



STATE FISCAL YEAR 23/24

# JUVENILE DELINQUENCY PREVENTION – PRE-CHARGE DIVERSION

CFDA / Assistance Listing #16.548

For application materials, go to:

<https://www.iowagrants.gov>

For the CJPJ PCD webpage, go to:

<https://humanrights.iowa.gov/cjpp/pre-charge-diversion>

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## APPLICATION SUBMISSION

Applications for funding must be received by the Department of Human Rights, Division of Criminal & Juvenile Justice Planning (CJJP) by 4:30 p.m. on April 28, 2023. Applications will be submitted through <https://www.iowagrants.gov/> which is an online grant management tool.

*NOTE: Registration with [www.iowagrants.gov](http://www.iowagrants.gov) is required prior to applying. Registration may take several days to complete. IowaGrants has recently undergone a total upgrade and even those who were previously registered users will need to go through the new system login process.*

## CJJP CONTACTS

If you have questions related to the Delinquency Prevention Grants Program – Pre-Charge Diversion, please contact:

**Kathy Nesteby**  
Phone (515) 281-6915  
Email [Kathy.nesteby@iowa.gov](mailto:Kathy.nesteby@iowa.gov)

**Division of Criminal & Juvenile Justice Planning**  
<https://humanrights.iowa.gov/cjpp>

## DELINQUENCY PREVENTION GRANTS PROGRAM PRE-CHARGE DIVERSION STATE FISCAL YEAR 2023

## FUNDING OPPORTUNITY INFORMATION

### **BACKGROUND**

The Iowa Department of Human Rights Division of Criminal and Juvenile Justice Planning (CJJP) was awarded \$1.542 million in Juvenile Delinquency Prevention discretionary grant funding from the federal Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Iowa Juvenile Justice Advisory Council, state advisory group, has invested an additional \$52,000, for a total of **\$1,594,177**, which will be distributed through this competitive award process.

The focus for the funding is for communities to implement or expand pre-charge diversion programs for juveniles over the course of five years. There are multiple rounds of funding, which are detailed below.

### **AWARD, AMOUNT, DURATION**

This is the second round of funding, there will be a third round that starts in 2024. The funding amounts and timeline for this round of funding are:

TOTAL AWARD: \$625,000 (30 months x approx. 5 individual project awards)

INDIVIDUAL PROGRAM AWARD: Up to \$125,000 over 30 months

FUNDING START DATE: July 1, 2023

AWARD PERIODS: July 1, 2023 through June 30, 2024 (up to \$50,000)

July 1, 2024 through June 30, 2025 (up to \$50,000)

July 1, 2025 through December 31, 2025 (up to \$25,000)

This funding opportunity and application are for the first of the above listed award periods (July 1, 2023 through June 30, 2024).

The second Award Period will be via an extension of the first-year contract, contingent upon satisfactory completion of contract requirements during the first year.

### **PURPOSE**

The goal of the Delinquency Prevention grants program is to help youth avoid involvement in delinquency by reducing risk factors and enhancing protective factors in their schools, communities, and families.

Iowa's strategy towards this goal is to invest in the development of new or expanded juvenile pre-charge diversion programs.

### **WHAT IS "PRE-CHARGE DIVERSION?"**

Pre-charge diversion programs are interventions that law enforcement and communities utilize as an alternative to juvenile court processing or the imposition of formal charges for low-level allegations.

In 2019, CJP partnered with the [Children's Center for Law & Policy](#) to develop pre-charge diversion programs in specific locations in Iowa. From this effort, a [Toolkit](#) was developed. (More information can be found [here](#).)

## **ELIGIBLE APPLICANTS**

Awards will be made to local units of government (city, county, township or town) to develop and implement or expand pre-charge diversion programs in communities with:

- A high number of low-level juvenile allegations
- High racial and ethnic disparities shown in juvenile justice system data
- High poverty

Non-profit organizations are eligible to receive grant funding, but **application must be made by a local unit of government.**

For the purposes of this application, **new programs** are considered those which are not currently in operation. **Expanded programs** are considered those which are currently operated through other sources of funding and the applicant is seeking to supplement the program by furthering the scope and capacity.

Note: any applicant seeking funds for an expanded program will be required to detail the program funding history including the sources of funding. Applicants will describe how juvenile delinquency prevention grant funding will further the scope and capacity of the program and will NOT be used to supplant current funding.

## **APPLICATION PROCESS**

[IowaGrants.gov](http://IowaGrants.gov) will be used for the application process.

