



Johnson County Juvenile Justice Youth Development Program

FY22 Request for Proposals

Issued: July 14, 2021
Contact: Laurie Nash
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*Johnson County Juvenile Justice Youth Development Program
Request for Proposals: FY 2022
Funding period: October 1, 2021 - June 30, 2022*

OVERVIEW

The Johnson County Board of Supervisors are continuing their commitment of investing in youth by making funding available for programs and services that promote positive youth development and prevent juvenile crime and delinquency. By investing in effective prevention programs, Johnson County anticipates an increase in quality of life for youth and families and a reduction in costs associated with youth and adult criminal justice services.

Johnson County promotes a **positive youth development** approach that builds protective factors in youth and **prevents juvenile crime and delinquency**.

The Johnson County Board of Supervisors reserves the right to withdraw or alter this request for proposals and/or subsequent contracts at any time and for any reason, including official action affecting funding of the Juvenile Justice and Youth Development initiative.

ELIGIBILITY

Eligible applicants are non-profit organizations serving Johnson County youth. County funds may not be used for faith-based programming.

CONTRACT TERMS

Contract agreements will specify the grant award, term of service, agency expectations for services, and outcome measures. Contracts will be awarded for a 9-month period beginning October 1, 2021, and ending June 30, 2022. There will be no renewal option.

Up to a total of \$25,000 will be awarded under this RFP.

RFP AND APPLICATION FORMAT

The RFP and application format is available on the Johnson County webpage at <https://www.johnsoncountyiowa.gov/bids-and-proposals>

Also by going to <http://www.johnsoncountyiowa.gov> and clicking on *Bids and Proposals*.

PROGRAMMING

Youth Development is defined by the Iowa Collaboration for Youth Development as the ongoing growth process in which all youth strive to: (1) meet the basic and personal and social needs to feel cared for and to be safe, valued, useful, and spiritually grounded, and (2) build character, skills and competencies that permit functioning and contribution in daily life. Youth development approaches focus and build on the strengths and assets of young people, rather than concentrating solely on the prevention or treatment of problems.

The Search Institutes 40 Developmental Assets for healthy adolescent development provide a foundation for the fundamentals of positive youth development programming. <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>

Priority Target Population

- Youth 10-13 years of age.
- Underserved youth populations and/or communities.
- Minority youth to address disproportionate minority contact in the juvenile court system.
- Youth with at least one risk factor including, but not limited to poverty, single-parent head of household, family conflict/abusive parents, substance abuse, poor academic performance, poor school attendance/participation, weak peer relationships, reside in high crime neighborhood, limited to no parental involvement, social isolation, homelessness, and high mobility.

Juvenile Justice Youth Development funded programs will:

- Implement evidenced-based or promising practice programs utilizing a trauma informed approach
- Build protective factors in at-risk youth
- Address a documented service gap for youth with one or more risk factors and at-risk for juvenile court involvement
- Include an evaluation component which is consistent with the purpose of the proposal; responds to the results desired for the priority areas listed above; and includes clearly articulated goals and objectives, performance measures appropriate for the identified activities, and a defined evaluation process
- Stress high community involvement and collaborative efforts in order to coordinate service delivery, reduce duplication, identify gaps in service, address unmet needs, and maximize existing resources so that youth and families can experience a supportive community
- Promote the development of information and sustainable networks of support for youth and families that demonstrate a sensitivity to the underlying issues of racial and ethnic disparities within our community
- Be culturally relevant, culturally competent, and demonstrate a respect for diversity
- Address barriers to participation including, but not limited to, transportation, snacks, language, technology and/or other household/family circumstances.
- Prevent or reduce the need for intensive intervention services and out-of-home placement

Proposals will address one or more of the following strategies using evidence- based or promising practices:

- Pro-social programs during out-of-school time which are delivered at school, at home, virtually, and/or a hybrid model.
- Support and strengthen family functioning
- Build safe and supportive communities and schools for youth and families
- Build social and emotional competence in youth
- Establish sustained and caring relationships with caring adults
- Establish opportunities for emotional and moral support

Possible Results:

- Decrease in juvenile complaints to law enforcement
- Reduction in school office referrals and suspensions
- Increase in positive conflict resolution and communication skills
- Increase in peer refusal skills
- Increase in positive peer relationships
- Improved parent child relationships
- Increase in supportive neighborhoods and/or youth and families feeling more connected to their community and/or schools
- Increased participation in youth employment and/or other positive out of school time activities
- Increase in youth feeling more connected to caring adults
- Reduced incidence of violence
- Improved self- regulation and reduction in stress and anxiety

Examples of programming may include, but are not limited to; out-of-school-time enrichment programs, family support and crisis intervention services, case management, mentoring for youth and parents, youth employment, life skills, mindfulness skills, violence prevention, and gender specific groups.

