

**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**

**Charles D. Baker**  
Governor

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

## Title II Formula Grant Program

Availability of Grant Funds  
Applications Due: May 9, 2018

### Introduction and Program Background

The Massachusetts Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR) is the designated State Administering Agency for the Title II Formula Grant 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.

In consultation with the Massachusetts Juvenile Justice Advisory Committee (JJAC), for the purpose of this Availability of Grant Funds (AGF) opportunity, OGR will prioritize funding for promising or evidence-based juvenile justice programs and activities that (as defined by OJJDP) provide Alternatives to Detention, Juvenile Diversion, or Juvenile Justice System Improvement.

### I. Important Highlights

#### Key Dates

**Application for Grant Funds Release:** Wednesday, March 28, 2018  
**Questions via Email Due:** Thursday, April 12, 2018  
**Q & A Responses Posted:** Wednesday, April 18, 2018  
**Notice of Intent (non-binding) Due:** Friday, April 20, 2018  
**Applications Due:** Wednesday, May 9, 2018  
**Award Announcements:** On or about June 13, 2018  
**Project Period:** July 1, 2018 – June 30, 2019

#### Applicant Eligibility

For the purposes of this AGF, state agencies, units of local government (municipality/police department/etc.) and non-profit 501c3 organizations are all eligible to apply.

### **Funding Parameters and Project Duration**

- EOPSS anticipates awarding approximately **\$320,000.00** in federal grant funding as a result of this AGF.
- Due to limited funding, eligible applicants may only submit **ONE** application/proposal on behalf of their **organization**. Agencies submitting more than one application will be disqualified.
- The project period will begin on or about **July 1, 2018 and end June 30, 2019**.

### **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 depends 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 that are implementing or select programs, services and activities that are supported with evidence to show a likelihood of success. OJP's Crime Solutions web site <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 make sure that you 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, EOPSS 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 Disproportionate Minority Contact (DMC), and promote Positive Youth Development (PYD).

*Please refer to page 5 and the appendix for additional resources on national and state juvenile justice data, programming and information on DMC 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 to implement a project that falls under one or more of the following 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 individual is currently under the supervision of the juvenile justice system - including the Department of Youth Services).

- 1. Alternatives to Detention:** “These are community- and home-based alternatives to incarceration and institutionalization, including for youth who need temporary placement such as crisis intervention, shelter, and aftercare, and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.”

Generally, alternative to detention programs should target youth who – but for the services of the program – would likely have been detained as a result of a bail hearing for a new case or a probation surrender. Such programs could also include those which with a plan approved by the court allow already detained youth to return to the community pending the remainder of their case once services are available and/or other conditions are met. Successful alternative to detention programs include components such as:

- Case management;
- Outreach and tracking to check in with the youth and his/her family and to ensure the youth’s appearance for court dates;
- Assessments to determine the needs of the youth and services he/she may benefit from; and
- Referral services to partner providers - and/or services provided directly by the sub-grantee - that can address the specific needs of the youth (e.g. mental health counseling, educational tutoring, mentorship, substance abuse counseling, job preparation or referrals, after-school programming, etc).

- 2. Diversion:** “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 to mean 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 such 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 a collaborative effort with the local courts and third party prevention/intervention service provider.

*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).*

- 3. Juvenile Justice System Improvement:** “Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).”

An array of different types of projects may be eligible for funding under this program area. As stated above, proposals should examine issues or improve practices, policies, or procedures on a system-wide basis. Some examples include: research/evaluation of current practices amongst one or more stages or stakeholders in the juvenile justice system, or trainings for specific stakeholders on topics such as trauma-informed practices, implicit bias or youth substance use.

### **Reducing Disproportionate Minority Contact (DMC)**

As previously stated, it is strongly recommend (when possible and if applicable) that projects attempt to address the issue of DMC (also known as RED for “racial and ethnic disparities”). DMC 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 DMC, applicants are being encouraged to describe ways in which their projects may reduce DMC.