In March 2022, an informational webinar was held regarding the first round of this funding opportunity. The video from this webinar can be viewed and related presentation documents accessed:

- [Meeting recording link](#)  
Access Passcode: u3XtKs6\$
- [Delinquency Prevention grant kickoff presentation](#)
- [Judge Minot's pre-charge diversion presentation \(2022\)](#)
- [Des Moines Police Second Chance presentation \(2022\)](#)

## **APPLICATION ELEMENTS**

*See pages 9 – 11 – Proposal Criteria and Scoring section for specific requirements.*

Applicants should address the items listed below to illustrate the need for pre-charge diversion in their community. Applications are public record. Do not include confidential information.

Note: Pre-charge diversion programs are defined as interventions that law enforcement and communities utilize as an alternative to juvenile court processing or the imposition of formal charges for low level allegations.

*Abstract:* The abstract is a brief overview of the program being proposed by the applicant in their request for funding. It specifically addresses the need, goals and expected outcomes of the program.

*Problem Statement:* Applicants should address the items listed in this section to illustrate the need for pre-charge diversion in their community.

*Program Goals & Objectives:* The program goal(s) should align with the funding opportunity vision to provide pre-charge diversion opportunities for all youth under 18 with low-level allegations. The program objective(s) should describe specific tasks and/or strategies to achieve the goal(s).

*Program Approach, Implementation, and Administration:* Applicants should detail their approach for developing, implementing, and sustaining pre-charge diversion in the target community.

*Note:* Pre-charge diversion programs should respond to specific low-level juvenile offenses, but not status offenses.

*Program Partnerships and Coordination:* Partnerships and collaborations are essential for effective pre-charge diversion programs. Applicants should detail their plans to incorporate partnerships to support pre-charge diversion in the target community.

*Program Evaluation:* The purpose of program evaluation is to determine the extent to which the pre-charge diversion program is effectively engaging and meeting the needs of youth, including youth of color and girls in the target community.

*Letters of Support:* Upload letters of support that demonstrate the commitment and collaboration necessary for the program's operation and success. Letters should outline joint/collaborative efforts between agencies such as serving on the stakeholder advisory group and supporting youth referrals to the pre-charge diversion program.

*Budget and Budget Justification:* Applicants should detail all planned expenses associated with the program that will use this funding source.

## **BUDGET**

Applicants should detail all planned expenses associated with the program that will use this funding source including: amounts, specific items, and how the amount was determined (computation). The budget must adhere to state and federal financial guidelines, in addition to your agency's approved policies and procedures.

### **ALLOWABLE EXPENSES**

Personnel

Fringe Benefits

Travel

Equipment  
Operating expenses  
Building rental  
Personnel training  
Supplies  
Other Costs  
Sub-contract

**UNALLOWABLE EXPENSES include:**

Land acquisition  
Bonuses or commissions  
Travel or compensation for federal employees  
Military type equipment  
Lobbying  
Fundraising

Due to federal restrictions and/or limited amounts of funding, as a general rule, CJJP does not fund projects for which a dedicated funding source is available, replace equipment/supplies which are normally part of a planned/scheduled replacement inventory, or provide continuation or stopgap funding for projects initiated with other grant funding.

Funds will be issued to successful applicants on a reimbursement basis.

**STATE TRAVEL REQUIREMENTS**

Any in-state travel must follow the guidelines established by the State of Iowa. That information can be found here: <https://das.iowa.gov/state-accounting/travel-relocation/state-travel>

- Prevention of Human Trafficking Certification for Lodging Providers and Employees

In addition, the State of Iowa requires that in-state lodging adheres to guidelines on the prevention of human trafficking: [https://das.iowa.gov/sites/default/files/acct\\_sae/sae\\_manual/210/210-205.pdf](https://das.iowa.gov/sites/default/files/acct_sae/sae_manual/210/210-205.pdf)

For a list of certified lodging facilities, go to: [stopthiowa.org](http://stopthiowa.org)

Annual training in central Iowa is required for award recipients and should be included in the applicant budget. This budget item should include meals and mileage for one day (no overnight stay).

Any out-of-state travel requires prior approval from CJJP.

**NON-SUPLANTING**

Supplanting is not permitted. A unit of local government is not allowed to reduce state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds are allowed to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose.

The applicant assures that federal funds made available under this formula grant will not be used to supplant any other funding source, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

**FINANCIAL REIMBURSEMENT**

Awarded programs are funded on a reimbursement basis. All programs awarded funds must complete and submit regular expenditure claim forms requesting reimbursement and quarterly progress report forms. Financial and progress reporting will be submitted through the electronic grant management system. Awardees may be required to use an electronic transfer of funds process for reimbursement.

