



STATE OF DELAWARE
EXECUTIVE DEPARTMENT

CRIMINAL JUSTICE COUNCIL

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Delaware Criminal Justice and Treatment Improvement Project Request for Proposals

Eligible Applicants

Grantee eligibility Category 1: Treatment service retention and/or reengagement - Units of local government and community nonprofit service agencies involved with the provision of substance use disorder treatment services to individuals who come in contact with the criminal justice system throughout the State of Delaware. Agencies must have experience in the outlined services and provide direct services to individuals needing substance use disorder treatment services.

Grantee eligibility Category 2: Law enforcement diversion programs and alternatives to incarceration – Applicants are limited to units of local government and law enforcement agencies throughout the State of Delaware that will establish or enhance a substance use disorder diversion project.

Grantee eligibility Category 3: Reducing incidence of overdose death and opioid misuse - Units of local government and community nonprofit service agencies involved with the provision of substance use disorder treatment services to individuals who come in contact with the criminal justice system throughout the State of Delaware. Agencies must have experience in the outlined services and provide direct services to individuals needing substance use disorder treatment services.

Deadline

Completed applications must be submitted into Egrants by May 10, 2019 - no exceptions will be made. Un-submitted applications will be automatically closed by the Egrants system on 5/11/19. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Valarie Tickle or the Egrants Help Desk (cjcegrantssupport@state.de.us).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. **Registrations for new agencies and any new egrants users for this funding announcement must be received by May 3, 2019.**

Contact Information

If you have questions in regard to this solicitation, please contact Valarie Tickle at (302) 577-8713 or valarie.tickle@state.de.us

Released From: The Criminal Justice Council

Release Date: March 22, 2019

Overview:

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding for criminal justice and treatment improvement projects. This funding is awarded under the Federal Comprehensive Opioid Abuse Site-based Program. The United States Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is charged with administering this Program, in conjunction with State agencies like the CJC. This solicitation is designed to provide funding to units of local government and community nonprofit service agencies involved with the provision of substance use disorder treatment services to individuals who come in contact with the criminal justice system throughout the State of Delaware.

Signed into law on July 22, 2016, the Comprehensive Addiction and Recovery Act (CARA) is the first major federal substance use disorder treatment and recovery legislation in 40 years and the most comprehensive legislative effort to address the opioid epidemic. CARA establishes a comprehensive, coordinated, and balanced strategy through enhanced grant programs that encompass prevention and education efforts, effective responses to those affected by substance abuse, and services for treatment and recovery from addiction. The Comprehensive Opioid Abuse Site-based Program (COAP) was developed as part of the CARA legislation. Additional information and resources can be found at: <https://www.coapresources.org/>

Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) *Guide to Evidence-Based Practices* available at www.samhsa.gov/ebpwebguide. The *Guide* provides a short description and a link to dozens of websites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings.

Subgrants will be awarded that assist and provide financial support to units of local government and community services agencies to implement strategies that support treatment and recovery service engagement; increase the use of diversion and alternatives to incarceration; and reduce the incidence of overdose death. The proposed project will support and enhance the local and state capacity to respond to opioid misuse through subgrant programs.

Project Goals include: 1. Assist localities in improving the engagement and retention of justice-involved individuals with opioid use disorders in treatment and recovery services; 2. Increase the use of law enforcement diversion programs and alternatives to incarceration; and 3. Reduce the incidence of overdose death and opioid misuse.

Federal deliverables and performance metrics include:

1) Improve treatment service retention and/or reengagement in local programs by 10% as compared to the baseline at the start of the program.

- a) 500 individuals will receive improved treatment services including increased outreach and service access;
 - b) 50 high frequency users will receive case management;
 - c) Train/raise awareness for 500 individuals on opioid misuse and evidence based treatment practices;
- 2) Fund projects that increase the use of diversion and alternatives to incarceration which may include mandated community treatment and program capacity expansion;
- a) 100 individuals will be diverted from incarceration
- 3) Project seeks a 25% reduction in overdose fatalities within two years.

Allowable Uses for Award Funds and Program Parameters:

This solicitation is for potential applicants to provide direct services for individuals experiencing substance use disorder. Funds will be subgranted for community-based services.

- **Direct services** – funds should be allocated to provide a tangible need or service directly to an individual. It is strongly encouraged that programs take a focused approach to a particular need or services rather than attempting to fulfill every client need in one program. Additional needs that may fall outside of an agency’s specialty should be accessed through referrals and leveraged resources. Agencies may also choose to collaborate and submit proposals that connect to provide an array of services. Details on such cross collaborations should be explained in the proposal narrative. It is advised that programs maintain manageable caseloads. Both costs and quality of services offered to clients will be reviewed.
- Applicants may use funds to establish, enhance, expand and/or redesign existing or new programs. The Office of Justice Programs website <http://www.crimesolutions.gov/> is one helpful resource that applicants may use to find information about evidence-based programs in criminal justice.