### **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 DMC, 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 being submitted.

## **II. Grant Compliance Details**

### **Fund Disbursement**

This is a cash reimbursement grant. Funding will be disbursed on a quarterly reimbursement basis for services and expenses paid out 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.

### **Sub-recipient Requirements**

Successful applicants will be required to abide by the grant requirements outlined below as well as all OGR Sub-recipient Grant Conditions to be provided at time of contracting.

#### *1. Grants Management*

- All sub-recipients must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. This identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/).
- Individuals are exempt from this requirement.
- All sub-recipients of funds must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov). If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).
- **IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact OGR as we cannot facilitate these federal requirements for your agency.**
- Timely submission of all quarterly/annual; financial reports, programmatic reports, requests for supporting documentation or any other pertinent documents by prescribed dates.
- Timely submission of performance measures via the Data Collection and Technical Assistance Tool (DCTAT) and/or OGR. Please note data and narrative reports are due quarterly as well as annually.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive Formula Grant Program funds along with other federal funds must treat funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the project each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- All costs paid with grant funds must be direct and specific to the implementation of the Formula Grant Program.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- In-state travel costs associated with the Formula Grant Program shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. 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.
- Funds may not be spent on food or beverages for trainings, conferences or staff meetings. However, funds may be spent on food and beverages for components of the program that involve direct-service programming for the youth served by the project.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR and the U.S. Department of Justice. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- Units of local government and non-profit sub-recipients that expend \$500,000 or more in a year in federal awards (not just those awarded by OGR) shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133 <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. OGR's local government and non-profit sub-recipients will be required to submit an A-133 summary to OGR annually upon request.

- In accordance with civil rights laws and regulations, all sub-recipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, sub-recipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP). Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.
- All sub-recipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some sub-recipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEOP, or EEOP Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- All publications, (e.g., written, visual or sound), published or produced with the use of Formula Grant Program funds must contain the following statement:

*This project was supported by Grant Award numbers 2015-JF-FX-0049 and/or 2016-JF-FX-0049, awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs to the Massachusetts Executive Office of Public Safety and Security, Office of Grants and Research. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition/etc. are those of the author(s) and do not necessarily reflect the views of the state of Massachusetts or the Office of Justice Programs.*

## 2. Procurement

- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Formula Grant Program funds, shall include the provisions of the OGR standard sub-grant conditions and enter into a written contract or memorandum of agreement (MOA) with the implementing agency or independent contractor. At a minimum, the contract or MOA must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to the OGR for the sub-recipient grant folder once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for units of local government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Units of local government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are done consistent with M.G.L. Ch. 30B procedures.

## 3. Other Grant Requirements

- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.
- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Formula Grant award, shall include the provisions of the OGR standard sub-grant conditions and enter into a written contract or memorandum of agreement (MOA) with the implementing agency or independent contractor. At a minimum, the contract or MOA must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOA must be submitted to the OGR for the sub-recipient grant folder.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or units of local government.

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for units of local government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Units of local government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are done consistent with M.G.L. Ch. 30B procedures.
- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or a State or local legislative or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, successful applicants are required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funds.

#### 4. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the sub-recipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, or appropriate guidelines for purposes of the grant. Reports should be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

U.S. Department of Justice  
Office of the Inspector General Field Office  
1 Battery Park Plaza, 29th Floor  
New York, NY 10004  
212-824-3650  
<http://www.usdoj.gov/oig/>

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

### **III. Application Process**

Applicants must review and respond accordingly to each of the sections below in response to this AGF. This section describes: (A) Proposal pre-submission requirements; (B) Application template instructions; (C) Proposal requirements; (D) Application review process and (E) Submission process and deadline.

The process will require the standard submission of one (1) original and four (4) copies of an Application Template and required documents via mail. In addition, applicants are asked to submit electronically (email) one (1) PDF version of the Application Template to: [Andrew.Polk@state.ma.us](mailto:Andrew.Polk@state.ma.us)



Applicants must have Adobe Reader version 9.5 or higher. Software necessary to open, complete, and save the PDF's is available at <http://get.adobe.com>.

