 2015
Application Due Date: August 31, 2015

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." These funds are made available through the U.S. Dept. of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP) pursuant to the Juvenile Justice and Delinquency Prevention Act of 2002. The LETS Division is now accepting subgrant applications for projects under Purpose Areas **Aftercare/Reentry** and **School Programs (Truancy)**.

Eligible Applicants

Eligible applicants include local governments, school systems, non-profit organizations and colleges and universities.

Award Period:

The award period will run for 24 months from October 1, 2015 until September 30, 2017 with the possibility of a one-year continuation, contingent upon the availability of funds, continuous compliance with grant management requirements, project success and future applications.

Applications

Each application submitted must contain one (1) original and two (2) copies. Neither emailed nor faxed copies will be accepted.

Submission Information

All applications must be received no later than 3:00 p.m., **August 31, 2015** at:

By Mail:

ADECA - LETS Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA – LETS Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late Applications

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 applications without review.

Questions

Questions pertaining to this Request for Application may be submitted by email to Karen Clifton, Juvenile Justice Program Supervisor, at karen.clifton@adeca.alabama.gov or faxed to (334) 242-0712.

Please keep a complete copy of your application (including a copy of all completed and signed attachments) for your records.

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

A. 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 1974. The JJDP Act 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 juvenile and by developing community based treatment of youthful offenders.

Core Requirements

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. **Disproportionate Minority Contact (DMC):** 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 is the supervisory 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.

B. Project Focus Areas

The LETS Division is accepting applications for existing or new comprehensive and collaborative projects which address **Aftercare/Reentry** of juveniles in the juvenile justice system and projects which address the issues of **Truancy** in schools. Projects should be multi-faceted and include participation and collaboration from all relevant parties which may include, Judges,

Juvenile Probation Officers, District Attorneys, School Administrators, School Counselors, School Resource Officers, families of youth, etc. Proposed programs must be recognized evidence-based programs or provide documented evidence of program success with application. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) and OJJDP's Model Program Guide Website are two resources that applicants may use to find information about evidence-based programs.

- In the first and second year of funding subgrantees will work to develop and/or refine and fully implement their programs and develop resource materials which can be provided to other jurisdictions to enable them to implement similar programs in those areas. Subgrantees will then provide resource materials and technical assistance to other jurisdictions, who have been selected through an application process, to implement a similar program in their area.
- The programs will be evaluated annually and, dependent upon the success of the program, may be funded for a third year.

Program Area: Aftercare/Reentry

As noted in an analysis of Alabama's juvenile justice data from 2010, 68% of youth in the juvenile justice system had previous juvenile crime records. The literature on "aftercare" for juvenile offenders supports the idea that recidivism is a major issue and that evidence-based, collaborative programs that target the right populations and are well run, can make a difference. A recent meta-analysis of 30 studies on the effect of aftercare programs on recidivism found that studies in which participants had a mean age of more than 16.5 years exhibited robust positive results from aftercare programs. As adolescents mature, there is a greater expectation that they will exhibit the intellectual capacity to participate in and enjoy societal activities, so increasing the chance that the educational, skill-building, and therapeutic aspects of aftercare programs may be particularly effective for older youth (Weaver and Campbell, 2015). Another study, conducted in 2001, determined through a meta-analysis of 35 treatment programs for juvenile offenders that programs which targeted youth under the age of 15 were more successful at reducing recidivism when they included youths' families in their interventions (Latimer, 2001). This highlights the need to increase family involvement in aftercare programs in order to decrease recidivism in younger adolescents. Overall, it has been suggested that there be practical considerations of closely attuning programs to the age of their participants and to the dynamic factors associated with criminal risk at various age groupings (Van der Put et al., 2012).

There is evidence in the literature of a positive treatment effect of aftercare programs when the participants' predominant index offense is violent (Weaver and Campbell, 2015). This has important practical implications. For instance, various antisocial behaviors such as stealing, destruction of property, smoking, drug selling, truancy, and dropping out of school as well as negative attitudes such as dishonesty and favorability toward aggressiveness may all be linked to violent behavior (Hawkins et al., 1998). Thus, it is possible that aftercare programs are particularly effective in reducing the aforementioned problematic behaviors and attitudes in youth who are inclined toward violent criminal activities and this contributes to a reduced risk of recidivating.

