



# Maryland

DEPARTMENT OF  
JUVENILE SERVICES

## Notice of Funding Availability (NOFA)

Maryland Department of Juvenile Services  
217 East Redwood Street  
Baltimore, Maryland 21202

Wes Moore, Governor  
Aruna Miller, Lieutenant Governor  
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# Table of Contents

<a href="#"><u>Mission, Vision, and Values</u></a>	3
<a href="#"><u>Eligibility Criteria</u></a>	4
<a href="#"><u>Background and Purpose</u></a>	5
<a href="#"><u>Program Description</u></a>	6
<a href="#"><u>Program Requirements</u></a>	6
<a href="#"><u>Application Process</u></a>	7
<a href="#"><u>Technical Assistance</u></a>	8
<a href="#"><u>Important Dates</u></a>	8
<a href="#"><u>Evaluation Process</u></a>	8
<a href="#"><u>Funding Specifications</u></a>	8
<a href="#"><u>Distribution of Funds &amp; Reporting Requirements</u></a>	10
<a href="#"><u>Application Checklist</u></a>	11

# Mission, Vision, and Values

## Introduction:

DJS seeks to ensure all work conducted by the agency is in alignment with our mission, vision, and values, outlined below.

## Mission:

To transform young people's lives, create safer communities, and forge more equitable systems through community-based partnerships that hold youth accountable while building on their strengths and support systems.

## Vision:

Providing pathways to success for youth and families through partnerships across Maryland.

## Values:

- We value the youth, families, and communities we serve.
- We value people who are providing positive opportunities for youth in our care.
- We value the safety, experience, expertise, diversity, passion, and integrity of our staff.
- We value the delivery of meaningful services, supports, and opportunities to youth and families.
- We value race equity and work to dismantle systemic and institutional policies and practices that perpetuate racial disparities.
- We value cultural humility and celebrate all human differences, including race, ethnicity, gender, religion, and sexual orientation.
- We value partnering with youth, families, and communities to leverage opportunities that promote positive growth and development.
- We value a community-based approach that holds youth accountable with the least-restrictive and most appropriate interventions, recognizing the need for trauma-informed care and a holistic approach to healing.
- We value those impacted by crime.
- We value the voices of youth, families, staff, and community members, including those with experience inside criminal and juvenile justice systems.
- We value continuous learning and responsibility throughout the system.
- We value change for the growth opportunities it brings.
- We value teamwork, interagency coordination, and grassroots partnerships.

## **Eligibility Criteria**

**To be eligible for a grant, programs must meet the following requirements:**

- Offeror must have at least three years of experience working with young people in residential or community-based settings and at least three years training facilitators in restorative justice circles, while also having direct experience facilitating restorative justice circles in some capacity. Offerors must possess a commitment to racial equity and the principles of Positive Youth Development.

## Background and Purpose

In general, most youth who interact with DJS remain in the community for the duration of their time with the Department. In some situations, however, juvenile courts may order that a young person be removed from their home and placed in the Department's charge. Removing young people from their families, communities, and schools can create enormous stress and trauma for youth and families. As such, it is the Department's goal to radically transform the climate and culture of our facilities for two primary reasons:

- Staff and young people deserve to work and live in an environment that acknowledges and recognizes their full humanity; and
- As the agency works to shift capacity and resources from residential services to the community, we simultaneously seek to deploy resources to develop a robust residential strategy that works to stop the revolving door to entry, reimagines the role of residential staff, and innovates vibrant and strong community ties.

The approach to operationalizing these changes involves centering the experiences, perspectives, and wisdom of the people most impacted by the change - the young people and staff. Teams will execute a co-design framework to envision a radically different environment that will incorporate principles of cultural healing, restorative justice, positive youth development, and racial justice and equity.

The goals of this project are as follows:

- Reduce the number of incidents in residential facilities by building the department's capacity to implement and sustain restorative justice practices.
- Embed a restorative culture in residential facilities through the codification of new policies and the implementation of new practices.
- Improve reentry and transition support for young people returning home to their communities from residential settings.

## Program Description

A. Grantor Agency

Maryland Department of Juvenile Services (DJS)

B. Opportunity Title

Restorative Justice Partner for Residential Innovation Teams

C. Submission Date

Jan 17, 2025

D. Anticipated Period of Performance

February 1, 2025 – September 30, 2027

E. Funding Opportunity Description

Up to \$230,150.28 in grant funding for a restorative justice partner to work with the Residential Innovation Teams (over three years).

