# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**AgendaTitle:**
Grant Application; 2016 State Juvenile Diversion Program; Gunnison County Juvenile Diversion Project; 7/1/15 thru 6/30/16; $35,000

**Action Requested:** Discussion

**Parties to the Agreement:** Division of Criminal Justice & Gunnison County

**Term Begins:** **Term Ends:** **Grant Contract #:**

**Summary:**
This is the 2nd year of 3 for the Juvenile Diversion continuation grant through the Division of Criminal Justice.

**Fiscal Impact:** $35,000 DCJ/ $11,666 County cash match

**Submitted by:** Janet Reinman **Submitter's Email Address:** jreinman@gunnisoncounty.org

**Finance Review:** (●) Required ( ) Not Required

Comments:

This is a renewal application. It is the same award as well as match as the current grant. This is in the County Budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 1/28/2015

**County Attorney Review:** (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 1/27/2015 Certificate of Insurance Required Yes ( ) No (●)

**County Manager Review:**

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 1/29/2015

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 2/3/2015 Follow Up Agenda Date:

*Revised April 2013*

# Applicant Information

## 2016 State Juvenile Diversion Program Funds

### Project Information

**Project Title:** Gunnison County Juvenile Diversion - Year 2
**Project Number:** 2016-DV-15-005627-07
**Project Director:** Janet Reinman
**Type of Funding for this Project:** Continuation
**Requested Amount($):** $35,000
**Project Duration:**
**From:** 07/01/2015
**To:** 06/30/2016

### Applicant Details

**Applicant Agency Name:** Gunnison County Juvenile Services
**Applicant Legal Name:** Gunnison County
**DUNS(+4) Number:** 133115220
**SAM Expiration Date:** 08/05/2015
**Tax Identification #:** 846000770
**Entity Type:** Public / Government
**Entity Sub-Type:** County
**Is Entity a District Attorney's Office?** No
(If "No", please provide DA certification in the Project Data section.)
**Entity Function:** Youth Services

### Implementing Agency

**Same as Applicant:** Yes

# Project Contact Information

Project Contact Information has been pre-populated with the Contact Information from your Agency's/Entity's Applicant Profile.

Please review and update as necessary the information below to reflect the Project Officials that will be responsible for this Project. Only include one of each of the following: Project Director, Financial Officer, and Signature Authority. Primary Contact should be included only if this role is someone other than the three required project officials already listed.

Note: COGMS auto-generated email notifications are not linked to this contact list. Auto-generated email notifications are only sent to Registrants linked to the Applicant Profile. Please see instructions for additional information.

| Contact Type | First Name | Last Name | Phone | Email |
|---|---|---|---|---|
| Project Director | Janet | Reinman | 970-641-7902 | jreinman@gunnisoncounty.org |
| Financial Officer | Jane | Wyman | 970-641-2203 | jwyman@gunnisoncounty.org |
| Signature Authority | Matthew | Birnie | 970-641-0248 | mbirnie@gunnisoncounty.org |

# Contact Details

| | |
|---|---|
| **Contact Type:** | Project Director |
| **Salutation:** | Ms. |
| **First Name:** | Janet |
| **Last Name:** | Reinman |
| **Title:** | Juvenile Services Director |
| **Agency Name:** | Gunnison County Juvenile Services |
| **Address Line 1:** | 200 E. Virginia Ave. |
| **Address Line 2:** | |
| **City/Town:** | Gunnison |
| **State:** | Colorado |
| **Zip Code + 4:** | 81230-2248 |
| **Phone Number:** | 970-641-7902 |
| **Fax:** | 970-641-9079 |
| **Email:** | jreinman@gunnisoncounty.org |

# Contact Details

| | |
|---|---|
| **Contact Type:** | Financial Officer |
| **Salutation:** | Ms. |
| **First Name:** | Jane |
| **Last Name:** | Wyman |
| **Title:** | Senior Accountant/Financial Officer |
| **Agency Name:** | Gunnison County |
| **Address Line 1:** | 200 E. Virginia |
| **Address Line 2:** | |
| **City/Town:** | Gunnison |
| **State:** | Colorado |
| **Zip Code + 4:** | 81230-2248 |
| **Phone Number:** | 970-641-2203 |

**Fax:** 970-641-7643
**Email:** jwyman@gunnisoncounty.org

# Contact Details

**Contact Type:** Signature Authority
**Salutation:** Mr.
**First Name:** Matthew
**Last Name:** Birnie
**Title:** County Manager
**Agency Name:** Gunnison County
**Address Line 1:** 200 E. Virginia
**Address Line 2:**
**City/Town:** Gunnison
**State:** Colorado
**Zip Code + 4:** 81230-2248
**Phone Number:** 970-641-0248
**Fax:** 970-641-3061
**Email:** mbirnie@gunnisoncounty.org

# Capacity and Project Factors

## Continuation Project

## Capacity

### Agency Description:

Describe what your agency does and how it relates to Juvenile Diversion. (maximum length = 1,000 characters)

Gunnison County Juvenile Services is a County run program in the community that includes a continuum of prevention and intervention services for youth and their families. These services include the Gunnison County Substance Abuse Prevention Project, the HB 1451 Family Advocacy and Support Team, a Plus Mentoring program and the Juvenile Diversion and SB 94 services. Juvenile Diversion was the first effort in this continuum of services in Gunnison County and has been up and running in for over 30 years. Over the years there has been an expansion of programs and services to meet the different needs of the community.

