COUNTY AGENDA REQUEST

Department:	Juvenile Court	Presenter(s):	Katie Cunningham
Meeting Date:	Thursday, April 23, 2015	Type of Request:	Consent

Wording for the Agenda:

Approval of a request from the Fayette County Juvenile Court for authorization for file a grant application with the Criminal Justice Coordination Council, on behalf of the Fayette County Board of Commissioners, in the amount of $76,432.00, and authorization for the Chairman to execute said application.

Background/History/Details:

The Criminal Justice Coordination Council has released a request for a proposal for the Juvenile Justice Incentive Grant. The basis for the RPF is to continue evidence-based services for youth who are considered to be medium-to-high risk.

The Fayette County Juvenile Court is seeking to apply for continuation of its funding in order to maintain the Functional Family Therapy program another year.

This program will help divert juveniles from either entering the juvenile justice system or from further involvement in the system. By focusing on diversion / early intervention measures, these programs will help promote a positive relationship between youth, their families, and their community.

What action are you seeking from the Board of Commissioners?

Approval of a request from the Fayette County Juvenile Court for authorization for file a grant application with the Criminal Justice Coordination Council, on behalf of the Fayette County Board of Commissioners, in the amount of $76,432.00, and authorization for the Chairman to execute said application.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	Yes	If so, when?	Thursday, April 24, 2014
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

NATHAN DEAL
GOVERNOR

JACQUELINE BUNN
EXECUTIVE DIRECTOR

At the direction of the Juvenile Justice Incentive Grant Funding Committee, the Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for competitive funding for qualified counties in the State of Georgia.

2015 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Eligibility

Applicants are limited to local county commissions/boards of commissioners to apply on behalf of juvenile courts within Georgia. High priority will be given to the eighteen (18) counties who commit the highest numbers of juveniles to the Department of Juvenile Justice (see Appendix A). The availability of funds is dependent on appropriations from the U.S. Department of Justice and the Georgia State Legislature. The Office reserves the right to reduce the amount of funds available based on government budgetary actions. The U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, (CFDA 16.523 & 16.540) administers a portion of these funds at the national level.

Award Period

July 1, 2015 – June 30, 2016

Deadline

All applications are due at 5:00 p.m. on May 4, 2015

Award Amount

Up to $750,000

Contact Information

For assistance with the requirements of this solicitation, contact:

Program: Matthew Pitts, Planner, at 404-657-2014 or Matthew.Pitts@cjcc.ga.gov
Finance: Reginald Boyd, Grants Specialist, at 404-657-2073 or Reginald.Boyd@cjcc.ga.gov

Release Date: April 2, 2015

2015 Juvenile Justice Incentive Grant Program Request for Proposals (RFP)

Deadline: Applications are due at 5:00 p.m. on May 4, 2015

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal oversight of the Juvenile Justice Incentive Grant Program.

Overview

In 2011, the Special Council on Criminal Justice Reform was formed to study Georgia's criminal justice system and was charged by Governor Nathan Deal with recommending policy changes. On December 18, 2012, the Council released their final report to the Governor: http://gov.georgia.gov/press-releases/2012-12-18/criminal-justice-reform-report-released

"We know there's room for dramatic improvement in the results we see in the juvenile justice system." – Governor Nathan Deal

In keeping with Governor Deal's goal of increasing public safety through a more effective juvenile system, CJCC and the Juvenile Justice Incentive Grant Funding Committee offers this request for proposals seeking local juvenile justice projects that aim to reduce the number of youth served out of home. This goal can be realized by using available grant funds to develop programs that address the needs of youth who are typically committed to the Department of Juvenile Justice.

For Fiscal Year 2016, applicants are required to include evidence-based program models that have demonstrated a reduction in juvenile recidivism.

Applicants are encouraged to review the Office of Justice Program's Crime Solutions website to ensure that their juvenile intervention proposal has a methodical and measurable approach to reducing juvenile recidivism. This can be accessed at http://www.crimesolutions.gov. Specific required evidence-based interventions are listed on pages 13 and 14 of this application.