In terms of treatment characteristics, there is substantial evidence that well-implemented aftercare programs can markedly reduce the likelihood of recidivism among participating youth (Weaver and Campbell, 2015). Indicators of well-implemented programs include the presence of aftercare professionals who demonstrate their commitment to the well-being of the youth

they are working with in a variety of ways, such as energetically engaging in supervisory and mentoring activities, providing referrals to service providers within the educational and occupational enhancement realms, and regularly participating in organizational activities. On the other hand, documented indicators of difficulties in program implementation include the level of contact between youth and professional staff during the aftercare program being less than initially anticipated, youth feeling abandoned by staff due to inadequate contact, staff turnover, and low levels of communication between relevant detention facility staff and community service providers.

Program Area: School Programs (Truancy)

Participants of the series of discussions facilitated by ADECA involving the SAG's Long-Term Planning Committee and a focus group of subject matter experts unanimously identified truancy as the most important juvenile justice issue in Alabama. These groups consisted of the top experts in juvenile justice in Alabama who brought a wealth of knowledge and experience to the discussions. The practical experience of the experts, coupled with the fact that about 30% of juvenile referrals in Alabama are from schools, contributed towards the overwhelming consensus that collaborative approaches focused on truancy reduction needed to be a priority for the state. Since truancy is often identified as one of the early warning signs of delinquent activity (Baker et al., 2001), collaborative truancy reduction programs, focused on life situations that initially lead youth to truancy and then to criminal activities, are expected to address the root causes of juvenile crime.

The literature on youth crime supports the current plan's concentration on truancy reduction in Alabama. For example:

- Nearly a decade ago, OJJDP cited a report compiled by the Los Angeles County Office of Education on factors contributing to juvenile delinquency. The report concluded that "chronic absenteeism is the most powerful predictor of delinquent behavior" and that "truancy is a stepping stone to delinquent and criminal activity" (Shuster, 1995).
- The Journal of Studies on Alcohol and Drugs published a study in 2010 examining the relationship between truancy, risky time with friends, and the escalation of substance abuse. In this longitudinal study of youth from seventh grade through high school, the researchers found that "truancy appears to be a robust predictor of substance use" (Henry and Thornberry, 2010).
- Evidence that dictates a collaborative approach to truancy and juvenile crime prevention can be found in several studies. Baker et al. (2001), Heilbrunn (2007), and Gonzales et al. (2002) all conclude that a variety of school, family, community, and individual characteristics contribute to the problem of truancy.

C. 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.

- Audit fees can be included in project budgets to cover the costs associated with an audit of the project.

D. 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.

E. Other Costs Generally Unallowable

Per the Subgrantee Administrative Manual (SAM)

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;

Fund raising;

Cost Allocation Plans;

Corporate formation;

Imputed Interest;

Other additional costs as stated in the SAM.

F. 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 to make sure all applications received are complete. 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 3 Juvenile Justice State Advisory Group members. Once an application is scored, all scores will be averaged and applications with acceptable scores will be recommended for funding. SAG members' ratings and any resulting recommendations are advisory only. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions 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 making awards. 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. school personnel, courts, Juvenile Probation Officers, alternative schools, families, etc.)
- Proposed no. of juveniles to be served
- Ability to complete project in a timely manner
- Project has a goal of self-sufficiency
- Interagency Coordination - Clearly outlines cooperation anticipated from other agencies or jurisdictions.
- Design Quality of the Application - The application is clearly written, supported by facts, and contains **measurable** objectives and performance indicators.
-

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

- 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, which is listed in this document.

G. Risk Assessments

Federal regulations now require grantees 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 receive an award until all issues are resolved. All assessments are unique and will be handled on a case-by-case basis.

H. Application Sections

Problem Statement – Is 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.

Goals and Objectives – Objectives are relevant, specific and measurable. They specify what outcomes the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do what by when and with what desirable result. 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.

Methods and Procedures – Tells the reader exactly what the project plans to do. It should be clear to the reader that the project has been well thought out, excellent planning is evident, and chances of success are documented as good. Project should be based on an approved evidence-based program or provide documented evidence of prior success. A two-year timeline of activities should be included.

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.

Budget/Budget Narrative – Proposed expenditures are reasonable and adhere to the guidelines. Equipment and personnel are documented as necessary. Each expenditure is explained in detail in the budget narrative.

- **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.

PART II – AWARD INFORMATION

A. Period of Performance

The LETS Division anticipates awarded projects to begin October 1, 2015 and to continue for a 24 to 36 month period.

B. Cost Matching

Cost matching is not required under Title II; Continuation funding for year three is contingent upon available federal funding and performance during previous years.

