STATE OF NEW JERSEY

**Stationhouse Adjustment Support Initiative**

**Department of Law & Public Safety**

**Juvenile Justice Commission**

**Application**

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

**SUBGRANT PERIOD:**

**June 1, 2020 – May 31, 2021**

**DATE APPROVED**

**GRANT NUMBER**

**DUNS NUMBER: CCR NUMBER:**

**Applicant Cover Page**

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| Name of Applicant: |  |

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| Address: | City:      **,** New Jersey Zip: |

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| County: |  |

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| Project Director: |  |

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| Telephone: | (   )       - | Fax: | (   )       – |

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| Email Address: |  |

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| Contact Person: |  |

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| Mailing Address: | City:     **,**New Jersey Zip: |

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| --- | --- | --- | --- |
| Telephone: | (   )       - | Fax: | (   )       - |

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| Email Address: |  |

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| Financial Officer |  |

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| Mailing Address: | City:     **,** New Jersey Zip: |

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| Telephone: | (   )       – | Fax: | (   )       – |

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| Email Address: |  |

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| Total Amount of JJDP Funds Requested | $ |

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| --- | --- |
| Name/Title |  |

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| --- | --- |
| Signature: |  |

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| JJC Staff Signature |  |

**Purpose**

The purpose of this NOAF is to provide immediate, short-term sanctions and/or services for low-level juvenile offenders as part of the stationhouse adjustment process by reducing the number of youth for whom delinquency complaints are filed in court, specifically the number of complaints filed for youth of color. The goal of this initiative is to increase law enforcement’s use of stationhouse adjustments to prevent youth from progressing further into the juvenile justice system and to address the overrepresentation of youth of color in the formal system. The Governor's Juvenile Justice and Delinquency Prevention (JJDP) Committee aims to ensure that communities in which high levels of arrests and referrals to court are comprised of minority youth have access and ability to effectively utilize stationhouse adjustments. The JJDP Committee will make this competitive funding opportunity available to municipalities with high instances of juvenile arrests and referrals to Family Court as reported in the 2017 Uniform Crime Report arrest data.

**Funding Available: $400,000**

* Start and end date: June 1, 2020 – May 31, 2021
* Number of awards to be made: Number of awards will be based on the number of approved applications. Applicants can apply for up to $50,000.

1. The JJDP Committee reserves the right to distribute remaining funds to or among those municipalities who are selected to be awarded funding or are the next highest scoring applicant for funding.
2. This is a reimbursement grant.
3. For the purposes of this application, police departments in the following municipalities or Non-Profit and For-Profit Organizations located in or serving the following municipalities may apply for funding:

* Atlantic County

Atlantic City

* Bergen County

Cliffside, Lodi, and Ridgewood Village

* Burlington County

Burlington City, Evesham Township, and Willingboro

* Camden County

Camden City, Cherry Hill, and Gloucester Township

* Essex County

Bloomfield, Irvington, Newark City, and West Orange

* Hudson County

Bayonne City, Jersey City, North Bergen

* Mercer County

Hamilton Township, Lawrence Township, and Trenton City

* Middlesex County

East Brunswick, Edison Township, North Brunswick

* Monmouth County

Asbury Park City, Neptune Township, and Ocean Township

* Ocean County

Lakewood

* Passaic County

Clifton City, Passaic City, and Paterson City

* Union County

Elizabeth

**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 depending 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 the 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 the JJC or an event of default under a grant agreement and the 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 the 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 the JJC to expend funds beyond the termination date set in a grant agreement.

**Organizations that are eligible to apply for funding under this program:**

Partnerships between/among police departments and community-based organizations are strongly encouraged to strengthen the level of support given to youth participating in stationhouse adjustments. If the lead applicant is not a police department, the partnership must be clearly defined in a Letter of Commitment or Memorandum of Understanding/Agreement (MOU/MOA) between the police department and the partnering agency who is the lead applicant. The Letter of Commitment or MOU/MOA must be submitted with the application.

* Eligible applicants are the police departments listed above or Non-Profit and For-Profit Organizations located in or serving the eligible municipalities listed above.
* State agencies are NOT eligible to apply.

**Qualifications needed by an applicant to be considered for funding**

* Must have a DUNS number. A DUNS number is used to track Federal assistance applicants, recipients, and sub-recipients. For further information visit on-line at <http://www.dnb.com/us>.
* Must not have been debarred or suspended from doing business with any unit of government. Applicants must be in good standing with all federal, state, and county agencies with which they have or had an existing grant or contractual agreement (including any grants with the Juvenile Justice Commission).
* Where appropriate, must hold current state licenses, permits and certificates.