### Agency Capacity: (attachments - organizational chart, list of board members (if agency is a non-profit) and job descriptions)

Describe your agency's experience with similar projects and in managing state and/or federal grant funds. Identify staff to be associated with the proposed project and indicate which staff will be paid from these grant funds. Describe the staff qualifications and level of diversity. Include plans to train staff assigned to the proposed project. See instructions for further information. (maximum length = 1,000 characters)

Gunnison County Juvenile Services has a multitude of experience with not only Juvenile Diversion grants over the past years but also in managing numerous other state and federal grants. In the past couple of years we have managed a large 5 year DFC substance abuse grant, the HB1451 CMP grant, a Juvenile Assistance Grant and the Division of Criminal Justice Juvenile Diversion grant. The Director of the Juvenile Services Department, Janet Reinman is the identified staff to be paid from these grant funds. Janet has a Masters in Counseling and has been the Director of the Juvenile Diversion program for the past 30 years.

**Prior Juvenile Diversion Funding for this project:** Yes

| Year | Amount Awarded | Grant Number | Project Title | Grant Period |
|---|---|---|---|---|
| 2015 | $35,000 | 2015-DV-14-003126-07 | Gunnison County Juvenile Diversion | 07/01/14 - 06/30/15 |
| 2014 | $35,000 | 14-DV-07-04 | Gunnison County Juvenile Diversion | 07/01/13- 06/30/14 |
| 2013 | $35,000 | 13-DV-07-04 | Gunnison County Juvenile Diversion | 07/01/12- 06/30/13 |

# Project Area Served

## Service Area for Project

| | |
|---|---|
| **U.S. Congressional District:** | 03 |
| **Judicial District:** | 07 |
| **State Senate District:** | 05 |
| **State House District:** | 59 |
| **Counties:** | 26-Gunnison, 27-Hinsdale |
| **Cities:** | Gunnison, Lake City, Crested Butte |

## Compliance Act

| | |
|---|---|
| **Is the jurisdiction(s) to be served compliant with the JJDP Act?** | Yes |

# Collaboration and Future Funding of Project

## Collaboration: (attachments: District Attorney Certification)

### A. Provide a short narrative of collaboration efforts between the District Attorney's Office and community-based services.

(maximum length = 3,000 characters)

The collaboration between the District Attorney's Office and the Gunnison County Juvenile Diversion program has been and continues to be a vital and important piece in the process of serving juvenile justice youth and their families. The main reason this program is based in the County versus the District Attorney's offices is historical in nature, as this developed more than 30 years ago and has worked well this way in our communities. As Juvenile Services also includes the HB1451 program, our local Gunnison County substance abuse prevention program and a mentoring program for at-risk youth, the collaboration between the District Attorney and all juvenile services exceeds the norm. In Gunnison County the referral source begins with law enforcement citing a juvenile into District Court for some type of criminal violation. The District Attorney reviews these juvenile cases before court each week at a juvenile team meeting that includes the District Attorney, the Juvenile Diversion Director, the HB1451 Coordinator and the Juvenile Probation Officer to determine the most appropriate course for each case and makes the ultimate decision on the referral to Juvenile Diversion. All appropriate first-time and sometimes second-time non-violent cases are assessed for potential acceptance into the Juvenile Diversion program pre-file, with the majority of the youth reviewed being referred. The Juvenile Diversion Director then contacts the parents and/or guardians and the youth involved to set up a meeting before Court to explain the referral and the specifics of the Juvenile Diversion program and answer any questions or concerns. If the parents and/or guardians agree with the referral made by the District Attorney, they advise the District Court Judge of this agreement and an appointment is then made with the Juvenile Diversion office. At this point in time, no charges have been filed on and no records kept on the youth and the court process would be terminated.

### B. Identify additional agencies, organizations, and planning groups that have been included in the planning and implementation of this project. Describe involvement with local Collaborative Management Project (HB1451), if applicable.

(maximum length = 3,000 characters)

The Gunnison County Juvenile Diversion program has been in existence in Gunnison County for more than 30 years and collaboration with other youth serving agencies and organizations and planning groups has always been a part of the history of the success. Over the years the Juvenile Diversion program was expanded to encompass other community needs as it was the only youth serving organization of it's kind. Therefore, SB94 came under the umbrella of Juvenile Diversion approximately 15 years ago and the office was renamed Gunnison County Juvenile Services to better reflect the mission. Gunnison County Juvenile Services was intimately involved in the formation of our local HB1451 project and now is the umbrella for this program as well and the program coordinator is located in the Juvenile Services office. We are also co-located with the Department of Human Services, this allows almost daily contact with the Director of Human Services and the casework staff whom we work closely with on multi-system youth, many of which are Juvenile Diversion youth. Identified youth and families now have access to the HB1451 Family Advocacy and Support team which allows for facilitation of a family team to coordinate and help access resources and if needed provide a wraparound team. This past year we became involved in 2 new efforts to increase our collaboration and efficiency with this population. We were accepted into the Crossover Youth Practice Model through Georgetown University. This effort is being coordinated through Juvenile Services and Human Services and we are in the planning phase of this project developing a MOU for sharing of information and identifying assessments utilized currently with youth. Also in the last year we applied for and were accepted into the Community's of Excellence System of Care grant through the State of Colorado. This project is now in the implementation phase as we have hired 2 part-time Family Advocates and a High-Fidelity Wraparound facilitator. The System of Care works to identify youth with mental health needs and access treatment and we are jointly coordinating this effort locally with the Center for Mental Health. Through both of these projects we have regular contact and on-site trainings and consultations with the leaders in these fields. Juvenile Diversion is also a part of the community's Health and Human Services commission which meets quarterly and comprises agencies such as health, social services, recreation, extension office, schools, job training programs, civic groups, business representatives, churches, non-profits, foundations and others. This allows for all involved to share what is happening in all areas and allows for supports and partnerships to begin and/or continue.

