STATE OF MAINE

Department of Corrections
Juvenile Justice Advisory Group

RFA# 202210174

Supporting Community Based Organizations Serving Black, Indigenous, People of Color (BIPOC) including Immigrant and Refugee Communities in Maine

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| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator identified below.**Name:** Linda Barry Potter **Title:** Juvenile Justice Specialist**Contact Information:** Linda.Barry-Potter@maine.gov  |
| **Informational Meeting** | **Date:** November 14, 2022 **Time:** 3:00 p.m., local time**Location** <https://mainestate.zoom.us/j/82404601195?pwd=Rm1Zd3JQRnY1UkdSY2hKVSs2aXhIdz09> |
| **Submitted Questions**  | All questions must be submitted, via e-mail, to the RFA Coordinator no later than:**Date:** November 17, 2022, no later than 11:59 pm., local time. Submissions must include **“RFA# 202210174 Questions”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:***Initial Submission Deadline:** November 30,2022, 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# 202210174** Application Submission” in the subject line of the e-mail.  |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| Term/Acronym | Definition |
| Department | Department of Corrections |
| JJAG | Juvenile Justice Advisory Group |
| State | State of Maine |
| RFA | Request for Applications |
| CBO | Community Based Organizations |
| BIPOC | Black, Indigenous, People of Color |

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# **Application Details and Instructions**

1. **Purpose & Background of the Grants**

The Juvenile Justice Advisory Group (JJAG) has set goals in its 3-Year Plan to support the “development of a community-based continuum of care for youth involved in or at risk of becoming involved in the juvenile justice system” (Goal One of the plan), and to support “efforts to address the particular needs of historically and currently marginalized populations of youth involved in, or at risk of becoming involved in, the juvenile justice system, including youth of color, immigrant youth, LGBTQ/GNC youth, youth with disabilities and tribal youth” (Goal Three of the plan).

Through this RFA, the JJAG seeks to provide funding to support the work of small, racially diverse, community-based organizations that work with BIPOC youth and families, including youth from immigrant and refugee communities in Maine. These communities have unique needs that are best identified and served with culturally competent responses from individuals who have similar backgrounds, cultural identity, religious affiliation, and may have similar lived experiences.

The purpose of this grant funding is to strengthen the ability of organizations working within the BIPOC, immigrant, and refugee communities to meet the needs of youth and their families. Through this initiative we hope to support those organizations working locally with youth and families to build community strength in ways that help keep youth in these communities out of the 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 and communities.

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 youth and families they expect to engage, the outcomes they expect to achieve, and how those outcomes will be measured, including self-reports from youth and/or family participants. 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 youth and families served. 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.

1. **Eligibility to Submit Bids**

Any non-profit organization that is:

1. Community-Based
	1. Community-based is defined as being established within the community which work will be performed to work.
2. Small
	1. Small is defined as fifty (50) employees or less.
3. Racially diverse
	1. Racially diverse is defined as 50% of employees are from the BIPOC, refugee or immigrant community that your community-based non-profit works within.
4. Works with the youth and families in BIPOC, immigrant and refugee communities in Maine.
	1. Working with is defined as your community-based non-profit is providing services to the BIPOC, refugee or immigrant communities. This may be through a store front, through a community space or even through meetings conducted at the homes of the targeted community members.
5. The organization must be providing supports and services for a demonstrated need within these communities in that improves the well-being of BIPOC immigrant and refugee youth (up to age 25).
6. **Awards**

The JJAG anticipates making multiple awards as a result of the RFA process. Funding for these grants come from the OJJDP Title II 2020 JF-FX-0025. Multiple awards to the highest scoring Applicants will be made from the $100,000.00, ranging from $5,000 to $25,000.

1. **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 | 12/31/2022 | 12/30/2023 |
| Renewal Period #1 | 12/31/2023 | 12/30/2024 |
| Renewal Period #2 | 12/31/2024 | 12/30/2025 |

1. **Annual Application for Submittals**

This RFA offers an annual application submittal process, pending available funds. A new application will be released and available to applicants at least each year at [Division of Procurement Services Grants RFPs and RFAs website](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). Applications will be accepted from any and all application 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](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/appeals)).  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**

The Department is seeking applications that impact the following goals and areas of need:

**Goals:**

1. Development of a community-based continuum of care for youth involved in or at risk of becoming involved in the juvenile justice system
2. Support efforts to address the particular needs of historically and currently marginalized populations of youth involved in, or at risk of becoming involved in, the juvenile justice system, including youth of color, immigrant youth, LGBTQ/GNC youth, youth with disabilities and tribal youth.
	1. Youth can be defined as anyone 12 – 24 years of age.

**Areas of Need:**

# Reporting on performance measures as shown on page 20 of this RFA.

# Management of strategic partnerships with schools, public agencies, and other community-based organizations.

# **Delinquency Prevention** activities designed and driven by local, community-based organizations to engage youth and families in pro-social activities during those peak delinquency out of school times that are culturally competent and/or gender responsive. Examples of delinquency prevention activities include:

1. After School Recreation Programs
2. After School Arts Programs
3. Gender Specific Programs

# **Alternatives to** formal justice system involvement for dispute resolution and/or community healing and accountability. Examples of alternative to formal justice involvement include:

1. Community Based Restorative Justice Programs
2. School Based Restorative Justice Programs
3. Community Based Community Service Programs
4. Community Based Education/Internship Programs

# **Cultural Brokers** to help youth and families navigate systems and structures. Examples of cultural brokers include:

1. Education around U.S. Cultural Norms
2. Employment assistance and job readiness, including education around seeking employment (including internships) and preparation for expectations around job interviews and workplace norms.
3. Financial literacy and life skills building, including money management
4. Support in navigating the state and local systems to better understand and access services and supports.

