

**Commonwealth of Massachusetts Executive Office of Public
Safety and Security
Office of Grants and Research**



**Juvenile Justice and Delinquency Prevention Act
Title II Formula Grant Program
Availability of Grant Funds**

Applications are due by Monday, July 15, 2024

**Maura T. Healey
Governor**

**Terrence M. Reidy
Secretary**

**Kimberley L. Driscoll
Lieutenant Governor**

**Kevin J. Stanton
Executive Director**

Introduction and Program Background

The Office of Grants and Research (OGR), an agency that is a part of the Executive Office of Public Safety and Security (EOPSS), is the designated State Administering Agency for the Title II Formula Grants Program awarded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

The Formula Grant is authorized by the Juvenile Justice and Delinquency Prevention Act (JJDP Act) of 1974, as amended. It provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects (directly or through grants and contracts with public and private agencies) for the development of more effective juvenile justice-related education, training, research, prevention, diversion, treatment, rehabilitation, and system improvement efforts. The JJDP Act allows states to designate Formula Grant money to fund projects that offer a high probability of improving the functioning of the juvenile justice system, prevent at-risk youth from entering the juvenile justice system, and intervene with system-involved youth to provide positive guidance and reduce the chances of further juvenile justice system involvement. OJJDP strongly encourages states to use a developmentally-appropriate and trauma-informed framework to inform and connect youth justice work to the development of individual and multiagency comprehensive state plans that support the well-being of all youth.

OGR intends to make up to \$150,627.00 available from the FY21 Title II Formula Grant funds prevention for **state agencies**, **municipality police departments** and **nonprofit 501c3 organizations** to competitively solicit federal funding. OGR will prioritize funding for pre-existing, promising, or evidence-based juvenile justice programs and activities (as defined by OJJDP) that provide delinquency prevention. It is anticipated that the maximum award amount will be \$50,000.

Important Highlights

Key Dates

AGF Posted	June 20, 2024
Application Due	Monday, July 15, 4:00 p.m.
Award Notification (Tentative)	August, 2024
Performance Period (Tentative)	September 1, 2024 – August 31, 2025

Applicant Eligibility

For the purposes of this AGF, **state agencies**, **municipal police departments**, and **nonprofit organizations** are all eligible to apply. A police department can apply on behalf of a school or another local government unit to carry out the requested services, but the police department will retain its status as the main applicant. Successful awardees will be eligible for one additional continuation award.

Evidence-Based/Promising Programs

The Office of Justice Programs (OJP) and OGR strongly emphasize the use of data and evidence in policy-making and program development in criminal justice. OJP and OGR are committed to:

- improving the quantity and quality of programs and strategies that are evidence-based;
- integrating evidence into program, practice, and policy decisions; and
- improving the translation of evidence into practice.

Evidence-based is defined as those programs and practices whose effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence

documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence relies on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which one would consider a program or practice to be evidence-based or promising.

Award preference will be given to applicants who are implementing programs, services, and activities that are supported with evidence to show a likelihood of success. OJP's Crime Solutions website <http://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs and practices in criminal justice, juvenile justice, and crime victim services. Applicants are also encouraged to review the evidence-based policing programs and strategies matrix available through the Center for Evidence-Based Policy at George Mason University at <http://cebcp.org>. Applicants may also utilize other websites of a similar nature, but please be sure to describe the programs and activities in great detail when submitting an application, regardless of where the information is obtained. Do not assume that the reviewers know or understand the programs and services outlined in your application.

Along with adequate organizational capacity, relevant programmatic experience, and dedication to effective programming, it is expected that applicants chosen for an award will have in-depth understanding of the Massachusetts juvenile justice system (including its processes and various stakeholders) and knowledge of how to successfully implement their proposed programmatic components in the context of the Massachusetts' juvenile justice system. In addition, to the extent possible, OGR intends to support projects within the chosen program areas that also strive to address racial and ethnic disparities in the juvenile justice system, also known as Racial and Ethnic Disparity (R/ED), and promote Positive Youth Development (PYD).

*Please refer to **Appendix A** for additional resources on national and state juvenile justice data, programming and information on R/ED and PYD.*

Information Regarding Potential Evaluation of Programs and Activities

Funded sub-recipients will be expected to cooperate with any program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OGR for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data required under this program.

