**Request for Proposals**

Utah Commission on Criminal and Juvenile Justice

State of Utah

Coronavirus Emergency Supplemental Funding

(Competitive)

**FY 2022 Funding**

**$850,000 - Coronavirus Emergency Supplemental Funding Grant**

***Application*** Deadline: Friday, December 17, 2021 by 5pm MDT (no late applications will be accepted)

**Description:**

This document describes procedures and requirements to apply for the State of Utah - Coronavirus Emergency Supplemental Funding (CESF). The FY 2020 CESF competitive grant program will award grants to Tribal Utah criminal justice agencies throughout the state. The funding period start date is to be determined, but will all projects funded will conclude after December 31, 2022. Total funds available are $850,000. Please direct RFP and application questions to: Richard Ziebarth at [rziebarth@utah.gov](mailto:rziebarth@utah.gov)

The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116­136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C. Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus.

**Grant Award Limits:**

CCJJ expects to award from one to ten grants from the $850,000 available. The minimum grant funding you can request is $50,000 and the maximum is $850,000. No agency can submit more than one application. This is one-time funding with no possibility of continuation funding or additional funding beyond 12/31/2022.

**Eligible Agencies:**

Tribal and County jails within Utah. Tribal Courts and Courts within Utah.

**CESF Competitive Grant Scoring Process and Score Sheet:**

All applications will be reviewed by a three to five member review committee and awards will be based purely on score. Below is an example of the scoring sheet that will be used by review committee members to evaluate your application proposal. **There is no guarantee of funding for any applicant**.

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| Applicant: | |  | |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | | Application Number: | | | | |  | | |  |
| Reviewer: | |  | |  | |  |  |  |  |  |  |  |  |  |
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| **FY 2020 - Coronavirus Emergency Supplemental Funding (CESF) - Review Criteria and Scoring Sheet** | | | | | | | | | | | | | | |
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| **Application Cover Page (10 points max.)** | | | | | **0** | | **1** | **2** | **3** | **4** | **5** | x | **Total** | **Comments** |
|  |  |  |  |  |  | |  |  |  |  |  | **2** |  |  |
| a. | All fields within the cover page are complete? | | | |  | | | | | | | | | |
| b. | The budget matrix on the cover page accurately reflects the budget narrative | | | |
|  | pages in the application. | |  |  |
| c. | All fields within the cover page are complete. | | | |
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| **Application Narrative - Problem Statement (40 points max.)** | | | | | **0** | | **1** | **2** | **3** | **4** | **5** | x | **Total** | **Comments** |
|  |  |  |  |  |  | |  |  |  |  |  | **8** |  |  |
| a. | At least 1 of the 5 Utah CESF RFP Purpose Areas selected? | | | |  | | | | | | | | | |
| b. | In your judgment, does the **problem statement** identify a significant criminal | | | |
|  | justice issue or priority that aligns with one or more of the 5 purpose areas? | | | |
| c. | Does the **proposal** describe a clear & convincing **plan** to address the problem? | | | |
| d. | In your judgment, does the proposal offer a reasonable solution to a | | | |
|  | COVID -19 pandemic related challenge while describing a project that aligns with one or more of the five CESF RFP purpose areas? | | | |
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| **Performance Measures (15 points max.)** | | | | | **0** | | **1** | **2** | **3** | **4** | **5** | x | **Total** | **Comments** |
|  |  |  |  |  |  | |  |  |  |  |  | **4** |  |  |
| a. | Does the **proposal** provide three measures that are clear and reasonable for | | | |  | | | | | | | | | |
|  | the project described? | |  |  |
| b. | Does the proposal seem like it can reasonably be measured for | | | |
|  | performance and accountability? | | |  |
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| **Budget (35 points max.)** | | | | | **0** | | **1** | **2** | **3** | **4** | **5** | x | **Total** | **Comments** |
|  |  | | | |  | |  |  |  |  |  | **6** |  |  |
| a. | Costs are reasonable for the project as outlined? | | | |  | | | | | | | | | |
| b. | Budget provides narrative justification of budget expenditures? | | | |
| c. | Budget includes computation that clearly identifies the cost 7 quantity of each item? | | | |
| d. | All costs are allowable under the CESF grant? | | |  |
|  |  |  |  |  |
|  | Scoring is based on a scale of zero to five, with 5 being the highest possible and 0 the lowest. | | | | | | | | |  |  |  | **FINAL SCORE = 0** | |
|  | The highest score possible for any applicant is 100. | | | | |  |  |  |  |  |  |  |  |  |
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|  | **Five:** | **Excellent** | | **Responsive and well-executed** | | | | | | |  |  |  |  |
|  | **Four:** | **Above average** | | **Exceeds minimum in some areas** | | | | | | |  |  |  |  |
|  | **Three:** | **Acceptable** | | **Meets the minimum requirements of the RFP** | | | | | | |  |  |  |  |
|  | **Two:** | **Fair** | | **Partially unresponsive in some areas** | | | | | | |  |  |  |  |
|  | **One:** | **Inadequate** | | **Fails to meet perceived needs** | | | | | | |  |  |  |  |
|  | **Zero:** | **Non-responsive** | | **Not addressed in the proposal** | | | | | | |  |  |  |  |

