AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Continuation Grant; Division of Criminal Justice;

Action Requested: Discussion

Parties to the Agreement: Division of Criminal Justice and Gunnison County

Term Begins: July 1, 2016 **Term Ends:** 6/30/2017 **Grant Contract #:** 2017-DV-17-010286-07

Summary:

Application for Juvenile Diversion Continuation grant through the Division of Criminal Justice Year 3 out of 3.

Fiscal Impact: County match $11,667

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

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, included in 2016 budget

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/9/2015

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

Comments:
ok db 12/9/15

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 12/9/2015 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/10/2015

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

Agenda Date: 12/15/2015

Revised April 2015

Applicant Information

2017 State Juvenile Diversion Program Funds

Project Information

Project Title: Gunnison County Juvenile Diversion - Year 3
Project Number: 2017-DV-17-010286-07
Project Director: Janet Reinman
Type of Funding for this Project: Continuation
Requested Amount($): $35,000
Project Duration:
From: 07/01/2016
To: 06/30/2017

Applicant Details

Applicant Agency Name: Gunnison County Juvenile Services
Applicant Legal Name: Gunnison County
DUNS(+4) Number: 133115220
SAM Expiration Date: 06/16/2016
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	Jody	Wise	970-641-7679	jwise@gunnisoncounty.org
Signature Authority	Matthew	Birnie	970-641-0248	mbirnie@gunnisoncounty.org

Contact Details

Contact Type:	Project Director
Salutation:	Mrs.
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:	Mrs.
First Name:	Jody
Last Name:	Wise
Title:	Accountant
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:	970-641-7679

Fax: 970-641-7643
Email: jwise@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:
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	2016-DV-15-005627-07	Gunnison County Juvenile Diversion - Year 2	07/01/15 - 06/30/16

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, Almont, 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. 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. Recently we became involved in 2 efforts to increase our collaboration and efficiency with this population. We were accepted into the evidenced based Crossover Youth Practice Model program through Georgetown University. This effort is being coordinated through Juvenile Services and Human Services and we have completed the planning phase of this project developing a MOU for sharing of information and are moving into the implementation phase. We also continue our work in the Community's of Excellence System of Care grant through the State of Colorado. This project is now in the second year of implementation and we have 1 part-time Family Advocates and a High-Fidelity Wraparound facilitator currently working with families. 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

Survey rates are calculated on a cumulative basis, beginning July 1, 2014 to Present. (maximum length = 2,000 characters)

Provide:

a. Number of youth served (July 1, 2014 - Present)

b. Number of youth to successfully complete your program (July 1, 2014 - Present)

c. Number of post tests collected (July 1, 2014 - Present)

d. Calculate your pre/post survey collection rate by dividing the number of post-tests collected by the number of youth to successfully complete programming (75 post-tests/100 youth to successfully complete programming = 75%). If your post-test collection rate is below 50%, describe your efforts to increase the number of post-tests collected to reach at least 50%

The number of youth served from July 1, 2014 - present is 35, 6 from the current grant year and 29 from the prior grant years. The number of youth to successfully complete the program from July 1, 2014 - present is 12. The number of post tests collected from July 1, 2014 - present is 11. The pre/post survey collection rate is 92%.

Summary of Past Performance:

(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, first quarter, 6 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 on track to reach the expected goal of serving 22 youth. All eligible 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 recidivated therefore no youth have moved further into the Juvenile Justice system, showing continued success. Continuing in the program are an additional 10 active participants making a total of 16 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. 5 youth have successfully completed their program 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).

OMNI Institute Suggested Changes

a. Describe how the results from your agency's individual evaluation report, provided by OMNI Institute, suggests to make changes and/or improvements to your Juvenile Diversion program.