Formula Grant Program Areas and Definitions

Eligible applicants may apply for funds to implement a project that falls under one or more of the three Formula Grant Program Areas listed below. The age limit for youth to be served with these funds must fall under the age of 18 (unless such an individual is currently under the supervision of the juvenile justice system, including the Department of Youth Services).

1. **Juvenile Delinquency Prevention/Diversions:** Programs to divert youth from entering the juvenile justice system, including restorative justice programs such as youth or teen courts, victim-offender mediation, and restorative circles. *Programs proposing to increase the availability and improving the quality of diversion programs for minorities who come in contact with the juvenile justice system, are highly encouraged to apply.*

Generally, Diversion programs are services designed to divert youth from court involvement. In the criminal justice system, a prosecutor will use it as a form of sentencing that allows a nonviolent criminal offender the option to participate in a particular program to avoid criminal charges and a criminal record upon successful completion. The program is often designed to educate the youthful offender with the hope of preventing future offenses. Diversion programs are most likely under the authority of a District Attorney's Office or local Police Department and often are collaborative efforts with the local courts and third-party prevention/intervention service providers.

If a third-party prevention provider wishes to apply for funding under this priority area (be the primary applicant instead of a District Attorney's Office or Police Department), an applicant must have a signed letter of support from the District Attorney's Office and/or Police Department stating that a formal juvenile diversion partnership and program currently exists and that the District Attorney's Office and/or Police Department will continue to refer juvenile diversion participants deemed eligible for prevention or intervention services to such third party provider (primary applicant).

2. Reducing Racial and Ethnic Disparity (R/ED)*

As previously stated, it is strongly recommended (when possible and if applicable) that projects attempt to address the issue of R/ED. R/ED refers to programs, research, or other initiatives primarily to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system. Under the JJDP Act, states are required to make efforts to reduce the levels of racial and ethnic disproportionality within their juvenile justice systems. As part of the Commonwealth's commitment to address R/ED, applicants are being encouraged to describe ways in which their projects may reduce R/ED.

3. Positive Youth Development (PYD) Approach*

PYD is commonly described as programs that assist delinquent and at-risk youth in obtaining a sense of safety and structure, belonging and membership, self-worth and social contribution, independence and control over one's life, and closeness in interpersonal relationships.

Applicants are encouraged to incorporate (when possible and if applicable) a PYD approach. PYD focuses on rehabilitation and prevention efforts that have a holistic understanding of the ways youth lives are impacted by – and may be strengthened by – overlapping sets of relationships and spheres of life (e.g., family, school, work, community, etc.). It seeks to empower youth and find ways to promote pro-social healthy development by recognizing and encouraging the further development of client strengths and giving them a voice in the programming that they participate in. As with R/ED, while not a strict requirement for proposals to receive funding, the extent to which a program incorporates a PYD approach may aid in a favorable evaluation of the proposal.

*Please refer to **Appendix A** for more information on R/ED and Youth Development, Performance Measures, and Research Links

Fund Disbursement

This is a cash reimbursement grant. Funding will be disbursed quarterly for services and expenses incurred during the reporting period. Additional details about the financial reporting requirements will be provided at the time awards are made. There is **NO** match required for this award.

Grant Compliance

Please refer to **Appendix B** for subrecipient grant requirements.

Application Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals. All applicants will be required to submit an [Online Application](#) of their proposal.

The online application can be found here:

[SFY2024 Title II Formula Grant Application \(cognitofrms.com\)](#)

Section I. Applicant/Project Information

Agency Contact and Fiscal Information

Indicate the state agency, unit of local government, or nonprofit 501c3 organization's name, address, Authorized Signatory, grant contact, fiscal contact information, UEI number, and SAM registration confirmation.

Funding Request

Indicate the exact amount of federal funds being requested.

Formula Grant Program Area

Check the most appropriate.

Project Summary

Provide a brief summary of the type of initiative to be funded through this application (250 words)

Non-Supplanting

Attest to non-supplanting of federal dollars for the stated project.

Signature

The submitted application must be signed by the Authorized Signatory of the agency identified on the application.

Section II. Application Narrative

The narrative is composed of four sections: Needs Assessment, Applicant Capacity, Project Description, and Goals, Objectives, Activities, Timeline, Performance Measures and Evaluation.

A. Needs Assessment (3-page limit)

At a minimum, the Needs Assessment should address the following:

- Provide a description of the agency or community to benefit from this application.
- Describe the need, nature, and extent of the juvenile justice problem to be addressed and its effect or consequences for the impacted community.
- Describe the intended target population using demographics and other data where possible, and discuss risk factors faced by this target population.
- Identify and describe the sources or methods used for assessing the juvenile justice problem.