A checklist is provided in Section V. Please review the checklist prior to completing the Application Template and Required Documents. Email questions should include in the subject line "[your organization's name], Formula AGF Question" and be emailed to: [Andrew.Polk@state.ma.us](mailto:Andrew.Polk@state.ma.us).

## **A. Proposal Pre-Submission Requirements**

### **1. Notice of Intent due Friday, April 20, 2018**

Although not mandatory, applicants who intend to apply are encouraged to send an e-mail as a non-binding Notice of Intent to: [Andrew.Polk@state.ma.us](mailto:Andrew.Polk@state.ma.us)

### **2. Application Questions and Responses**

Questions regarding this grant opportunity should be submitted via email only (not phone) by **Thursday, April 12, 2018** to: [Andrew.Polk@state.ma.us](mailto:Andrew.Polk@state.ma.us).

Responses will be posted to the website by **Wednesday, April 18, 2018**.

## **B. Application Template Instructions**

### **Section I. Cover Page/Applicant Information**

Please be sure to fill out the "Cover Page" including all necessary key staff and contact information completely and accurately for our record.

### **Section II. Project Information**

Please complete each of the following sections pertaining to the project to be implemented.

#### Project Name

Identify name/title of your program.

#### Formula Grant Program Area

Check most appropriate.

#### Project Summary

Briefly summarize the proposed program. Space is limited (250 characters) and summaries may be posted on various websites so please be as concise as possible.

#### Non-Supplanting

Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources. All applicants must consent to Non-Supplant.

#### Applicant Request for Funding

Applicants may request a sub-award amount that is cost-effective for up to a twelve month budget of the proposed project.

#### Signature

Applications submitted (hard copy) must be signed by the Authorized Signatory of the applicant state agency, unit of local government or private non-profit organization. Please note that electronic signatures are not required on the electronic (email) version of the application being submitted.

## C. Proposal Requirements

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

### Project Narrative

The narrative is comprised of four sections: Statement of the Problem and Needs Assessment, Program Description, Applicant Capacity, and Goals, Objectives, Activities, Timeline, Performance Measures and Evaluation.

a. **Statement of the Problem/Needs Assessment (2 page limit)**

**This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the programs, services or activities being proposed.**

- Applicants must describe the need, nature and extent of the problem to be addressed and its effect or consequences for the community or locality impacted.
  - Describe the intended target population using demographic and other data where possible. Discuss risk factors confronting the target population.
  - Support any statements made with up to date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.
- b. **Project Description (5 page limit)**
- This section should address both the scope and intent of the program, including detailed descriptions of its components and activities. Additionally, the applicant should discuss (if applicable) how the program intends to address DMC and the extent to which the program will incorporate a PYD approach. The applicant should show how the components of the program will address the problem and needs previously identified.**
- Describe any risk factors to be addressed and how the program will address them.
  - Describe any 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. In a difficult budget climate, it is critical that grant dollars are spent on programs and activities proven to have a strong likelihood of success. Do not assume that the reviewer is familiar with the program, concepts or services being proposed. Reviewers can only review the information provided and a lack of detail could result in an unfavorable rating.
  - Please include the names of any collaborating agencies and/or partners such as community and business groups, local officials, and non-profits. Include a detailed description of the partner's participation in addressing the problem as outlined in the application.
  - 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 should be included as an attachment labeled "Attachment C" 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.

c. **Applicant Capacity (2 page limit)**

- Discuss organizational capacity to carry out the proposed project and related activities.
  - Describe agency qualifications and history implementing similar programs and/or with targeted population.
  - Describe ability to provide trained staff to deliver the services required by the proposed project.
  - Describe proven track record and commitment of management team proposed for project.
  - Describe collaboration among community groups, state agencies, juvenile court, criminal justice agencies, and/or other juvenile justice stakeholders.
- d. **Goals and Objectives, Activities, Timeline, Performance Measures and Evaluation**  
**Applicants need to clearly state the goals and objectives of what will be achieved with Formula Grant funding. (Worksheets included in the “Application Template” will allow for up to 6 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.