A summary of the year one program accomplishments can be found at this link: http://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/Juvenile%20Justice%20Evaluation%20Report%20FY2014_0.pdf.

Eligibility

Applicants are limited to local county commissions/boards of commissioners to apply on behalf of juvenile courts within Georgia.

High Priority will be given to applications that specifically formulate strategies to reduce the applicant county's annual felony commitment rate to the Department of Juvenile Justice and reduce the applicant county's annual number of Short Term Program admissions. High priority will be given to the eighteen (18) counties who commit the highest numbers of juveniles to the Department of Juvenile Justice (see Appendix A).

An eligible applicant must meet ***all*** of the following criteria:

- Be a public government entity;
- Serve as the fiscal agent for the grant and the point of contact to CJCC;
- Be responsible, liable, and oversee financial, program and post-award reporting requirements.

Applications to support juvenile court projects must be made by county commissions/boards of commissioners on behalf of the juvenile court. Moreover, all local units of government are required to be in compliance with the Georgia Service Delivery Strategy Act in order to be eligible for state-administered financial assistance.

For more information on Service Delivery Strategy visit the link below:
http://www.dca.ga.gov/development/PlanningQualityGrowth/Pages/Regional/SDS.asp

Grant Award Agreement

Grant Award Amount: Applicants are applying for one year of funding through this RFP. New Applicants are eligible to apply for a maximum of $350,000 for this grant year. Continuation applicants are allowed to apply up to $750,000 and are allowed to expand or enhance services under this solicitation.

Grant Award Period: *The grant award period is from July 1, 2015 through June 30, 2016.* All new or enhanced services must be *fully* implemented within sixty (60) days of the grant award agreement beginning date. All continuation services must be fully implemented within thirty (30) days of the grant award agreement beginning date.

Continuation Funding: A continuation proposal is required annually. *An initial award does not guarantee continued funding.* The annual submission allows grantees to improve or modify objectives or activities, as well as assess the performance of the previous year. Continuation grants are awarded to applicants that demonstrate the following:

1. Professional management of grant funds and compliance with administrative requirements;
2. Accurate and prompt submission of required program and financial data and reports;
3. Positive performance history with **achievement** of program goals and objectives; and
4. Cohesive continuation plan for their program.

Please note that continuation funding is contingent on several factors including achievement of goals, organizational capacity, performance history, contractual compliance, and availability of funds.

Modification of Funds

The Juvenile Justice Incentive Grant Funding Committee reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after execution of the grant award agreement due to funding or program requirements provisions. If, during the term of the grant award period, the funds appropriated are reduced or eliminated by the Georgia State Legislature, the Juvenile Justice Incentive Funding Committee may immediately reduce or terminate the grant award by written notice to the grantee.

Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, program, and evaluation reporting for this grant program.

Finance

This is a **reimbursement based grant**. CJCC may award *first-time recipients* an initial advance for the first three months of the grant cycle. However, subsequent to the first three months, the grant will continue on a reimbursement only basis. Grantees receiving continuation funds, are not entitled to receive an advance payment.

If awarded funds, each county will be required to establish proof of payment for all project expenses by submitting the appropriate documentation to CJCC for review; i.e., check/purchase requisitions, travel expenses forms, copies of check payments, invoices and /or receipts, etc."

Subgrant Expenditure Report (SER)*: **Monthly expenditure reports are due on or before the 15th of each month. Quarterly expenditure reports are due 15 days after the end of each quarter. Grantees*** are also required to maintain supporting documentation on file such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.

Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

Program

Grantees must submit programmatic reports on a monthly and/or quarterly basis as requested. Failure to submit programmatic reports in a timely fashion could result in the suspension or termination of grant funding.

Planning Period (New Applicants Only)*:* In order to allow for the successful integration of evidence-based services into court operations, CJCC will allow a 2-month planning period as an option for new local projects. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional and all new projects must be operational no later than **September 1, 2015**.

Final Report: A Final Report is due at the end of the grant award period. This report must be received and approved prior to the release of the final payment. The final report is due no later than July 30, 2016.

