



*Governor's Office for
Children and Families*



**Governor's Office for
Children and Families
Juvenile Reinvestment
RFP Workshop**

Juvenile Justice Reform



“We know there’s room for dramatic improvement in the results we see in the juvenile justice system.”

– Governor Nathan Deal

About Us



- **GOCF**
Governor's
Office For
Children &
Families
- **Introductions-staff**

Our Mission



The mission of GOCF is to reach, support, and empower communities to serve Georgia's children and families.

Juvenile Reinvestment RFP



- In keeping with Governor Deal's goal of increasing public safety through a more effective juvenile system, the Governor's Office for Children and Families offers this request for proposals seeking local juvenile justice projects focusing on a two-pronged approach:
 - Diversion
 - Aftercare/Re-entry

Program Purpose



In order to demonstrate potential cost-savings to taxpayers by incentivizing evidence-based options, **the overarching goal of this offering is the reduction of felony commitments to the Department of Juvenile Justice and Short-Term Program sentences.**

Eligibility-Who can apply?



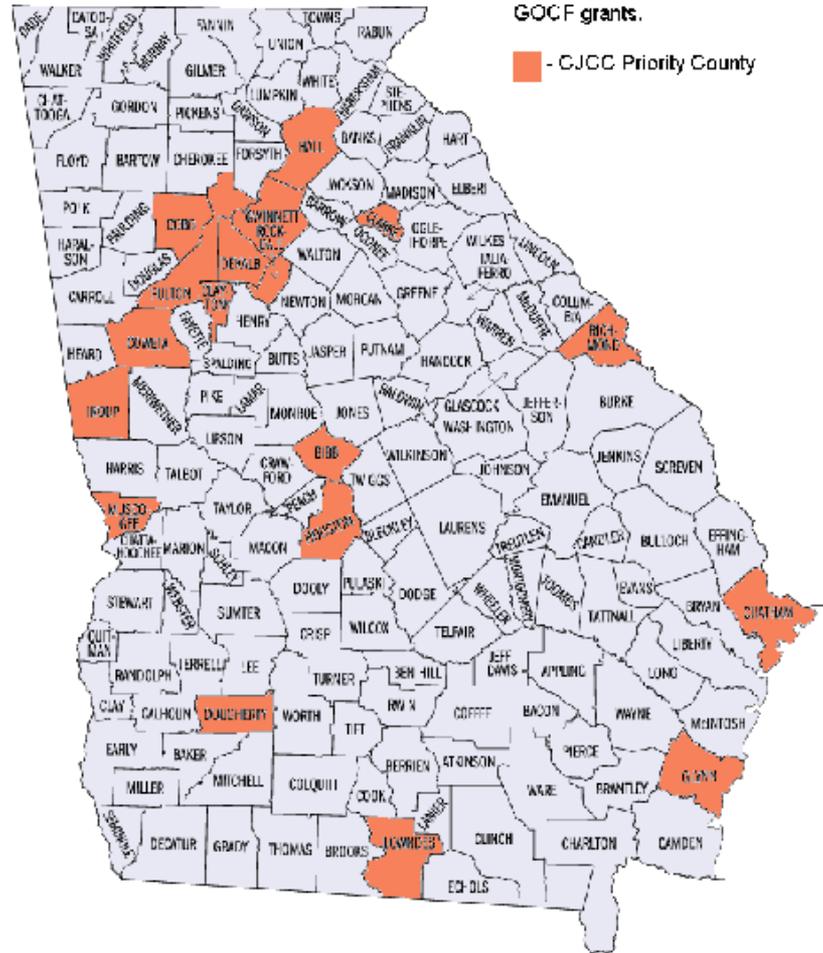
An eligible applicant must meet ***all*** the following criteria:

- Be a public government entity
- Serve as the fiscal agent for the grant and point of contact to GOCF
- Be responsible, liable, and oversee financial, program and post-award reporting requirements

NOTE: Applicants are also eligible for funding through the Criminal Justice Coordinating Council and are strongly encouraged to apply directly to the Council at <http://cjcc.georgia.gov/> .

