Juvenile Community Alternatives Grant Program

2025-2027

REQUEST *for* PROPOSAL

State of Indiana
Governor
Mike Braun

Indiana Criminal Justice Institute
Executive Director
Douglas W. Huntsinger

Indiana Criminal Justice Institute
Youth Services Director
Ellen Sheets

Juvenile Community Alternatives Grant Program 2025-2027

REQUEST FOR PROPOSAL

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2025-2027 Juvenile Community Alternatives 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 Thursday, April 17, 2025

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

AWARD PERIOD

July 1, 2025 – June 30, 2027

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 biennial state budget. All awards are subject to change and may be modified, reduced, or discontinued depending on the funding allocated during the current legislative session. The outcome of the current legislative session will also determine whether awards will be made via advance payment or on a reimbursement basis.

Webinar on the 2025-2027 Juvenile Community Alternatives Grant Program RFP

Date: Thursday, March 20, 2025
Time: 10:00 a.m. to 12:00 p.m. (ET)

ICJI's Youth Services Division is conducting a webinar on the 2025-2027 Juvenile Community Alternatives 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 Date: Thursday, March 20, 2025

Meeting number: 160 091 5433

Join by phone: 1-646-828-7666

Join here

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OVERVIEW

The Juvenile Community Alternatives Grant Program Fund 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 provide cost-effective, research- based alternatives in lieu of use of secure detention, out-of-home placement, and department of correction facilities in the community, (2) to reduce the use of secure confinement and out-of-home placement, and (3) to reduce recidivism and improve positive outcomes for children.

Applicants are required to clearly define the target population for each program for which funding is being requested. The target population and program description must align with the above-stated purposes. Applicants must clearly state eligibility criteria for each program for which funding is requested.

PROGRAM SCOPE

Activities supported by this program are determined by statute (Indiana Code § 31-40-5 *et seq.*) 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, units of state and local government, nonprofit organizations, and nongovernmental organizations who provide services to youth 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. Any non-governmental entity must have an operating agreement or memorandum of understanding (MOU) with the referring entity prior to receiving funding.

3. 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.

4. 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 Programs Report.

5. Applicants may apply to serve multiple counties. In a multi-county application, the grantee must explicitly explain the approximate percentage of services that will be provided to each county they plan to work with. Individualized plans for each county are required.

ELIGIBLE ENTITIES

An entity is eligible to receive funding if it furnishes, agrees to furnish, or arranges with a third party to furnish all of the following services:

1. Services or programs that offer alternatives to detention that offer the least restrictive means necessary to ensure the safety and protection of the individual, the family and the community while meeting all necessary requirements of supervision.

2. Services or programs that have as goals: recidivism reduction and the promotion of positive outcomes through research-based intervention and that address the needs of the youth.

3. Services or programs that provide cost effective research-based alternatives to secure detention, out-of-home placement, or placement with the department of correction.

FUNDING AVAILABILITY

Awards provided by this solicitation are for a twenty-four-(24) month period of funding. This program is funded by the Indiana General Assembly through the state's biennial budget. All awards are subject to change and may be modified, reduced, or discontinued depending on the funding allocated during the current legislative session. The outcome of the current legislative session will also determine whether awards will be made via advance payment or on a reimbursement basis. Grant award amounts are determined by a funding formula based on county population as follows:

The formula allots a base amount of $75,000.00 per grant per county. Additional funds in the amounts of $5,000, $10,000, or $15,000 are added to the base amount based on county population, with smaller counties receiving more funding to comply with the statutory requirement to focus on rural counties. County population is determined by the 2020 United States Census. To find your county population, please visit the 2020 Census Demographic Data Map Viewer.

County Population Category	Community Alternatives Grant Program	Population-Based Funding	Total Funding Available
< 25,000	$75,000	$15,000	$90,000
25,000-50,000	$75,000	$10,000	$85,000
> 50,000	$75,000	$5,000	$80,000

If applicants are applying for funding for multiple counites, the applicant must state what percentages of services will be provided to each county they plan to work in.

APPLICATION SUBMISSION

Completed applications and all required documentation shall be submitted through IntelliGrants no later than 11:59 p.m. (ET) on Thursday, April 17, 2025.

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. Assistance with registering in IntelliGrants can be located 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 48 hours of the deadline.

AWARD PERIOD

The award period for this grant shall be July 1, 2025 - June 30, 2027. Projects should begin on July 1, 2025, 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 July 1, 2025, 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 June 30, 2027. Outstanding expenses must be paid, and the final fiscal report must be submitted via IntelliGrants within thirty (30) days of June 30, 2027. Proof of payment for all expenses must be provided with the final fiscal report. Late fiscal and programmatic reports will not be accepted.

REPORTING REQUIREMENTS

Subgrantees will be required to submit program and fiscal reports on a quarterly, or monthly basis. Program reports are submitted via IntelliGrants.