Evaluation: CJCC will conduct a study of each awarded program to determine effectiveness. Grantees will be held accountable for the following as it relates to program evaluation:

1. Collect, enter, and maintain participant-level implementation and outcome data monthly.
2. Data collection training and use of the Grants Management System (GMS).
3. Submit youth enrollment, activity attendance, and necessary reports to evaluator.
4. Grantee must participate as a focus site for evaluation.

Program Design

Purpose

In order to demonstrate potential cost-savings to taxpayers by incentivizing evidence-based options, the overarching goal of this offering is the reduction of felony commitments to the Department of Juvenile Justice and Short-Term Program sentences.

The purpose of this grant opportunity is to provide funding for local programs designed to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice (DJJ). Applicants are encouraged to examine their local data from the previous fiscal year in order to understand the profiles of youth who were committed to DJJ before, and who, with appropriate community-based services, could be served at home.

Considerable evidence has been found to show that assessing each youth's risk of re-arrest can help with classifying youth for both appropriate levels/types of programming, as well as, the necessary intensiveness of services. Therefore, applicant counties will have the benefit of utilizing a standardized risk assessments to aid in decision-making. The instruments include, at a minimum, the Department of Juvenile Justice's Pre-Disposition Risk Assessment (PDRA), Detention Assessment Instrument (DAI), and/or Juvenile Needs Assessment (JNA).

Bolstering a continuum of community support services and supervision has been shown to reduce recidivism, while promoting a positive relationship between youth, their families, and the community. Support services may include family and community reintegration and prevention services, basic life skills, job skills & employment training, job placement, educational support, as well as providing mentoring and apprenticeship opportunities.

Communities applying for these funds will be expected to bring together system stakeholders, community leaders and residents to identify and access existing local resources for the development of a multifaceted response to prevent further penetration in the system. This community-focused planning approach will allow for the maximum usage of available community resources and ensure broad community support.

CJCC and the Juvenile Justice Incentive Grant Funding Committee ask that applicants fully describe how their project will reduce risk factors of participants through the use of an evidence model that addresses family engagement, reduces negative peer association, increases pro-social activities, and is tailored to the individual cognitive and maturational levels of their participants.

Program Requirements

Religion

Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Federal Criminal Background Checks

All Grantees must conduct federal criminal background checks on all personnel who will have direct contact with youth served by the grant project. These background checks must take place prior to the provision of services by program personnel and the grantee must maintain a copy of these records for CJCC auditing purposes.

Internet Security Policy

CJCC requires all grantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFP. Projects may not provide incentives (e.g., trophies/plaques, rewards for individual accomplishments, gift cards, gift certificates, gas cards, etc.). Items such as motivational tools, training aids, and educational materials may be purchased. These items must be provided to all participants. Projects are allowed to provide food/snacks to all participants as part of a "substantial work" activity.

Program Period

The initial grant award period is July 1, 2015 – June 30, 2016

Target Population

All youth receiving services from this grant award **MUST** score a medium to high on the Pre-Disposition Risk Assessment (PDRA).

Goals and Objectives

Each applicant must utilize the following goals and objectives for its project. Applicants may add additional goals or objectives specific to their program.

Goals

1. Reduce felony commitments to Department of Juvenile Justice and Short Term Program (STP) admissions in the target county.
2. Increase the use of evidence-based practices in Georgia's juvenile justice system by initiating community-based juvenile justice programs.
3. Reduce the recidivism rate of youth involved with Georgia's juvenile justice system.
4. Reduce annual secure detention rate of target county.
5. Reduce annual secure confinement rate of target county.
6. Demonstrate a cost-savings to citizens of Georgia through provision of research-informed services to youth in juvenile justice system.

Performance Objectives

All Projects

1. The DAI and PDRA will be used on all youth considered for grant funding with all scores reported in JTS or the Juvenile Data Repository when available. Additionally, grantees are encouraged to use the Juvenile Needs Assessment (JNA) on all youth considered for grant funding.

2. 100% of project participants will score a medium to high on the Pre Disposition Risk Assessment.