All counties eligible for CJCC & GOCF grants.

■ - CJCC Priority County



Eligibility Criteria



- Applications to support juvenile court projects must be made by county commissions/boards of commissioners on behalf of the juvenile court
- All local units of government are required to be in compliance with the Georgia Service Delivery Strategy Act in order to be eligible for state-administered financial assistance

Application Details



Applications are due June 21, 2013.
Award Notification will be July 21, 2013.

Grant Award Amount:

Applicants are applying for year one of funding through this RFP.
Applicants are eligible to apply for a maximum of \$100,000 for this grant year, a 11 month period.

Grant Award Period:

The grant award period covers 11 months, from August 1, 2013, June 30, 2014.
All new or enhanced services must be *fully* implemented within sixty (60) days of the grant award agreement beginning date.

Continuation Funding:

A continuation proposal is required annually.
An initial grant does not guarantee continued funding.

Priority Areas for 2013



High Priority will be given to applications that specifically formulate strategies that address:

- **Reducing the applicant county's annual felony commitment rate to the Department of Juvenile Justice**
- **Reducing the applicant county's annual number of Short Term Program sentences**

Program Types



Applicants are asked to select from one of the two following program types, based on the needs of their community.

- Diversion
- Aftercare/Re-entry

Diversion



Diversion Programs

Provide grant funding for local programs designed to divert juveniles from entering the juvenile justice system
OR
preventing further system involvement.

Youth indicating the need for services based on a standardized risk/needs assessment will be referred to the appropriate evidence-based intervention(s).

***Utilize Department of Juvenile Justice's Pre-Disposition Risk Assessment**

***Applicant should include elements of their community-based response to the RFP in their narrative.**

***Signed Memorandum of Understanding (MOU) between local judicial leadership and Department of Juvenile Justice reflecting support of proposed programming is required.**

Aftercare/Re-entry



Aftercare/Re-entry Programs

Provide grant funding for programs to prepare incarcerated juvenile offenders for successful return to their communities.

Incarcerated shall be defined as any juvenile serving a period of secure confinement in juvenile correctional facility (Youth Development Campus)

OR

Youth who have been adjudicated for a designated felony offense.

Youth indicating a need for services based on a standardized risk/needs assessment will be referred to the appropriate evidence-based intervention(s).

***Utilize Department of Juvenile Justice's Comprehensive Risk & Needs Assessment (CRN)**

***Applicant should include elements of their community-based response to the RFP in their narrative.**

***Signed Memorandum of Understanding (MOU) between local judicial leadership and Department of Juvenile Justice reflecting support of proposed programming is required**

Target Populations



Applicants must select one Target Population and structure their proposal around selected population.

Diversion

Youth who have been referred to juvenile court for a felony charge that would result in possible commitment to Department of Juvenile Justice or youth who would have previously been sentenced to the Short-Term Program.

Aftercare/Re-entry

Any juvenile serving a period of secure confinement in a juvenile correctional facility (Youth Development Campus)
OR have been adjudicated for a designated felony offense.

Applicant Goals



Each applicant must utilize the following goals for its project:

- **Reduce total number of felony commitments to Department of Juvenile Justice and Short Term Program (STP) sentences in target county.**
- Increase the use of evidence-based practices in Georgia's juvenile justice system by initiating community-based juvenile justice programs.
- Reduce the recidivism rate of youth involved with Georgia's juvenile justice system.
- Reduce annual secure detention rate of target county
- Reduce annual secure confinement rate of target county.
- Demonstrate a cost-savings to citizens of Georgia through provision of research-informed services to youth in juvenile justice system.

Applicant Objectives



All Projects

Project will demonstrate 20% reduction in total number of annual felony Commitments to DJJ and Short Term Program (STP) sentences (*Counties will be provided FY 2012 numbers in order to calculate target*).

