



Johnson County Juvenile Justice Youth Development Program

FY 2026 - 2028
Request for Proposals

Issued: February 10, 2025
Contact: Laurie Nash
855 S. Dubuque Street Suite 202B
Iowa City, IA 52240
(319) 356-6090
socialservices@johnsoncountyiowa.gov

*Johnson County Juvenile Justice Youth Development Program
Request for Proposals: FY 2026-2028
Funding period: July 1, 2025 - June 30, 2028*

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 during out-of-school time. 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 annually beginning July 1, 2025, with renewals occurring on an annual basis. Contract renewals will be contingent on the availability of funding and applicant's successful completion of scope of services and positive progress toward performance measures.

Up to a total of \$350,000 (pending Board of Supervisors budget approval) will be awarded under this RFP each year for up to 3 years.

Applications will be submitted in electronic format through the eCivis platform. Johnson County will provide an informational session on March 9, 2022, at 1:00 p.m. via Microsoft Teams to introduce interested applicants to the eCivis system.

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 10-16 years of age.
- Underserved youth populations and/or communities.
- Youth with **at least** one risk factor; see Table 1 on page 4.

Additional priority will be given to programs that:

- Serve a high percentage of youth in grades 4-8. Programs may provide older youth with opportunities to develop leadership skills and mentor younger participants.
- Serve minority youth, in order to address disproportionate minority contact in the juvenile justice system.
- Serve youth with at least one risk factor from multiple domains (individual, family, and/or peer); see Table 1 on page 4 and attached.
- Address the increase in young females in the juvenile court system.

TABLE 1:**Risk and Protective Factors by Domain**<https://youth.gov/youth-topics/juvenile-justice/risk-and-protective-factors>

Risk Factors	Domain	Protective Factors
<ul style="list-style-type: none"> • Early antisocial behavior and emotional factors such as low behavioral inhibitions • Poor cognitive development • Hyperactivity 	Individual	<ul style="list-style-type: none"> • High IQ • Positive social skills • Willingness to please adults • Religious and club affiliations
<ul style="list-style-type: none"> • Inadequate or inappropriate child rearing practices • Home discord • Maltreatment and abuse • Large family size • Parental antisocial history • Poverty • Exposure to repeated family violence • Single parent • Parental psychopathology • Teenage parenthood • High level of parent-child conflict • Low level of positive parental involvement 	Family	<ul style="list-style-type: none"> • Participation in shared activities between youth and family (including siblings and parents) • Providing the forum to discuss problems and issues with parents • Availability of economic and other resources to expose youth to multiple experiences • The presence of a positive adult (ally) in the family to mentor and be supportive
<ul style="list-style-type: none"> • Spending time with peers who engage in delinquent or risky behavior • Gang involvement • Less exposure to positive social opportunities because of bullying and rejection 	Peer	<ul style="list-style-type: none"> • Positive and healthy friends to associate with • Engagement in safe and healthy activities with peers during leisure time (e.g., clubs, sports, other recreation)
<ul style="list-style-type: none"> • Poor academic performance • Enrollment in schools that are unsafe and fail to address the academic and social and emotional needs of children and youth • Low commitment to school • Low educational aspirations • Poor motivation • Living in an impoverished neighborhood • Social disorganization in the community in which the youth lives • High crime neighborhoods 	School/ Community	<ul style="list-style-type: none"> • Enrollment in schools that address not only the academic needs of youth but also their social and emotional needs and learning • Schools that provide a safe environment • A community and neighborhood that promote and foster healthy activities for youth • Access to and participation in consistent mentoring

Juvenile Justice Youth Development funded programs will:

- Increase opportunities for positive youth development during out-of-school time.
- Implement evidence-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 that 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
- Solicit and incorporate participation from youth and families into program design and improvement.
- 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

Additional priority will be given to programs that:

- Address at least one protective factor from multiple domains (individual, family, and/or peer); see Table 1 on page 4 and attached.
- Address gun violence prevention through social, emotional, and mental health supports.
- Include collaboration between agencies to reduce duplication, identify gaps in service, and address unmet needs.
- Leverage additional local, state, or federal funding.

Proposals will utilize 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 through 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:

February 10, 2025	Funding application released
February 24, 4:00 p.m.	Letter of Intent due to lnash@johnsoncountyiowa.gov
March 5, 1:00 p.m.	Bidder's Conference
March 31, 2025, 4:00 p.m.	Application deadline
May 5, 2025	JJYD Policy Board discussion of proposals
May 2025	Board of Supervisors award funding
July 1, 2025	Contract start date

Proposals received after the deadline of March 31, 4:00 p.m. may not be reviewed or considered for funding. Proposals must be submitted via the eCivis electronic platform.

Questions about this RFP should be directed 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 the 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 which will be responsible for funding determination. Any member of the Policy Board representing an agency that applies for FY26-28 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 Monday, March 31, 2025.

