

RFA# 202304096

STATE OF MAINE
Governor’s Office of Policy Innovation and the Future



RFA# 202304096

Supporting Community-Based Alternatives to Justice System Involvement

RFA Coordinator	All communication regarding the RFA <u>must</u> be made through the RFA Coordinator identified below. <u>Name:</u> Linda Barry Potter <u>Title:</u> Juvenile Justice Specialist <u>Contact Information:</u> Linda.Barry-Potter@maine.gov
Informational Meeting	<u>Date:</u> Tuesday 05/16/2023 <u>Time:</u> 2:00 p.m., local time <u>Location:</u> Zoom Link: https://mainestate.zoom.us/j/84018304843
Submitted Questions	All questions must be submitted, by e-mail, to the RFA Coordinator no later than 05/19/2023 at 11:59 pm. Submissions must include “RFA# 202304096 Questions” in the subject line of the e-mail.
Application Submission Period	<i>Applications <u>must</u> be received by the Division of Procurement Services by:</i> <u>Initial Submission Deadline:</u> 05/31/2023, no later than 11:59 p.m., local time. Applications must be submitted electronically to the Division of Procurement Services at proposals@maine.gov and must include “RFA# 202304096 Application Submission” in the subject line of the e-mail.

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RFA TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFA, shall have the meanings indicated below:

<u>Term/Acronym</u>	<u>Definition</u>
Department	Department of Corrections
JJAG	Juvenile Justice Advisory Group
State	State of Maine
RFA	Request for Applications
CBO	Community Based Organizations
SCHOOLS	Any identified private or public school in Maine

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APPLICATION

Application Details and Instructions

A. Purpose & Background of the Grants

One of the four goals in the Juvenile Justice Advisory Group (JJAG) 3-Year Plan is to support the “development of a robust community-based continuum of care for youth involved in or at risk of becoming involved in the juvenile justice system” (Goal One).

Through this RFA, the JJAG seeks to provide funding to support the work of partnerships between schools and local, community-based organizations that work with youth, families, and care groups. Communities have unique needs that are best identified and served by individuals who live in the community, share community ties, cultural identity, geographic location, and may have similar lived experiences.

Through this initiative we hope to support partnerships between schools and community-based organizations working locally with youth and families to build community strength in ways that help keep young people in their communities and out of the formal youth justice system. Specifically, the goal is to assist and empower organizations to respond to a youth’s misconduct in ways that promote community safety and build the youth’s capacity for vital connections within their families, care groups, schools and larger communities.

B. Eligibility to Submit Bids

Any local or regional community-based organization that works with youth and families are eligible to apply. The organization must be providing supports and services for a demonstrated need within the community that improves the community connectedness and the mental, and physical well-being of youth and does this work in collaboration with the area schools. Eligible organizations will describe existing collaborations with other local organizations and areas schools and how this grant will grow these relationships to the benefit of local youth in these communities.

Eligible organizations will be able to identify the community’s need within the scope of work. Within identified communities, organizations will be able to identify the population of youth they will serve. They will offer a reasonable plan to demonstrate how their work serves to strengthen the family and community, divert youth from the justice system, and improve positive youth outcomes.

C. Awards

The JJAG plans to provide awards as a result of the RFA process, to small, community-based organizations working with other community-based organizations, schools, youth and families to develop in alternative responses to the justice system for youth in crisis. Funding for these grants comes from the OJJDP Title II 15JDP21GG04762TITL.

JJAG's intent is that multiple awards (3) will be made from the \$150,000.00 in subgrants allocating \$50,000 over a 24-month time frame.

D. Contract Terms

The Department is seeking a cost-efficient Application to provide services, as defined in the RFA, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFA and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for #2 renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFA, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	09/01/2023	08/31/2025
Renewal Period #1	09/01/2025	08/31/2027

E. Annual Application for Submittals

This RFA offers an application submittal process, pending available funds. A new application will be released and available to applicants at least each year at the [Division of Procurement Services Grants RFPs and RFAs website](#). Applications will be accepted from any and all applicants per the details provided on the RFA cover page each year this RFA is active.

