STATE OF NEW JERSEY
**Department of Law & Public Safety**
**Juvenile Justice Commission**
**Application**

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

| **2025 Summer Expansion Programming** |
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**SUBGRANT PERIOD:**
**May 1, 2025 – September 30, 2025**

| GRANT NUMBER | DATE APPROVED |
|---|---|
| | |

| UEI NUMBER: | CCR NUMBER: |
|---|---|

# Applicant Cover Page

Region to be Served (**Select One**)

☐ **Northern**
Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren;

☐ **Central**
Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, and Union;

☐ **Southern**
Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem.

Agency: _____

Agency Address: _____ City: ____ **, New Jersey** Zip: _____

County: _____

Project Director: _____

Telephone: ( ) - _____ Fax: ( ) – _____

Email Address: _____

Contact Person: _____

Mailing Address: _____ City: ____ **,New Jersey** Zip: _____

Telephone: ( ) - _____ Fax: ( ) - _____

Email Address: _____

Financial Officer _____

Mailing Address: _____ City: ____ **, New Jersey** Zip: _____

Telephone: ( ) – _____ Fax: ( ) – _____

Email Address: _____

Total Amount of JJDP Funds Requested $ _____

Name/Title _____

Signature: _____

JJC Staff Signature _____

**Purpose**

This initiative aims to provide positive youth development activities to young people who are at risk of involvement with or currently involved in the youth justice system. When schools are closed, young people need opportunities to grow, learn, and have fun. This grant funding is specifically designed to support community-based program providers in expanding their existing services during the summer months. Eligible applicants must currently provide services to youth and are expected to either increase the level of service or add an additional component to their existing programming..

Summer can exacerbate the many disparities experienced by young people from low-income families. These disparities can take the form of summer learning loss, insufficient childcare, and periods of limited access to positive physical, social and enrichment activities.[i] Access to and participation in summer programming is critically important to youths' social and emotional development.[ii] Participation in summer programming has been shown to increase self-esteem, promote a sense of belonging to their community, improve peer sociability and improve decision making skills.[iii] Programs that focus on positive youth development strengthen young people's sense of identity, strengthen their belief in the future and strengthen their self-efficacy, as well as increase their social, emotional, cognitive, and behavioral competence.[iv] Research indicates that young people who are surrounded by a variety of opportunities for positive encounters engage in less risky behavior and ultimately show evidence of higher rates of successful transitions into adulthood.[1].

**Funding available: Up to $541,635**

- Start and end date: May 1, 2025 to September 30, 2025. There will be no extension of the grant period.

- Award amounts will be determined based on the number of successful applicants and will be at least $5,000, and no more than $30,000 per applicant, per region.

- To equitably distribute funds statewide, up to $180,545 will be awarded regionally on a competitive basis. To ensure that all funds are awarded, any balance of funds may be distributed among successful applicants within that region and/or may be awarded to another region.

- If an applicant is applying for more than one region, they must submit one application per region.

- Requests for more than $30,000 will be rejected without funding consideration.

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[1] Alberts, et al.2006; Bandy & Moore, 2009; Eccles & Gootman, 2002; Roth & Brooks-Gunn, 2000; Pittman, Irby, & Ferber, 2001; Pittman, 1999; Lerner, 2004; Lerner et al., 2012; Lerner & Lerner, 2013; Catalano, Berglund, Ryan, Lonczack, & Hawkins, 2004

- Please note that this is a reimbursement grant.
- Please note that it is **not** expected that services will be provided for the entire region. Applicants may choose a specific community/neighborhood, municipality, cluster of municipalities, county, or a cluster of counties, as areas to be served.
- For the purposes of the Notice of Availability of Funds (NOAF) and this application review, the regions will be categorized as:
  - **Northern Regional Counties**: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren;
  - **Central Regional Counties**: Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, and Union; and
  - **Southern Regional Counties**: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem.

**Subject to Appropriations**

Please note that funding allocations and individual subaward amounts are subject to change. Subrecipients shall recognize and agree that both the initial provision of funding and the continuation of such funding under a grant agreement is expressly dependent upon the availability to the LPS of funds appropriated by the State or Federal Legislature from State and/or Federal revenue or such other funding sources as may be applicable. A failure of JJC to make any payment under a grant agreement or to observe and perform any condition on its part to be performed under a grant agreement as a result of the failure of the State or Federal Legislature to appropriate funds shall not in any manner constitute a breach of a grant agreement by LPS or an event of default under a grant agreement, and LPS shall not be held liable for any breach of a grant agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from LPS beyond the duration of the award period set forth in a grant agreement and in no event shall a grant agreement be construed as a commitment by LPS to expend funds beyond the termination date set in a grant agreement.