Treatment service retention and/or reengagement - Funds for treatment services will improve engaging and retaining justice involved individuals utilizing items such as: additional case management, advance training programs, increasing community awareness, aggressive outreach for services and rapid reconnection to programming. Sub awards will specify current program retention problems and propose solutions that are evidence based or promising practices for improving the length of stay within the programs. Applicants will focus on individuals that begin the process of accessing treatment and then do not follow through with program enrollment as well as unsuccessful program completions. Programs will increase

successful program completions which may include enhancing current programs and individualized treatment plans. Applicants will also improve participant reengagement which will include tracking the number of individuals reconnected to programming and decreasing the time it takes to reengage individuals. The use of peers will be strongly encouraged and recommended as part of the proposed programs.

Law enforcement diversion programs and alternatives to incarceration – Funds will be made available for evidence based practices and programs that divert individuals from incarceration and additional justice involvement. Programs will be sought to increase the use of law enforcement diversion programs and coordinate with Delaware Community Corrections – Probation and Parole for additional program options other than treatment in the prisons.

Reducing incidence of overdose death and opioid misuse - Programs will be solicited that specifically focus on reducing overdose death which may include expanding the use of opioid overdose reversal products, increasing the availability of medically assisted treatment options and increasing work with hospitals and detox centers throughout the state. Both individuals that experience the first incident of overdose and individuals that have multiple overdose incidents will be targeted as part of the identified programs. Programs may also address system continuity such as improving the gap between detox and hospitals and treatment enrollment.

The selected provider will be required to comply with CJC reporting requirements:

- i. Quarterly reports: Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:
 - Quarter ending March 31 – Reports are due April 20
 - Quarter ending June 30 – Reports are due July 20
 - Quarter ending September 30 – Reports are due October 20
 - Quarter ending December 31- Reports are due January 20
- ii. Provider must track clients receiving services along with specially designated outcomes which will be detailed upon award

Eligibility Criteria:

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Grantee eligibility Category 3: Reducing incidence of overdose death and opioid misuse -

Units of local government and community nonprofit services agencies involved with the provision of substance use disorder treatment services to individuals who come in contact with the criminal justice system throughout the State of Delaware. Agencies must have experience in the outlined services and provide direct services to individuals needing substance use disorder treatment services.

No funding will be provided to individuals or agencies that have not yet achieved non-profit status.

CJC’s Electronic Grants Management System

Completed **applications must be submitted into Egrants**. Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact the Egrants Help Desk (cjcegrantssupport@state.de.us).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. Registrations for new agencies and any new egrants users for this funding announcement must be received by May 3, 2019.

The CJC is responsible for ensuring our subgrantees are abiding by financial management guidelines as determined by the US Department of Justice, Office of Justice Programs, and Office of the Chief Financial Officer. The “Separation of Duties” is expected of our subgrantees as a method of preventing grant fraud, waste and abuse. Separation of Duties is a key internal control concept that establishes procedures for certain types of transactions and reporting. **No one person is able to do both fiscal reporting and program reporting. You must register two individuals per agency – one for the programmatic sections and one different individual for the fiscal section input. One individual must be named the FINANCIAL CREATOR and one individual must be the PROGRAM CREATOR. Someone from the agency must also have approval for the SUBMISSION role in egrants.** A description of all egrant user roles can be found at: https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/SecurityRolesQuickStartGuide_rev-min.pdf

Available Amount:

Under the FY2018 Comprehensive Opioid Abuse Site-based Program grant – CJC anticipates making multiple awards ranging up to but not exceeding \$200,000 for a 24 month total project period.

There is **no match requirement**.

Grant Period:

For the purpose of this solicitation, the Delaware Criminal Justice Council will be selecting appropriate programs for **one-time** funding. Proposals should be based on an anticipated start date of **7/01/2019** and a current project end date of **6/30/2021**. A no cost extension may be possible and is contingent upon BJA federal grant manager approval. Continuation funding is not available under this solicitation.

Supplanting

Reentry Program Funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose. Grant funds are to be used to **enhance or expand** services to individuals, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. Grant funds must **add to**, not replace, what already exists. In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, grant funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711.

System for Award Management (SAM): All potential subgrant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants' responsibility to provide the CJC the status of SAM registration (active, inactive, pending).

<https://www.sam.gov/portal/public/>

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. There is **no cost** to register.

Non-Profit Organization (NPO) Status Certification: All potential subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency's 501(c)(3) designation letter; or a copy of the agency's certificate of incorporation that substantiates its non-profit status.

If selected to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements.