## Future Funding of Project:

Describe the steps you have taken to diversify your funding sources, and/or incorporate this project into local funding sources indicating broad-based community support and sources of future funding. (maximum length = 2,000 characters)

Gunnison County continues to be a strong advocate and supporter of the Juvenile Diversion and Juvenile Services program. The Gunnison County Board of County Commissioners and County Manager supported the expansion into the enhanced model of Juvenile Services to provide a continuum of prevention and intervention services for youth and their families. This expansion continues to develop as needs arise such as our collaboration with the Department of Human Services to run the HB1451 effort. Gunnison County has provided the majority of the funding needed for the Juvenile Diversion program over the years and is well aware of the potential cost savings to the community tax payers if we are able to divert youth out of the juvenile justice system. The DCJ grant funding is integral to the program and reductions in staff hours and services would be considered if funding were lessoned.

# Summary of Past Performance

## Continuation Applicants

### Completion rates for pre/post surveys

(maximum length = 2,000 characters)

Provide:

a. # of youth served

b. # of youth to successfully complete your program

c. # of post tests collected

d. If your post-test collection rate is below 50%, describe your efforts to increase the # of post-tests collected to reach at least 50%

At the half-way point in this grant year we have served 8 new youth and have received referrals for 4 additional youth in January. We also are serving 13 youth continuing in the program from the last grant year. During the current grant year, 4 youth have successfully completed the program and 0 youth have been terminated as unsuccessful. In the current grant year 3 youth successfully completed and 3 post tests have been collected, the post-test result is 100% to date. As the numbers served in the current grant are small it is important to look at the past grant year information. During the 2014 grant year when the results were computed and reported by OMNI, 30 youth had completed the program with a successful completion rate of 93.8. Out of 40 intake surveys, 32 exit surveys had been collected, for an 80% collection rate.

### Summary of Past Performance/Continuation Quality Assurance Plan:

(maximum length = 4,000)

a. Address the extent to which each of the project's goals and objectives were met. Describe the impact produced in the target population as a result of receiving program services. At a minimum, include the number of youth served, type of services provided, dosage and the resulting outcomes, include supporting documentation.

b. Describe the objectives that were partially achieved or not achieved, and any problems encountered, provide an explanation.

c. Explain how you confirmed your project has made progress towards successfully achieving the stated goals.

The goal of youth in the Juvenile Diversion program not moving further into the Juvenile Justice system by providing a program to juveniles in lieu of Juvenile Court is being met at this time. In the current grant year, 12 youth have been referred from the Deputy District Attorney's office to the Juvenile Diversion program and therefore avoid a filing in District Court. We are halfway to reaching our expected goal of serving 22 youth. These youth are screened for appropriateness into the Juvenile Diversion program by a District Attorney/Juvenile Team that meets weekly.
These new youth have all been in for the initial contract signing with parents and have been in to start the intake process which includes the MAYSI-2 and SUS1a screenings to evaluate if additional Counseling and/or other referred services are needed. None of the youth have had additional criminal involvement and therefore no youth have moved further into the Juvenile Justice system, showing continued success. Continuing in the program are an additional 13 active participants making a total of 20 youth currently in the program receiving services. Youth are making progress on community service, restitution and/or restorative justice conferencing if applicable and individual sessions working on various life skills. 6 youth have successfully completed their program and 1 youth moved meeting the outcome of 90% of youth successfully completing their program. Also being met is the outcome that 90% of youth will be screened and if appropriate referred for additional services, at this time this outcome is being met at 100%. Supporting documentation of these results are kept in the youth's individual case files and successful completion reports are sent monthly to the District Attorney's office for their record keeping and at this point the DA's office closes any files they have kept open on the juvenile. These results are also confirmed through reporting quarterly goals to DCJ by utilizing the data input in ETO and reported by OMNI. Confirmation that the project has made progress is also achieved by looking at the lack of District Court Juvenile filings (or non-filings of referred Juvenile Diversion participants).

## Project Changes:

Describe any significant project changes (programmatic or budgetary) from the previously funded project. See instructions for further information. (maximum length = 4,000)

No changes are being made to the project for this next grant year.

## Lessons Learned

Share information that is not/was not part of the original evaluation design. (maximum length = 2,000)

No new lessons were learned other than learning the process to complete reports and grant submissions on line:)
Continued lessons come from being up to date on what is working and evidenced based with at-risk youth such as trainings on trauma informed care and utilizing what is learned and putting it into practice with the youth we work with.

# Project Summary

**All projects must demonstrate a capability to impact the reduction of crime and/or the improvement of the administration of justice.**

## Project Summary:

Include a brief description of the project for which you are requesting Juvenile Diversion funds to implement. Also include target population, estimated number to be served annually and cost per person. See instructions for further information. (maximum length = 1,000 characters)

The Gunnison County Juvenile Diversion project is a pre-file program for eligible youth referred by the District Attorney to prevent them from entering the Juvenile Justice system. The target population is for first time non-violent petty, misdemeanor and felony offenders who would otherwise be filed on in District Court if not diverted. The estimated number to be served annually is 22 and the cost per person is approximately $1,590.