## Program Requirements

DJS seeks community-based organization(s) with expertise in restorative justice to partner as trainers, facilitators, members, and thought partners on the Residential Innovation Teams. Although not a requirement, preference will be given to groups with experience facilitating restorative justice conferences or circles with young people. The innovation teams will meet in person at three DJS facilities across the state: the Baltimore City Juvenile Justice Center, the Western Maryland Children's Center in Hagerstown, and the Victor Cullen Center in Sabillasville. Therefore, the Contractor(s) must be willing to deliver programming in a carceral setting. Applicants should be prepared to travel to these three locations regularly.

Connected to participating in the innovation team visioning, design, and implementation process, the Contractor(s) will be expected to assist with training facility staff, delivering workshops, facilitating healing circles, and other processes with staff, youth, and families.

Specifically, Contractor activities will include, but are not limited to:

- Participating in Innovation Team meetings and assisting with planning those meetings and tracking progress.
- Working with staff members of the Innovation Teams to coach them on restorative justice practices, and will design and deliver workshops and programming.
- Facilitating and leading community-building exercises and activities on the living units while building the internal capacity of DJS staff to deliver similar exercises on their own.

- Developing internal capacity to facilitate restorative justice practices by training a variety of roles in DJS facilities. This includes:
  - Creating tools to identify and select internal facilitators
  - Developing a training curriculum for fundamentals in restorative justice, including topics such as: RJ history, racial/cultural healing, RJ principles, types of restorative practices, facilitator role and skills for: dialogue circles, community conversations, and community conferences.
  - Developing a Train the Trainers curriculum for DJS trainers
  - Training DJS staff and youth in custody on how to facilitate restorative practices on the living units
  - Training DJS staff on how to facilitate reentry community conferences
  - Assisting with the creation of residential services policies to support RJ implementation
  - Providing ongoing “On the Job” coaching and skills development to staff and youth in each of the three facilities
- Develop training plan to detail the approach to training staff and young people to facilitate restorative circles.
- Supporting young people and their families through family engagement and partnership efforts, including working with youth and families who are in conflict, particularly youth whose families have not agreed to take them home upon release.
- Planning for, and assisting case management staff with reentry plans, including by providing any of the following: mentoring, workforce development, advocacy, conflict resilience and resolution services, etc.
- In first three (3) months, assist with policy development and the creation an implementation plan to embed practices
- In first three (6) months, routinely facilitate restorative justice circles (e.g. community conversations, community conferencing, etc.) in each of the three (3) facilities
- Throughout project timeline, conduct monthly staff training [#s will differ facility to facility] in each of the three (3) facilities
- After first six (6) months, provide “On the Job” coaching and support to trained facilitators

Because this is a new initiative of the Department and a major agency priority, the Contractor should be willing and able to meet frequently with DJS leadership to plan, check in on progress, and modify course if necessary.

- DJS will monitor the Contractor’s facilitation, curriculum development, facilitator training, and other efforts to build internal capacity by coaching staff and young people in facilitation skill development; increasing the number and frequency of staff-led workshops and programming.
- Contractor will submit reports every quarter, detailing their hours at the facility, workshops facilitated, number of trainings offered to staff, number of staff trained, and other key metrics.

## **Application Process**

Programs shall apply for grant funding by submitting an application that can be found on the DJS website: <https://djs.maryland.gov/Pages/Grants.aspx> . Once the application is completed, programs shall send it via email to: [djs.innovationteams@maryland.gov](mailto:djs.innovationteams@maryland.gov).

### Important Dates

Date for NOFA Technical Assistance	December 20, 2024
Deadline to Submit Applications Electronically	January 17, 2025
Letters of Intent to Fund/Denial Letters Emailed	January 24, 2025
Award Documents Emailed	January 29, 2025
Award Start Date	February 1, 2025
Award End Date	September 30, 2027

### Evaluation Process

DJS will review and assess the merits of proposed program applications and funding decisions will be made based on a variety of evaluation criteria, including but not limited to experience delivering restorative justice training, coaching, and technical support, with particular attention to assisting with capacity development. Submission of an application is no guarantee of award. DJS shall have final say with respect to awards.

### Funding Specifications

#### Funding Cycle

Commencement of awards to programs funded for the grant period will begin December 1, 2024, and end on September 30, 2027. Thirty percent (30%) of funds will be distributed at the time of the award to support the upfront cost of the program. Thereafter, funds will be issued on a reimbursable quarterly basis.