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](#)). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

Scope of Services to be Provided

In addition to the proposed goals and metrics presented in Parts 3 and 4 of this RFA, applicant should describe how their proposed services will impact the following areas.

A. Delinquency Prevention activities designed and driven by local, community-based organizations in partnership with area schools to engage youth, families, or care groups in positive activities, especially during those peak delinquency out of school times that are culturally competent and/or gender responsive.

1. After School Programs
2. Mentoring Programs
3. School Attendance Support Programs

B. Alternatives to formal justice system involvement for dispute resolution and/or community healing and accountability.

1. Community or School- Based Restorative Justice Programs
2. Local Community Service Programs
3. Local Diversion Programs

C. Trauma Informed Programs to help youth, families, or care groups address any trauma they may have experienced and develop the resiliency skills needed to thrive. Some program areas may include:

1. Supporting access to healthcare, transportation, food security, or housing.
2. Responding to loss of a parent via addiction, incarceration, or death.
3. Building resiliency skills to help youth thrive and feel connected to community.
4. Individual growth through mentoring one on one or through a group.

Successful applicants will have established connection within the communities they wish to work. They will be able to describe an implementation plan for the program or service they will provide, the number of youths, families, or care groups they expect to engage, the outcomes they expect to achieve, and how those outcomes will be measured, including self-reports from youth, family, or care groups.

If the grant is to support an ongoing, previously established program, the organization will describe how the additional funds will allow the program or service to expand or grow to strengthen local community supports and/or increase the number of youths, families, or care groups served. Outcomes to document include individual youth outcomes (school attendance, engagement in pro-social activities, improved sense of belonging and reduced delinquency or other negative behaviors) and community outcomes including the development of local strategies to support youth, increase in services and supports, and increased collaboration among community partners. Successful Applications will also include a description of the Applicant's plan for leveraging the grant to provide sustainable support for youth and families in the community.

Successful Applicant(s) will be able to invoice the JJAG on a monthly basis for services conducted and include these tracking metrics as part of each month's submission.

Activities that are **not** allowable under this grant include:

- Purchase of equipment, defined as an item with an acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year (see [2 CFR 200.1](#) for the definition of Equipment).
- Funding pre-existing positions or programs unless they are expanding in scale and capacity.
- Purchases of food for staff or participant consumption, unless the food is prepared by the youth, as a teaching or cultural exercise and they are then allowed to consume the food or take it home.

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Supporting Community-Based Alternatives to Justice System Involvement KEY PROCESS EVENTS

A. Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail to the Grant Coordinator identified on the Grant RFPs and RFAs webpage by 05/19/2023 at 11:59pm. local time. Submitted Questions must include the subject line: "RFA# 202304096 Questions". The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: Grant RFPs and RFAs. This will happen on 05/15/2023. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

B. Amendments to the Request for Applications

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: Grant RFPs and RFAs. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

C. Informational Bidders Conference 05/16/2023 2023 at 2 PM via Zoom

<https://mainestate.zoom.us/j/84018304843>

- Answers to **Submitting Questions about the Request for Application** above
- Basic application information and how to submit an application
- Important Dates for submission
- Evaluation of applications
- Scoring Criteria
- Notification of Grants
- Contracts and Performance Measures
- Presented in person, via Zoom, recorded and posted on-line after it is held.

D. Submitting your Application

1. **Applications Due:** Applications must be received by 05/31/2023 at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to Proposals@maine.gov.
 - a. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
 - b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
 - c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization's Information Technology team to ensure that your security settings will not encrypt your proposal submission.
 - d. File size limits are 25MB per e-mail. Applicants may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
 - e. Applicants are to insert the following into the subject line of their email submission: **"RFA# 202304096 Application Submission – [Applicant's Name]"**
 - f. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages seven through twelve (7-12) of this RFA document.