## Project Description:

Describe the project to be implemented in this proposal. This section should clearly and succinctly describe what is going to be done and responsible parties. Address the number of clients to be served, types of services and cost per client of providing direct services. At a minimum address the following. See instructions for further information. (maximum length = 9,500 characters)

a. Program philosophy including treatment and supervision approaches.

b. Referral sources.

c. Formal and informal screening and assessment tools utilized, and purpose (e.g., substance abuse/mental health needs, appropriateness for the program, risk level, protective, recidivism, service referral, case management). Outline your process to screen, assess and refer youth to treatment based on their needs, noting whether these functions are performed in-house or referred out. If a process is not currently in place, please describe your plan to implement a screening and assessment process during the funded grant cycle.

d. Acceptance criteria for referrals and any acceptance restrictions such as age or type of crime.

e. Specific services to be provided from acceptance to discharge.

f. Provide a list of Restorative Justice Practices.

g. How graduated sanctions will be applied if a youth continues to offend while in the program.

h. Criteria for discharge from the program

The Gunnison County Juvenile Diversion program works to divert first-time, non-violent juvenile offenders from the traditional court system into a skills based program that emphasizes positive youth development. We believe that future re-offense can be prevented if juvenile offenders take accountability and responsibility for their actions and learn new ways of thinking. This philosophy is based upon the belief that a youth can learn from mistakes and with support can change habits and learn new life skills. The approach of the Gunnison County Juvenile Diversion program has been and always will be to look at the total child, not just the offense. The supervision approach is somewhat different with each client as each youth is looked at individually and appropriate services are established depending on age, cognitive abilities, parental support etc. Focus is on fostering youth's skills and competency in areas such as family relationships, school issues, decision making, future goals i.e. college and/employment, use of pro-social free-time activities and connection to community. Referrals can be made to the school attendance advocate to meet with the client to discuss a targeted school intervention plan. Mentoring is often accessed to work on skills such as communication with parents, academic improvement, independent living such as learning to budget and future orientation plans such as jobs and/or college. Treatment approaches may include referrals to outside agencies for services such as mentoring, mental health counseling, substance use education and treatment. Under the umbrella of Juvenile Services referrals will also be considered for the HB1451 Collaborative Management Program (CMP) Family Advocacy and Support Team (FAST) to assess for appropriate multi-system services and coordination of efforts including the evidence-based model High Fidelity Wraparound.
In Gunnison County the referral source begins with law enforcement citing a juvenile into District Court for some type of criminal violation. The charges are misdemeanor and/or felony in type but could include Marijuana Possession and other petty type offenses that are summonses into District Court with the possibility of these being filed in District Court. The District Attorney reviews these juvenile cases before court each week at a juvenile team meeting that includes the District Attorney, the Juvenile Diversion Director, the HB1451 Coordinator and the Juvenile Probation Officer to determine the most appropriate course for each case and makes the ultimate decision on the referral to Juvenile Diversion. All appropriate first-time and sometimes second-time non-violent cases are assessed for potential acceptance into the Juvenile Diversion program pre-file, with the majority of the youth reviewed being referred. The Juvenile Diversion Director then contacts the parents and/or guardians and the youth involved to set up a meeting before Court to explain the referral and the specifics of the Juvenile Diversion program and answer any questions or concerns. If the parents and/or guardians agree with the referral made by the District Attorney, they advise the District Court Judge of this agreement and an appointment is then made with the Juvenile Diversion office. At this point in time, no charges have been filed on and no records kept on the youth and the court process would be terminated.
The acceptance criteria for referrals into the program are youth ages 10-17 with misdemeanor and/or felony charges at the pre-filing stage of the court process as an alternative to the filing of a petition. The acceptance restrictions would be that the youth not have prior charges or program participation unless there has been considerable time between offenses or the charge is minor by definition. The juvenile must admit guilt and take responsibility for their action and this admission is part of the signed agreement.
The Gunnison County Juvenile Diversion program strives to utilize the four general principles of effective programs listed in the Juvenile Diversion

