



Juvenile Diversion Planning Grant Program

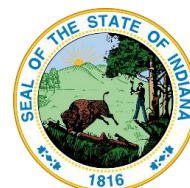
2024-2025

REQUEST *for* PROPOSAL

State of Indiana
Governor
Eric J. Holcomb

Indiana Criminal Justice Institute
Executive Director
Devon McDonald

Indiana Criminal Justice Institute
Youth Services Director
Renee White



Juvenile Diversion Planning Grant Program 2024-2025

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2024-2025 Juvenile Diversion Planning Grant Program. This opportunity is being released through the IntelliGrants System and all applications must be submitted online through this system. Late or incomplete applications will not be accepted.

HOW TO APPLY



Applicants must be registered in IntelliGrants to access the electronic application.

[Register](#)

or

[Log in](#)

WHEN TO APPLY



Applications must be submitted via IntelliGrants on or before:

11:59 P.M. (ET) on Friday, July 12, 2024

Applicants are strongly encouraged to submit applications at least 48 hours prior to the deadline.

AWARD PERIOD



October 1, 2024 - September 30, 2025

TECHNICAL ASSISTANCE



For technical assistance with submitting an application, contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. ICJI Helpdesk hours are Monday – Friday 8:00 a.m. to 4:30 p.m. ET, except on state holidays.

ICJI is not responsible for technical issues with grant submission within 48 hours of the grant deadline.

IMPORTANT



This grant is governed by the 2024-2025 state budget. All awards are subject to change and may be modified, reduced, or discontinued depending on the funding availability and allocation.



Webinar on the 2024-2025 Juvenile Diversion Planning Grant Program RFP

Dates: June 19th and July 3rd, 2024.

Time: 11:00 a.m. to 12:00 p.m. (ET)

ICJI's Youth Services Division is conducting a webinar on the 2024-2025 Juvenile Diversion Planning Grant Program request for proposal. The webinar will include a basic overview of the program, important highlights, and what to know before applying. There will also be an opportunity to ask questions from the division. Registration is not required.

Meeting Dates June 19th and July 3rd, 2024

Meeting number: 160 711 8138

Join by phone: +1 646 828 7666

The password to join is: YOUTH24

[Join here](#)

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OVERVIEW

The Juvenile Diversion Grant Program was established in Indiana Code § 31-40-5-6. Pursuant to statute (IC 31-40-5-3) the grant program has the following purpose areas: (1) to prevent further involvement of the child in the formal legal system, (2) to provide eligible children with alternatives to adjudication that require the least amount of supervision and conditions necessary, consistent with the protection of the community and the child's risk of reoffending, as determined by a risk screening tool when appropriate under IC § 31-37-8.5-1., (3) to emphasize the use of restorative justice practices, defined in IC § 31-37-8.5-1 as services focused on repairing the harm caused to victims and the community as a result of a child's behavior, and (4) to reduce recidivism and improve positive outcomes for a child through the provision of research based services, if warranted, that address the child's needs.

Please refer to Appendix B for detailed information about required information for this funding opportunity.

PROGRAM SCOPE

Activities supported by this program are determined by statute (Indiana Code § 31-40-5-3) and Indiana Criminal Justice Institute (ICJI) policies and procedures. If an applicant receives an award, the funded project is bound by the provisions of this solicitation and any other applicable laws, rules, policies, and regulations. Funds for this program will be awarded up front, rather than on a reimbursement basis. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis.

ELIGIBILITY

Public entities, state and local governments, nonprofit organizations, and nongovernmental organizations who provide services to youth involved in or at risk of being involved in the juvenile justice system may apply for funding. An entity may apply, but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including:

1. A review of the entity's good standing with Indiana Department of Revenue (DOR), Indiana Department of Workforce Development (DWD), and Secretary of State (SOS).
2. Each grant awarded must be overseen by the local regional Justice Reinvestment Advisory Council (JRAC) or another local collaborative body that includes juvenile justice stakeholders and engages in collaborative service planning for the county. For more information about local Justice Reinvestment Advisory Councils and member requirements, please visit the [Indiana Office of Court Services](#) JRAC page. Contact information for existing local JRACs can be located in the [JRAC Directory](#).
3. All grant recipients must agree to report performance measures on a monthly or quarterly basis and are required to provide an aggregate report at the end of the grant cycle. Recipients will be required to maintain case-level data for the purposes of research and evaluation. The required performance measures are outlined in the Youth Justice Oversight Committee's [Grant Processes Report](#).