**DATA COLLECTION**

Applicants will be required to enter program data into the CJPJ statewide Pre-Charge Diversion web-based data portal. This portal will detail the number of youth referred to the program and their program completion status. In addition, programs will be required to track and submit performance measure data.

Describe the type of pre-charge diversion program data that will be shared with the stakeholder advisory group, how often that data will be shared and what precautions will be taken to protect youth confidentiality/privacy, when needed. Data reviews should include the extent to which the program is effectively engaging youth of color, girls, and other targeted groups of youth.

**PROPOSAL CRITERIA & SCORING**

As part of CJPJ’s staff review of applications, input will be sought from peer reviewers. All eligible applications will be evaluated using the criteria included in the application kit.

Proposal scoring is based on a 100-point scale:

Abstract	5 points
Problem Statement	10 points
Goals and Objectives	15 points
Approach, Implementation, and Administration	20 points
Partnerships and Coordination	15 points
Evaluation	10 points



Letters of Support	5 points
Budget	10 points
Reviewer Assessment and Recommendations	10 points
<b>TOTAL:</b>	<b>100 points</b>

Following is a description of the criteria:

**Abstract** (Possible score: 5 points)

Provide a brief summary, which describes the problem, identifies the goals, implementation plan, projected outcomes, and cost for the project. In addition, identify the provider of the PCD program and the name(s) of community partners

**Problem Statement** (Possible score: 10 points)

Applicants should address the following items to illustrate the need for pre-charge diversion in their community.

1. Identify the target community.
2. Describe the need for pre-charge diversion in the target community.
  - a. The description of need should include an examination of the types of allegations causing youth to enter the juvenile justice system in the target community.
  - b. Applicants should also examine the prevalence of poverty and racial and ethnic disparities of youth who come into contact with the juvenile justice system in the target community.
3. Describe any current or previous attempts to address the above issues, including existing resources, and how the proposed program will be relevant to unmet needs.

**Goals and Objectives** (Possible score: 15 points)

Applicants will describe the program goal(s) and objective(s). The program goal(s) should align with the vision to provide pre-charge diversion opportunities for all youth under 18 with low-level allegations. The program objective(s) should describe specific tasks and strategies to achieve the goal(s).

**Approach, Implementation, and Administration** (Possible score: 25 points)

Applicants should detail the approach for developing, implementing, and sustaining pre-charge diversion in the target community. Note that pre-charge diversion programs should respond to specific low-level juvenile offenses, but not status offenses.

1. Describe the key elements of your proposed program including:
  - a. the target youth population the program will serve;
  - b. how youth will be referred to the program and the role of various partners including schools and law enforcement in facilitating these referrals; and
  - c. how the program will manage any instances of youth non-compliance.
2. Identify the program model(s) that will be used. *Note: Applicants may reference program models outlined in the [CCLP pre-charge diversion toolkit](#).* Describe how the

identified models align with the program goal(s) and will result in reduced racial and ethnic disparities in the juvenile justice system.

3. Describe key personnel who will be involved in the administration of the program.
4. Describe the timeline for implementing the proposed program.
5. Describe how the program will be sustained beyond the life of the delinquency prevention grant funding.

### **Partnerships and Coordination (Possible score: 10 points)**

Partnerships and collaborations are essential for effective pre-charge diversion programs. Applicants should detail their plans to incorporate partnerships to support pre-charge diversion in the target community.

1. Programs are expected to utilize a new or existing stakeholder advisory group to monitor and support pre-charge diversion efforts in the target community. At a minimum, the group should be composed of youth and family members, law enforcement, Juvenile Court Services personnel, schools, non-profit youth service organizations, and leaders from the target community. Describe how the proposed program will meet this requirement.
2. Describe how the proposed program will cultivate partnerships with school districts, law enforcement agencies, and other youth-serving organizations to expand pre-charge diversion in the target community.
3. Describe any specific partnerships and strategies that could expand pre-charge diversion to youth in surrounding rural areas.

### **Evaluation (Possible score: 10 points)**

The purpose of program evaluation is to determine the extent to which the pre-charge diversion program is effectively engaging and meeting the needs of youth including youth of color and girls in the target community.