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

- Must be a legally established nonprofit organization which meets the 501(C)3 standards of the Internal Revenue Service and be registered with the New Jersey Division of Consumer Affairs;

for-profit youth serving organization; faith-based organization; unit of local government; or vo-tech or school district that are currently serving youth.

- State Agencies are NOT eligible to apply.

**Qualifications Needed by an Applicant to be Considered for Funding**

- Must have a Unique Entity Identifier (UEI) number. A UEI number is used to track Federal assistance applicants, recipients, and sub-recipients. For further information visit on-line at http://www.sam.gov.
- Must not have been debarred or suspended from doing business with any unit of government. Applicants must be in good standing with all federal, state, and county agencies with which they have or had an existing grant or contractual agreement (including any grants with the Juvenile Justice Commission).
- Where appropriate, must hold current state licenses, permits and certificates.
- **Must not replace funds that have been appropriated for an existing program or programmatic component.**
- Must have provided services to youth in the summer of 2024.
- Must demonstrate experience providing services to at-risk youth at the local level.

**Application Format**

The following scored components must be included in the grant application. The application format must include the section headings listed below. Each section must address the subsequent questions in that segment. The application must be double-spaced using a standard 12-point font with no less than one-inch margins and must not exceed 10 pages, not including the attachments. Applications that do not score at least 80 points out of a possible 100 will not be considered for funding.

**Application (100 points total)**

**Agency Capacity (10 points)**

1. Briefly describe the applicant's agency, its general mission, and services currently provided to youth and families.
2. Briefly describe the applicant agency's experience in serving its community. Include services to youth in the community inclusive of at-risk youth.
3. What is the status of the applicant? (Please indicate one): a) An approved non-profit organization with 501C3 status, b) A for-profit youth serving organization, c) A faith-based organization, d) A local vo-tech or school district, e) A unit of local government.

**Current Program (10 points)**

1. Please describe the services that were provided to youth in the entity's 2024 summer program.
2. Is there evidence that the previous summer program was effective? If yes, please provide evidence and cite sources.
3. Is the previous summer program or curriculum used based on a specific best practices model or evidence-based programming? If yes, please provide evidence and cite sources.
4. How have those existing services benefited youth, families, and/or communities?
5. Please state the number of youth (and the number of families, if applicable) served in the summer of 2024, and over what time period.

**Program Expansion (30 points)**

1. What type of expansion are you pursuing? A) additional youth served, b) additional services/activities provided, c) both additional youth served, and additional services/activities provided. Based on your response, please describe the proposed summer expansion program.
2. How is this program expansion different from the services provided to youth in summer of 2024?
3. Please list or describe the negative or premature program terminations (if any) and successful completion criteria of the program.
4. Will the summer program provide opportunities not typically available to youth in the community? If yes, please describe.

**Target Population (10 points)**

1.  What age range is the target population a) 7-9, b) 10-12, c) 13-15, d) 16-18. What is the racial and gender composition of the youth to be served? From what geographic location does this population reside?

2.  Describe the ways in which you engage youth in the community inclusive of the at-risk population to be served. Please include the issues or challenges youth in your community currently face.

3.  Please list and briefly describe all referral source(s) for the summer program. Please provide one (1) Letter of Support (LOS) for each referral source(s) listed.

**Goals, Objectives, and Proposed Logic Model Table[2] (15 points)**

All objectives must be quantified, with at least one objective indicating the total number of participants. Each objective should have a measurable outcome and an evaluation method to determine how stated outcomes will be achieved. As part of this section, please complete Attachment "Proposed Logic Model".

**Project Personnel (5 points)**

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

**Budget and Budget Narrative (20 points)**

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

Staff mileage may be reimbursed with federal grant funds up to the State approved rate of $.47 per mile.

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[2]The Proposed Logic Model Table can be found on page 13.

**Estimated cost details of the project's budget should be itemized on the Proposed Budget Form**[3].
Costs should be broken down as indicated within the column headings.