Required Format:

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC EGrants System. **It is the responsibility of the applicant to ensure that the concept proposal/application is complete and submitted properly.**

Project Concept Narrative Component Requirements:

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address substance use disorder. Describe how the applicant meets the requirements including program parameters and allowable use of funds. **Section must be completed by the PROGRAM CREATOR.**
2. **Project Narrative:** This application is an opportunity to justify your project and the need for funding. The need justification has a separate section but this section will most likely duplicate some of that information. **Section must be completed by the PROGRAM CREATOR.** Within the egrants Project Narrative Section, please address the following:

The Problem: In this response, the problem which this project is intended to address should be described and defined. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it aims to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

- a. Include a sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.
- b. Provide evidence of expertise knowledge and/or experience in providing direct services to justice involved individuals with substance use disorder.

Goal Statement and Measurable Objectives: This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified. A program goal is the end that you want to achieve through the funded project. Clearly state the primary substance use disorder services the project will provide. Provide a goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include referral process for receiving clients (implementation section) and definition of successful program completion (impact section). Have in place an established relationship with collaborative partners, especially any new partners (implementation section).

- a. Please provide the implementation objectives for this project. Implementation objectives define your targets for implementing the

program. Describe items needed such as personal and/or equipment to begin program operation and a timeline for obtaining such items.

b. Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal. These objectives should include monthly activities in measureable terms and number of expected individuals to be served.

c. Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end? What difference will be made? In other words, what impact will your project make on the targeted population/community? Define successful program completion and target number for services.

Methods and Procedures: This response should address the impact of the program by quantifying the results.

a. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.

b. Ability to track program participants including collecting demographic data such as gender, age, race, etc.

Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups. A description of how the evaluation strategy assesses all program requirements and the impact of the project.

Continuation: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds. Include a sustainability plan regarding the future of the program once federal funding is no longer available.

Is this application for CJC funding for a Continuation Grant? **If no, mark accordingly and skip the section – Past Progress Report.**

Past Progress Report: The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget. Projects should budget for implementation (allocate time for hiring, etc.).
 - a. **Budget Detail section must be completed by the FINANCIAL CREATOR.**
 - b. **Budget Narrative section must be completed by the PROGRAM CREATOR.**

4. **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines. **Section must be completed by the PROGRAM CREATOR.**

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Threshold Requirements:

- ✓ Applicant agency must be a registered agency with the Criminal Justice Council's EGrants Management System ("Egrants"). The "Agency Registration Request Form" may be found on the Egrants Help page: <http://cjc.delaware.gov/Egrants.shtml>

- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals' Security Roles are determined by their agency/department. The "New User Security Role Request Form" must be completed, and online user created at the time this concept paper is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>

- ✓ Digital Completion of the Criminal Justice Council's Delaware Criminal Justice and Treatment Improvement Project application in egrants.

- ✓ Applicants/program must have a demonstrated a record of effective direct services.

- ✓ Demonstrate the ability to receive referrals and establish a client base.

- ✓ **Clearly** identify the primary substance use disorder services the program will provide to justice involved individuals.
- ✓ Response to the CJC’s “*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*” An updated survey must be on file with the CJC. For more information, please visit: <http://cjc.delaware.gov/REFSurvey.shtml>
- ✓ A copy of applicant’s the most recent fiscal year audit report is on file with the Criminal Justice Council.
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization’s Non-Profit Status (when appropriate)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Scoring:

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

◆ **(0-15 points) Project Summary**

Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.

◆ **(0-65 points) Project Narrative**

- *Problem Statement (0-20 points) Description of problem; use of research based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
- *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
- *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly and annual reporting.*
- *Evaluation (0-5 points) Define the project’s outcomes. Describe the mechanisms/methods to measure the outcomes.*
- *Sustainability (0-5 points) Describe the agency’s efforts to continue the project’s goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*

◆ **(0-10 points) Budget**

- *Budget Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*
- *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program and how costs were determined?*

◆ **(0-10 Points) Main Summary**

- *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml>)*

Process and Funding

A team consisting of Criminal Justice Council staff and independent reviewers will review all applications submitted by the due date and make final recommendations to the Drug and Violent Crime Advisory Committee (DVCAC). The DVCAC will review staff recommendations based on the scores and comments from the review team. The Committee's recommendations will be forwarded to the Criminal Justice Council Board for final approval. The DVCAC seeks to make final recommendations to the Council by **June 2019**. Approved programs will be notified shortly thereafter.

Please do not upload letters of support, brochures or other documents. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

Questions to Ask as You Launch Your Program:

- Who are you targeting for your program? (Refer to requirements for target population and entry criteria)
- Do the risk and needs of your target population match the services and supports you are proposing to fund through your grant application?
- Which evidence-based practices will you incorporate into your program model? How will you ensure fidelity to those practices?
- What is the supervisory structure for your staffing model?
- How will you involve the client in determining his/her needs for services and developing intervention recommendations?
- Are these interventions based upon a systematic assessment of individual needs?
- How will you collect case level data to comply with the reporting requirements?

Completed applications must be **submitted into Egrants by May 10, 2019 - no exceptions will be made.** Un-submitted applications will be automatically closed by the Egrants system on 5/9/19.

**Valarie Tickle
Criminal Justice Council
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