1. Applicants will be required to enter program data into the CJJP statewide pre-charge diversion web portal. This portal will detail the number of youth referred to the program and their program completion status.
  - a. Identify the key personnel who will be involved in this collection and management of data.
  - b. Identify the key personnel who will ensure data is entered accurately and in a timely manner.
2. Describe the type of pre-charge diversion program data that will be shared with the stakeholder advisory group and how often this data will be shared.
3. In addition to entering youth referral and participation information into the CJJP statewide pre-charge diversion web portal, programs will be required to track and submit performance measure data:
  - a. Identify performance measures for the pre-charge diversion program. *Examples of performance measures include:*
    1. The number of youth with increased/ improved protective factors (e.g: self-esteem, relationships, school participation, subsequent delinquent act, etc.)
    2. The number of youth served with an evidence-based practice.

- b. Describe how data will be tracked for required performance measures.
- c. Describe any additional criteria that will be tracked to monitor progress towards the program's goal(s) and objectives.

**Letters of Support (Possible score: 5 points)**

Applicants should upload letters of support that demonstrate the commitment and collaboration necessary for the program's operation and success.

Letters should outline joint/collaborative efforts between agencies such as serving on the stakeholder advisory group and supporting youth referrals to the pre-charge diversion program. Applicants may provide copies of formal agreements between agencies and jurisdictions/ local units of government.

Applicants are encouraged to provide letters of support from schools, law enforcement agencies, Juvenile Court Services, and youth service or other community-based organizations.

**Budget & Budget Justification (Possible score: 10 points)**

Applicants should itemize/detail all planned expenses associated with the program that will use this funding source (Budget). They should also provide detailed descriptive information regarding why the budget item(s) are necessary (Budget Justification). The budget must adhere to state and federal financial guidelines, in addition to your agency's approved policies and procedures.

**Reviewer Assessment and Recommendations: (Possible score: 10 points)**

Overall impressions and recommendations of peer reviewers.

- The application is a clear presentation of the program.
- The program has a high potential for success.
- The program represents a good financial investment.
- The program is consistent with the solicitation priorities.

**APPLICANT INTEGRITY**

The applicant shall promote effectiveness, efficiency, and accountability. The applicant must serve the public in an ethical and transparent manner, including operating professionally, truthfully, fairly, and with integrity and accountability to uphold public trust.

CJJP reserves the right to verify the contents of the application and any assertions, reporting, attestations, and submissions to CJJP or any other governmental agency. If CJJP determines the applicant has provided false, misleading, or inaccurate information to CJJP or another governmental agency, the application may be disqualified.

## **SOLICITATION UPDATES**

CJJP may make changes to the solicitation requirements, extend the due date, cancel or re-release the solicitation for any reason. Changes to the solicitation will be noted in the Funding Opportunity Description in [www.iowagrants.gov](http://www.iowagrants.gov) as well as on the cover page of the application instructions (this document) also posted as an attachment in the Funding Opportunity in [www.iowagrants.gov](http://www.iowagrants.gov).

Those who have initiated a grant application in [www.iowagrants.gov](http://www.iowagrants.gov) at the time of the change will be notified via e-mail of the change. The notice will be sent to the individual identified as the Project Officer in the application.

## **THE GRANT AWARD PROCESS**

The following criteria shall be considered by CJJP in awarding federal Delinquency Prevention Grants Program funds to applicants in Iowa:

- Availability of federal funds.
- Eligibility of applicant, based on U.S. Department of Justice guidelines.
- Priorities described in this solicitation.
- Data-based and/or evidence-informed merit of the proposal.

CJJP reserves the right to accept minor deviations from application requirements, if such deviations are considered to be non-substantive.

## **APPEALS**

Awards will be made on or about May 17, 2023 in anticipation of a July 1, 2023 start date. Preliminary notices will be sent to those individuals identified as project directors in the applications. Any applicant whose proposal has been filed according to instructions contained herein, and who is aggrieved by the awards made, may request an appeal based on a showing that the instructions governing the grant selection process have not been properly applied.

Appeals must be filed with the Division Administrator, Iowa Department of Human Rights, Division of Criminal & Juvenile Justice Planning, 321 E. 12<sup>th</sup> Street, 2<sup>nd</sup> Floor, Des Moines, Iowa, 50319, within ten working days of the date of the notification of preliminary awards.

Appeals must be in writing and clearly state how CJJP erred in following the instructions in the application kit. CJJP will refrain from awarding funds until the Division Administrator has resolved all appeals. The review will be conducted as expeditiously as possible so that all funds can be distributed in a timely manner. This procedure concludes the review process at the administrative level for purposes of Iowa Code Chapter 17A (1991).