Literature Review that include: systematic and standardized screening and assessment of youth; reduced penetration into the juvenile justice system; use of holistic, family centered interventions; and development and use of a wide network of community-based services (Cocozza et al. 938; Dembo et al., “Arbitration” 29).The specific services provided include the intake and coordination and case management of the entire process from beginning to end. At the initial meeting with the juvenile and parents a contract is signed outlining the specific requirements the juvenile will need to complete to successfully terminate from the program. The methodology with all referred juveniles starts with assessment. Through the intake process, informal assessment information is gathered on all aspects of a young person’s life to include family, school, peers and interests. Motivational interviewing, an evidenced-based goal directed counseling style to help elicit change is utilized in this assessment and in all sessions. This helps to not only gain factual information but also begin to build a relationship with the youth and find subtle ways to encourage hope for a successful future. This process helps the youth in identifying strengths and talents that can be built upon as they design and start to work towards goals. Assistance is given towards identifying how to change behavior through cognitive-behavioral strategies and working with families to encourage their involvement. The intent of the case management plan is to identify and begin work on a targeted intervention of risk factors while the protective factors identified become the building blocks of an action plan. Supervision is one of the identified approaches that is proving to make an impact on risky behavioral intentions in Juvenile Diversion programs (OMNI Institute Statewide Evaluation of the DCJ Juvenile Diversion program). Supervision is implemented in the program not just through case management but in all areas of the youth’s involvement through school, mentors, wraparound teams and treatment providers. Other identified approaches that are proving effective are screening and assessment, accountability and competency services and counseling. Besides the informal screening through the intake, formal screening also takes place at initial sessions in house and includes the youth taking the MAYSI-2 and SUS-1a to help identify mental health and substance use needs. After the MAYSI-2 and SUS-1a are scored, if any areas of concern are identified, referrals for counseling and/or treatment are discussed with the youth and parent(s) for intervention and support. Accountability methods for the youth include such things as performing community service, paying victim restitution, and restorative justice to include practices such as victim impact conferencing, victim offender mediation and family group conferencing. Gunnison County Juvenile Services was successful in obtaining a JAG grant to bring Restorative Justice Practices in-house. We have hired a RJ Coordinator and victim conferences are occurring with referred youth. Most juveniles are on contract for 6-9 months or longer if needed with weekly sessions initially and later if things are going well the sessions could be twice a month with weekly check-ins. If all has been successfully completed a termination session is held with the youth and parents to outline what they have learned and process and celebrate their success. Through the funding from DCJ/Juvenile Diversion grant the Gunnison County Juvenile Diversion program anticipates working with approximately 22 youth at a cost of $1590/youth.
The Gunnison County Juvenile Diversion program uses a graduated sanctions model by determining if a situation warrants increased or decreased sanctions. For minor infractions a youth may be allowed to stay in the Juvenile Diversion program with added sanctions and/or interventions that include; additional community service, counseling, referrals to FAST, and extended supervision. Sanctions applied for a youth that continues to offend is the possible filing of

charges by the District Attorney and a referral back to District Court. These youth and the circumstances are reviewed on a case by case basis. The District Attorney normally will not allow a youth to stay in the Juvenile Diversion program if there is an additional major offense committed.
Should the youth fail to successfully complete the Juvenile Diversion program, a referral back to the District Attorney's office will be made for the re-filing of the original charges. If the youth has re-offended while in the program, the new charges and the original charges will be brought back before the District Court by the District Attorney for consideration of charges being filed. These youth will be closed out as unsuccessful participants in the Juvenile Diversion program. Successful completion is determined by the youth meeting and completing all requirements of the Juvenile Diversion contract, which includes no recidivism. All charges at this point have been dropped and no further legal action is taken.

## Population to be Served

### Target population: Number of Juveniles Targeted to be Served

| | White / Caucasian | Black / African American | Hispanic / Latino | Asian | American Indian / Alaskan Native | Nat. Hawaiian / Pacific Islander | Other / Unknown | Total |
|---|---|---|---|---|---|---|---|---|
| **Males** | 10 | | 4 | 0 | 0 | 0 | 1 | 15 |
| **Females** | 5 | 0 | 2 | 0 | 0 | 0 | 0 | 7 |
| **Total** | 15 | 0 | 6 | 0 | 0 | 0 | 1 | 22 |

**Level of Juvenile Justice Involvement:** Repeat Offenders, First Time Offenders

**Age Range of Target Population:** 10-17

**Percent of Total to be Served with Limited English Proficiency:** 8.00%

**Provide a narrative description of the population to be served including age, gender, race/ethnicity and other characteristics of those the project is intending to serve. Describe how gender/language/cultural issues will be addressed. See instructions for further information.**

(maximum length = 2,000 characters)

The Gunnison County Juvenile Diversion program averages between 25-35 referrals each year, predominately male and white between the ages of 10-17. Some referrals of petty minor in possession/consumption offenders that don't meet the District Court filing level will be served through a different funding source besides this DCJ grant. For those that come from a Hispanic or Cora Indian background and are not fluent in English, interpreters will be hired on an as-needed basis to assist with culture and language issues.

# Updated Goals & Objectives

These are the elements against which the project will be evaluated and which will be used to report quarterly and final progress. Using the format below; provide project/program goal(s), objectives, outcomes, measurement and timeframe. See instructions for further information.

**Goal 1:** Youth will be diverted from the Juvenile Justice system by providing a Juvenile Diversion program.

| | Objective | Outcome | Measurement | Timeframe |
|---|---|---|---|---|
| **1.1** | Eligible youth will be referred to the Gunnison County Juvenile Diversion program | 22 youth will be served | ETO Database and County Database | 7/1/2015-6/30/2016 |
| **1.2** | Youth will receive intake and MAYSI-2 and SUS1a screenings | 90% of youth will have risk and protective factors will be identifed along with needs for additional resources | Case file | 7/1/2015-6/30/2016 |
| **1.3** | Youth will not move further into the Juvnile Justice system | 90% of youth will be succussfully complete the program and less than 10% of youth will have charges filed during program | District Attorney, District Court, ETO Database | 7/1/2-15-6/30/2016 |

## Goal 2 (If needed):

| | Objective | Outcome | Measurement | Timeframe |
|---|---|---|---|---|
| **2.1** | | | | |
| **2.2** | | | | |
| **2.3** | | | | |

## Goal 3 (If needed):

| | Objective | Outcome | Measurement | Timeframe |
|---|---|---|---|---|
| **3.1** | | | | |
| **3.2** | | | | |
| **3.3** | | | | |

## Quality Assurance Plan:

Describe your approach to evaluating your project in response to the stated objectives, outcomes and measurement. Describe how the information that is collected in the Diversion Intake/Exit Forms and pre-post surveys will be collected and verified; be specific about who will be collecting the data, from whom and how (i.e., how and when will program participants be contacted for completion of the post survey). See instructions for further information. (maximum length = 5,000 characters)

1) Describe your plan for collecting data on each specified outcome using the identified measurement tools. Cite the methods that will be used to collect the data which will measure the effectiveness of this project. Discuss tools, approaches, timelines and staff responsible for collecting, analyzing, and evaluating the data. Include how data collected will reflect actual numbers attributable to the awarding of this grant.

