



---

# Juvenile Community Alternatives Grant Program

---

2024-2025

---

## REQUEST *for* PROPOSALS

---

### **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 Community Alternatives Grant Program 2024-2025

## REQUEST FOR PROPOSALS

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2024-2025 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 in order 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 Monday, November 20, 2023**

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

### AWARD PERIOD



January 1, 2024 – December 31, 2025

### TECHNICAL ASSISTANCE



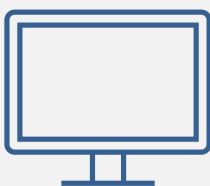
For technical assistance with submitting an application, contact the ICJI Helpdesk at [CJIHelpDesk@cji.in.gov](mailto:CJIHelpDesk@cji.in.gov). ICJI Helpdesk hours are Monday – Friday 8:00 am to 4:30 pm ET, except on state holidays.

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 and Community Alternatives Grant Program RFP

**Date:** Friday, October 27, 2023 and Thursday November 9<sup>th</sup>, 2023

**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 and 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:** October 27, 2023

**Meeting number:** 226 201 788 411

**The password to join is:** 9ZEpoA

**Meeting Date:** November 9, 2023

**Meeting number:** 269 434 028 077

**The password to join is:** grGqxG

[Join here](#)

[Join here](#)

## TABLE OF CONTENTS

---

OVERVIEW.....	5
PROGRAM SCOPE.....	5
ELIGIBILITY .....	5
FUNDING AVAILABILITY.....	6
APPLICATION SUBMISSION .....	7
AWARD PERIOD.....	7
ALLOWABLE ACTIVITIES .....	7
ALLOWABLE COSTS .....	8
UNALLOWABLE COSTS .....	8
ADMINISTRATIVE COSTS .....	9
TRAVEL COSTS.....	9
CONTRACTORS & CONSULTANTS.....	9
PROGRAM COSTS.....	10
ATTACHMENTS REQUIRED WITH APPLICATION .....	10
APPLICATION REVIEW .....	11
MONITORING.....	11
APPENDIX: APPLICABLE LAWS AND MANDATORY REQUIREMENTS.....	11

## OVERVIEW

---

The Juvenile Community Alternatives Grant Program was established in Indiana Code § 31-40-5-5 et seq. is for 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) reduce the use of secure confinement and out-of-home placement, and (3) 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 purpose. 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 § 31-40-5-5 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. All grants from ICJI Youth Services Division are reimbursement grants. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis prior to reimbursement of expenses.

## ELIGIBILITY

---

Eligible entity types include:

- » Public entities
- » Nonprofit organizations
- » Nongovernmental organizations who provide services to youth involved in or at risk of being involved in the juvenile justice system.

An entity may apply but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including 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).

1. Any non-governmental entities must have a Memorandum of Agreement with the court(s) of juvenile jurisdiction in the counties that the program will serve prior to receiving funding.
2. Each grant awarded will be overseen by the local regional justice reinvestment council or another local collaborative body that includes juvenile justice stakeholders and engages in collaborative service planning for the county.
3. All grant recipients must agree to report performance measures on a quarterly basis and are required to provide an aggregate, annual 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 listed in the Grant Programs Report available [here](#).

An entity is eligible to receive funding if it furnishes, agrees to furnish, or arranges with a third party to furnish all 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 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. Grant award amounts are determined by a funding formula based on county population as follows:

The formula allots a base amount of \$37,500.00 per grant per county. Additional funds in the amounts of \$5,000, \$10,000 and \$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 Category	Diversion Grant Program	Community Alternatives Grant Program	Population-Based Funding	Total Funding
< 25,000	\$37,500	\$37,500	\$15,000	\$90,000
25,000-50,000	\$37,500	\$37,500	\$10,000	\$85,000
> 50,000	\$37,500	\$37,500	\$5,000	\$80,000

Counties are also eligible for an additional \$20,000 for a one-year planning grant to prepare for implementation. Counties exercising this option 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 and community alternatives 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, and 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 **Monday, November 20, 2023**.

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. The Training Webinar and 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 January 1, 2024 – December 31, 2025. Projects should begin on January 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 January 1, 2024, may result in termination of the grant and the de-obligation of all awarded funds. The award period for counties that are awarded a planning grant shall be January 1, 2024- December 31, 2026.

All projects must conclude, and all funding obligations must be made no later than December 31, 2025, unless they include a planning grant as outlined above. All outstanding expenses must be paid, and the final fiscal report must be submitted via IntelliGrants within thirty (30) days of December 31, 2025. Proof of payment for all expenses must be provided with the final fiscal report. Any expenses that have not been paid within thirty (30) days after December 31, 2025, will not be reimbursed. Late fiscal and programmatic reports will not be accepted.

## ALLOWABLE ACTIVITIES

---

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

- Services or programs that develop youth diversion or 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 develop community alternatives programs.
- 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 requirements of the applicant, but fidelity should be maintained as closely as possible. Examples of model programs may be found [here](#).

## ALLOWABLE COSTS

---

Personnel, employee benefits, cost of supplies and travel to perform the following activities 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.
- *Planning activities* for the development of a collaborative plan or implementation of selected programs.
- *Culturally and linguistically appropriate* services such as interpreters and/or having documents translated into other languages.
- *Technical assistance* with respect to adherence or application of model programs, including visits to other counties in Indiana who are operating 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 and the youth or family.
- *Counseling* and support services, and childcare services for you and families who are engaged in a diversion or community alternatives program.

The following are other expenses that are allowable for reimbursement:

- *Operating expenses* (rent, utilities, etc.) of facilities at a prorated amount.
- *Supplies* for facilities including office supplies, or program materials.

## 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.
- Food and beverages.
- 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.

## 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 subrecipient'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.
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.

## PROGRAM COSTS

---

In order to be eligible for reimbursement, 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

---

- » *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.*
- » *Indirect Cost Rate and/or de minimis rate is an unallowable expense.*
- » *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 some other collaboration 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.
- » *A Memorandum of Agreement:* A Memorandum of Agreement with the court(s) with juvenile jurisdiction in the counties to be served by the program which outlines the roles and responsibilities of the Court and the program, how funds will be utilized, how youth will be referred and what services will be provided as well as other relevant information.
- » *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.
- Whether the applicant is debarred or suspended by any federal or state department or agency; and
- Whether the applicant maintains a current registration in SAM and has an active UEI number.

## 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](http://www.cji.in.gov)