3. At least 75% of project participants will complete program requirements.

4. At least 55% of youth completing services will not re-offend as calculated using recidivism definition.
   As defined by: *A new charge (within 3 years of the initial post-adjudication community placement) which results in a juvenile court delinquency adjudication OR adult criminal court conviction.*

5. Project will report cost-savings per youth by calculating average cost to provide targeted intervention subtracted from average cost to detain youth.

(Selected projects will be provided a marginal cost rate in order to perform this calculation).

<u>Note</u>: Performance targets will be used as a means to determine future award allocations and/or continuations.

PROPOSAL SUBMISSION INSTRUCTIONS

The application must be submitted electronically using the link on the Council's website at https://cjcc.georgia.gov/funding-opportunities. The application should be submitted via an adobe form. Application should include: application narrative, application budget request in Excel format, and application attachments with all signature pages. ***All*** of the aforementioned proposal documents are also required to be submitted electronically by scanning and uploading the documents to the online application. The application must follow the outline as described on **page 20** of this RFP, beginning with the application face sheet (Attachment A-1). The proposal package must be completed and submitted in accordance with RFP guidelines for submission.

Submission Date
Applications must be submitted by **5:00pm on May 4, 2015**. Only complete applications received by the deadline will be reviewed. Applications submitted after that date will be classified as late and may not be considered. **When an application is received by the Council, there is no commitment on the part of CJCC or the Juvenile Justice Incentive Grant Funding Committee to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The Juvenile Justice Incentive Grant Funding Committee has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget. Applications for funding will undergo several reviews. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC and the Juvenile Justice Incentive Grant Funding Committee.

Disqualification Factors
Any application electronically time-stamped after 5:00pm on the May 4, 2015 deadline will be regarded as late, excluding extenuating circumstances, and may not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received by the specified deadline.

Additionally, CJCC may not consider funding any applicant that fails to comply with all application requirements. Disqualification factors may include any of the following:

- Failure to include application narrative, application budget, and application attachments;
- Failure to provide appropriate number of copies and format requested;
- Applicant is not a public government entity;
- Submission fails to include an original signature of the applicant's authorized official on the application face sheet; or
- Application lacks original signatures where appropriate.

Questions
CJCC asks that applicants direct all questions to Matthew Pitts, Planner. Applicants may reach Mr. Pitts by email Matthew.Pitts@cjcc.ga.gov, or by phone at (404) 657-2014. Although questions will be permitted until the date of the RFP submission, they will be answered subject to staff availability. As such, applicants are strongly encouraged to pose all questions as early as possible in the RFP process.

Performance Deliverables (New Projects)

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON OR BEFORE THE FOLLOWING DATES
Initial Allotment	7/1/2015-9/1/2015: • Fully executed grant award agreement and attachments	9/15/2015
FIRST PERIOD	7/1/2015-10/1/2015: • Quarterly Progress Report-including performance objectives • Attendance at CJCC Grant Management Workshop	10/15/2015
SECOND PERIOD	10/1/2015-1/1/2016 Reporting Period: • Quarterly Progress Report-including performance objectives	1/15/2016
THIRD PERIOD	1/1/2016-4/1/2016 Reporting Period: • Quarterly Progress Report-including performance objectives	4/15/2016
FINAL PERIOD	4/1/2016-6/30/2016 Reporting Period: • Quarterly Progress Report- including performance objectives **100% of program participants scored a medium to high on the PDRA**	7/15/2016

**For any deliverable not met and reported by the due date, a penalty may be imposed at the discretion of the Juvenile Justice Incentive Funding Committee.*

**Please be aware that Graduated Sanction Violations under DJJ's Probation Management Program (PMP) are included in overall STP/Felony Commit numbers. If said Violation resulted in an admission to RYDC it was included in the baseline target number in 2012 data and will be counted in this grant year's target number. Juvenile Courts & Department of Juvenile Justice staff are strongly encouraged to share this information with one another in order to measure potential impact.*

Performance Deliverables (Continuation Projects)