All applicants must evaluate (ongoing) their programs, services and activities to monitor success. Realistic and adequate performance measures must be developed at the outset of the program. Applicants are expected to explain their plans to collect data and measure their program’s progress in this section. 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 your program's performance measures, and how this self-assessment strategy will be integrated into your overall program operations.

**OJJDP Formula Grant Performance Measures:** In addition to the performance measurement process identified by applicants on the Application Template worksheet, grant recipients will be expected to collect and report information on the applicable OJJDP Formula Grant Performance Measures.

**Sub-grantees will be required to report on the output and outcome performance measures that are identified as mandatory for their project's respective Formula Grant Program Area (Alternatives to Detention, Diversion, or Juvenile Justice System Improvement).** A list of optional and mandatory output and outcome measures by Program Area can be found at:

[https://ojjdppmt.ojp.gov/help/program\\_logic\\_model.cfm?grantID=3](https://ojjdppmt.ojp.gov/help/program_logic_model.cfm?grantID=3).

Depending on the type of program implemented by a sub-grantee, it is possible that some of the performance measures will not be applicable.

**Budget Narrative** (included in Application Template) and **Budget (Excel) Worksheet** Applicants may submit a **budget** for *up to* 12-months of funding. Applicants must also complete a Budget Excel Worksheet (refer to **Attachment B**). Please be sure to complete both the summary roll-up sheet and worksheet when submitting your application response/package.

**Matching funds are NOT required for this application.**

#### **Allowable Cost Categories**

- **Direct Salary/Personnel/Overtime** (overtime is allowed for sworn uniform law enforcement personnel only).
- **Fringe Benefit**-based on actual costs or an established formula from the fiscal unit in your organization.
- **Indirect**-only if the applicant has a federally-approved indirect cost rate. If the applicant's accounting system permits, costs may be allocated to the "Other" cost category in the budget.
- **Contract/Consultant**
- **Equipment**-equipment must be directly related to program implementation and justification of its need must be provided.
- **Local Travel**
- **Other/Supplies**

#### **Unallowable Costs**

- Construction
- Funds may not be spent on food or beverages for trainings, conferences or staff meetings

Definitions of each budget cost category are provided below.

<b>Allowable Budget Cost Categories</b>	<b>Definitions and Documentation Requirements</b>
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"> <li>• Life insurance</li> <li>• Health insurance</li> <li>• Social security costs</li> <li>• Pension costs</li> <li>• Unemployment insurance costs</li> <li>• Workers compensation insurance</li> </ul> <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). 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.</p> <p>Include copy of rate agreement in the application response.</p>
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	<p>Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</p> <p>Must be directly related to the program implementation.</p>
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 \$0.45 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	<p>Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</p>

## D. Application Review Process

Grant applications will be subject to a **competitive review process** and all proposals will be numerically assessed and scored based on the following factors:

- **Project Narrative** including statement of the problem, needs assessment, and program description: **25 points**
- **Applicant Capacity** to successfully implement the proposed program: **15 points**
- Realistic, thorough and achievable **goals, objectives, timelines, and activities**: **15 points**
- Description of proposed **performance measures** and **evaluation methods** used for periodically monitoring/assessing a program for effectiveness and continuous improvement: **20 points**
- Reasonable and cost effective **budget** and compliance with state and federal rules: **20 points**
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as blue ink signatures, submitting required attachments, not exceeding page limits, completed face sheet, etc.): **5 points**

All applications will be peer reviewed which will consist of members of the Massachusetts JJAC, outside grant and subject matter experts and staff of OGR. Each application will be read and scored by three reviewers. Funding recommendations will be made by OGR to the Secretary of Public Safety and Security and Office of the Governor for final approval.