RESOURCES

The following links provide local, state, and national data and resources on juvenile delinquency and prevention:

- Iowa Department of Human Rights Criminal and Juvenile Justice Planning (CJJP)
<https://humanrights.iowa.gov/cjpp>
- Criminal and Juvenile Justice Planning Easy Access to Juvenile Court Data
<https://juvenilecourtstats.iowa.gov/>
- Office of Juvenile Justice Delinquency and Prevention; <http://www.ojjdp.gov/mpg/>
- Blueprints for Healthy Youth Development: <http://www.blueprintsprograms.com/about>
- Child Trends Juvenile Justice Research; <https://www.childtrends.org/research-topic/juvenile-justice>
- Positive Youth Development; <https://youth.gov/youth-topics/positive-youth-development>

The Johnson County Board of Supervisors encourages new and innovative programs that are trauma informed and utilize evidence-based or promising practices.

APPLICATION PROCEDURES AND REQUIREMENTS

Application Timeline:

July 14, 2021	Funding application released
August 6, 2021, 4:00 p.m.	Application deadline
August 17, 2021	JJYD Policy Board discussion of proposals
September 2021	Board of Supervisors award funding
October 1, 2021	Contract start date

Proposals received after the deadline of August 6, 4:00 p.m. will not be reviewed or considered for funding. Electronic proposals must be submitted as one complete PDF document.

Submit one signed original hard copy and an electronic copy to:

Laurie Nash
Johnson County Social Services
855 S. Dubuque St. Suite 202B
Iowa City, IA 52240
socialservices@johnsoncountyiowa.gov

AWARDS

The Johnson County Board of Supervisors reserves the right to not award funding automatically to the highest scoring proposals, but rather to the proposals that best meet the goals and objectives of the Johnson County Juvenile Justice Youth Development Program and the purposes of this RFP.

All applications for Juvenile Justice Youth Development funding will be reviewed by the Johnson County Youth & Family Services Manager and/or Social Services Director for completeness and compliance with requirements of the RFP. All qualified applications will be reviewed and scored by the Juvenile Justice Youth Development (JJYD) Policy Board Grant Review sub-committee. The sub-committee will provide recommendations to the JJYD Policy Board for review and approval. The JJYD Policy Board's funding recommendations will be provided to the Johnson County Board of Supervisors who will be responsible for the funding determination. Any member of the Policy Board representing an agency that applies for FY22 JJYD funding is ineligible to participate in the proposal review or recommendation process. The Johnson County Board of Supervisors will make all funding decisions. Applicants will be notified of the funding decisions.

APPEALS

Appeals must be made in writing to, Laurie Nash at socialservices@johnsoncountyiowa.gov within five working days of receipt of the funding decision notice. Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Grant Review Committee will review the appeal and make a recommendation to the Johnson County Board of Supervisors. The Johnson County Board of Supervisors will review the appeal and mail a notice to the appellant within five working days of this review.

PROPOSALS

Proposals are due by 4:00 p.m. on Friday, August 6, 2021.

Proposals received after the deadline will not be reviewed or considered for funding. Electronic proposals must be submitted as one complete PDF document.

Submit one signed original hard copy and an electronic copy to:

Laurie Nash
Johnson County Social Services
855 S. Dubuque St. Suite 202B
Iowa City, IA 52240
socialservices@johnsoncountyiowa.gov

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Direct all questions concerning this RFP in writing to:

Laurie Nash at socialservices@johnsoncountyiowa.gov
Organizations seeking funding for more than one program must submit a separate proposal for each program.

PROPOSAL OBLIGATIONS

The contents of the proposal, as well as any clarifications or changes submitted by a successful applicant shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

All proposals shall include a detailed description of all integral elements necessary for successful implementation and operation of the service or program.

Successful applicants will be required to submit quarterly progress reports and monthly billing invoices to the Johnson County Social Services Director.