REPORTING PERIOD	*PERFORMANCE REQUIREMENTS*	*DUE ON OR BEFORE THE FOLLOWING DATES*
Grant Agreement	7/1/2015-8/1/2015: • Fully executed grant award agreement and attachments	8/15/2015
FIRST PERIOD	7/1/2015-10/1/2015: • Quarterly Progress Report-including performance objectives • Attendance at CJCC Grant Management Workshop	10/15/2015
SECOND PERIOD	10/1/2015-1/1/2016 Reporting Period: • Quarterly Progress Report-including performance objectives	1/15/2016
THIRD PERIOD	1/1/2016-4/1/2016 Reporting Period: • Quarterly Progress Report-including performance objectives	4/15/2016
FINAL PERIOD	4/1/2016-6/30/2016 • Quarterly Progress Report- including performance objectives **100% of program participants scored a medium to high on the PDRA**	7/15/2016

*For any deliverable not met and reported by the due date, a penalty may be imposed at the discretion of the Juvenile Justice Incentive Funding Committee.

**Please be aware that Graduated Sanction Violations under DJJ's Probation Management Program (PMF) are included in overall STP/Felony Commit numbers. If said Violation resulted in an admission to RYDC it was included in the baseline target number in 2012 data and will be counted in this grant year's target number. Juvenile Courts & Department of Juvenile Justice staff are strongly encouraged to share this information with one another in order to measure potential impact.*

PROPOSAL NARRATIVE

The following information provides a description of necessary components to be contained in the narrative portion of your proposal. Limit the narrative to eleven (11) pages and use the outline format described in this section. The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how statements about the grant proposal. ***CJCC requires that applicants restate and number each Narrative Section followed by the response.***

1. Statement of Need/Summary (½ page)

Provide a clear and concise statement of need, including the following:

a. Statement of the community problem

For the purpose of this RFP applicants are instructed, **at a minimum**, to use each of the following metrics as justification of need for programming for fiscal year 2015:

- At-Risk Population
- New Instances of Secure Detention (RYDC)
- Cases Resulting in Commitment to DJJ
- New Instances of Confinement in Secure Juvenile Correctional Facilities (YDC)

This information for each county can be found at:
http://juvenildata.georgia.gov/DataReports.aspx?report=RRDataEntryReport
*Please use 2013 or the latest data available

b. A description of how the problem relates to the mission of the implementing agency.
c. Overview of the Target Population to be served.
d. Description of the chosen evidence based intervention for proposal and why it was selected.
e. Brief description of the activities requesting CJCC funds.

2. Administration (½ page)

a. Name the implementing agency. Provide a brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency. The **fiscal agent must be a county commission/board of commissioners.**
b. List the agency's qualifications and experience with managing grants.
c. List the Community Partners and their description and contribution, if any, to the proposed program.
d. After the initial allotment, this grant will transition to a reimbursement-only grant. Does the fiscal agent have the ability to maintain a positive cash-flow once reimbursements are provided on a quarterly basis?

3. Target Population (½ page)

Provide a detailed description of the clearly defined target population to be served in the grant period, including the following:

a. Target group/age range: a) middle school; b) high school; or c) both middle and high schools;
b. How and Why Target Population was selected?
c. Number of projected youth to be served;
d. Gender: a) male only; b) female only; or c) male and female;
e. County or counties to be served;
f. Other demographics, including at-risk population(s); and
g. List assessment instruments to be used for selected target population and how they will be used to screen youth.

(More fully described in Section 4.d. regarding Intake).

4. Methods and Procedures (6 pages)

Service Delivery

a. Describe the overall format and design of the program, addressing the following:
   - Program type (i.e., Youth Reporting Center, community-based, school-based, or other);
   - Program time (i.e., during school hours, after school, weekends, summer, and/or year-round);
   - Program frequency (i.e., the number of times the program is implemented or, in other words, the number of program cycles);
   - Program duration (i.e., the length of the program in days, weeks, and/or months);
   - Program hours (i.e., the minimum number of program hours per youth).

b. Complete the Program Timeline (Attachment A-2). Provide a detailed timeline from July 1, 2015 –June 30, 2016 of planned grant activities including, but not limited to, program start and end dates for each site, special events, and planning, and planning period activities.

c. List the specific site(s) where programming will occur (i.e., the site name and the street address). Please describe how the proposed program site is a safe and conveniently accessible location for youth and parents to receive services. Attach any Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).

d. Fully describe the intake process. List the criteria to determine which individuals will be offered program services. Applicants must provide a detailed description of how the DJJ Detention Assessment Instrument (DAI), Pre-Disposition Risk Assessment (PDRA), and Juvenile Needs Assessment (JNA) will be utilized to ensure consistency and uniformity in decision-making.

