



MAINE JUVENILE JUSTICE ADVISORY GROUP

Grants Policy (over \$5000)

(Adopted December 15, 2023)

Through Title II of the Juvenile Justice & Delinquency Prevention Act (JJDPA), Maine receives an annual formula grant from the federal Office of Juvenile Justice and Delinquency Prevention to assist Maine in building a fair and beneficial juvenile justice system. The Maine JJAG is responsible for administering these funds. The purpose of this policy is to provide guidance to the JJAG members (“the Board”) and staff on the how these funds are disbursed.

1. All request for financial support more than \$5000 shall be consistent with the process identified in the “Funding” section of the JJAG website at: <https://www.jjagmaine.com/funding/#rfp> and the State of Maine’s procurement regulations. Notices for RFP/RFAs can be found on the State of Maine’s Procurement Services website at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>.
2. All new RFP/RFAs released by the JJAG shall be based on needs identified that are consistent with meeting the goals and objectives of JJAG’s Three-Year Plan and JJAG’s Racial & Ethnic Disparities (R/ED) Plan. The Systems Improvement and RE/D Committees are primarily responsible for issuing the RFP/RFAs.
3. In addition to issuing RFA/RFPs for competitive grant awards, the JJAG may award sole source contracts. These awards are subject to state procurement guidelines and the decision to pursue this type of award is under the discretion of the Board.
4. An entity that is currently receiving funding from the JJAG is ineligible to apply for a new funding until the completion of their most recently awarded grant. This limitation shall not apply to recipients of the \$5,000 or under grant requests provided the application for the under 5k grant is for a purpose other than that of the entity’s current grant.

5. Sub-grantees may request a renewal of an existing contract with the JJAG if the existing contract was awarded via a competitive or a sole source process subject to the following:
 - a. All requests for renewal of funding for a current grant shall be filed prior to the last three months of the authorized completion of that project.
 - b. Four months prior to the end of the current grant, the Juvenile Justice Specialist and whenever possible a JJAG Board member shall visit the sub-grantee to observe the program and assess its effectiveness, review the financial records of the sub-grantee, and determine whether the sub-grantee has complied with all the terms of the initial contract.
 - c. The committee that issued the original RFP/RFA will receive a request for renewal, review the request, and make a recommendation to the Board to approve or deny the request. The committee will notify the Board of its recommendation which will be considered for final decision at the next calendared Board meeting.
 - d. Annual grant awards of less than \$50,000 may be renewed for up to the award amount no more than twice (two subsequent years). Annual grant awards of more than \$50,000 may be renewed for **up to half** the award amount no more than twice (two subsequent years).
 - e. \$5,000 grants are not eligible for renewal.
6. Representatives from the Board and the Department of Corrections shall review, evaluate, and award grants in response to RFA/RFPs issued by the JJAG in accord with state procurement guidelines.
 - a. Prior to the release of the RFP/RFA, the Chair of the committee releasing the RFP/RFA shall appoint an ad hoc committee to review and evaluate applications and select a sub-grantee or sub-grantees.
 - b. The committee shall consist of no fewer than four reviewers and may include one individual who is not a member of the Board. The non-

Board reviewer must have demonstrated their commitment to the JJAG and its work by regularly attending JJAG meetings, be generally familiar with the JJAG processes, and be familiar with the subject matter of the proposed grant.

- c. No member of the committee shall have a conflict of interest with any of the applicants.
 - d. The committee shall review all applications pursuant to the policies and procedures of the Maine Division Procurement Services and 5 M.R.S.A. § 1825-C.
 - e. The committee shall report the results of the process to the Board.
7. Any member of the Board who has a conflict of interest with the sub-grantee recommended by the ad hoc committee shall be recused and shall not participate in the discussion.
8. If the sub-grantee requests an amendment of an existing contract for specific problems in the execution of its contract (e.g., more time needed, unable to hire, change in scope of work) the JJ Specialist shall work with the Contract Administrator and shall follow the state policy guidelines for amendment of contracts. The Specialist shall report any concerns or changes to the Executive Committee.