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Supporting Community-Based Alternatives to Justice System Involvement APPLICATION EVALUATION AND SELECTION

Scoring Weights and Process

1. Scoring Weights: The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

Scoring Criteria	Maximum Points Available
Criteria 1 Eligibility Part 1	10
Criteria 2 Experience Part 2	20
Criteria 3 Program Design Part 3	25
Criteria 4 Expand Diversion & Alternatives Part 4	25
Criteria 5 Budget Part 5	20
Total Score	100 points

2. Scoring Process: The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

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APPLICATION COVER PAGE

Handwritten Applications Will Not Be Accepted

Applicant's Organization Name:	Click or tap here to enter text.		
Name of Application:	Click or tap here to enter text.		
Superintendent's Name	Click or tap here to enter text.		
Tel:	Click or tap here to enter text.	E-mail:	Click or tap here to enter text.
Headquarters' Street Address:	Click or tap here to enter text.		
Headquarters' City/State/Zip	Click or tap here to enter text.		
<i>Provide information requested below if different from above</i>			
Point of Contact for Application- Name and Title	Click or tap here to enter text.		
Tel:	Click or tap here to enter text.	E-mail:	Click or tap here to enter text.
Headquarters' Street Address:	Click or tap here to enter text.		
Headquarters' City/State/Zip	Click or tap here to enter text.		
Dollar Amount of Application:	Click or tap here to enter text.		

- No personnel currently employed by the Department, or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
- The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print): Click or tap here to enter text.	Title: Click or tap here to enter text.
Authorized Signature:	Date: Click or tap here to enter text.

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Supporting Community-Based Alternatives to Justice System Involvement DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

Applicant's Organization Name:	Click or tap here to enter text.
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By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Applicant's application, at the discretion of the Department.

Name (Print): Click or tap here to enter text.	Title: Click or tap here to enter text.
Authorized Signature:	Date: Click or tap here to enter text.

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Supporting Community-Based Alternatives to Justice System Involvement Part 1 – Eligibility and Proposed Program Information

Applicant’s Organization Name:		
Applicant’s Organization is a: If “Other”, please list.	<input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Education Provider <input type="checkbox"/> Mentoring Program <input type="checkbox"/> Trauma Informed Program <input type="checkbox"/> Other: _____	
Total number of employees:		
Site Location:		
What is the intended geographic scope of your program?	<input type="checkbox"/> Town(s) (Specify): _____ <input type="checkbox"/> County (Specify): _____ <input type="checkbox"/> Region (Specify): _____ <input type="checkbox"/> Statewide (Please explain how the organization will reach youth statewide): _____	
Programming will support 12- to 22-year-olds, either in or out of school from at least one of the key target populations. Communities of focus of the proposed project: Must choose at least one and choose all that apply.	<input type="checkbox"/> Youth from families with low income (A youth who lives in a household with income below 185% of the poverty level or is enrolled in MaineCare, TANF, General Assistance, Refugee Assistance, Food Supplement or free school meals based upon family income will be considered low income) <input type="checkbox"/> Youth who are experiencing homelessness <input type="checkbox"/> Youth of color <input type="checkbox"/> Tribal youth <input type="checkbox"/> Youth who are or have been justice involved <input type="checkbox"/> Youth with disabilities	
Total number of youths between the ages of 12 and 22 who will be connected to supportive community programming through this grant:		

Part 2 – Applicant Experience

(This section has a 2 page limit)

<p>1. Describe the history of the Applicant’s organization, especially regarding knowledge and skills pertinent to community-based needs and working with youth to connect them to supportive community services. Please share any special or unique characteristics of the organization which make it especially qualified to deliver programming to youth and to reach the goal of connecting at-risk youth to supportive community services.</p>
<p>2. Please include qualifications and experience that demonstrate the ability to manage strategic partnerships and the ability to reach and engage youth fully within their families, or care groups, and communities.</p>
<p>3. Identify current partnerships with schools, businesses, service providers, and other similar organizations that will assist you in delivering quality supports to youth and families and encourage the growth of connections between youth, family, or care groups, and communities.</p>

Part 3 – Program Design: Supportive Community Services

(This section has a 3 page limit.)