Applicants *must provide a detailed description of how the Pre-Disposition Risk Assessment (PDRA) will be utilized to ensure consistency and uniformity in decision-making. More information can be found at the following:*

http://www.djj.state.ga.us/Policies/DJJPolicies/Chapter20/DJJ20.11DetentionDecision.pdf

e. Describe how parental consent is obtained for youth to participate in the program. Explain if additional information (e.g., intake form, participant application, and/or needs assessment) is obtained for a youth to be enrolled in the program.

f. Describe the services and supports provided to all individuals in the target population using CJCC grant funds and which agencies will provide these services.

Continuation applications should continue to report on the evidence-based interventions implemented in Year Two. If applicant plans to make a change to a different intervention in Year Three, please detail this change and why it is being made. Applicants switching interventions **MUST** select an intervention from the table below. Applicants who are starting a new EB service will be allowed a 2 month implementation period for that service, if needed. Continuation applications are allowed to continue current interventions in Year Three if they so choose.

- State the proposed primary curriculum or evidence-based interventions that will be employed during this grant period. Describe how this will be implemented.

New applicants must select an evidence-based intervention that has been shown to be effective, from the list below:

Evidence Based Interventions:

Seven Challenges (7C)	The seven challenges program is designed specifically for adolescents with drug problems, to motivate a decisions and commitment to change- and to support success in implementing desired change. The program simultaneously helps young people address their drug problems as well as their co-occurring life skill deficits, situational problems, and psychological problems. The challenges provide a framework for helping youth think through their own decisions about their lives and their use of alcohol and other drugs. Counselors using The Seven Challenges Program teach youth to identify and work on the issues most relevant to them. In sessions, as youth discuss the issues that matter most, counselors seamlessly integrate the Challenges as part of the conversation.
Aggression Replacement Training (ART)	Aggression Replacement Training® concentrates on development of individual competencies to address various emotional and social aspects that contribute to aggressive behavior in youths. Program techniques are designed to teach youths how to control their angry impulses and take perspectives other than their own. The main goal is to reduce aggression and violence among youths by providing them with opportunities to learn pro-social skills in place of aggressive behavior.

Brief Strategic Family Therapy (BSFT)	Brief Strategic Family Therapy (BSFT) is a family-based intervention designed to prevent and treat child and adolescent behavior problems. The goal of BSFT is to improve a youth's behavior by improving family interactions that are presumed to be directly related to the child's symptoms, thus reducing risk factors and strengthening protective factors for adolescent drug abuse and other conduct problems. BSFT targets children and adolescents who are displaying—or are at risk for developing—behavior problems, including substance abuse.
Functional Family Therapy (FFT)	Functional Family Therapy is a short-term (approximately 30 hours), family-based therapeutic intervention for delinquent youth at risk for institutionalization and their families. FFT is designed to improve within-family attributions, family communication and supportiveness while decreasing intense negativity and dysfunctional patterns of behavior. Parenting skills, youth compliance, and the complete range of behavior change (cognitive, emotional, and behavioral) domains are individualized and targeted for change based on the specific risk and protective factor profile of each family.
Multi-Systemic Therapy (MST)	Multi-systemic Therapy® is an intensive family- and community-based treatment that addresses the multiple causes of serious antisocial behavior in juvenile offenders. The MST program seeks to improve the real-world functioning of youth by changing their natural settings - home, school, and neighborhood - in ways that promote pro-social behavior while decreasing antisocial behavior. Therapists work with youth and their families to address the known causes of delinquency on an individualized, yet comprehensive basis. By using the strengths in each system (family, peers, school, and neighborhood) to facilitate change, MST addresses the multiple factors known to be related to delinquency across the key systems within which youth are embedded.
Thinking 4 Change (T4C)	Thinking for a change is a cognitive-behavioral curriculum developed by the National Institute of Corrections that concentrates on changing the Comprehensive thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of problem- solving skills.