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](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) 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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# KEY PROCESS EVENTS

## **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](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by the date and time shown on the cover page of this RFA. Submitted Questions must include the subject line: “RFA# 202210174 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](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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.

## **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.](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants)  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.

## **Informational Meeting**

## An Informational Meeting will be held via Zoom at the date and time listed on the cover page of this RFA. Anticipated topics include:

## Answers to **Submitting Questions about the Request for Application** above

## Application process review

## Review of important dates

## Evaluation process review

## Scoring Criteria review

## Notification of Grants

## Contracts and Performance Measures review

## Presented in person, via Zoom, recorded and posted on-line after it is held.

## **Submitting your Application**

1. **Applications Due:** Applications must be received by the date and time listed on the cover age of this RFA. Applications received after the 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.
	1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
	2. 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.
	3. 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.
	4. 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.
	5. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202210174 Application Submission – [Applicant’s Name]”**
	6. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages ten through nineteen (10-19) of this RFA document.

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# 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) | Pass/Fail |
| Criteria 2 – Applicant Experience (Part 2)  | 20 |
| Criteria 3 – Program Design (Part 3) | 20 |
| Criteria 4 – Performance Measures (Part 4) | 35 |
| Criteria 5 – Budget (Part 5) | 25 |
| **Total** | **100 points** |

1. 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. |
| **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. |
| ***Provide information requested below if different from above*** |
| **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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DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*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:*

1. *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.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
3. *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*
4. *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*.
5. *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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**Part 1 – Eligibility and Proposed Program Information**

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** |  |
| **ELIGIBILITY** |
| How does your organization provide services to BIPOC, refugee or immigrant communities?  | [ ]  Store front[ ]  Community space[ ]  Individual or group meetings[ ]  Other:  |
|  What demonstrated need is your organization providing services and supports for that improves the well-being of BIPOC immigrant and refugee youth (up to age 25)?*Areas of Need are identified on page 6 of the RFA.*  |  |
| **Total number of employees:** |  |
| **Percentage of employees from the BIPOC, refugee or immigrant community that your community-based non-profit works within:**  | % |
| **Site Location:** |  |
| **What is the intended geographic scope of your program?** | [ ]  Town(s) (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  County (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Region (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Statewide (Please explain how the organization will reach youth statewide): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROGRAM INFORMATION** |
| **Programming will support 12- to 24-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. | [ ]  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)[ ]  Youth who are experiencing homelessness[ ]  Youth of color[ ]  Tribal youth[ ]  Youth who are or have been justice involved[ ]  Youth with disabilities |
| **Total number of youths between the ages of 12 and 24 who will be connected to supportive community programming through this grant:** |  |

**Part 2 – Applicant Experience**

**(This section has a 2-page limit)**

|  |
| --- |
| 1. Describe the history of the Applicant’s organization, especially regarding knowledge and skills for working with youth to connect 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 historically underserved youth to supportive community services.
 |
|  |
| 1. Please include qualifications and experience that demonstrate the ability to manage strategic partnerships and ability to reach and engage youth facing barriers to engaging fully within their families and communities.
 |
|  |
| 1. 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 and communities.
 |
|  |

**Part 3 – Program Design: Expand the Number of Youth Participating in Supportive Community Services**

**(This section has a 3-page limit.)**

|  |
| --- |
| 1. Describe in 4-6 sentences how your proposal will advance the above goal.
 |
|  |
| 1. What programming will be developed to prepare youth to engage successfully within their families and within the community?
 |
|  |
| 1. Identify how this grant finding will result in newer opportunities for youth to explore and engage in programming within their communities and how this can improve the ties to family and community.
 |
|  |
| 1. Please describe the staffing and mentoring supports that will be provided to support youth to be successful.
 |
|  |
| 1. The expectation of these grants is that every participating young person is connected to supportive community programming. Please describe the types of program experience that will be available to participating youth.
 |
|  |

**Part 4 – Performance Measures to Report On**

**(This section has a 2-page limit)**

|  |
| --- |
| 1. Describe how your organization is prepared to collect and report the data on the performance measure data listed on page 20 of this application.
 |
|  |
| 1. Explain how you will address barriers of youth participation (transportation, childcare, etc.)? Explain how you will address barriers to the family’s engagement with the youth?
 |
|  |
| 1. Do you foresee any barriers to being able to comply with collecting and reporting this data?
 |
|  |

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| --- |
| **Project Budget**  |

**Part 5 – Project Budget and Budget Narrative**

*This budget should include your overall program. The first column is for expenses for your proposed project that you are requesting be covered by the grant.*

|  |  |  |
| --- | --- | --- |
| **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)**  |

|  |
| --- |
| 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.)
	1. 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.
	2. 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.
	3. Travel – specify the purpose of travel, mileage, and per diem rates.
	4. 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.
 |
|  |

**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** | **12/31/2022 – 12/30/2023** | **12/31/2023 – 12/30/2024** | **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?  |  |  |  |