FUNDING AVAILABILITY

Awards provided by this this solicitation are for a twelve-(12) month period of funding. This program is funded by the Indiana General Assembly through the state’s biennial budget.

In the interest of supporting rural counties with limited-service capacity, each county is eligible for \$20,000 for a one-year planning grant to prepare for implementation of their program.

COLLABORATION REQUIREMENTS

Counties must convene their local or regional Justice Reinvestment Advisory Council (JRAC) or another local collaborative body that includes juvenile justice stakeholders and a juvenile court judge to assess needs for diversion programs. The assessment must include:

- Review of youth justice system data.
- Review of existing programs and services.
- Identification of community organizations and groups with which partnerships could be developed for program implementation.
- Review of best-practices.
- Consideration of any economies of scale in regionalization.

APPLICATION SUBMISSION

Completed applications and all required documentation shall be submitted through IntelliGrants no later than 11:59 pm (ET) on **Friday, July 12, 2024**.

IntelliGrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal drawdowns will occur online within IntelliGrants. Applicants must register in IntelliGrants to apply for funding opportunities. Instructions can be found on the ICJI [website](#).

It is recommended that subgrantees review IntelliGrants training materials before logging in for the first time. [Training Webinars](#) and the [Subgrantee User Manual](#) are available on the ICJI website and on the training tab in IntelliGrants. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within forty-eight (48) hours of the deadline.

AWARD PERIOD

The award period for this grant shall be October 1, 2024 - September 30, 2025. Projects should begin on October 1, 2024, and must be in operation no later than sixty (60) days after this date. Failure to have the funded project operational within sixty (60) days from October 1, 2024, may result in termination of the grant and the de-obligation of all awarded funds.

All projects must conclude, and all funding obligations must be made no later than September 30, 2025. All outstanding expenses must be paid, and the final fiscal report must be submitted via IntelliGrants within thirty (30) days of September 30, 2025. Proof of payment for all expenses must be provided with the final fiscal report. Late fiscal and programmatic reports will not be accepted.

ALLOWABLE ACTIVITIES

Allowable activities and costs are those that support the planning of the implementation, operation, and delivery of services to youth involved in or youth to be diverted from the juvenile justice system. These activities include but may not be limited to:

- Activities that develop youth diversion programs.
- Activities that are evidence based or restorative justice projects.
- Activities aimed at recidivism reduction and the promotion of positive outcomes.
- Collaboration activities to plan the programs.
- Travel to observe promising programs in another area of the state.

ICJI strongly recommends programs that are evidence based or considered to be promising practices. The selected program may be altered to meet the requirements of the applicant, but fidelity should be maintained as closely as possible. More information regarding rated programs and practices, as well as examples of model programs may be found [here](#) or [here](#).

ALLOWABLE COSTS

Personnel, employee benefits, cost of supplies, and travel to perform the activities listed below are allowable costs. Overtime for grant funded staff is an allowable cost, but to claim the increased rate, there must be a separate line item in the budget that includes the overtime rate of pay.

- *Planning activities* for the development of a collaborative program.
- *Technical assistance* with respect to adherence, implementation, or application of model programs.
- *Preparations and implementation* of a chosen evidence-based project.

UNALLOWABLE COSTS

The following budget items listed below are ineligible and will not be supported by this program's funding:

- Direct financial assistance to a client such as cash.
- Supplanting existing positions or offsetting existing expenses of the recipient.
- Lobbying.

- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications.
- Purchase of real estate.
- Construction and physical modification to buildings, including minor renovations (such as painting or carpeting).
- Purchase of vehicles.
- Indirect cost rate and/or de minimis rate.

ADMINISTRATIVE COSTS

Administrative costs are an allowable expense. Administrative costs include time to complete program required time and attendance sheets and programmatic documentation, reports, and required statistics; administrative time to collect and maintain satisfaction surveys and needs assessments used to improve services delivery within the funded project.

TRAVEL COSTS

Expenses and reimbursements for in state and out of state travel must follow the most current Indiana Department of Administration [State Travel Policy](#) or the recipient's travel policy, whichever is more restrictive. [Learn More.](#)

CONTRACTORS & CONSULTANTS

When a subrecipient contracts for work or services, the following is required:

1. All contractual services must be obtained through a procurement method. Verification of this method must be supplied upon completion of the contract.
2. All consultant and contractual services shall be supported by written contracts signed by all parties stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
3. A copy of all written contracts for contractual or consultant services shall be attached in IntelliGrants to the grant file upon their ratification.
4. Payments shall be supported by statements outlining the services rendered, date of service, and cost of service.