Although the numbers served through Gunnison County Juvenile Diversion are small, the results from the OMNI Institute report are good. The report shows a 100% successful completion rate as compared to the statewide percent of 88. Gunnison County is above the state rate in case management, community service participation, life skills, drug/alcohol classes and drug testing. We are also exceeding the state rate for screening for mental health and substance abuse needs. The survey results showed the desired direction of change in connection to community, future aspirations, self-esteem, locus of control, sense of accountability/responsibility and risky behavioral intentions. The only area that did not show change is decision making. This indicates that Gunnison County could look into evidenced based interventions this coming year that work specifically with the youth on better decision making. Unfortunately, due to the small numbers of youth in the Diversion program we are not able to measure if these results are statistically significant.

Project Changes/Improvements:

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

No significant budgetary changes are being made.

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. Discuss how the services being provided will be culturally and linguistically competent, meaning how the program staff will effectively engage and interact with individuals from other cultures.

(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	7/1/2016- 6/302017
1.2	Youth will receive intake and MAYSI-2 and SUS1a screenings	90% of youth will have risk and protective factors identified and referred for additional resources if appropriate	Case file	7/1/2016- 6/30/2017
1.3	Youth will not move further into the Juvenile Justice system	90% of youth will successfully complete the program and less than 10% of youth will have charges filed during program	District Attorney, District Court and ETO Database	7/1/2016- 6/30/2017

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				

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 ($)	Total To Be Paid By Grant Funds ($)
Juvenile Diversion Program Director/Janet Reinman	$91,890	$34,000

Personnel Details

Position Title and Name: Juvenile 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. Cost information regarding fringe is as follows: $10,500 for Medical, $627 for Dental, $17 for Life Ins, $2,128 401 3% Match, $1,419 457 2% Match, $5,427 Social Sec/Medicare and $830 Match for Worker's Comp Premium for a total of $20,948. 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.

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	$11,667

Position	Type of Match	Budget Narrative and Justification	Total ($)
Program Director	Cash	The source of the cash match is Gunnison County.The County portion of the total premium annually includes the Medical, Dental and Life Contribution...	$11,667

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)

The source of the cash match is Gunnison County.The County portion of the total premium annually includes the Medical, Dental and Life Contribution for a total of $11,144, a 3% match of salary for the 401 retirement contribution for a total of $2,128, a 2% match of salary for the 457 retirement contribution for a total of $1,419 and 7.65% for FICA, Social Security and Medicare for a total of $5,427 and $830 for the workman's compensation premium $830 that is calculated through a classification of job duties in the County times the salary rate. Total fringe benefits is $20,948. There is a 25% County match for salary and benefits in the amount of $22,972.50, but only $11,666 is needed for match to meet the 25% matching requirement.

Total($): $11,667

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	$11,667	$45,667
SUPPLIES & OPERATING	$0	$0	$0
TRAVEL	$0	$0	$0
PROFESSIONAL SERVICES/CONTRACT CONSULTANTS	$1,000	$0	$1,000
GRAND TOTAL	$35,000	$11,667	$46,667

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		$35,000
Municipal Government		
Private		
Other (Specify)	Client Fees	$2,000
	ADDITIONAL PROJECT FUNDING TOTAL:	$37,000

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:	12/31/2014
3b. Date sent to DCJ:	12/03/2015
3c. Were there any findings, questioned costs or unallocated costs?	No

Criteria for managing grant funds

Please respond to the following questions regarding whether 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	11/19/2015
Contact Information	11/19/2015
Capacity/Project Factors	11/16/2015
Project Area Served	11/18/2015
Collaboration/Sustainability	11/17/2015
Past Performance	12/03/2015
Project Summary	11/16/2015
Goals & Objectives	11/18/2015
Personnel	11/16/2015
Personnel Match	11/16/2015
Supplies & Operating	No Input Required
S/O Match	No Input Required
Travel	No Input Required
Travel Match	No Input Required
Professional Services	11/16/2015
P/S Match	No Input Required
Budget Total Request	11/16/2015
Financial Management	12/03/2015
Attachments	No Input Required