## E. Submission Process and Deadline

**Please review the following instructions carefully** as there are *two* separate steps involved in submitting the Application Template and other documents: 1) Hard Copy and 2) Electronic.

The attachments are available at <https://www.mass.gov/service-details/justice-and-prevention-grants>

### **1: Hard Copy Submission**

Applicants **must submit** one (1) **signed original** and **four (4) copies** of the documents listed below. The signed and completed Application Template and required documents must be received by OGR on **Wednesday, May 9, 2018 by 4:00 pm**.

Faxed or e-mailed proposals will **NOT** be accepted. Please use binder or paper clips (no staples). Under no circumstances will late submittals be accepted.

### **Required Hard Copy Documents:**

1. Attachment A: Application Template
2. Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
3. Attachment C: Memorandum of Understanding from project partners. *If outside partners are included, please mark each MOU as Attachment C.*
4. Attachment D: Contractor Authorized Signatory Listing (not required for State Agency)

Proposals must be mailed or hand-delivered\* so it is **received by 4:00pm on Wednesday, May 9, 2018** to:

The Executive Office of Public Safety and Security  
Office of Grants and Research  
Ten Park Plaza, Suite 3720A  
Boston, MA 02116-3933  
**Attention: Andrew Polk**

*\* If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm nor will they accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.*

## **2: Electronic (e-mail) Submission**

Applicants **must submit one** complete **Application Template document electronically** (electronic signatures are not necessary) **as a PDF**—not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at: <http://get.adobe.com>.

Required Electronic Documents:

1. Attachment A: Application Template

Please email Attachment A as a PDF (not a scan document) to: [Andrew.Polk@state.ma.us](mailto:Andrew.Polk@state.ma.us) no later than 4:00pm on **Wednesday, May 9, 2018**. Please include the applicant name in the email subject line.

## **IV. Notification of Awards**

All funding decisions are at the discretion of the Secretary of Public Safety and Security and/or Office of the Governor. It is anticipated that these grant awards will be announced on or about June 13, 2018.

## **V. Proposal Check List**

### **Hard Copy Application Elements and Required Attachments:**

- ☐ Please use Binder or Paper Clips, *no staples allowed*
- ☐ Application Template (**Attachment A**) signed and dated in **Blue Ink** and includes all required information
- ☐ Budget Excel Worksheet (see **Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet)
- ☐ **Attachment C:** Memorandums of Understanding (if applicable)
- ☐ **Attachment D:** Contractor Authorized Signatory Listing (not required for State Agency)
- ☐ One original and four copies of all the application documents

### **Electronic Application Elements and Required Attachments:**

- ☐ Attachment A: Application Template

## **VI. Appendix: DMC and Youth Development, Performance Measures, Research Links**

### **A. DMC and Positive Youth Development**

#### **DMC**

DMC refers to the overrepresentation of minority youth in the juvenile justice system at all points in the juvenile justice process. In the United States, African American and Hispanic youth are likely to be overrepresented at each stage of the juvenile justice process. In Massachusetts in 2014, the secure detention rate for black youth was approximately 7.8 times higher than the White rate and the detention rate for Latino youth was more than 6 times higher than the White rate.

In the JJDP Act of 2002, Congress required that States participating in the Formula Grants Program “address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system.” For purposes of this requirement, OJJDP has defined minority populations as American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islanders.

#### **PYD Approach**

The Massachusetts JJAC formally adopted a PYD approach to serve as a framework and philosophy for how the JJAC should approach understanding of juvenile justice issues and potential solutions. This approach was based on the Five Promises Framework developed by America’s Promise, (see below), and modified by Massachusetts state agencies.