#### Allowable Costs

The following is a list of services, activities, and costs that are eligible for support with grant funds with the program grantee organization:

- **Salary and Benefits:** List all staff that will work directly on the proposed program. Use the line items listed in the DJS Budget Form for each individual staff and indicate the full time equivalent (FTE) spent on the project and salary or rate.
  - **Benefits:** This line item represents benefits (health, dental, etc. as well as mandatory employment costs such as FICA, Social Security, SDI and unemployment taxes. The DJS budget Form for will calculate this based on the full time or part time section in the personnel section.
- **Program Supplies/Equipment:** This line item is for general office supplies, cost associated with computers, internet and virtual platforms for communication.



- **Activity Funds:** This line item is for activities the restorative justice partner may organize for youth and families in facilities.
- **Travel/Transportation:** Describe the purpose and calculation for all travel. Local travel estimates should be based on Maryland's reimbursement amount of .67 cents.
- **Staff Cell Phone Reimbursement:** This line item is for reimbursement of monthly cell phone for staff.
- **Indirect Costs:**

Indirect costs may be charged to a subaward only if:

- The subrecipient has a current (unexpired) federally approved indirect cost rate; or
- The subrecipient is eligible to use, and elects to use, the de minimis indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

**Important:** Applicants must identify in the narrative if they are utilizing the de minimis rate or if they are utilizing a negotiated rate, and express mathematically how they are arriving at the budgeted amount for indirect costs.

An applicant with a current (unexpired) federally approved indirect cost rate must attach a copy of the indirect cost rate agreement to this application. An applicant that does not have a current federally approved rate has the option of electing to use the 10% de minimis indirect cost rate. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Please note that the de minimis rate may no longer be used once an approved federally negotiated indirect cost rate is in place. The revision to 2 CFR 200.414 (f) expands the use of the de minimis rate of 10 percent of modified total direct costs (MTDC) to all non-Federal entities (except for those described in Appendix VII to Part 200- State and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b). Previously, the de minimis rate could only be used for non-Federal entities that had never received a negotiated indirect cost rate.

Indirect Cost Distribution Bases:

**Modified Total Direct Cost, or MTDC (to be utilized if claiming De minimis):** This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.

Direct Salaries and Wages: This base includes only the costs of direct salaries and wages incurred by the organization.

Direct Salaries and Wages plus Fringe Benefits: This base includes the costs of direct salary and wages and the direct fringe benefits incurred by the organization.

**Example Justifications:**

We anticipate that X position will spend 50% of her time on the Innovation Team. Her salary is Y so 50% of Y is \$Z. The amount requested from DJS is \_\_\_\_\_.

X trainers/facilitators will travel Y times between our office and DJS facilities. We have estimated that they will each travel Z miles/week and using the state rate of 67 cents/mile.  $Z \times \$0.67 = \$/\text{week}$ . The total travel cost per year (50 weeks) is \$A. The amount requested from DJS is \_\_\_\_\_.

**Unallowable Costs**

The following services, activities, costs cannot be supported with grant funds:

- Lobbying and administrative advocacy
- Audit costs
- Property insurance
- Food/beverage
- Construction projects

The lists above are not exhaustive. DJS reserves the right to make additional budget reductions/restrictions and adjustments at its sole discretion.

**Distribution of Funds & Reporting Requirements**

DJS will distribute thirty percent (30%) of funds at the time of the award to support the upfront cost of the program. Thereafter, funds will be issued on a reimbursable quarterly basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted electronically and sent to the email address: [djs.innovationteams@maryland.gov](mailto:djs.innovationteams@maryland.gov). All programmatic reports are due within 15 calendar days of the end of each quarter. Financial reports are due within 30 calendar days of the end of each quarter.

## Electronic Funds Transfer (EFT)

DJS encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: <https://www.marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first-time vendors to update vendor information with the General Accounting Division (GAD)/Comptroller of Maryland and to instruct existing vendors on how to update changes in banking information.

## Supplanting, Transparency, and Accountability

Supplanting is the use of DJS grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this grant has been awarded. Any approved salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with DJS grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Program grantees must be prepared to track, report, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil or criminal penalties.

## **Application Checklist**

Application

A signed C-1-25 DJS Budget Form

A signed recipient assurances page

SAM UEI Registration

Audit Findings

Proof of 501(c)(3) status (if applicable)

Registered with the State of Maryland (screenshot)