2) The applicant agency's approach to managing the data once collected; where data will be stored or entered.

3) Describe your process to ensure the post survey is completed by youth participating in the program.

4) Describe your agency's parental consent and youth assent procedures currently in place. As part of the statewide evaluation, all grantees will be required to have proper consent/assent procedures in place. Grantees may be asked to utilize forms and procedures, or to integrate language developed by OMNI Institute into existing documents, to ensure proper permissions, use and protection of identifiable youth data.

5) Describe staff capacity and commitment to participate in the evaluation, including ability to attend evaluation training, and collect and enter/submit all required data, and any anticipated barriers.

6) Describe how the agency you will track and record youth who re-offend during programming (pre-discharge recidivism). The definition of pre-discharge recidivism is a filing for a new felony or misdemeanor offense that occurred prior to discharge from Juvenile Diversion programming.

The plan for collecting data on:
Outcome 1.1, '22 youth will be served' will be measured by the data entered into ETO. The data that is input into ETO initially is the intake data form and at the end of the program the exit data form is completed. This information is collected from the initial intake information gathering session. Then, at the end of each quarter, ETO reports can be run with the number enrolled each quarter. These intake numbers are then part of the quarterly report sent in to DCJ at the end of each quarter. An internal case file is also kept in house for case management purposes. Gunnison County utilizes a system for measuring outcomes called Managing for Results (MFR) and the number served is also input into this system for data collection each quarter.
This is also tracked in ETO by completing the exit survey and by checking off the entry in ETO. A summary of the successful completion is also summarized and sent to the District Attorney who made the referral for review and closure of any records that may remain in the DA's office. This exit report is also run from ETO and attached to the quarterly progress report sent in to DCJ tracking completion numbers. All of the data is input into ETO by the program director as it is collected or by the end of the month the juveniles enroll and the quarterly and end of year reports are also completed by the program director. Program completion is also one of the outcomes listed in the County MFR system and computed quarterly and annually. All data on outcomes is reviewed quarterly and annually to evaluate successes and challenges and deliberate the possibility of any needed changes.
Outcome 1.2, '90% of youth will be screened using the MAYSI-2 and SUS1a' These screenings are given early on in the program and are given in-house by the program director. These assessments are scored and become a part of the youth's case file with notes on indicators of risk and/or need added into the case management plan for referral for services. These referrals are then documented in the case file notes that are kept after each session and reviewed before the youth attend the next scheduled session. Collateral contacts with providers of these referred services are also noted.
Outcome 1.3 'less than 10% of youth will not re-offend during program' will be tracked first of all by being in close contact with the youth and parents to monitor compliance regarding no further contact with law enforcement. This would also be tracked through weekly contact with the Juvenile Deputy District Attorney who advises of any new contacts with current Juvenile Diversion youth. This would also be recorded in ETO as a re-offense and unsuccessful completion of the program. This recidivism rate is also noted quarterly and annually in the County MFR system and is one of the key results reported on in the Gunnison County Performance review annual publication. All data is stored on-line through the ETO system and files are kept in a locked file cabinet in a locked office.
At the initial meeting with parent(s), an explanation is given in regards to the anonymous pre and post surveys collected from the youth for the OMNI study on Juvenile Diversion and if consent is given by the parent, a parental permission form is signed for their youth to complete the survey.
After all requirements of the program have been met, a termination session is scheduled with the youth and parents. At this meeting the youth also completes the post survey which is put in a sealed envelope and sent off to OMNI at the end of the month.
Gunnison County Juvenile Diversion staff have the capacity and commitment to participate in the evaluation and recognize the vital importance of collecting and analyzing the data to evidence the good work that is happening in Juvenile Diversion programs statewide to keep juveniles out of the juvenile justice

system. Staff is able to attend evaluation training and to collect all required data. We do not anticipate any barriers to this process other than the time it takes to handle it all.

# Budget: Personnel

Please refer to the application instructions when completing your application budget. The instructions contain specific detailed information that will help to ensure the budget you submit is sufficient, complete and accurate.

List grant funded positions in this category. Each position must be listed separately and be accompanied by a description which includes justification for the amounts budgeted. Explain how the salary and fringe benefit rates were determined. For salary increases, indicate the percentage of the increase and provide justification.

