



Maryland

DEPARTMENT OF
JUVENILE SERVICES

Life Coaches for the Thrive Academy in Anne Arundel County

Notice of Funding Availability (NOFA)

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

Wes Moore, Governor
Aruna Miller, Lieutenant Governor
Vincent Schiraldi, Secretary

Table of Contents

<u>Purpose</u>	3
<u>Eligibility Criteria</u>	4
<u>Program Description</u>	4
<u>Program Requirements</u>	4
<u>Application Process</u>	5
<u>Technical Assistance</u>	5
<u>Important Dates</u>	5
<u>Evaluation Process</u>	5
<u>Funding Specifications</u>	5
<u>Distribution of Funds & Reporting Requirements</u>	8
<u>Application Checklist</u>	8

Purpose

The Maryland Department of Juvenile Services (DJS) is seeking community-based programs to provide Life Coaches and mentoring for youth identified to participate in the DJS' Thrive Academy (TTA). TTA will work with youth in Anne Arundel County who are identified as being at risk for gun violence, either as victim or perpetrator. Life Coaches will develop positive and trusting relationships with youth that are culturally responsive, authentic, and sincere. Life Coaches are expected to provide relatable support, connection, life coaching and mentoring. Fiscal incentives for program participation can be available for youth, when appropriate, for achieving milestones and stipend supported employment. DJS intends to award grants to programs to cover 100% of qualified program costs for one (1) year, with a maximum grant award of \$500,000.

Eligibility Criteria

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

- Programs must have a primary office located in Anne Arundel County.
- Programs must be able to serve up to 20 youth simultaneously, maintaining a 1 staff to 5 youth ratio.
- Program’s Life Coaches must be credible messengers. Credible messengers are defined as individuals who have lived experience with the justice system – either by being formerly incarcerated as a juvenile or an adult, a victim of a violent crime, or a family member of either – and have sustainably transformed their lives.
- Programs must provide intensive life coaching and cases management services to all youth identified and referred by DJS.
- Programs must contact (e.g., face-to-face, phone or other contact, such as email or virtual platforms) referred youth within 24 hours of receiving referral from DJS.
- Programs must demonstrate sound and accepted management, business and accounting practices.
- Programs must operate 24 hours a day, seven days a week program, to include on call services.
- Programs must agree to participate in DJS designated training.

Program Description

A. Grantor Agency

Maryland Department of Juvenile Services (DJS)

B. Opportunity Title

Life Coaches for the Thrive Academy in Anne Arundel County

C. Submission Date

November 28, 2023

D. Anticipated Period of Performance

December 1, 2023 – November 30, 2024

E. Funding Opportunity Description

Up to \$500,000 in grant funding for Life Coaches for the Thrive Academy in Anne Arundel City and County.

Program Requirements

- Youth rapport building, goal setting, life planning, one-on-one life coaching, conflict mediation, application of social and emotional learning competencies, and conflict management coaching. Services will be provided in one-on-one situations or small groups, based on circumstances, most often in the youth homes or home neighborhoods. Life Coaches must have intensive engagement with youth and see the youth daily.

- Partnership with youth’s family, case manager, and other system partners in order to support youth.
- Life Coaches will be required to meet any youth who is currently in custody prior to their release and work to support a youth’s transition in to the community.
- Track and administer fiscal incentives for youth who achieve goals and milestones.
- Find and engage youth in stipend work opportunities and/or service when appropriate.
- Track data and submit monthly program reports to DJS.

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/Publications.aspx> Programs can apply to serve youth in Anne Arundel County, or both. Once the application is completed, programs shall send it via email to: lisa.garry@maryland.gov.

Technical Assistance

To help program applicants prepare and submit applications, DJS will conduct a NOFA technical assistance conference call to provide information and to answer questions. The technical assistance call will be held from **November 20, 2023 at 1:30PM**. **If you would like to participate please email djs.thriveacademy@maryland.gov.**

Important Dates

Date for NOFA Technical Assistance	November 20, 2023
Deadline to Submit Applications Electronically	November 28, 2023
Letters of Intent to Fund/Denial Letters Emailed	November 29, 2023
Award Documents Emailed	November 30, 2023
Award Start Date	December 1, 2023
Award End Date	November 30, 2024

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 technical capability, operational experience and history and experience providing life coaching with system involved youth. 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 FY 2023 will begin December 1, 2023, and end on November 30, 2024. 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 monthly 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. This will include a program manager, life coaches, fiscal and support staff. 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.
- **Participant Stipends:** This line item is for programs that offer participants an hourly wage for experiential learning/internships or employment. Indicate the anticipated amount paid to each participated and the number of participates you anticipate will receive wages.
- **Program Supplies/Equipment:** This line item is for general office supplies, cost associated with computers, Life Coach cell phones, internet and virtual platforms for communication.
- **Fiscal Incentives:** Indicate the type of incentive (cash, gift, certificate, etc.) and the number of participants you anticipate will receive incentives.
- **Activity Funds:** This line item is for youth participation in conferences, gatherings and leadership opportunities.
- **Travel/Transportation:** Describe the purpose and calculation for all travel. Local travel estimates should be based Maryland's reimbursement amount of 66.5 cents. Please make sure to consider trips to DJS facilities to visit youth in detention or committed programs. Find the list [here](#).
- **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:

Each participant will receive a gift certificate of \$25 for attending each class of the 6-week cognitive behavioral course (20 participant X 25 X 6 = \$2,400). The amount requested from DJS is _____.

Four Life Coaches will travel daily between our office and participant homes for supportive services. We have estimated that they will each travel 35 miles/week and using the state rate of 66.5 cents/mile. $35 \times \$0.665 = \$28.75/\text{week}$. The total travel cost per year (50 weeks) is \$4,655.00. 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 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 monthly basis following the timely submission of corresponding monthly fiscal and programmatic reports. These reports must be submitted electronically and sent to the email address: djs.thriveacademy@maryland.gov. All programmatic reports are due within 15 calendar days of the end of each month. Financial reports are due within 30 calendar days of the end of each month.

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://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)