**The CESF grant program overview:**

The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

**Statutory Authority:** The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116­136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus.

As a result of the pandemic, criminal justice priorities and needs may be shifting (using funds primarily to support steps toward the reopening of the criminal justice system). On the advice of officials from the U.S. Department of Justice – Bureau of Justice Assistance (BJA) and the National Criminal Justice Association (NCJA); and at this later stage of theCOVID-19 pandemic**, this RFP will be focused and limited to project proposals addressing one of the five purpose areas indicated below:**

**Utah CESF RFP Purpose Areas**:

1. Purchasing technology to retrofit courthouses and staff to mitigate coronavirus risks to staff and those coming into court, as well as enhance the use of virtual tools to conduct outreach to witnesses and defendants, manage hearings and status conferences, oversee staffing, and enhance access to services.
2. Court operations, e.g., video arraignments and Supervision, e.g., smartphone applications and some personal protective equipment (PPE) are allowable with this funding. .
3. Enhancing resources to assist the jurisdiction to develop or improve its case management system to assess and work to eliminate the backlog of cases due to the coronavirus.
4. Developing tools to support diversion and alternatives to incarceration as part of the review of backlogged cases due to the coronavirus.
5. Supporting enhanced jail operations and mitigation efforts within jails as the result of the coronavirus pandemic.  This might include the purchasing technology to retrofit jails to mitigate coronavirus risks to staff and inmates through the use of virtual tools for staff and inmates for video telehealth and remote family contact. Additionally, items such as ankle monitoring and supporting equipment to help reduce jail overcrowding might be an option.  Some personal protective equipment (PPE) is allowable with this funding. **\* No funding from this grant can be awarded to a local jail for any purpose if that jail is operating a Pay-to-Stay program.**

Allowable costs with limitations: *–* There are no specific prohibitions under the CESF Program other than the unallowable costs that are identified in the DOJ Grants Financial Guide <https://www.ojp.gov/funding/financialguidedoj/overview> (see list below). The following items should be identified during application and appropriately justified as noted:

* **Individual items costing $500,000 or more** - Do not request any individual item that costs in excess of $500,000.
* Do not request contract costs in excess of $250,000.
* Requesting CESF funding to hire personnel (salaries, benefits including O/T) is unallowable, for this RFP as this funding source is one-time and will expire by year-end 2022.

Additional UNALLOWABLE EXPENSES AND ACTIVITIES - The flowing is a general list of items or activities not allowable with CESF funding. This list is not exhaustive, but should give you an idea of basic things not to request in your grant application:

* Costs in applying for this grant (e.g., consultants, grant writers, etc.).
* Pay-to-stay at local jails. Funds appropriated to the Department of Justice through an annual appropriations statute and awarded by OJP are not legally available to, and may not be provided to, any local jail that runs a "pay-to-stay" program.
* Any expenses incurred prior to the start or end date of the grant.
* Any administrative costs not directly related to the administration of this grant award.
* Personnel, including law enforcement officers, not connected to the project for which you are applying.
* Lobbying or advocacy for particular legislative or administrative reform.
* Fund raising and any salaries or expenses associated with it.
* Legal fees.
* Promotional items (except preauthorized under certain program areas).
* One-time events, prizes, entertainment (e.g., tours, excursions, amusement parks, sporting events) (except preauthorized under certain program areas).
* Contributions and donations.
* Management or administrative training, conferences (only pre-approved project related training).
* Management studies or research and development (costs related to evaluation are permitted).
* Fines and penalties.
* Losses from uncollectible bad debts.
* Purchase of land.
* Memberships and agency dues, unless a specific requirement of the project (prior approval required).
* Compensation to federal employees for travel or consulting fees.
* Military type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
* Purchase of vehicles, vessels or aircraft of any type other than marked police patrol cars.
* Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV). Do not request UAV’s with CESF funding.
* Construction costs and/or renovation (including remodeling).
* Service contracts and training beyond the expiration of the grant award. **No services can be prepaid that will extend beyond January 31, 2023.**
* Informant fees, rewards or buy money.
* Food, refreshments, snacks. Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

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| * Non-service issued firearms hand guns and long rifles (any specialized firearm) and nothing over .50 caliber. |
| * Non-service issued ammunition for handguns or long rifles and nothing over .50 caliber (any ammunition for above). |
| * Explosives and pyrotechnics (flash bangs, explosive breaching tools) (Controlled) |
| * Breaching apparatus (battering ram, other entry devices) |
| * Riot batons, helmets, and shields. |

The definition of supplanting in the DOJ Grants Financial Guide is “to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.” Supplanting is prohibited under the CESF program for all allowable costs.

**Schedule Summary**

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| **FY 2022 Coronavirus Emergency Supplemental Funding (CESF)** | |
| December 1, 2021 | CESF competitive grant applications released. The application you will use is on the following pages of this RFP (pages 6-10). |
| December 17, 2021 | Please email one electronic copy of your completed CESF grant application in WORD format and without signatures to: rziebarth@utah.gov  Your application must be emailed to CCJJ on or before Friday December 17, 2021 by 5:00pm. **NO LATE APPLICATIONS WILL BE ACCEPTED.** |
| November 18, 2021 to approximately January 3, 2022 | Applications will be reviewed and scored as quickly as possible after the application solicitation period ends on December 17, 2021. Applicants will be notified if their application was or was not selected for funding. **No applicant is guaranteed funding in this competitive process.** |

**Please use the following application**

**Application Cover Page (10%)**

|  |  |  |
| --- | --- | --- |
| Utah State Capitol Complex  East Office Building, Suite E330  Salt Lake City, Utah 84114-2330  Ph: (801) 538-1031  Fax: (801) 538-1024 **State of Utah - Cover Page (10 points)** | | |
| **Coronavirus Emergency Supplemental Funding (CESF) CCJJ Grant #** | | **20CV-** |
| **1.** Your Agency Name and Address: | | |
|  | | |
| **2.** Agency Contact (Grant Project Director): |  | |
| **3.** Phone Number: |  | |
| **4.** E-mail Address: |  | |
| **5.** Grant Start Date and End Date: | Start Date: **TBD** / End Date: **12/31/2022** | |
| **6.** Federal Tax Identification Number (87-\_\_\_\_\_\_): |  | |
| **7. Unique Entity Identifier (UEI)** (aka DUNS #) |  | |
| **8. INDIRECT COSTS F**ederal regulations allow you to request indirect costs. If you choose to request indirect costs it will come directly from funds you are applying for in this grant. CCJJ will not increase your grant award to cover indirect costs. If you are only requesting equipment, supplies and operating (ESO) in this application then you will need to select option 1 - Waive indirect costs. **More information on indirect costs can be found in condition # 28 of this application.**  **Please CHECK only ONE:**  1) \_\_\_ NO, We waive indirect costs  2) \_\_\_ YES, MTDC Rate (\_\_\_%)  3) \_\_\_ YES, Request 10% minimum | | |
| **9.** Application Budget Summary: |  | |
| Contract Services | $0 | |
| Equipment: | $0 | |
| Supplies and Operating : | $0 | |
| Travel & Training: | $0 | |
| Indirect Costs | $0 | |
|  |  | |
| **Total Grant Funds:** | **$0** | |
| Signatures constitute acceptance of all grant conditions and certified assurances. | | |
| **10.** \*Print Name and Title of Official Authorized to Sign | **11.** \*Signature of Official Authorized to Sign | |
|  |  | |
| **For CCJJ use ONLY** | | |
| **Tom Ross,**  **Executive Director of CCJJ** |  | |

Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President

**Application Narrative (40 %)**

Please address each of the following bullet points in your application **(limit your Application Narrative section to 1 - 4 pages, using 11 point font either Times New Roman or Calibri):**

Please indicate which of the following 5 CESF Purpose Area(s) your project will focus on (select one or more):

|  |  |
| --- | --- |
|  | **1** - Purchasing technology to retrofit courthouses and staff to mitigate coronavirus risks to staff and those coming into court, as well as enhance the use of virtual tools to conduct outreach to witnesses and defendants, manage hearings and status conferences, oversee staffing, and enhance access to services. |
|  | **2** - Court operations, e.g., video arraignments and Supervision, e.g., smartphone applications. |
|  | **3** - Enhancing resources to assist the jurisdiction to develop or improve its case management system to assess and work to eliminate the backlog of cases due to the coronavirus. |
|  | **4** - Developing tools to support diversion and alternatives to incarceration as part of the review of backlogged cases due to the coronavirus. |
|  | **5** - Supporting enhanced jail operations and mitigation efforts within jails as the result of the coronavirus pandemic.  **\* No funding from this grant can be awarded to a local jail for any purpose if that jail is operating a Pay-to-Stay program.** |

* Clearly identify the problem(s) to be addressed with funding from this grant (use statistics and other data where possible).
* How will you use funding from this grant to address the problem(s) you have identified?
* Provide a time-line of project milestones for the period of your grant.

**Performance Measures (15 %)**

Instructions: 1) Please state the Goal of your CESF grant project. 2) Please provide three (3) Quantitative Performance Measure that will track your progress in meeting your goal. CCJJ requires quarterly grant reporting, so please be sure to create measures that will allow you to gather data and report on a quarterly basis. **(limit your Performance Measure section to 1 or 2 pages, using 11 point font either Times New Roman or Calibri):**

**CESF Project Goal:**

* Quantitative Measure #1
* Quantitative Measure #2
* Quantitative Measure #3

**Budget Tables & Narrative (35 %)**

**Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items and explain how they will benefit your grant project.**

**CONTRACT SERVICES**

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant’s qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to the Commission when a contract with the consultant is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). **Fee justification must be provided in the budget narrative. Do not request contract services in excess of $250,000. Also be sure to provide CCJJ with copies of your executed contract for any contract service paid with this funding.**

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| --- | --- | --- | --- | --- |
| **Contractor Name** | **Services to be Provided** | **# of Hours** | **Hourly Rate** | **Total Cost** |
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| **Contract Narrative:** |

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| **CONTRACT SERVICES** | |
| **Total Contract Costs** | **$0** |

**EQUIPMENT**

Equipmentis tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A recipient may use its own definition of equipment provided that such definition would at least include all equipment defined above. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded. **Unmanned Aerial Vehicles (UAV’s) cannot be purchased with CESF funding. Do not request any single item costing $500,000 or more.**

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| **Equipment Narrative:** N/A |

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| **EQUIPMENT** | |
| **Total Equipment Costs** | **$0.00** |

**SUPPLIES AND OPERATION**

Supplies include general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage stamps, operating expenses, and other expendable materials for the life of the project. All supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between $1,000 and $5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding $5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded **Unmanned Aerial Vehicles (UAV’s) cannot be purchased with CESF funding. Do not request any single item costing $500,000 or more.**

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| **Supplies and Operation Narrative:** |

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| --- | --- |
| **SUPPLIES AND OPERATION** | |
| **Total Supplies and Operation Costs** | **$0** |

**TRAVEL AND TRAINING**

Briefly describe the Travel/Training costs you will pay for with JAG funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See State of Utah Travel Rates: <https://fleet.utah.gov/state-travel-a/>

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| **Travel and Training Narrative:** |

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| --- | --- |
| **TRAVEL AND TRAINING** | |
| **Total Travel and Training Costs** | **$0** |

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| --- | --- |
| **TOTAL GRANT BUDGET** | **$0** |