## PERSONNEL (TOTALS SUMMARY)

| | Annual Full Time Amount ($) | Total To Be Paid By Grant Funds ($) |
|---|---|---|
| **Totals** | $91,890 | $34,000 |

| Position Title | Annual Amount ($) | Total To Be Paid By Grant Funds ($) |
|---|---|---|
| Juvnenile Diversion Program Director/Janet Reinman | $91,890 | $34,000 |

# Personnel Details

**Position Title and Name:** Juvnenile Diversion Program Director/Janet Reinman

| | Annual Full Time Amount ($) | % To Be Paid By Grant Funds | Total To Be Paid By Grant Funds ($) |
|---|---|---|---|
| **Salary** | $70,942 | 37.00% | $26,249 |
| **Fringe** | $20,948 | 37.00% | $7,751 |
| **TOTALS** | $91,890 | | $34,000 |

## Budget Narrative and Justification:

(maximum length = 1,000 characters)

The Gunnison County Juvenile Diversion program requests $34,000 in grant funds to contribute to the salary of the Juvenile Diversion Program Director. The salary and fringe benefit rates are determined by Gunnison County and evaluated periodically. The source of the cash match is Gunnison County. The grant funding will be utilized in combination with the funding from Gunnison County to provide a full time position. The tasks for the Project Director include the oversight, administration and supervision of the program. Initial meeting with the youth and parent(s) is held to explain the program and establish willingness to participate and sign the Juvenile Diversion contract outlining all requirements necessary for successful completion. The youth sessions include initial screenings for mental health and substance use and referrals out if needs are identified. Life skill work, community service and restorative services are facilitated including apologies and restitution to any victims.

# Budget: Personnel (Match)

For amounts listed under cash or in-kind match, please provide an explanation regarding the type and source of the matching funds. See instructions for allowable match.

| | Amount Requested ($) | Match ($) |
|---|---|---|
| **Total** | $34,000 | $11,666 |

| Position | Type of Match | Budget Narrative and Justification | Total ($) |
|---|---|---|---|
| Program Director | Cash | County match 25% | $11,666 |

# Personnel Details (Match)

**Position:** Program Director

**Type of Match:** Cash

**Budget Narrative and Justification:**

Include source of match and a solid description of how those funds will be spent. (maximum length = 1,000 characters)

County match 25%

**Total($):** $11,666

# Budget: Supplies & Operating

Please refer to the application instructions when completing your application budget. The instructions contain specific detailed information that will help to ensure the budget you submit is sufficient, complete and accurate.

List expendable (non-durable) items by type and include a description with justification for the amounts budgeted. Software, irregardless of cost, should be listed in this section.

## Totals Summary

| | Amount Requested ($) |
|---|---|
| **Total** | $0 |

| Item | Budget Narrative and Justification | Total ($) |
|---|---|---|
| This list contains no items | | |

# Budget: Supplies & Operating (Match)

For amounts listed under cash or in-kind match, please provide an explanation regarding the type and source of the matching funds. See instructions for allowable match.

## Totals Summary

| | Amount Requested ($) | Match ($) |
|---|---|---|
| **Total** | $0 | $0 |

| Item | Type of Match | Budget Narrative and Justification | Total ($) |
|---|---|---|---|
| This list contains no items | | | |

# Budget: Travel

Please refer to the application instructions when completing your application budget. The instructions contain specific detailed information that will help to ensure the budget you submit is sufficient, complete and accurate.

Itemize travel expenses for project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and include justification and the basis for determining the cost of each item. List all items such as airfare, ground transportation, automobile, mileage, lodging and meals individually.

## Totals Summary

| | Amount Requested ($) |
|---|---|
| **Total** | $0 |

| Item | Budget Narrative and Justification | Total ($) |
|---|---|---|
| This list contains no items | | |

# Budget: Travel (Match)

For amounts listed under cash or in-kind match, please provide an explanation regarding the type and source of the matching funds. See instructions for allowable match.

## Totals Summary

| | Amount Requested ($) | Match ($) |
|---|---|---|
| **Total** | $0 | $0 |

| Item | Type of Match | Budget Narrative and Justification | Total ($) |
|---|---|---|---|
| This list contains no items | | | |

# Budget: Professional Services / Consultants

Please refer to the application instructions when completing your application budget. The instructions contain specific detailed information that will help to ensure the budget you submit is sufficient, complete and accurate.

List each consultant/contractor separately. Include a description of the services provided with justification and the basis for determining the cost for each item. Be sure to explain how the hourly or flat rate was determined.

A DCJ Form 16 that is equal to the amount listed must be provided for each consultant/contractor once application is approved for funding.

To assist with the DCJ performance measures and reporting requirements, applicants are required to budget $1,000 to OMNI Institute in the professional Services/consultants section for use of an electronic reporting and evaluation system.

## Totals Summary

| | Amount Requested ($) |
|---|---|
| **Total** | $1,000 |

| Item | Budget Narrative and Justification | Total ($) |
|---|---|---|
| OMNI Institute | Electronic reporting and evaluation system for DCJ ETO. | $1,000 |

# Professional Services / Consultants Details

**Item:** OMNI Institute

**Budget Narrative and Justification:**

(maximum length = 1,000 characters)

Electronic reporting and evaluation system for DCJ ETO.

**Total($):** $1,000

# Budget: Professional Services / Consultants (Match)

For amounts listed under cash or in-kind match, please provide an explanation regarding the type and source of the matching funds. See instructions for allowable match.