Applicants must support **all** statements made with up-to-date statistical or other factual information/data or relevant literature.

B. **Applicant Capacity (3-page limit)**

Discuss organizational capacity to carry out the proposed project and related activities, including:

- Describe agency qualifications and history of implementing similar programs and/or with the targeted population.
- Describe the ability to provide trained staff to deliver the services required by the proposed project.
- Describe the proven track record and commitment of the management team proposed for project.
- Describe collaboration among community groups, state agencies, juvenile court, criminal justice agencies, and/or other juvenile justice stakeholders.

C. **Project Description (3-page limit)**

Applicants must thoroughly describe the program, strategy, and/or activity to be implemented. Do not assume that the reviewer knows the intent or benefit of the program or goods being requested. Additionally, the applicant should discuss (if applicable) how the program intends to address R/ED and the extent to which the program will incorporate a PYD approach. The following should be addressed:

- Clearly describe the programming/initiative being proposed.
- Discuss how the proposed programming/initiative directly correlates to the needs assessment provided.
- Describe how the project prevents juvenile delinquency.
- Describe the link between research (evidence-based) and the proposed program and, if possible, any previous evaluation results of the program or strategy to be replicated or expanded.
- Please include the names of any collaborating agencies and/or partners, such as community and business groups, local officials, and nonprofits. Include a detailed description of each partner's role in addressing the problem as outlined in the application. If there are no collaborating agencies and/or partners for this project, please state "N/A – no collaborating agencies and/or partners."
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations) to implement all or some of the proposed activities, a Memorandum of Understanding (MOU) should be included as an upload to the online application and contain the following information:
 - Summary of each agency's role and responsibilities specific to the proposed project;
 - Clear outline of deliverables, timeframes, hours, and rates of compensation;
 - Explain (if applicable) how the program will address the over-representation of minority youth in the juvenile justice system; and
 - Describe (if applicable) how the project reflects PYD values and will incorporate a PYD approach in its programming.

D. **Goals and Objectives, Activities, Timeline, Performance Measures, and Evaluation**

Applicants must clearly state the goals and objectives and the expected benefit (outcome) for the agency and community as a result of receiving Formula funding. (The Online Application will allow for up to three Goals.)

Goals: Goals are broad statements that describe the program's intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program

should be clearly stated, realistic, and must be attainable and measurable. In stating your goals, be careful to describe the desired end and not the means to the end.

Objectives: Objectives describe the program activities that support the goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or program activity must answer the questions: Who or what will change? Where will change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to program progression. The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities and Timeline: Provide the primary activities to be carried out within the proposed program period. Please include:

- List of major tasks/activities, and
- Start and end dates of each.

Performance Measures/Evaluation: List the performance measures that will demonstrate progress toward achieving the goal(s). Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of developing performance measures is to determine the extent to which the program's funded activities have achieved the program's goals. Specifically, by collecting data and measuring progress, administrators will be able to identify and document:

- The program's success/failure at meeting its initial goals and objectives,
- Whether the program is serving the intended target population (e.g., number of offenders who completed the substance abuse treatment program),
- Whether the volume of program participants is what was originally intended,
- Whether the program components were implemented as originally planned,
- Problems encountered in implementing the program, and
- Whether the program is achieving its desired impact.

Applicants will be evaluated on whether the proposed goals and objectives/activities are feasible, the timeline reasonable, and the performance measures attainable.

All applicants must continuously evaluate their programs, services, and activities to monitor success. Realistic and adequate performance measures must be developed at the outset of the program. In this section, applicants are expected to explain their plans to collect data and measure their program's progress. The measures should be statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives. Applicants are strongly encouraged to clearly explain their data collection methodology, frequency, and analysis in relation to the program's performance measures, and how this self-assessment strategy will be integrated into the overall program operations.

All awardees will be required to submit quarterly OGR and federal progress reports, in addition to a federal year-end report on the output and outcome performance measures that are *identified as mandatory* for their project's respective Formula Grant Program Area. A list of definitions and questions can be found in **Appendix C**.