The PYD approach adopted by JJAC includes the following shared vision and goals:

#### **Shared Vision:**

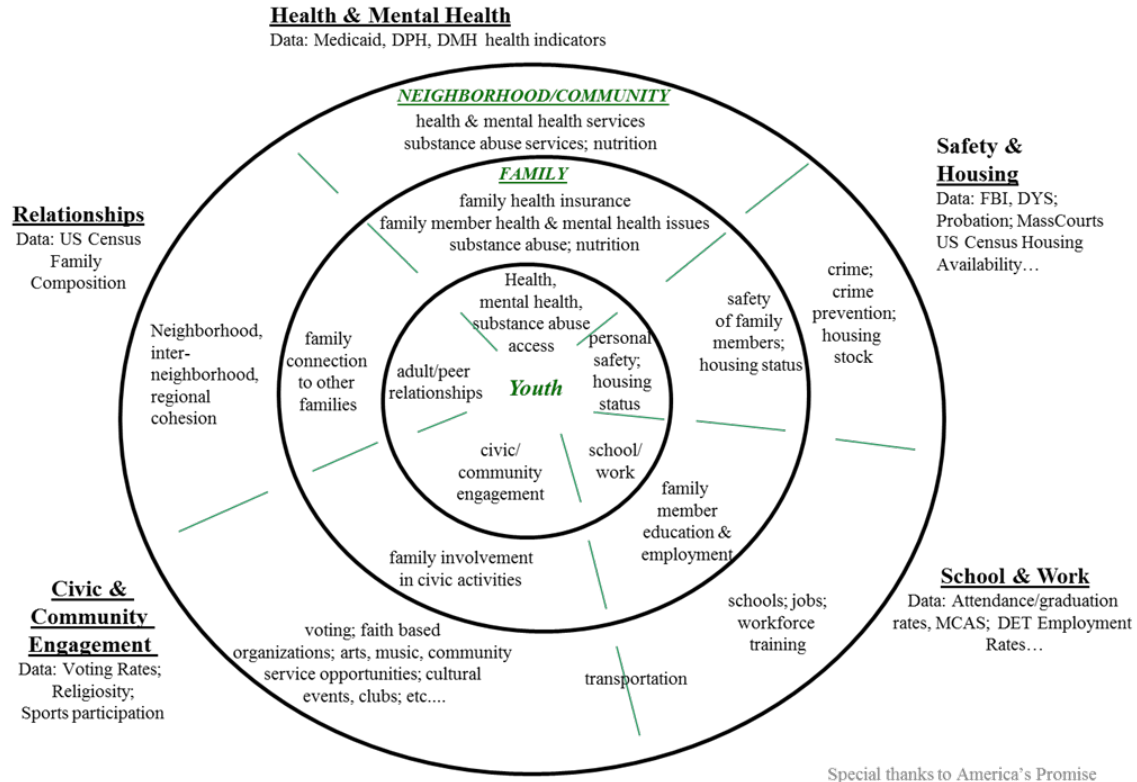
All Massachusetts youth grow up to be healthy, caring, economically self-sufficient adults.

#### **Goals:**

1. All youth have access to resources that promote optimal physical and mental health.
2. All youth have nurturing relationships with adults and positive relationships with peers.
3. All youth have access to safe places for living, learning and working.
4. All youth have access to educational and economic opportunity.
5. All youth have access to structured activities and opportunity for community service and civic participation.



# Positive Youth Development Framework



## Research Base

The America's Promise Alliance (the Alliance) which developed the Five Promises Framework, consists of 400 national organizations representing nonprofits, businesses, communities, educators and policymakers. The Alliance finds (excerpted below) that children who experience sustained and cumulative benefit of at least four of the Five Promises across various contexts of their lives are much more likely to be academically successful, civically engaged and socially competent, regardless of their race or family income.

For example: (Source:

<http://www.americaspromise.org/sites/default/files/d8/Every%20Child%20Every%20Promise%20-%20Full%20Report.pdf>)

**Academic Achievement:** Teens and younger children with four or more of the Five Promises are more than twice as likely to work up to their abilities and to get mostly A's in school, as compared to teens and younger children with one or fewer of the developmental resources in their lives.

**Volunteering:** Young people with four or more of the Five Promises are 40% more likely to volunteer in their communities than those with just one or none of the Promises.