## Totals Summary

| | Amount Requested ($) | Match ($) |
|---|---|---|
| **Total** | $1,000 | $0 |

| Item | Type of Match | Budget Narrative and Justification | Total ($) |
|---|---|---|---|
| This list contains no items | | | |

# Budget Total Request

| | Amount Requested ($) | Match ($) | Total Budget ($) |
|---|---|---|---|
| **PERSONNEL** | $34,000 | $11,666 | $45,666 |
| **SUPPLIES & OPERATING** | $0 | $0 | $0 |
| **TRAVEL** | $0 | $0 | $0 |
| **PROFESSIONAL SERVICES/CONTRACT CONSULTANTS** | $1,000 | $0 | $1,000 |
| **GRAND TOTAL** | $35,000 | $11,666 | $46,666 |

**25% match of the Amount Requested is:** $11,667

**Calculated Match Percentage (%):** 25.00%

## Additional Project Funding

**Will this project be funded using ADDITIONAL FUNDS other than those provided from this grant, including match funding?** Yes

If "Yes", list the type and approximate amount of other funding that will be used to support this project. Do NOT include these state grant funds which you are applying for and the associated match.

| | Description | Amount ($) |
|---|---|---|
| **Federal** | | |
| **State** | | |
| **County Government** | | |
| **Municipal Government** | | |
| **Private** | | |
| **Other (Specify)** | Client Fees | $2,000 |
| | **ADDITIONAL PROJECT FUNDING TOTAL:** | $2,000 |

# Financial Management Questions

**This section must be completed in cooperation with the designated Financial Officer assigned to this grant/project.**

**1. What accounting system does your organization use?**

List the name and a brief description of the system. (maximum length = 1,000 characters)

Blackbaud Accounting Software

**2. This grant will be on a cost reimbursement basis. What will be your organization's source of cash and how will your organization manage its cash flow between the time costs are incurred and reimbursed?**

(maximum length = 1,000 characters)

Through the Gunnison County General Fund

| | |
|---|---|
| **3. Which of the following applies to your agency:** | Agency has expended over $500,000 in federal funding in the last calendar year from all combined sources. |

**Please submit the most recent A-133 audit to DCJ.**

| | |
|---|---|
| **3a. Date of most recent A-133 Audit, Financial Audit or Financial Review:** | 07/31/2014 |
| **3b. Date sent to DCJ:** | |
| **3c. Were there any findings, questioned costs or unallocated costs?** | No |

## Criteria for managing grant funds

Please respond to the following questions regarding wheter your accounting system meets the criteria for managing grant funds. These are items that will be monitored by the Division of Criminal Justice (DCJ) staff either by site visits or other reporting mechanisms.

| | |
|---|---|
| **4. Does your accounting system separate all revenues and expenditures by funding source?** | Yes |
| **5. Does your accounting system track revenues and expenditures for each grant award separately through a sub-ledger system?** | Yes |

| | |
|---|---|
| **6. Does your accounting system allow expenditures to be classified by the broad budget categories listed in the approved budget in your grant, i.e. Personnel, Supplies and Operating, Travel, Equipment and Professional Services?** | Yes |
| **7. Does your organization have written financial policies and procedures (specific to grants) in place that describe items such as: meeting all grant requirements, the preparation of grant financial reports and statements, the disclosure of financial documents, the ability for staff to prevent and detect misstatements in financial reporting, a method to trace funds, and a process to maintain and safeguard all cash, real and personal property, and other assets?** | Yes |
| **8. Is this grant request for less than $100,000?** | Yes |
| **9. Is this grant request for a new project?** | No |
| **10. Has your organization been in existence for three (3) years or more?** | Yes |
| **11. Does the staff assigned to this project have two (2) or more year's prior experience with projects with the same or similar requirements?** | Yes |
| **12. Does your organization have internal controls in place, such as: a review process to determine reasonableness, allowability and allocability of costs, separation of duties, dual signatures on certain checks, reconciliations or other fiduciary oversight?** | Yes |
| **13. Does your organization reconcile sub-ledgers to your general ledger at least monthly or quarterly if the applicant is a governmental entity?** | Yes |
| **14. Are accounting records supported by source documentation such as invoices, receipts, timesheets, etc.?** | Yes |
| **15. Does your organization routinely record the grant number or other unique identifier on all source documents such as invoices, receipts, time records, deposit records, etc.?** | Yes |
| **16. Does your organization maintain time sheets approved by the employee, supervisor and project director for each employee paid by these grant funds?** | Yes |

| | |
|---|---|
| **17. For non-governmental agencies, do the Board bylaws and policies describe the involvement of the Board in the financial oversight and direction of your agency?** | Not Applicable |
| **18. Does your accounting system have the ability to track in-kind and/or cash match funds?** | Yes |

# Attachments (Project Data)

See instructions regarding the required documentation for your project.

| Document Type | Required? | Document Description | Date Attached |
|---|---|---|---|
| DA Certification [Not required if applicant is a DA's office] | No | | |
| Job Descriptions [For grant funded positions] | No | | |
| List of Board Members [If applicant is a Non-Profit] | No | | |

# Attachment Details

**Document Description:**

# Attachment Details

**Document Description:**

# Attachment Details

**Document Description:**

# Submission Summary

| Page | Last Updated |
|---|---|
| **Applicant Information** | 01/23/2015 |
| **Contact Information** | 01/23/2015 |
| **Capacity/Project Factors** | 01/21/2015 |
| **Project Area Served** | 01/23/2015 |
| **Collaboration/Sustainability** | 01/23/2015 |
| **Past Performance** | 01/26/2015 |
| **Project Summary** | 01/23/2015 |
| **Goals & Objectives** | 01/23/2015 |
| **Personnel** | 01/21/2015 |
| **Personnel Match** | 01/21/2015 |
| **Supplies & Operating** | No Input Required |
| **S/O Match** | No Input Required |
| **Travel** | No Input Required |
| **Travel Match** | No Input Required |
| **Professional Services** | 01/21/2015 |
| **P/S Match** | No Input Required |
| **Budget Total Request** | 01/21/2015 |
| **Financial Management** | 01/26/2015 |
| **Attachments** | No Input Required |