**Application Format**

The following scored components must be included in the grant application. Applications that do not score at least 80 points out of a possible 100 will not be considered for funding. The application format must include the section headings listed below. Each section must address the subsequent questions in that section. The application must be double-spaced using a standard 12-point font and must not exceed 10 pages, not including attachments.

**Application (100 points total)**

**Agency Capacity (10 points)**

1. Describe the implementing agency, its mission and services
2. Include a table of organization (as an appendix).
3. Describe current staffing, roles and staff experience with juvenile matters.
4. Describe current and past instances of interagency collaboration related to stationhouse adjustment and their outcomes.
5. Describe the current Stationhouse Adjustment process.

**Program Description and Current Data (20 points)**

1. Provide a brief description of services to be provided and the anticipated length of participation.
2. The intended use of this funding is to support a reduction in the number of youth against whom delinquency complaints are filed in court, specifically the number of complaints filed against youth of color. Describe how the proposed program design will achieve such reductions.
3. Describe your target population. How does serving that population help you address racial and ethnic disparities?
4. What offenses will be eligible for a youth to participate in this program?
5. Describe any special policies that exclude station house adjustments for certain offenses.
6. How will programs/services be coordinated with existing resources?
7. Describe the referral process for stationhouse adjustment and related services.
8. Describe what, if any Restorative Justice practices will be utilized in the proposed program.
9. Please include the following demographic data for your jurisdiction:
   1. Youth population, ages 10-17, for your jurisdiction in 2018 by race, ethnicity and gender
   2. Number of juveniles arrested between January 1, 2018 to December 31, 2018 by race, ethnicity and gender
   3. Number of juveniles stationhouse adjusted from January 1, 2018 to December 31, 2018 by race, ethnicity and gender.
   4. Number of juveniles arrested for non-index offenses in your jurisdiction in 2018.
   5. How many were adjusted for these same offenses? How many were referred to court for these same offenses?

**Collaboration (15 points):**

If the lead applicant is not a police department, a formal collaboration between the lead agency and the police department is required. The application must therefore include Letters of Collaboration/Commitment or a Memorandum of Agreement/Understanding (MOA or MOU) describing the roles of both the lead agency and the police department. Due to the important role prosecutors have in determining what offenses may or may not be stationhouse adjusted, applicants are also strongly encouraged to collaborate with the County Prosecutor’s Office. Applications that include a Letter of Collaboration/Commitment from the Prosecutor’s Office that confirm the program’s eligibility criteria and goals will receive additional points. Describe any other collaborations or partnerships that are part of the proposed stationhouse adjustment program and include any additional Letters of Collaboration/Commitment that confirm these partnerships.

**Goals, Objectives and Proposed Logic Model Table[[1]](#footnote-1) (20 points)**

The goal of this initiative is to increase the use of stationhouse adjustments to prevent youth from progressing further into the juvenile justice system and to address the overrepresentation of youth of color in the formal system. Funds should be used to ensure that law enforcement in communities with high levels of juvenile arrests and referrals to court can effectively utilize stationhouse adjustment, particularly for youth of color. List your objectives, expected outcomes, and evaluation method. All objectives must be quantified, with at least one objective indicating the total number of youth to be served during the project period as well as the number of youth to be served at any given time. Additionally, at least one objective should reflect the impact on youth of color specifically. Each objective should have a measurable outcome and an evaluation method to determine how the stated outcomes will be achieved. Applicants must complete a logic model (page 16) that illustrates how the performance measures are related to the project’s problems, goals, objectives, and design.

**Program Evaluation** **(10 points)**

1. Describe how you plan to evaluate the effectiveness of the stationhouse adjustment program.
2. What method of data collection will be used to capture demographic information for each program participant (age, race/ethnicity, gender, etc.)?
3. How will each outcome be measured?

**Project Personnel (5 points)**

Describe who will be responsible for implementing this project and to whom this person reports. Who will be responsible for the programmatic reporting of this project? Who will be responsible for the fiscal operation and reporting of the project? List all personnel required to carry out activities. If awarded, individuals who are working directly with youth participants must have a background check performed.

**Budget and Budget Narrative[[2]](#footnote-2) (20 Points)**

Please provide a detailed operating budget for the project period **and** a budget narrative justifying each budget line item. Requested budget items must clearly be related to services and activities described in the Activities Section of the program model table. Please include accurate and practical costs for facility rental, consumable supplies, equipment, printing, and copying, if applicable.