The Budget and Budget Narrative must be presented under the following allowable categories, as applicable:

A. **Salaries and Wages, and Fringe** – List each staff funded by this grant in the budget table provided. If you indicated that fringe benefits will be paid with grant funds, you <u>must</u> provide the calculation of how you came to the percentage for fringe benefits. This percentage should be a combination of insurance, FICA, taxes, disability, etc.)

B. **Purchase of Services** (up to $81.25 per hour or up to $650.00 for an eight-hour day) Fees are to be reasonable and consistent with similar services in the marketplace. For all purchases of services, include the resumes of individuals or qualifications of organizations performing the duties.

C. **Travel, Transportation, Subsistence –** Mileage reimbursement is limited to the allowable state rate of $.47 per mile. Show travel costs by estimating the number of trips, multiplied by the estimated cost per trip. Where possible, show the proposed destination and purpose of the trip(s).

D. **Consumable Supplies, Postage & Printing -** Estimate the cost of materials directly required for the project or program, such as office supplies, postage, printing, and other expendable materials needed during normal operation of the project or program. All materials must be individually itemized. Also include equipment items with a unit cost of $25 or less.

E. **Facilities, Office Space, Utilities, Equipment Rental**- Estimate the cost of office space rental, furniture or equipment, maintenance costs, equipment maintenance contracts, utilities, telephone, etc. Show the cost per square foot for office space. Note that rent may not be charged for the use of public buildings, however, actual costs that can be accounted for may be charged.

F. **Indirect Costs** –See Department of Law & Public Safety Indirect Cost Rate Fact Sheet. Provide a detailed break down of the indirect cost.

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[3] The Proposed Budget Form can be found on page 11.

**The following costs are not allowable**

1. Supplanting: Funds must be used to establish a program where none previously existed or to expand existing program activities, but these funds **cannot** replace those funds which have been appropriated for the same purpose;

2. Food: Funds awarded under this grant cannot be used for meals and refreshments at meetings, training courses, or conferences. However, grant funds can be used to provide food/refreshments for youth during programmatic events that are a direct provision of services;

3. Construction, expansion or building renovation;

4. Purchasing or acquiring land;

5. Vehicle acquisition;

6. Lobbying;

7. Bonuses, commissions, or honorariums;

8. Fundraising;

9. Cost incurred outside of the project period.

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

**Procedures for eligible organizations to apply**

The Application and required attachments/forms[4] should be emailed to jjdpcommittee@jjc.nj.gov. "*2025 Summer Expansion Programming Application*" should be included in the subject of the email. Required attachments and forms are available at https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/.

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

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[4] A list of required attachments and forms can be found on pages 9-10.

note that applications are being accepted via the above-mentioned e-mail address ONLY. Mailed or faxed applications will not be accepted.

**Deadline by which applications must be submitted**

Applications and all required attachments must be received by **3:00 pm** on **3/21/2025.**

**Applicant Bidders Conference**

In effort to assist candidates in applying for these funds, a virtual bidder's conference, via Microsoft Teams, will be held on **2/27/2025** at **10am**. Please read the NOAF and this funding application in its entirety prior to the event and prepare any questions you have in advance. Please note, the information provided during this bidder's conference will not be made available in any other form to those who do not attend. Please register for the bidder's conference here.

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

Applicants will be notified no later than 4/24/2025.

**Post award Meeting**

In an effort to assist successful applicants to understand the award process, a virtual post award will be held on **4/30/2025**. Attendance at the post award meeting is **mandatory**. The Project Director and a fiscal representative are required to participate.

**Attachments**

The following documents referenced in the application MUST be attached to this application. Please note that any application missing the required attachments will not be considered for funding.

*Forms below are included as a part of this application.*

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

*Forms below are not included in application but MUST be included with application submission. These documents can be found at* [https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/](https://www.njoag.gov/about/divisions-and-offices/juvenile-justice-commission-home/jjc-funding-opportunities/)

4. Application Authorization Form
5. Federal Single Audit Requirements Certification & New Jersey State Audit Requirements Form
6. Proof of Compliance with Single Audit Act
7. Certification of Debarment, Lobbying, Suspension and other Responsibility Matters and Drug Free Workplace
8. Department of Law & Public Safety Debarment & Suspension Certification
9. Copy of Agency's Federally approved indirect cost rate, if applicable

**If awarded, the following documents will be required:**

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

**JUVENILE JUSTICE & DELINQUENCY PREVENTION FUNDS**

**2025 Summer Expansion**

**PROPOSED BUDGET FORM**

**Agency:** _____

**PROJECT PERIOD: May 1, 2025 to September 30, 2025**

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

Note: If you provide "other funding source" in the budget; you must provide a complete breakdown using the same formula as JJDP funds.  It will not negatively impact the application or score if you opt not to use other funding sources.  If you opt to include other funding in the budget those funds will become a part of your total award amount and are subject to monitoring.