- State and describe any other developmental activities program participants will receive in addition to the curriculum or intervention listed above. Explain how each of these developmental activities will be implemented.
- Insert a chart that indicates the activity, the type of activity, and the number of hours per activity per youth that will be supported, in whole or part, by these grant funds.

- An example chart follows:

Activity	Type	Number of Hours per Youth*
Primary Evidence-Based Juvenile Justice Intervention	**Multi-Systemic Therapy**	6
Developmental	Connections	3
Developmental	Enrichment Activities	1
Developmental	Tutoring	2
Total Program Hours Per Youth		12

*Approximate
* Secondary activities (i.e. electronic monitoring) and interventions will be considered part the applicants 30% administrative cost

g. Describe the CJCC grant-funded services provided to youth in the target group who may or may not be receiving intensive services, if applicable

h. Describe the parent involvement and/or community awareness activities provided using CJCC grant funds, if applicable.

Staffing

- Describe the primary roles and responsibilities for each grant-funded position. Attach a job description for each position discussed (Attachment A-4).

- Explain the plan for orientation and training of grant-funded staff.

5. Goals, Objectives, and Evaluation (2 pages)

a. List the required program goals as outlined in the RFP. List any additional program goals in a clearly defined and measurable manner.

b. List the required program objectives as outlined in the RFP. List any additional program objectives in a clearly defined and measurable manner.

c. Explain fully how all stated goals and objectives will be reached and evaluated.

d. Explain how they currently collect data on youth served and how they plan to expand this collection to include source of referral information.

6.Sustainability (1 page-Continuation Applications Only)

a. Describe the specific activities that will take place during this upcoming grant period to ensure sustainability.

b. List the current funding sources and amount of funding for your organization.

c. Identify potential state, federal, and or/private funding streams for program support.

d. Identify any staff or volunteers that have assigned, dedicated efforts towards sustainability.

e. Identify potential ways to increase current evidence-based service capacity for target population.

f. Describe any local actions taken to specifically support evidence-based services

7. Previous Accomplishments (½ page)

Provide a detailed description of any previous successful interventions or grant funding received for similar programs. Include a detailed summary of activities, number/percent of youth served to-date, and supporting data to demonstrate whether or not the project objectives and goals were met.

If problems were encountered in previous grants or objectives were not fully achieved, please provide a full description detailing issues and corrective action(s) taken to address.
This information is an essential component of all applications.

FISCAL RESPONSIBILITY & PROPOSAL BUDGET WORKSHEET

The applicant agency must provide an adequate accounting system (see Accounting System/Internal Control Questionnaire) described in Forms, Assurances, and Certifications, and should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each grant awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each grant and the expenditure of funds for each grant award;

2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located;

3. The accounting system provides accurate and current financial reporting information; and

4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

Proposal Budget Worksheet: Complete the Budget workbook (Attachment A-8). The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities. A detailed

budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, if an applicant includes a cost item for "Speaker Contracts," the applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value-add to the grant.

Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period. A maximum limit of 30% on indirect costs will be permitted. The following is a brief list of common indirect costs and costs that will need to be justified as direct costs:

Indirect Costs:

- Grants Manager
- Finance Director/Accountant/Bookkeeper
- Trainer
- Bookkeeping costs
- Financial and/or programmatic audit costs
- Rent and/or mortgage on administrative offices
- Utilities on administrative offices
- Office supplies for staff
    - Pens, paper, etc.
- Insurance
- Employee travel to grantee trainings
- Printing
- Meeting Expenses
- Copier
- Postage
- Vehicle Maintenance
- Background Investigations

Costs that will require justification to be considered direct service:

- Trainings
- Conferences
- Travel
    - Outside of direct service travel
- Equipment
- Administrative Staff and Supervisors
    - Who also provides direct service
    - Supervision of any staff is not direct service, only hands-on work with community
- Volunteers
- Copier
    - Use of the copier for direct service
- Cell phones for direct service employees requiring travel
- Meeting expenses for outreach and awareness activities
- Any direct services interventions that are not listed on the chart on pages 13 and 14.