FUNDING POLICIES AND PROCEDURES

Johnson County grant funds available under this RFP may be used to support all budget categories identified in the budget format provided with this document. Grant funds may not be used for building or construction projects. Grant funds may be used for purchase of equipment necessary for the implementation of the proposed program; funds may be used to initiate a new program or to close the gap on funding existing programs or services. Grant funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities.

The Johnson County Board of Supervisors reserves the right to not award funding automatically to the highest scoring proposals, but rather to the proposals that best meet the goals and objectives of the Johnson County Juvenile Justice Youth Development Program and the purposes of this RFP.

Johnson County Juvenile Justice Youth Development Program FY 2022 Grant Instructions

Font size must be no smaller than 11. Proposals and budgets must follow the formats provided. Failure to do so may result in rejection of the application.

A total of 100 points are possible. Point distribution for proposals:

- Demonstration of Need – 10 points
- Project Overview – 15 points
- Description of Program – 40 points
- Program Work Plan – 25 points
- Budget – 10 points

FORM A

Cover Page

FORM B

1. Demonstration of Need (10 points)

- Identify service gaps and document needs relative to the goals and objectives. Utilize current, local data to substantiate need. Does this project duplicate any existing services in the community?
- Describe the underserved population this program will serve (e.g. geographic area, population) and identify how they are underserved.
- How is your organization uniquely qualified to meet the identified need?

2. Project Overview (15 points)

- Summarize the proposed project
- Identify the strategies/programming to be provided
- Describe how the proposed strategies/programming will meet the identified needs. For programs that are currently operating, discuss if and how the need has changed over time and the program's response to the changing need.
- How is your organization uniquely qualified to provide the proposed services? Describe the staff qualifications for this project. Job descriptions for primary roles may be included as attachments.

3. Description of Program or Service (40 points)

- Describe the specific proposed services/activities to be provide. Include:
 - the population to be served, eligibility requirements;
 - referral and selection process;
 - specific program activities and time frames;
 - the research-based, evidence-based practice methods that will be utilized with fidelity
 - explain how the proposed program incorporates a trauma informed approach
 - location and facilities to be used, hours of operation
- Describe the risk factors associated with your target population and the protective factors your program will address.
- Describe how this program will meet the specific needs of the underserved population identified above.
- For existing programs, has the program been proven effective in reducing juvenile delinquency? Summarize outcomes that have been achieved by this program or services. *Be as specific as possible and include supporting data if available.*
- How will you collaborate with other providers, schools, etc. to coordinate services, avoid duplication and ensure efficient and successful outcomes for youth and families?
- Describe how the program will target minority populations and address the disproportionate minority contact with special emphasis on African American youth.
- Describe how the program or service will provide access for geographically isolated or otherwise hard-to-reach youth.

FORM C

4. Project Work Plan and Evaluation (25 points)

- Provide a project goal related to positive youth development and juvenile delinquency prevention.
- SMART = Specific, Measurable, Achievable, Realistic, Timely
- Outline objectives that are specific and measurable and related to the project goal
- Outline specific activities.
- Objectives must be timely and achievable by June 30, 2022.
- Describe Performance Measures. Performance Measures must be measurable and include output/quantity, quality/efficiency, and outcomes.
- Describe any measurement tools you will use to monitor progress and achievement of outcomes. Include when the tools will be utilized, who completes the tool, and how progress is measured. Specific tools may be included as attachments.

FORM D

5. Budget (10 points)

- Attach a complete and detailed budget sheet, using the budget format provided. Be sure to include and specify other sources of support for your program, e.g. grants, in-kind, etc.
- Include a budget for each project partner.
- Provide a budget narrative that includes:
 - a. Budget justification including number of staffing hours and wages;
 - b. Description of other sources of funding and support for the program;
 - c. Describe plans for future funding and support of the program.

FORM E

Letters of Commitment

- Include letters of commitment or *Cooperating Agency Agreement* for all project partners

ATTACHMENTS (optional)

May include:

- Key staff job descriptions
- Evaluation tools

FORM A

Johnson County Juvenile Justice Youth Development Program
Request for Proposals: FY 2022

Deadline:
Friday, August 6, 2021 4:00 p.m.
Submit an electronic and one hardcopy

To: Laurie Nash
Johnson County Social Services
855 S. Dubuque St. Suite 202B
Iowa City, IA 52240
socialservices@johnsoncountyiowa.gov

Name of Organization: _____

Title of Grant/Program: _____

Contact Person: _____

Address: _____

Telephone: _____

E-mail: _____

Amount of Request: _____

Program Time-period (Start date/Finish date): _____

Tax ID: _____

Provide a two - three sentence description of proposed project:

Authorizing Signature & Title: _____ Date: _____

FORM B

1. Demonstration of Need (10 points, 2- page limit)

- Identify service gaps and document needs relative to the goals and objectives. Utilize current, local data to substantiate need. Does this project duplicate any existing services in the community?
 - Describe the underserved population this program will serve (e.g. geographic area, population) and identify how they are underserved.
 - How is your organization uniquely qualified to meet the identified need?
-

2. Project Overview (15 points, 2- page limit)

- Summarize the proposed project
 - Identify the strategies/programming to be provided
 - Describe how the proposed strategies/programming will meet the identified needs. For programs that are currently operating, discuss if and how the need has changed over time and the program's response to the changing need.
 - If applicable, summarize outcomes that have been achieved by this program or service. Be as specific as possible and include supporting data if available.
 - How is your organization uniquely qualified to provide the proposed services? Describe the staff qualifications for this project. Job descriptions for primary roles may be included as attachments.
-

3. Description of Program or Service (40 points; 5 - page limit)

- Describe the specific proposed services/activities to be provided. Include:
 - the population to be served, eligibility requirements;
 - referral and selection process;
 - specific program activities and time frames;
 - the research-based, evidence-based practice methods that will be utilized with fidelity
 - explain how the proposed program incorporates a trauma informed approach
 - location and facilities to be used, hours of operation
 - Describe the risk factors associated with the target population and the protective factors your program will address.
 - Describe how this program will meet the specific needs of the underserved population identified above.
 - For existing programs, has the program been proven effective in reducing juvenile delinquency? Summarize outcomes that have been achieved by this program or services. *Be as specific as possible and include supporting data if available.*
 - How will you collaborate with other providers, schools, etc. to coordinate services, avoid duplication and ensure efficient and successful outcomes for youth and families?
 - Describe how the program will target minority populations and address the disproportionate minority contact with special emphasis on African American youth.
 - Describe how the program or service will provide access for geographically isolated or otherwise hard-to-reach youth.
-

FORM C
5. Project Work Plan and Evaluation
Form may be duplicated (25 points)

EVALUATION

- Provide a project goal related to positive youth development and juvenile delinquency prevention
- **SMART = Specific, Measurable, Achievable, Realistic, Timely**
- **Objectives** must be specific and measurable and related to the project goal
- **Activities** must be specific
- **Performance Measures** must be measurable and should include
 - Output\Quantity: Numbers of activities/services provided and youth/families served
 - Quality\Efficiency: Percentage of how well was it done
 - Outcomes: Percentage of how are people better off
- Objectives must be achievable by June 30, 2022.
- Describe any measurement tools you will use to monitor progress and achievement of outcomes. Include when the tools will be utilized, who completes the tool, and how progress is measured. Specific tools may be included as attachments.

FORM C
Project Work Plan

Project Goal: _____

SMART Objectives	Specific Activities	Performance Measures	Who is Responsible	Timeline

FORM D: BUDGET

Budget Shall Cover the period from October 1, 2021 – June 30, 2022

Detail expenses in each category (10 points)

Project Name:

Expenses	Grant Funds Requested	Other Funds Identify Sources	In- Kind
1) Project Personnel			
2) Fringe Benefits			
3) Participant Supports			
4) Program Supplies			
5) Equipment			
6) Contractual			
7) Transportation			
8) Other/Indirect			
TOTAL			

Budget Narrative and Justification:

- If you are seeking a per-unit reimbursement (e.g. per class, per participant) briefly describe what is included in calculating that cost
- Personnel justification including number of staffing hours and wages
- Description of participant supports (e.g., food, incentives), program supplies (e.g. handouts, flyers, materials), and any necessary equipment
- Description of specific proposed contractual expenses
- Identify number of miles and mileage rate
- If you are seeking administrative or indirect costs, identify them as a percentage of billed direct expenses
- Description of other sources of funding and support for the program
- Describe plans for future funding and support of the program

FORM E
Cooperating Agency Agreement

This form must be completed by any organization, agency or entity that:

- Partners to implement proposed project, AND/OR
- Provides cash or in-kind match, AND/OR
- Receives any funds from the overall project budget

This form may be duplicated as necessary.

Name of agency: _____

Agrees to provide the following services specified in the attached proposal:

Executive Director: _____

Date: _____

ATTACHMENTS (OPTIONAL)