****PLEASE NOTE –**

STP Admissions include youth who are admitted to secure confinement for a STP sentence and youth admitted to secure confinement for a Secure Probation Sanction violation.

<http://juveniledata.georgia.gov/JuvenileRgp.aspx>

Project will report an increase in:

- number of evidence-based services over previous year
- overall percentage of court's evidence-based program offerings

Diversion Objectives



- Project will demonstrate reduction in annual Secure Detention rate
- At least 75% of project participants will complete program requirements
- At least 60% of youth completing services will not re-offend as calculated using recidivism definition.
- Project will report cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to detain youth.
(Selected projects will be provided a marginal cost rate in order to perform this calculation)

Aftercare/Re-entry Objectives



- Project will demonstrate reduction in annual Secure Detention rate
- At least 75% of project participants will complete program requirements
- At least 60% of youth completing services will not re-offend as calculated using recidivism definition.
- Project will report cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to detain youth.
(Selected projects will be provided a marginal cost rate in order to perform this calculation)

Performance Deliverables



REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON OR BEFORE THE FOLLOWING DATES
Initial Allotment	<ul style="list-style-type: none"> •Fully executed grant award agreement and attachments •Submission of Judicial/DJJ MOU 	9/2/2013
FIRST PERIOD	<p><u>10/1/2013-12/31/2013:</u></p> <ul style="list-style-type: none"> •Quarterly Progress Report-including performance objectives •Submission of performance payment request •Attendance at GOCF Grant Management Workshop 	1/31/2014
SECOND PERIOD	<p><u>1/01/14-3/31/14 Reporting Period:</u></p> <ul style="list-style-type: none"> •Quarterly Progress Report-including performance objectives •Submission of performance payment request and match report *5% reduction in felony commitments to DJJ and sentences to Short Term Program achieved 	4/30/14
FINAL PERIOD	<p><u>4/01/14-06/30/14 Reporting Period:</u></p> <ul style="list-style-type: none"> •Quarterly of Final Progress Report- including performance objectives •Submission of performance payment request and match report <p>* 20% reduction in felony commitments to DJJ and sentences to Short Term Program achieved.</p>	7/31/14

Required Application Components



Four Required Application Components:

- Application Face Sheet (A-1)
- Application Narrative
- Application Forms & Assurances
(A-2 to A-6)
- Budget Workbook (A-8)

Submission Requirements



- **One (1) COMPLETE original application** with all signature pages **signed in blue ink**
- **Five (5) additional copies**
- **One (1) electronic copy (on CD)**
- **ALL documents in order listed on page 19**
- **Bound with Binder clip**
(No stapling or other binding)

Submission Date



- Applications must be postmarked **June 21, 2013**
- Application must include the **original signature of the executive officer** of the applicant on the application face sheet
- Applicants are cautioned to request a legibly dated United States Postal Service postmark or receipt,
OR
to obtain a legibly dated receipt from a commercial carrier

Submission Address



- **No E-mails, No office-metered postmarks, & No hand-deliveries**

The mailing address for applications:

Governor's Office for Children and Families

Juvenile Reinvestment RFP

55 Park Place NE, Suite 410

Atlanta, Georgia 30303-2529

Disqualification Factors



- Post-marked after **June 21, 2013** deadline
- Failure to include application narrative, application budget, and application attachments
- Failure to provide appropriate number of copies and format requested
- Applicant is not a public government entity
- Submission fails to include an original signature of the applicant's executive officer on the application face sheet;
- Application lacks original signatures where appropriate

Format



- Number of every page submitted as part of your application
- Use type that is 12-point font size and one inch margins
- The application narrative should be typed on white paper that is 8 ½ x 11 inches
- Include a footer identifying the applying agency
- Adhere to page limits
- Applications should not be stapled or bound; use binder clips
- Applicants must restate and number each proposal narrative question followed by the response

Break



Take 10 minutes

Proposal Narrative



- Limit the narrative to eleven (11) pages
- Use the outline format described in section 4 (RFP pages 11-15)
- GOCF requires that applicants restate and number each Narrative Section question followed by the response.