<p>1. What programming will be developed or expanded to respond to youth in crisis, help them avoid justice-system involvement, and prepare them to learn and employ resiliency building skills and enhance feelings of connectedness to their families, care groups, or community?</p>
<p>2. Identify how this grant funding will result in newer opportunities for youth to explore and engage in programming within their communities and how this can reduce law enforcement contact and improve youth’s positive development outcomes.</p>
<p>3. Please describe the staffing and mentoring supports that will be provided to support youth to build resiliency, connectedness and improve youth’s outcomes</p>
<p>4. The expectation of these grants is that every participating young person is connected to supportive community programming and the grantee can articulate positive youth outcomes for participating youth and families. How will this be measured in this program?</p>
<p>5. Does this program employ trauma informed practices and are the staff aware of and use trauma informed practices, please explain?</p>

Part 4 – Expand Prevention and Alternatives to the Youth Justice System

(This section has a 2-page limit)

<p>1. Describe in 4-6 sentences the population(s) how your proposal will advance the above goal within these communities.</p>
<p>2. Through this grant, funding may be allocated toward providing supportive services to youth. Which area (s) of delinquency prevention will you focus on (like recreation, arts or attendance support programs)? What alternatives will you offer to the formal youth justice system in Maine to resolve problem behaviors, minor law breaking, and enhance youth’s feeling of belonging?</p>
<p>3. Please describe partnerships that will be established with schools, law enforcement, social service providers and others to divert youth from the formal youth justice system.</p>
<p>4. Please describe how you will track cases diverted from the formal youth justice system and the outcome of the case (s) (Resolved, Rejected, New Charges, etc).</p>
<p>5. Does this program employ trauma informed practices and are the staff aware of and apply trauma informed practices, please explain?</p>

Part 5 – Project Budget and Budget Narrative

Project Budget

This budget should include your overall projected expenses for your homeless education program. The first (shaded) column is for expenses for your proposed project that will be inserted into the budget form.

Budget Category	Amount Requested	Explanation of expense
Personnel (salary and benefits)	Click or tap here to enter text.	Click or tap here to enter text.
Instructional materials and supplies	Click or tap here to enter text.	Click or tap here to enter text.
Non-instructional materials and supplies	Click or tap here to enter text.	Click or tap here to enter text.
Support services to help youth effectively participate	Click or tap here to enter text.	Click or tap here to enter text.
Technology access	Click or tap here to enter text.	Click or tap here to enter text.
Transportation	Click or tap here to enter text.	Click or tap here to enter text.
Communications including telephone, postage, and outreach/advertising	Click or tap here to enter text.	Click or tap here to enter text.
Travel	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL REQUEST	Click or tap here to enter text.	

Budget Narrative (one page maximum)

In the space below, please provide a detailed explanation of your anticipated grant-supported expenses in each of the above budget categories.

1. Please provide a detailed **budget narrative** which explains and justifies the planned expenditures of grant funds. (The budget narrative should be no longer than 2 pages.)

- a.** The budget narrative must provide a description of the costs associated with each of the line items in the Grant Funds Requested table and how they are needed to fulfill the requirements and goals of the grant.
- b.** Personnel Costs – list all staff positions by title including the roles and responsibilities. Indicate the percentage of each person’s time devoted to the project, the amount of each person’s salary and benefits funded by the grant, and the total personnel costs for the period of performance.
- c.** Travel – specify the purpose of travel, mileage, and per diem rates.
- d.** Contractual – If you plan to contract with other organizations or individuals to provide key programming or services to youth, please separate purpose, details, and costs of each contract planned.

Click or tap here to enter text.

[Start typing the narrative here.](#)

Performance Measures to Collect and Report on.

Here is a sample of the performance measures you will be required to report on if you receive and accept a subgrant from the JJAG.

Metric	08/31/2024	08/31/2025	Totals
Number of new youth participating in programming			
Number of youth completing community programming			
Number of youth with disabilities served (if applicable)			
Number of youth who are low income served (if applicable)			
Number of youth of color served (if applicable)			
Number of Tribal youth served (if applicable)			
Number of youth experiencing homelessness served (if applicable)			
Number of justice involved youth served (if applicable)			
Number of youth in or transitioning out of foster care served (if applicable)			
Average amount of time spent in programming			
Do the youth and family report a better engagement with family and community?			