5. Any consultant costs exceeding the allowable rate (maximum of \$81.25 per hour or \$650 per day) will not be allowed.

PROGRAM COSTS

Program costs must meet the following criteria:

1. Costs must be necessary and reasonable for the stated purpose of the grant.
2. Costs must be in accordance with generally accepted accounting principles. [Learn more.](#)
3. Costs must be consistent with policies and procedures of the grant program and applied uniformly.
4. Costs must be adequately documented with supporting materials including receipts, invoices, timesheets, paystubs, etc. ICJI supporting documentation policy can be found [here](#).

ATTACHMENTS REQUIRED WITH APPLICATION

- » *Timeline*: A timeline for the completion of the project and/or expenditure of the grant funds.
- » *The Collaboration Plan*: It is required by IC § 31-40-5-5 that a collaboration plan is created by either the local or regional justice reinvestment advisory council or some other collaborative body that includes stakeholders across the juvenile justice system, to oversee each grant award to the county and to engage in collaborative service planning for the county.
- » *Audit Record*: Include your most recent State Board of Accounts or independent audit.
- » *Miscellaneous*
 - If applying for funds for personnel costs, attach the relevant job descriptions.
 - If applicable, attach other requested information.

APPLICATION REVIEW

ICJI will review and score all grant applications as part of the competitive application process, and will assess the following criteria:

- The completeness of the grant application;
- Whether the grant application is within the purpose areas of the funding;
- The applicant's eligibility;

- Whether the grant application, the applicant, and the project are in compliance with all applicable state laws, regulations, and rules;
- Whether the proposed expenditures set forth in the project budget are allowable and allocable;
- Any potential conflicts of interest;
- Whether the applicant has any state debt delinquency;
- The applicant's ability to successfully pass clearance checks from the Department of Revenue (DOR), Department of Workforce Development (DWD), and Secretary of State (SOS);
- Any and all risk associated with granting funds to the applicant; and
- Whether the applicant is debarred or suspended by any state department or agency.

MONITORING

All grant awards will be monitored by an ICJI Grant Manager and/or the ICJI Compliance Monitoring team using a combination of desk reviews and site visits. Additionally, the Grant Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed by ICJI staff. Late and repeated incorrect reports could disqualify recipients from future funding.

APPENDIX A: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

I. GENERAL

This award is governed by ICJI policies and directives. All applicants must adhere to all provisions set forth in state statutes, regulations, and rules. Failure to abide by the state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited, to:

- The applicant becoming ineligible for this grant funding opportunity;
- Requiring repayment of any grant funds already received;
- The de-obligation of grant funds; and,
- The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, the State shall not reimburse an applicant for expenditures outside the grant period of performance.

All applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The applicant understands and agrees that it cannot use funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or draw down of any funds awarded from ICJI concerning the identical cost items.

II. STATE LAWS AND REQUIREMENTS

Recipients of grant funds from the State are required to adhere to all state laws concerning the receipt and use of grant funds from state funding sources. Those laws include, but are not limited to, the laws set forth below.

- *State Ethical Requirements:* The applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, et seq., IC § 4-2-7, et seq. and the regulations promulgated thereunder. If the applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the applicant is not familiar with these ethical requirements, the applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's [website](#). If the applicant or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this grant immediately upon notice to the applicant. In addition, the applicant may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.
- *Indiana Secretary of State:* Pursuant to Indiana Code Title 23, the applicant must be properly registered and owe no outstanding reports to the Indiana Secretary of State.
- *Telephone Solicitation of Consumers; Automatic Dialing Solicitations:* As required by Indiana Code § 5-22-3-7:
 - (1) the Applicant and any principals of the Applicant certify that
 - (A) except for de minimis and nonsystematic violations, it has not violated the terms of:
 - (i) IC § 24-4.7 [Telephone Solicitation Of Consumers];
 - (ii) IC § 24-5-12 [Telephone Solicitations]; or
 - (iii) IC § 24-5-14 [Regulation of Automatic Dialing Machines];in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
 - (B) the Applicant will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement, even if IC § 24-4.7 is preempted by federal law.
 - (2) The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC § 24-4.7 for the duration of the grant agreement even if IC § 24-4.7 is preempted by federal law.
- *Drug-Free Workplace Certification:* Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from state agencies. This clause was modified in 2005 to apply only to contractor's employees within the State of Indiana and cannot be further modified, altered, or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the applicant, or an employee of the applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the

workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this grant agreement is in excess of \$25,000.00, the applicant certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
 - B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
 - C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
 - D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
 - E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
 - F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.
- *Employment Eligibility Verification:* As required by IC § 22-5-1.7, the applicant hereby swears or affirms under the penalties of perjury that:
 - A. The applicant has enrolled and is participating in the E-Verify program;
 - B. The applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
 - C. The applicant does not knowingly employ an unauthorized alien; and the applicant shall require its contractors who perform work under this grant agreement to certify to applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the

contractor has enrolled and is participating in the E-Verify program. The applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.

D. The State may terminate for default if the applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

- *ICJI Policies and Requirements:* Recipients of grant funds from ICJI are required to adhere to all ICJI policies, procedures, and guidelines concerning the receipt and use of grant funds from state funding sources, including those directives, policies, and guidelines found on ICJI's [website](#).

APPENDIX B: PLANNING GRANT APPLICATION COMPONENTS

An application for a planning grant will require you to provide the information requested below, answer the following questions, and provide additional information and documentation as needed.

Problem:

Please define and provide well-supported evidence to document that a problem in your county exists. Share the significance of the problem in your county, including data to support your claim.

Method:

Since you have chosen to apply for a planning grant to eliminate or reduce a stated problem, please provide a list of entities in your community that you will partner with to create a plan of action to eliminate or reduce the identified problem. (At a minimum the applicant must engage their local JRAC and/or community stakeholders who have regular contact with the identified population.)

- Have the identified stakeholders agreed to participate in your planning grant?
- Have you already engaged in meetings related to this application with the identified partners/stakeholders? If so, how many meetings have you had?
- Please describe the coordination efforts with participating stakeholders.
- Have you consulted with the Juvenile Court and Juvenile Probation on this application? Why or why not?

Timeline:

Please share a timeline for your planning grant. Be specific, clear, and include key milestones. (Over the course of the next 6 months to a year your stakeholder group should follow the timeline and create a well thought out, executable plan to apply for funding to reduce/eliminate the identified problem.)

- How many times/how often will your planning/stakeholder group meet?
- What other resources are going to be used to support the planning process? Where are those resources coming from? (E.g., the county council will provide a free room two times a month where the stakeholder meetings can take place).

Budget:

A basic budget outlining the proposed use of funds is required.

- To the extent you are able, what do you intend to spend the planning grant dollars on during the planning process? (E.g., will you hire contractors to complete a community survey/study and share the data, or three members of your stakeholder group will travel to another city to observe a program that has proven to work on the same/similar problem identified by your planning group).
- Have you gathered estimates on costs from contractors, consultants, or vendors? If so, please include them here.

Outcomes:

The outcome of a planning grant is to figure out what the problem is by bringing stakeholders together and creating a plan of action to address the identified problem. The plan should be based on solid evidence that the proposed program identified at the end of the planning period is likely to succeed or improve the problem.

- Have you already identified outcomes/goals? If so, what are those outcomes that you hope to achieve?
- Once your stakeholder group has devised a plan, how will the plan be used once it is completed?

Program and Fiscal Reporting:

At the end of each month or quarter, planning grantees will be required to report on the activities that occurred over the last month/quarter. The following are questions that will be asked each reporting period:

- How many meetings with stakeholders were held?
- Who attended the meetings and what entity/agency/system did the attendee represent?
- What happened at the meetings? Are there minutes you can share related to the meetings? If so, please upload them with this report.
- What are the next steps for your group?
- Were there firm commitments from stakeholders to continue to participate in the process?
- Were any innovative solutions brought forth by stakeholders? If so, please share details about the ideas.
- What challenges did you face during this reporting period?
- If grant dollars were expended, how were they used to support the planning process?

Each grantee will be required to submit documentation to support the expenses that were claimed during each reporting period. (E.g., if members of the planning group traveled to observe and learn about an evidence-based program in another city the receipts from that travel will be required, or if a contractor was paid to complete a study of youth involved in the justice system, then invoices and proof of work will be required by the contractor.)



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