4a. Statement of Need/Summary



Page limit for this section- 1/2 page

Provide a clear and concise statement of need, including the following-

1. Statement of the community problem

For the purpose of this RFP applicants are instructed, **at a minimum**, to use each of the following metrics as justification of need for programming:

- At-Risk Population
- New Instances of Secure Detention (RYDC)
- Cases Resulting in Commitment to DJJ
- New Instances of Confinement in Secure Juvenile Correctional Facilities (YDC)

This information for each county can be found at-

<http://juveniledata.georgia.gov/DataReports.aspx?report=RRIDataEntryReport>

4a. Statement of Need/Summary (continued)



2. A description of how the problem relates to the mission of the applying agency
3. Overview of the Target Population to be served
(Felony Commitments & STP sentences)
4. Description of the chosen priority area for proposal and why selected-
Diversion or Aftercare/Re-entry
5. Brief description of the activities requesting GOCF funds

4b. Administration



Page limit for this section- $\frac{1}{2}$ page

1. Name the implementing agency. Provide a brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency.
2. List the agency's qualifications and experience with managing grants.
3. List the Community Partners and their description and contribution, if any, to the proposed program.
4. Does the fiscal agent have the ability to maintain a quarterly cash flow?

4c. Target Population



Page limit for this section- $\frac{1}{2}$ page

Provide a detailed description of the clearly defined target population to be served in the grant period, including the following:

1. Target group/age range: a) middle school; b) high school; or c) both middle and high schools;
2. Number of projected youth to be served;
- 3. How and Why Target Population selected?**
4. Gender: a) male only; b) female only; or c) male and female;
5. County or counties to be served; and
6. Other demographics, including at-risk population(s).
7. List assessment instruments to be used for selected target population (More fully described in Section 4.d.4.-Intake)

4d. Methods and Procedures



Page limit for this section- 6 pages

1. Describe the overall format and design of the program, addressing the following:
 - a. Program type (i.e., Youth Reporting Center, community-based, school-based, or other);
 - b. Program time (i.e., during school hours, after school, weekends, summer, and/or year-round);
 - c. Program frequency (i.e., the number of times the program is implemented or, in other words, the number of program cycles);
 - d. Program duration (i.e., the length of the program in days, weeks, and/or months)
 - e. Program hours (i.e., the minimum number of program hours per youth).

4d. Methods and Procedures cont.



2. Complete the Program Timeline (Attachment A-2).

Provide a detailed timeline from August 1, 2013 – June 30, 2014 of planned grant activities, including, but not limited to, program start and end dates for each site, special events, and planning.

3. List the specific site(s) where programming will occur (i.e., the site name and the street address). Describe how the proposed program site is a safe and convenient location for youth and parents to receive services. Attach any Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).

4. Fully describe the intake process. List criteria to determine which individuals will be offered program services

4d. Methods and Procedures cont.



For **Diversion** programs, applicants must provide a detailed description of how the Detention Assessment Instrument (DAI) and the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making.

For **Aftercare/Re-entry** programs, applicants must provide a detailed description of how Community Risk and Needs Assessment (CRN) will be utilized to ensure consistency and uniformity in decision-making.

Applicants must provide a detailed description of how the Pre-Disposition Risk Assessment will be utilized to ensure consistency and uniformity in decision-making.

More information can be found at the following-

<http://www.djj.state.ga.us/Policies/DJJPolicies/Chapter20/DJJ20.11DetentionDecision.pdf>

<http://www.djj.state.ga.us/Policies/DJJPolicies/Chapter20/DJJ20.30ComprehensiveRiskandNeedsAssessment.pdf>

4d. Methods and Procedures cont .



