



**Indiana Criminal Justice Institute  
Youth Division  
Request for Proposals  
December 28, 2011**



**Request for Proposals (RFP)  
Juvenile Accountability Block Grant Program  
Proposal Deadline: January 25, 2012  
*Program requirements are absolute and cannot be waived.***

**I. Introduction and Purpose of Grant**

The Indiana Criminal Justice Institute is soliciting proposals for funding through the Juvenile Accountability Block Grant (JABG) Program to assist state and units of local government in promoting greater accountability in the juvenile justice system. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), U.S. Department of Justice, administers the JABG program. As envisioned by Congress, the goal of the JABG program is to reduce juvenile offending through supporting accountability-based programs that focus on offenders and state and local juvenile justice systems. Accountability means an assurance of facing individualized consequences through which juveniles are made aware of and held responsible for the loss, damage, or injury that the victim experiences. Accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities. For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system. **All proposals must fall under one (1) of the following Purpose Areas:**

- ❖ Information Sharing
- ❖ Accountability
- ❖ Risk & Needs Assessment, Mental Health, &/or Substance Abuse Screening and Treatment
- ❖ School Safety
- ❖ Restorative Justice
- ❖ Juvenile Courts & Probation

Specific details regarding purpose areas can be found in the *2012 JABG Grant Proposal Guidebook*.

**\*\*Note\*\*** The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has determined that tours of adult jails and correctional facilities, which are components of many “Scared Straight” type programs, are violations of the Jail Removal mandate of the JJDP Act, even if participation is a voluntary diversion from court involvement. No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in “scared straight” type programs regardless of the source of funding for the activity, will be funded by the Indiana Criminal Justice Institute. Applicants should NOT include such a component in any program.

**II. Eligibility**

State agencies, units of local government, and units of tribal governments are eligible to apply for JABG Program funds. A local unit of government is defined as a city, county, town, township, or other general purpose political subdivision of a state. A city or county must be a legal applicant and recipient on behalf of city and county departments.

Please remember that this is a competitive process. Neither the invitation to submit a full application nor the use of ICJI staff for technical assistance implies that an applicant will receive a grant award. Continuation funding is not guaranteed from year to year. All awards are contingent upon availability of funds.

### **III. Late Applications**

**Project applications that are received past the due date will not be considered for funding during this cycle.**

### **IV. Match**

A 10% match is required. Please reference the *2012 JABG Grant Proposal Guidebook* for instructions on calculating the required match amount.

### **V. Funding Period**

The funding period for JABG programs is April 1, 2012 through March 31, 2013. Programs must conclude no later than **March 31, 2013**. Funding obligations must be made **prior** to March 31, 2013, and all outstanding expenses must be paid and the Final Financial Report filed with ICJI within no more than **45** days from March 31, 2013.

### **VII. Ineligible Costs & Activities**

1. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at [http://www.in.gov/idoa/files/travel\\_policy.pdf](http://www.in.gov/idoa/files/travel_policy.pdf).
2. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
3. First Class travel.
4. Funds may not be used to supplant existing state or local criminal or juvenile justice funds.
5. According to the Department of Justice, federal funds can not be used to purchase food or beverages for conferences, meetings, and events.

### **VIII. Applications Requirements**

**All funded applicants from the Indiana Criminal Justice Institute must agree to:**

1. Enter into a Memorandum of Agreement between the Indiana Criminal Justice Institute and the applicant agency and agree to abide by all provisions of the Memorandum of Agreement.
2. Enter into agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Certified Assurances and Special Conditions.
3. Submit performance data, performance reports, and financial reports **in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute.**

**Failure to submit the required reports by the stated due date will result in reimbursement of grant funds being withheld until the report(s) is received.**

## IX. Special Requirements

Special Requirements will be stated in the Certified Assurances and Special Conditions and Memorandum of Agreement.

Specific performance measures will be required according to individual program objectives.

Each applicant must submit two (2) letters of support with their proposal.

Any grantee wishing to apply for JABG Grant funding **must participate in one (1) mandatory conference call** or the application **will not** be considered for funding. Applicants will receive important information about ICJI's funding priorities for 2012 including topics such as basic application tips, overview of the application and instructions, provide technical assistance in areas such as grant administration, program reporting, financial reporting and will be applicable to new and veteran sub-grantees. Times for the conference calls will be held from 10:00 a.m. to 12:00 p.m. Dates for the calls are as follows:

- Thursday, January 5, 2012
- Monday, January 9, 2012
- Thursday January 12, 2012

The call-in number for each day is (218) 237-0330 and the Participant Access Code: 232214#. **Please contact the Program Manager to indicate which day you will be calling in, as the number of slots each day is limited.** You may contact Kim Snyder at [ksnyder@cji.in.gov](mailto:ksnyder@cji.in.gov) or 317-232-2032.

## X. Selection Process

The Youth Division staff of the Indiana Criminal Justice Institute will conduct an initial screening of the proposal to check for completeness of the application. The Youth Division staff will then review each proposal and score the proposal using the following scale:

Executive Summary	5 pts
Needs Assessment	15 pts
Goals, Objectives and Performance Indicators	20 pts
Implementation Plan	15 pts
Sustainability/Future Funding Plans	10 pts
Evaluation and Internal Assessment	15 pts
Audit Requirements	5 pts
Budget Detail Worksheet	5 pts
Match	5 pts
Budget Narrative	5 pts
Total	100 pts

In evaluating each application, the following will be considered:

- Demonstration of need including geographic location, other programs available, local demographics, local statistics, etc;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s) and objectives;
- Overall description of the intended use of the grant and local match funds;
- Demonstration that JABG funds will not be used to supplant state and local funds;
- Demonstration of the Applicant Agency has met the local match requirements and has identified the source of the local match;

- Demonstration that the Applicant Agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Overall quality of the application.

An average score is determined from each reviewer's results, based on the criteria set forth here. **Applications that score less than 75 will not be funded.** Please reference the Grant Scoring Form for additional items that will be considered when scoring each proposal.

The Youth Subcommittee of the Board of Trustees considers recommendations from the Indiana Criminal Justice Institute Executive Staff, Youth Division Staff, and the Juvenile Justice State Advisory Group, along with information from applicants and makes recommendations to the Indiana Criminal Justice Institute Board of Trustees. The Indiana Criminal Justice Institute Board of Trustees considers recommendations of the Youth Subcommittee to arrive at a final approval, deferral, or denial of each application.

## **XI. Grants Process**

Immediately following the actions taken by the Indiana Criminal Justice Institute Board of Trustees, and approved by the Department of Administration and the Office of Management and Budget, grant packets will be sent to the applicant agencies.

## **XII. Application Procedures**

Completed JABG Proposal Forms (Sections 1-12) are to be submitted via the [JJReports@cji.IN.gov](mailto:JJReports@cji.IN.gov) mailbox no later than 4:30 pm (EST) on **January 25, 2012**. The Signature Packet (Section 15) must have original signatures submitted to the attention of the Youth Division and **postmarked** no later than **January 25, 2012**. Also, please include three (3) complete copies of your application with the signature packet

## **XIII. Monitoring**

All programs that receive funding will be monitored by the Youth Division staff using a combination of desk reviews and site visits. Additionally, the Grant Manager will routinely review all submitted reports for timeliness and accuracy.

### **Contact Information:**

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[Abarnett@cji.IN.gov](mailto:Abarnett@cji.IN.gov)

Kim Snyder, JABG Program Manager  
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[Ksnyder@cji.IN.gov](mailto:Ksnyder@cji.IN.gov)