Allowable and Unallowable Costs: A list of allowable and unallowable costs is provided at the back of the budget workbook. Examples of allowable expenses are defined under the budget categories.

Supplanting
Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

APPLICATION ATTACHMENTS: APPLICATION FORMS, ASSURANCES, CERTIFICATIONS, AND FINANCIAL STATEMENTS

The applicant is required to comply with the following as described in the RFP attachments. The grantee will be responsible for ensuring that any service delivery partners comply with the following forms applicable to the partner.

A-2 ***Program Timeline:*** A detailed timeline of grant activities.

A-3 ***Memorandum(s) of Understanding:*** Signed agreement(s) between the applying agency and program site(s) not under the jurisdiction of the applying agency, if applicable.

A-4 ***Job Descriptions:*** Job description for each grant-funded position.

A-5 ***Forms, Assurances, and Certifications:*** To certify intent to comply with all of the following, the chief executive officer of the applying agency must review, complete, sign, and submit all of the following forms:

1. Questionnaire Accounting and Financial Capability Information
2. Non-Supplanting Certification
3. Service Delivery Strategy Act Compliance Certification
4. Immigration and Security Form
5. Child Abuse Reporting, Background Investigation, Internet Security Policy Requirements

A-6 ***Budget Worksheet:*** Submit budget detail worksheet electronically.

Application Review
The Juvenile Justice Incentive Grant Funding Committee will review all eligible applications. The Juvenile Justice Incentive Grant Funding Committee will not review incomplete applications and CJCC will not permit applicants to add information to their application after submission, unless clarification or additional information is requested.

POST-AWARD REQUIRED ACTIVITIES

Applicants are strongly encouraged to include costs that might be associated with the required and non-required activities (e.g., travel, lodging, food, etc.) within their proposed budgets.

CJCC Grant Management Workshop
If an applicant is awarded a grant, grantee may be required to attend a CJCC grant management workshop.

Site Visits
CJCC staff may conduct a fiscal and/or programmatic site visit to each grantee during the grant period. Additional visits may be conducted, but each grantee will have at least one visit from CJCC staff during the grant year. Site visits will be scheduled with the grantee in advance. Site visits will be conducted to monitor the program for progress, implementation, adherence to outcomes, and to view program and financial documents.

Additional Training, Technical Assistance, and Events

CJCC will offer a number of non-mandatory post-award training and technical assistance opportunities and special events.

Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance and other support activities to grantees as needed or requested throughout the year.

Application Submission Instructions

Disqualification Factors:

- Applicant is not a public government entity
- Submission fails to be electronically time-stamped by the deadline date
- Submission fails to include the original signature of the executive officer of the applicant on the application face sheet
- Application lacks original signatures where appropriate

Format:

— Number of every page submitted as part of your application
— Use type that is 12-point font size and one inch margins
— The application narrative should be typed on white paper that is 8 ½ x 11 inches
— Include a footer identifying the applying agency
— Adhere to page limits
— Application documents should be in word, PDF, or excel format with the exception of the Memorandum of Understanding (MOU).
— Applicants must restate and number each proposal narrative question followed by the response

Application:
Use the table below to ensure that all requested information is included and your documents are appropriately named and saved as a word or excel document.

Required Application Document	Maximum Page Limit	Applicant Checklist (Y/N)
A-8 Proposal Narrative:	1	
A. Statement of Need/Summary	½	
B. Administration	½	
C. Target Population	½	
D. Methods and Procedures	6	
E. Goals, Objectives, and Evaluation	2	
F Sustainability	1	
G. Previous Accomplishments	½	
Application attachments: A-2 Program Timeline A-3 Memorandum(s) of Understanding (Word or PDF Format) A-4 Job Descriptions A-5 Forms and Assurances A-6 Budget Worksheet A-7 Budget Narrative	N/A	