The following information must be reported via IntelliGrants regarding program participants **every time a program report is submitted.**

Requirement	**Definition**
Age	Youth's age on date of referral to program.
Ethnicity	Youth's self-identified ethnicity.
Race	Youth's self-identified race (Categories consistent with U.S. 2020 Census).
Gender	Youth's self-identified gender.
Referral Source	Agency/Entity referring youth to program.
Referral Process Point	At which point was the referral made?
Risk Assessment Screening Tool	What tool was used to determine risk level?
Risk Assessment Screening Tool Outcome	What was the outcome of the risk assessment?
Offense	Referred offense, classification, and level.

Delinquency History	Of youth referred to this program, how many had previously been referred to the juvenile justice system?

The following information must be reported via IntelliGrants regarding program participants **every time a program report is submitted**

Requirement	**Definition**
Referrals Received	Number of referrals received.
Youth Referred	Number of youth referred.
Assessments	Number of youth assessed.
Enrolled	Number of youth enrolled in the program.
Participating Youth	Number of youth actively participating in the program.
Program Completion: Referrals	Number of referred youth that have completed the program.
Program Completion: Youth	Number of youth that have completed the program.
Program Completion: Time	Average amount of time it took participants to complete the program (number of days from date of referral to date of completion).
Program Termination: Referrals	Number of referrals that were terminated before program completion.
Program Termination: Youth	Number of youth that were terminated from the program without completing it.
Re-Offense: Active Participants	During the program, the number of youth alleged to have committed a new offense.
Re-Offense: Post Program Completion	After completion, the number of youth alleged to have committed a new offense within six (6) months of program completion.
Goals	What work has been completed during the reporting period to achieve the goals as stated in the grant application?
Objectives	What work has been completed during the reporting period to achieve the objectives as stated in the grant application?
Outcomes	What work has been completed during the reporting period to achieve the outcomes as stated in the grant application?
Activities	What activities did youth or their families participate in during the reporting period? (Be specific about how many youths completed an activity and how long the activity took).
Strengths and Barriers	What strengths and barriers were encountered in the reporting period and how did they affect the grant program?
Additional Feedback	Is there any additional information or feedback you would like to share about your program? If no, please write “N/A” in the narrative box.

ALLOWABLE ACTIVITIES

Allowable activities and costs are those that support the operations and services delivered to youth involved in the juvenile justice system. These activities include but may not be limited to:

- Services or programs that develop community alternatives.
- Services or programs that support the operations and service delivery of community alternatives to incarceration or alternatives to placement with the Department of Correction.
- Services or programs that are evidence based or restorative justice projects.

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, and 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.

- *Costs* for program materials such as pamphlets, handouts, booklets, or brochures.
- *Culturally and linguistically* appropriate services such as interpreters and/or having documents translated into other languages.
- *Technical assistance* with respect to adherence to or application of model programs.
- *Placement advocacy* to assist in locating and securing safe alternatives to incarceration or out of home placement.
- *Medical advocacy* including referrals for mental healthcare services, and funding for any mental healthcare services, including services delivered via telehealth and related out of pocket costs that would otherwise be the responsibility of the youth or family.
- *Counseling and support services*, and childcare services for youth and families who are engaged in a community alternatives program.

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 but are limited to 10% of the total grant funded budget. 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.

Administrative costs should not be a separate line item in the budget. During the application process, there will be a section to state the anticipated percentage of time each position will spend on administrative duties for this program. This percentage is included with the percentage of time worked on the funded project and cannot exceed 10% of the total grant funded budget.

TRAVEL COSTS

Expenses 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

A consultant evaluates an organization's needs and provides professional advice and a contractor provides goods or performs services. When a recipient 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. Information about the procurement process can be found here.

2. All consultants 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.

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. The ICJI supporting documentation policy can be found here.

ATTACHMENTS REQUIRED WITH APPLICATION

» *Total Agency Budget*: If the applicant agency is a nonprofit organization or nongovernmental entity, please complete and upload a "Grantee Basic Budget (nonprofit Applicant budget form)". Be sure to complete both the Organizational tab and the Employee tab. The form can be found on the ICJI website here. *This does not apply to units of government.*

» *Sustainability Plan*: Please attach a document detailing the applicant's plan to maintain the program once the grant fund period expires.

» *Timeline*: Please attach a timeline for the completion of the project and/or expenditure of the grant funds.

» *Collaboration Plan:* Any county participating in the program is required by IC § 31-40-5-5 to have its local or regional justice reinvestment advisory council, or another local collaborative body that includes stakeholders across the juvenile justice system, oversee each grant award to the county and engage in collaborative service planning for the county.

» *Letters of Endorsement:* Please attach at least one letter of endorsement from your local or regional justice reinvestment advisory council, or another local collaborative body with juvenile jurisdiction in the counties to be served by the program.

» *Multiple Counties Served*: If the application is one that will serve multiple counties, the breakdown of percentages provided to each individual county shall be specified. Individual plans for each county are required.

» *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 federal and 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 federal and/or 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 federal or state department or agency.

MONITORING

All grant awards will be monitored by an ICJI Grant Manager and/or ICJI Compliance Monitoring team member 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: 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 federal and 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 both federal and state funding sources, including those directives, policies, and guidelines found on ICJI's website.

Indiana Criminal Justice Institute
402 W. Washington Street, Room W469
Indianapolis, IN 46204

317-232-1233
www.cji.in.gov