**Avoiding Violence:** Teens who receive four or more of the Five Promises are nearly twice as likely to refrain from using violence compared to teens with only one or fewer core resources.

**Social Competence:** Teens who receive four or more of the Five Promises are nearly two-thirds more likely than those with zero or one Promise to be generous, respectful and empathetic and resolve conflicts calmly. Younger children with four or more Promises are twice as likely to be socially competent than their peers with one or zero Promises.

**Disparity Reduction:** According to the Alliance, the Five Promises help to mitigate the disparities among our nation's young people. Regardless of race, gender or family income level, children who enjoy at least four of these five core resources are more likely to thrive.

**Overall Health:** While 6- to 17-year-old White children are more likely to be in better overall health than African Americans and Hispanics, the presence of four or more of the Five Promises significantly reduces this disparity among 6- to 11-year-olds and eliminates the disparity among 12- to 17 year-olds.

**Grades and School Attendance:** Nationally, White students tend to perform better than racial and ethnic minority students in school. However, when African-American and Hispanic students receive four or five Promises, the disparity between Whites and these minority students was reduced for 12- to 17-year-olds and eliminated for 6- to 11-year-olds. The presence of the Promises also eliminated disparities in school attendance between White and African-American and Hispanic 12- to 17-year-olds, as well as between 12- to 17-year-olds from higher-and lower income families.

**Drug Use:** Receiving four or five of the Five Promises eliminated disparities among 12- to 17 year-old African Americans, Whites and Hispanics when it came to avoiding drug use.

**Social Competence:** Having four or five of the Five Promises significantly reduced the disparities in social skills between 12- to 17-year-old Whites and their African-American and Hispanic counterparts. Similar disparities by income were also eliminated for 6- to 17-year-olds.

## **B. Research Links**

The links below provide useful information on model programs, juvenile detention, juvenile diversion, juvenile justice systems improvement and DMC that may be helpful to applicants. Applicants are encouraged to review and research these and other potential resources.

### **Information on Model Programs:**

<http://www.ojjdp.gov/mpg/> - Office of Juvenile Justice and Delinquency Prevention (OJJDP) Model Programs Guide

<http://www.colorado.edu/cspv/blueprints/> - Blueprints for Violence Prevention (model programs)

[http://www.cjcj.org/detention\\_diversion\\_advocacy\\_program](http://www.cjcj.org/detention_diversion_advocacy_program) - Detention Diversion Advocacy Program (DDAP)

### **General Information on Juvenile Detention, Juvenile Diversion, and Systems Improvement:**

<http://www.aecf.org/majorinitiatives/juveniledetentionalternativesinitiative.aspx> - Juvenile Detention Alternatives Initiative (JDAI)

<https://www.childtrends.org/indicators/juvenile-detention/> - Child Trends

<https://www.ncjrs.gov/pdffiles1/ojjdp/208804.pdf> - OJJDP Juvenile Justice Bulletin

<http://www.juvjustice.org/> - Coalition for Juvenile Justice

<https://www.crimesolutions.gov/PracticeDetails.aspx?ID=37> – National Institute of Justice

### **Information on DMC and PYD:**

<http://www.ojjdp.gov/dmc/> - OJJDP

<http://www.sentencingproject.org/issues/racial-disparity/> - The Sentencing Project

<https://youth.gov/youth-topics/positive-youth-development> - Youth. Gov

[https://ecommons.cornell.edu/bitstream/handle/1813/21946/PYD\\_ResourceManual.pdf;sequence=2](https://ecommons.cornell.edu/bitstream/handle/1813/21946/PYD_ResourceManual.pdf;sequence=2) – Act for Youth

<https://www.ojjdp.gov/mpg/litreviews/PositiveYouthDevelopment.pdf> - OJJDP

### **Juvenile Justice in Massachusetts:**

<http://www.mass.gov/eohhs/gov/commissions-and-initiatives/jdai/> - JDAI in Massachusetts