Staff mileage may be reimbursed with federal grant funds up to the State approved rate of $.35 per mile. If the applicant agency’s rate of mileage reimbursement is higher than the State approved rate, the additional cost may be supplemented with other funding sources. Estimated cost details of the project's budget should be itemized on the Proposed Budget Form. Costs should be broken down as indicated within the column headings. The Budget and Budget Narrative must be presented under the following allowable categories, as applicable:

1. **Salaries and Wages, and Fringe** – list each staff funded by this grant the in the budget table provided. If you indicated that fringe benefits will be paid with grant funds, you must provide the calculation of how you came to the percentage for fringe benefits.  This percentage should be a combination of insurance, FICA, taxes, disability, etc.)
2. **Purchase of Services** – (up to $81.25 per hour or up to $650.00 for an eight-hour day). Fees are to be reasonable and consistent with similar services in the marketplace. For all purchases of services, include the resumes of individuals or qualifications of organizations performing the duties.
3. **Travel, Transportation, Subsistence –** (mileage reimbursement is limited to the allowable state rate of $.35 per mile. Show travel costs by estimating the number of trips, multiplied by the estimated cost per trip. Where possible, show the proposed destination and purpose of the trip(s).
4. **Consumable Supplies, Postage & Printing -** Estimate the cost of materials directly required for the project or program, such as office supplies, postage, printing and other expendable materials needed during normal operation of the project or program. All materials must be individually itemized. Also include equipment items with a unit cost of $25 or less.
5. **Facilities, Office Space, Utilities, Equipment Rental**- Estimate the cost of office space rental, furniture or equipment, maintenance costs, equipment maintenance contracts, utilities, telephone, etc. Show the cost per square foot for office space. Note that rent may not be charged for the use of public buildings, however, actual costs that can be accounted for may be charged.
6. **Indirect Costs** –See Department of Law & Public Safety Indirect Cost Rate Fact Sheet. Provide a detail break down of the indirect cost.

**The following costs are not allowable:**

1. Supplanting: Funds must be used to establish a program where none previously existed or to expand existing program activities, but these funds **cannot** replace those funds which have been appropriated for the same purpose.
2. Food: Funds awarded under this grant cannot be used for meals and refreshments at meetings, trainings, or conferences. However, grant funds can be used to provide food/refreshments for youth during programmatic events that are a direct provision of services.
3. Construction, expansion or building renovation
4. Purchasing or acquiring land
5. Vehicle acquisition
6. Lobbying
7. Bonuses, commissions or honorariums

The cost of all items will be reviewed to determine acceptability. Costs generally allowable may be rejected if it is determined that such costs are deemed excessive or not integral to the success of the project or program.

**Procedures for eligible organizations to apply**

The Application and required attachments/forms[[3]](#footnote-3) should be submitted via email to [jjdpcommittee@jjc.nj.gov](mailto:jjdpcommittee@jjc.nj.gov). “*Stationhouse Adjustment Support Initiative Application”* should be included in the subject of the email.Required attachments and forms are available at <http://www.nj.gov/oag/jjc/noafs.htm>.

Applicants must complete and submit the application and all required attachments/forms by the submission deadline. Applications that do not comply with the requirements of the Notice of Availability of Funds or are received after the submission deadline will be administratively rejected. Applications that do not score a minimum of 80 out of 100 possible points will not be considered for funding.

Please note that applications are being accepted via **e-mail address ONLY at** [**jjdpcommitte@jjc.nj.gov**](mailto:jjdpcommitte@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 3/20/2020.

**Applicant Bidders Conference**

To assist candidates in applying for these funds, a bidder’s conference will be held 2/21/2020 at 10am, at the JJC’s Central Office, 1001 Spruce Street, Trenton, NJ Suite 202. The bidder’s conference is not mandatory, but its highly recommended that a representative from the lead applying agency/organization attend. 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. Please R.S.V.P via email to [JJDPcommittee@jjc.nj.gov](mailto:JJDPcommittee@jjc.nj.gov) by 2/17/2020 if you are attending the bidder’s conference.

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

Applicants will be notified no later than 4/17/2020.

**Post award Meeting**

To assist successful applicants to understand the award process, a mandatory post award meeting will be held on 4/24/20 at 10am, at the JJC’s Central Office, 1001 Spruce Street, Suite 202, Trenton, NJ 08638. The project director and a fiscal representative are required to attend.

**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.

***Forms Included below***

1. Proposed Budget
2. Budget Narrative
3. Proposed Logic Model

***Not included in application but MUST be included with application submission. These documents can be found at*** [***www.nj.gov/oag/jjc/noafs.htm***](https://www.nj.gov/oag/jjc/noafs.htm)

1. A Letter of Commitment or MOU/MOA from the local police department, if the Police Department is NOT the lead applicant.
2. Application Authorization Form
3. Federal Single Audit Requirements Certification & New Jersey State Audit Requirements Form
4. Proof of Compliance with Single Audit Act
5. Certification of Debarment, Lobbying, Suspension and other Responsibility Matters and Drug Free Workplace
6. Department of Law & Public Safety Debarment & Suspension Certification
7. Copy of Agency’s Federally approved indirect cost rate, if applicable.