5. Describe how parental consent is obtained for youth to participate in the program. Explain if additional information (e.g., intake form, participant application, and/or needs assessment) is obtained for a youth to be enrolled in the program.

6. Describe the services and supports provided to **all** individuals in the target population using GOCF grant funds and which agencies will provide these services.

- a. State the proposed primary curriculum or evidence-based interventions that will be that will be employed during this grant period. Describe how this will be implemented. **Justification for selecting this service?**

Examples include- Aggression Replacement Therapy (ART), Thinking for A Change (T4C), and Multi-Systemic Therapy (MST).

Applicants should propose using juvenile interventions found to be **Effective** or **Promising** as described by CrimeSolutions.Gov

<http://www.crimesolutions.gov/TopicDetails.aspx?ID=62>

4d. Methods and Procedures cont.



- 6.b. Describe any other developmental activities program participants will receive in addition to the curriculum or intervention listed above. Explain how each of these developmental activities will be implemented.
6. c. Insert a chart that indicates the activity, the type of activity, and the number of hours per activity per youth.
7. Describe the GOCF grant-funded services and supports provided to subsets of the target population and/or to youth in the target group who may or may not be receiving intensive services, if applicable.
8. Describe the parent involvement and/or community awareness activities provided using GOCF grant funds, if applicable.
9. Describe the primary roles and responsibilities for each grant-funded position. Attach a job description for each position discussed (Attachment A-4).
10. Explain the plan for orientation and training of grant-funded staff.

4e. Goals, Objectives, and Evaluation



Page limit for this section- 2 pages

1. List the required program goals as outlined in the RFP.
List any additional program goals in a clearly defined and measurable manner.
2. List the required program objectives as outlined in the RFP.
List any additional program objectives in a clearly defined and measurable manner.
3. Explain fully how all stated goals and objectives will be reached and evaluated.
4. Applicants will be required to explain how they currently collect data on youth served and how they plan to expand this collection to include source of referral information.

4f. Sustainability



Page limit for this section- 1 pages

1. Describe the specific activities that will take place during this upcoming grant period to ensure sustainability
2. List the current funding sources and amount of funding for your organization.
3. Identify potential state, federal, and or/private funding streams for program support.
4. Identify any staff or volunteers that have assigned, dedicated efforts towards sustainability

4g. *Previous Accomplishments*



Page limit for this section- $\frac{1}{2}$ page

Applicant should provide a detailed description of any previous successful interventions or grant funding.

Include a detailed summary of activities, number/percent of youth served to-date, and supporting data to demonstrate whether or not the project objectives and goals were met.

If problems were encountered in previous grants or objectives were not fully achieved, please provide a full description detailing issues and corrective action(s) taken to address.



Governor's Office for
Children and Families



Juvenile Justice Division

*GOCF Financial
Presentation*

FY14 RFP-Financials



- GOCF Match is not required
- All applicant agencies receiving GOCF funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of GOCF awards.
- There will be a budget summary workbook and budget narrative that will need to be completed.

GOCF Budget Format



Seven (7) Categories

- Personal Services
 - Any staff working with the program
- Regular Operating
 - Supplies, media, travel, etc.
- Equipment
 - Purchasing new equipment (not including IT)
- Information Technology Expenditures
 - Purchasing new item IT equipment

GOCF Budget Format



Seven (7) Categories

- **Real Estate and Utilities**
 - Rent, mortgage, utilities and other costs associated with facility
- **Contractual Services**
 - Cash or in-kind services from partners
- **Voice/Data Communications**
 - Telephone, internet, cell phones, etc.

Personal Services



- Total Wages Earned Monthly
 - This should reflect a person's annual salary divided by 12 months.
 - If the employee is hourly, multiply his or her hourly rate by the number of hours they are anticipated to work in a year and divide that number by 12 months.
 - \$8 * 2080 hours (52 weeks * 40/hr per week)

Personal Services



- **Taxes and Benefits**
 - This should be the amount of taxes and benefits the employer pays on behalf of the employee.
 - If your agency uses a fringe rate, multiply this by the employee's annual salary and divide by 11.
 - DO NOT include the amount of taxes that are removed from an employee's paycheck, these are already accounted for in his or her salary.