Proposals received after the deadline will not be reviewed or considered for funding. **Proposals must be submitted via the eCivis online application process.** This process will be reviewed during the Bidder's Conference on March 5, 2025, at 1:00 p.m.

Organizations seeking funding for more than one program must submit a separate proposal for each program.

Direct all questions concerning this RFP in writing to:

Laurie Nash

Johnson County Social Services

855 S. Dubuque St. Suite 202B

Iowa City, IA 52240

socialservices@johnsoncountyiowa.gov

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 be incorporated by reference into the ensuing contract.

All proposals shall include a detailed description of all integral elements necessary for the 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 the 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 in funding for 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 2026-2028 Grant Instructions

Applications must be submitted using the eCivis electronic format. Applications must upload a Project Work Plan and Budget utilizing the forms provided.

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

- Demonstration of Need – 10 points
- Project Overview – 15 points
- Description of Program – 30 points
- Program Evaluation – 10 points
- Program Work Plan – 25 points
- Budget – 10 points

FORM A. Cover Page

- Organization Tax ID Number
- Name of Organization
- Title of Grant/Program
- Contact Person, Address, Telephone, E-mail
- Amount of Request
- Program Start and End Dates
- Provide a 2-3 sentence description of the proposed project
- Authorized Signature, Title, and Date

FORM B. Project Description

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 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 (30 points)

- 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;
 - 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 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 whether and how this program addresses one or more of the additional priorities identified on page 4 of the RFP including serving youth grades 4-8, minority youth, and females. Also addressing gun violence, increasing collaboration, and leveraging additional funds.
- 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.

4. Program Evaluation (10 points)

- Describe your plan for evaluation. Include:
 - a. Type of evaluation tools used (e.g., pre- and post-service surveys, interviews, Likert scale, narrative, yes/no, etc.)
 - b. Who completes the tools? Participating youth, staff, parents, etc.?
 - c. Timing and frequency. At what frequency will evaluations be completed? When will the first evaluation be completed?
 - d. How will progress be measured? What are the criteria for “success”?
 - e. Specific tools may be included as attachments.

FORM C. 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, 2026.
- Describe Performance Measures. 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 it was done
 - outcomes: percentage of people who are better off and how
- 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. Cooperating Agency Agreement, Letters of Commitment, and Other Attachments

- Cooperating Agency Agreement 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
- Additional letters of commitment may be submitted from other agency partners.
- Key staff job descriptions
- Evaluation tools

FORM E. Project Budget, Request Budget, and Narrative (10 points)

- The budget shall cover the period of July 1, 2025, through June 30, 2026.
- Complete Budget Form E, using the budget formats provided. Be sure to include and specify other sources of support for your program, e.g., grants, in-kind, etc. Matching funds are encouraged but not required. If cash or in-kind support is utilized for the total program budget, include that information in the proposed budget.
- If there will be a subcontract, include a budget for each project partner.
- In the eCivis application portal budget page, complete a Request Budget. This form only pertains to funds requested from Johnson County through this application.

- Provide a budget narrative that justifies the full project budget including:
 1. Salaries/Benefits & Personnel – list position/job description, wages, and benefits. Utilize Detail Chart A: Salary Costs. If you are seeking a per-unit reimbursement (e.g., per class, per participant), include in the Other category.
 2. Program Costs – detail and describe items such as mileage, handouts, marketing, etc. Identify the number of miles and mileage rate.
 3. Participant Supports – detail and describe items such as food, incentives, transportation, child care, etc.
 4. Equipment – list specific necessary equipment such as mobile phones, etc. and how it is necessary for the program.
 5. Contractual – list and describe specific proposed contractual expenses including any program subcontract or training contract.
 6. Other – list and describe other costs such as staff travel, training, etc. Be as specific as possible. If you are seeking a per-unit reimbursement (e.g., per class, per participant), identify the per-unit cost and briefly describe what is included in calculating that cost.
 7. Administrative OR Indirect – you may seek either Administrative or Other Indirect costs. If you are seeking administrative costs, please list each cost. If seeking indirect costs, identify as a percentage of billed direct expenses
 8. Other Revenue – include other sources of funding and support for the program. Utilize Detail Chart B to identify the source of funds.
 9. Detail Chart A: Salary Costs – list FTE (full-time equivalent), list staff position/title, total cost, JJYD request, and other revenue. Total costs should equal the totals on line 1. Salaries/Benefits Total.
 10. Detail Chart B: Other Revenue – identify the source of funds, whether it is cash or in-kind, whether they have been applied for or secured, and the total amount. Include whether funds are private, local, state, federal, donations, etc. Total amount of revenue from other source should equal the total on line 9 of the Other Revenue column in the budget.
 11. Describe plans for future funding and support of the program.

ADDITIONAL ATTACHMENTS (optional)

May include:

- Key staff job descriptions
- Evaluation tools