C. 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. Maximum available funding for the Purpose Area: Aftercare/Reentry is \$145,000 for two years. Maximum available funding for the Purpose Area: School Programs/Truancy is \$150,000 for two years. The Division anticipates awarding one to two projects for each of the stated Purpose Areas.

D. Method of Payment

In 2 CFR Part 200.305, the Subrecipient will be paid on an advance payment basis provided that it maintains a cash management plan, maintains or demonstrates the willingness and ability to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement by the Subrecipient. If the advance requested exceeds thirty (30) days, the subrecipient must provide a written explanation with the invoice requesting advance funds and is subject to approval by ADECA. Source documentation and a follow-up invoice must be

submitted to account for the actual expenditures made against advances. The Subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the Agreement. Source documentation for incurred expenditures must accompany all invoices. Subrecipients who are determined as high risk or fail to comply with general or specific terms of the federal award may be put on a reimbursement basis.

E. Program and Financial Reporting Requirements

Progress reports and financial reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must show actual subgrant receipts and expenditures, as well as provide an update on the project’s objectives. Failure to submit these 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 15 th
January 1 through March 31	April 15 th
April 1 through June 30	July 15 th
July 1 through September 30	October 15 th

PART III – APPLICATION CONTENTS

The Subgrantee Package can be found at the following website:
<http://adeca.alabama.gov/about/Pages/Funding-Opportunities.aspx>

Each application submitted must contain one (1) original and two (2) copies of their application package.

Each application must contain:

1. A Statement of the Problem that the proposed program will address;
2. Specific Goals and Objectives that will address this problem;
3. Methods and Procedures that will be implemented to perform the objectives and meet the goals;
4. The Evaluation Criteria that will be used to measure the progress and results of the project;
5. A detailed Budget and Budget Narrative that justifies the budget.

Additional Forms to be completed, signed and dated as required:

- i. Standard Subgrant Agreement Conditions and Assurances
- ii. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (sub-recipient)
- iii. Certification Regarding Lobbying
- iv. Disclosure Statement of Relationships Between Contractors/Grantees and Public Officials/Employees Pursuant to Executive Order 55
- v. Equal Employment Opportunity Program Certification
- vi. Resolution of Applicant for Matching Funds
- vii. Certification regarding Drug-Free Workplace requirements
- viii. Financial Questionnaire

PART IV – ADDITIONAL INFORMATION ON 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. A Resolution of Applicant for Matching Funds - The purpose of the resolution is to verify the applicants matching funds. Must be signed and completed before submission.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

Before preparing your application, take a few moments to review the information being provided. This will help you in providing the needed and correct information. Prior to submitting your application, make sure all of the information is included (use the checklist provided). Having someone else proof your application can be a great benefit to catch errors that you have overlooked. We want your application to be successful. Please contact our office with any questions or concerns.

PART V – APPLICATION CHECKLIST

**Alabama Department of Economic and
Community Affairs**

**Law Enforcement and Traffic Safety Division
Juvenile Justice Title II Part B Formula Grant**

Sections		
	YES	NO
Cover Page (completed and signed by Authorizing Official, Financial Officer, and Project Director)	<input type="radio"/>	<input type="radio"/>
Statement of Problem	<input type="radio"/>	<input type="radio"/>
Goals and Objectives	<input type="radio"/>	<input type="radio"/>
Methods and Procedures	<input type="radio"/>	<input type="radio"/>
Evaluation Criteria	<input type="radio"/>	<input type="radio"/>
Budget and Budget Narrative	<input type="radio"/>	<input type="radio"/>
Is Budget Narrative signed by Financial Officer?	<input type="radio"/>	<input type="radio"/>
Required Documents		
	YES	NO
Standard Subgrant Agreement Conditions and Assurances	<input type="radio"/>	<input type="radio"/>
Certification Regarding Debarment, Suspension, Ineligibly, and Involuntary Exclusion-Low Tier Covered Transactions	<input type="radio"/>	<input type="radio"/>
Certification Regarding Lobbying	<input type="radio"/>	<input type="radio"/>
Disclosure Statement	<input type="radio"/>	<input type="radio"/>
Equal Employment Opportunity Certification	<input type="radio"/>	<input type="radio"/>
Resolution of Applicant for Matching Funds	<input type="radio"/>	<input type="radio"/>
Certification Regarding Drug-Free Workplace	<input type="radio"/>	<input type="radio"/>
Financial Questionnaire	<input type="radio"/>	<input type="radio"/>