Section III. Budget Narrative/Budget Excel

The Budget Narrative should give an overall description and justification of the cost categories requested on the Budget Excel Worksheet (refer to **Attachment A**). Applicants should use this section to further describe why there is a need for each category included in the budget, including any hires under personnel, a particular training being requested, supplies needed, etc. Cite any local procurement rules/regulations required in order to purchase the items or services described. If known, include information on the vendor that will be utilized for stated project and/or describe the process utilized to select a vendor/contractor. Reviewers need to see how the budget items correlate to the program, activity, or strategy as described in the Program Narrative section. Applicants may submit a budget for up to 12 months.

Matching funds are NOT required for this application.

Applicants must also complete a Budget Excel Worksheet (refer to Attachment A). Please be sure to complete both Excel tabs (Summary Tab and Details Tab) and upload and submit the Worksheet in Excel format with your application response.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full- or part-time regular salaried employees working on the grant. Overtime is also permitted, but for sworn uniform law enforcement officers only.
Fringe Benefit Costs	<p>Eligible costs include the <u>employer share</u> of the following:</p> <ul style="list-style-type: none"> • Life insurance, • Health insurance, • Social security costs, • Pension costs, • Unemployment insurance costs, and • Workers compensation insurance. <p>Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization. Rate computations must be included.</p> <p>Include copy of approved rate agreement in the application response.</p>
Indirect Costs	<p>Costs can only be shown here if the applicant has a federally-approved indirect cost rate. If the applicant's accounting system permits, costs may be allocated to the applicable direct cost category in the budget, including the category "other" if the costs being identified do not fit into one of the specific direct cost categories. Include copy of rate agreement in the application response. If applicants do not have a federally approved rate, they can use the de minimis rate of 10%.</p>

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	<p>Consultant or contractor fees.</p> <p>The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day and/or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception not the rule.</p>
Equipment Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment. Must be directly related to program implementation.
Travel Costs	<p>Travel directly related to the purpose of the grant.</p> <p>In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.62 per mile, as well as the actual costs of tolls and parking.</p> <p>No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.</p>
Other/Supply Costs	Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).

Unallowable Costs

For this AGF, funds cannot be used directly or indirectly for any of the following:

- Construction; or
- Food or beverages for trainings, conferences, or staff meetings.

Submission Process and Deadline

Submit [Online Application Form](#) including all attachments no later than July 15, 2024, at 4:00PM.

-Emailed submissions will not be accepted. Please let OGR know if you have any questions regarding the online application. All questions can be directed to Samantha.frongillo@mass.gov.

The [online application](#) must be completed and submitted with the following required attachments uploaded:

- Attachment A: Budget Excel Workbook uploaded in Excel format, not PDF
- MOU/Letter of Support, if applicable
- Additional Materials, if needed: Approved Fringe Rate Agreement, Federally-Approved Indirect Cost Rate Agreement, etc.

Review Process

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored by three reviewers based on the following criteria:

- Applicant and project information (3 points)
- A Needs Assessment, including the use of data to demonstrate need/issues to be addressed (20 points);
- Applicant Capacity description (12 points);
- A Project Description that clearly describes the program, strategy, or activity to be implemented and the benefits to the department and/or community (25 points);
- Goals and Objectives, Activities, Timeline, Performance Measures, and Evaluation that are feasible and ensure all goods and services will be received and paid for within the anticipated grant period (15 points); and
- A detailed, reasonable, relevant, and complete budget (25 points)

Per Executive Order NO. 522, the state advisory group shall have the opportunity to review and comment on all juvenile justice and delinquency prevention grant applications submitted to the EOPSS Office of Grants and Research, its comments to be provided no later than thirty days after the submission to the JJAC of any such application.

Notification of Awards

Funding decisions are at the discretion of the Executive Director of OGR and the Secretary of Public Safety and Security. It is tentatively anticipated that the Title II Formula awards will be announced in August 2024.

OGR reserves the right to adjust maximum award obligations and/or award additional proposals recommended for funding by the peer reviewers if additional funds become available at the time the initial awards are made.

III. Proposal Checklist

Please Note: The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

Hard copy applications are NOT required.

This AGF and all other required documents can be found on our website:

<https://www.mass.gov/info-details/title-ii-formula-grant-program>

- Submitted, Digitally Signed, [Online Application](#) – Please notify OGR immediately if applicant is unable to utilize the online application.
- Budget Excel Worksheet (Attachment A) with both the Summary and Detail sheets completed, uploaded to the online application in Excel format
- MOU/Letter of Support (if applicable) uploaded to the online application
- Additional Materials (if applicable) uploaded to the online application