**If awarded the following documents are required:**

* Title II Award Conditions and Assurances
* Federal Financial Accountability & Transparency Form (FFATA)
* Resolution & Certification with Seal
* Civil Rights Compliance Checklist/Questionnaire
* Department of Justice Equal Employment Opportunities Plan (EEOP) Certification Checklist
* Department of Justice Compliance with Equal Employment Opportunities Plan (EEOP) Requirements
* Certificate of Compliance w/LPS Online Civil Rights Training
* Office of Justice Programs Certification regarding Debarment, Suspension, Ineligibility & Voluntary
* Disclosure of Lobbying Activities
* Proof of System for Award Management (SAM) Status
* Vendor Certification & Political Contribution Disclosure Form

**STATIONHOUSE ADJUSTMENT SUPPORT INITIATIVE**

**PROPOSED BUDGET FORM**

**Agency:**

**PROJECT PERIOD: June 1, 2020** to **May 31, 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET CATEGORY** | **FEDERAL SHARE**  **(JJDP Funds)** | **OTHER**  **FUNDING**  **SOURCE** | **PROJECT TOTAL** |
| 1. **SALARIES AND WAGES** | **$** | **$** | **$** |
| **- FRINGE BENEFITS** | **$** | **$** | **$** |
| 1. **PURCHASE OF SERVICES** | **$** | **$** | **$** |
| 1. **TRAVEL, TRANSPORTATION, SUBSISTENCE** | **$** | **$** | **$** |
| 1. **CONSUMABLE SUPPLIES, POSTAGE, PRINTING** | **$** | **$** | **$** |
| 1. **FACILITIES, OFFICE SPACE, UTILITIES, EQUIPMENT RENTAL** | **$** | **$** | **$** |
| 1. **INDIRECT COSTS** |  | **$** | **$** |
| **TOTAL PROJECT COST** | **$** | **$** | **$** |

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

**Budget Narrative**

A budget narrative must be attached for both federal and other funds. For category A, complete the chart provided, the name, number of hours per week, salaries and fringe for each staff member. For category B thru E, 1) show allowable costs for each proposed activity and provides a brief narrative statement that supports/links these costs with project activities; 2) demonstrates how the applicant arrived at the amounts requested using an equation (e.g., rate of pay x hours, days, or weeks = total request); 3) describes other funding sources and contributions (source(s) and amount, if applicable).

1. **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. If you indicated that fringe benefits will be used, you must provide the calculation of how you came to the percentage for fringe benefits. This percentage should be a combination of insurance, FICA, taxes, disability, etc.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Hourly Rate | # of hours | Total Salary | Fringe, if applicable | Total cost |
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Narrative for salaries, wages and fringe:

1. **Purchase of Services:**

Funds in the amount of $      will pay for

1. **Travel, Transportation, And Subsistence:**

Funds in the amount of $      will pay for

1. **Consumable Supplies, Postage, Printing:**

Funds in the amount of $      will pay for

1. **Facilities, Office Space, Utilities, Equipment Rental:**

Funds in the amount of $      will pay for

1. **Indirect Cost:**

Funds in the amount of $      will pay for

**Stationhouse Adjustment Support Initiative**

PROPOSED LOGIC MODEL

**Applicant** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Activities** | **Outputs** | **Outcomes** |
| 1. \*Increase the number and percent of minority youth participating in all stationhouse programs. 2. Decrease the number of complaints filed in court for the eligible offenses identified in program description 4. 3. Decrease the number of complaints filed in court against minority youth for the eligible offenses identified in program description 4. 4. Serve       of youth annually. 5. Serve up to       youth at any given time. |  | ***Mandatory Measures*** | ***Mandatory Measures*** |
| Number of MOUs developed  Number of youth to be served annually by race/ethnicity in this program  Average length of stay in program  Total number of service hours provided to program youth | \*Number & percent of minority youth participating in all stationhouse adjustment programs  Number & percent of complaints filed in court for eligible offenses identified  Number & percent of complaints filed in court against minority youth for eligible offense identified  Number & percent of program youth who offend during the reporting period  Number & percent of youth completing program requirements |

\*NOTE: “All Stationhouse Adjustment Programs” include those that are active and funded by any funding source, not limited to JJDP funds.

1. The Proposed Logic Model Table can be found on page 16 [↑](#footnote-ref-1)
2. The proposed budget and budget narrative forms can be found on page 13 – 15. [↑](#footnote-ref-2)
3. A list of required attachments and forms can be found on pages 10 - 11. [↑](#footnote-ref-3)