Personal Services



- % FTE
 - This is the amount of time an employee spends working on the GOCF project.
 - Example: Sally works 30 hours per week for the school system. If on average she spend 15 hours per week on the GOCF program, her FTE should be (.5). If on average she spends 30 hours per week on the GOCF program, her FTE should be (1).

Personal Services



- **Number of Months**
 - This should reflect the number of months an employee will work on a project.
 - If he or she only works 10 months out of the year on the GOCF project, then this is the number of months that should be applied to the grant.

Personal Services



- The Total Request should be calculated by using the following formula:
$$((\text{Monthly Wage} + \text{Taxes \& Benefits}) * \text{FTE}) * \text{Months}$$

*Note: This is an 11 month grant
- The Total Request should be split between Grant Request and Match Request after the FTE is calculated for the Total Request.

FY14 RFP-Financials



Direct and Indirect Service Costs:

*Indirect costs cannot exceed 10% of your total GOCF budget

- **Common Direct Service Costs:**
 - Therapist
 - Counselor
 - Social Worker
 - Program supplies
 - Employee travel for direct service

FY14 RFP-Financials



Direct and Indirect Service Costs:

- **Common Indirect Service Costs (10% of the total GOCF budget):**
 - Grants Manager
 - Finance Director/Accountant/Bookkeeper
 - Trainer
 - Bookkeeping costs
 - Financial and/or programmatic audit costs
 - Rent and/or mortgage on administrative offices
 - Utilities on administrative offices
 - Office supplies for staff
 - Pens, paper, etc.

FY14 RFP-Financials



Direct and Indirect Service Costs:

- **Common Indirect Service Costs (Con't):**
 - Insurance
 - Employee travel to grantee trainings
 - Printing
 - Meeting Expenses
 - Copier
 - Postage
 - Vehicle Maintenance
 - Background Investigations

FY14 RFP-Financials



Costs that will need clarification to be considered direct:

- **Trainings**
- **Conferences**
- **Travel**
 - **Outside of direct service travel**
- **Equipment**
- **Administrative Staff and Supervisors**
 - **Who also provides direct service**
 - **Supervision of any staff is not direct service, only hands-on work with community**
- **Volunteers**
- **Copier**
 - **Use of the copier for direct service**
- **Cell phones for direct service employees requiring travel**
- **Meeting expenses for outreach and awareness activities**

FY14 RFP-Financials



Narrative

- All costs will need to be accompanied by a written description within the narrative
- Example:
 - Executive Director: (50% Direct)
 - Supervising staff – 20% (I)
 - Prevention awareness – 20% (D)
 - Case management with clients – 20% (D)
 - Intake – 10% (D)
 - Administrative tasks, including reporting – 30% (I)
 - Supplies
 - \$3,000: Paper, pens, pencils, stationery, etc.
 - Direct (60%) – Client handbooks, client job resumes, prevention documents
 - Indirect (40%) – Office supplies and administrative documents
 - Trainings
 - GOCF Trainings (4 meetings) - \$1,226
 - Personal mileage: 300 miles per roundtrip *\$0.565 = \$195 *4 = \$780
 - Hotel: \$95/night *4 nights = \$380
 - Per diem: 4 days at \$ 16.50/day = \$66

Contacts



Program Questions-

Joe Vignati

Phone: (404) 656-5183

Email: Joe.Vignati@Children.ga.gov

Financial/ Budget Questions-

Thorne Brown, Finance Director

Email: Thorne.Brown@Children.ga.gov

?

Thank you



Please visit our website for
helpful tools and
information:

www.children.ga.gov

Thanks!