**Budget Narrative**

A budget narrative must be attached for both federal and other funds.  For category A, complete the chart provided, the name, number of hours, salaries, and fringe for each staff member.  For category B thru E, 1) show allowable costs for each proposed activity and provides a brief narrative statement that supports/links these costs with project activities; 2) demonstrates how the applicant arrived at the amounts requested using an equation (e.g., rate of pay x hours, days, or weeks = total request); 3) describes other funding sources and contributions (source(s) and amount, if applicable).  **Note: Should you provide "other" funding source in the budget, you must also provide the breakdown of that funding. This will not negatively affect the overall score of the application.**

**A. Salaries, Wages, & Fringe Benefits**

List each position for which funds are requested, indicate the hourly rate, # of hours, and total salary charged to the project. Employees' benefits, such as retirement, FICA and health insurance should be shown separately and itemized as fringe benefits.  If you indicated that fringe benefits will be used, you must provide the calculation of how you came to the percentage for fringe benefits.  This percentage should be a combination of insurance, FICA, taxes, disability, etc.) **Example=health care 10%, pension 10% FICA, 8% disability 2.6% taxes 2% = 32.6%.**

| Name | Title | Hourly Rate | # of hours | Total Salary | Fringe, if applicable | Total cost |
|------|-------|-------------|------------|--------------|----------------------|------------|
|      |       |             |            |              |                      |            |

 Narrative for salaries, wages, and fringe:

**B. Purchase of Services:**

   Funds in the amount of $          will pay for

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

   Funds in the amount of $          will pay for

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

   Funds in the amount of $             will pay for

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

   Funds in the amount of $             will pay for

**F. Indirect Cost:**

   Funds in the amount of $             will pay for

# 2025 Summer Expansion Programming
## PROPOSED LOGIC MODEL

Applicant: _____

| GOAL: | | | |
|---|---|---|---|
| **Objective(s):** <br> *Intermediate effects to be achieved to reach the program goal, clearly stated and measurable. Include the total number of youth/families to be served* | **Activities:** <br> *Specific steps through which objectives are achieved and programs implemented* | **Output Measures:** <br> *Products of program implementation and activities* | **Anticipated Outcomes:** <br> *Substantive benefits or changes that result from the program, related to behavior, attitudes, skills, and/or knowledge* |
| _____ | _____ | Number of youths served <br><br> _____ <br><br><br> Number of program slots available <br><br> _____ <br><br><br> Total number hours youth were in attendance/engaged in programming <br><br> _____ | Number of youth who completed the program in its entirety without removal or withdrawal <br><br> _____ <br><br><br> Number of youth who participated in or attended the program <br><br> _____ <br><br><br> Number of youth satisfied with the program <br><br> _____ |

Endnotes

[i] Stewart, H., Watson, N, & Campbell, M. (2018)." The cost of school holidays for children from low-income families." *Childhood*, 25, 516-529. https://doi.org/10,177/0907568218779130 as cited in *"Potential Beneficial Effects of Summer Programs for Children from Low-income Families."* https://smhp.psych.ucla.edu/pdfdocs/summer.pdf

[ii] National Academy of Sciences, Engineering and Medicine. (2019). *Shaping Summertime Experiences: Opportunities to Promote Healthy Development and Well-Being for Children and Youth*.  Washington, DC: The National Academies Press.   https://www.nap.edu

[iii] *"Potential Beneficial Effects of Summer Programs for Children from Low-income Families*."  https://smhp.psych.ucla.edu/pdfdocs/summer.pdf

[iv] Centers for Disease Control and Prevention (2022).  *Positive Youth Development*.  US Department of Health and Human Services. https://www.cdc.gov/healthyyouth/safe-supportive-environments/positive -youth-development.htm