AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Colorado Division of Criminal Justice Statement of Grant Award; Juvenile Diversion Program; 7/1/13 thru 6/30/14; $46,667

Action Requested: Board of County Commissioners' Signature

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

Term Begins: 7/1/2013 **Term Ends:** 6/30/2014 **Grant Contract #:** 14-DV-07-04

Summary:
3year grant cycle for Division of Criminal Justice grant funding for Gunnison County Juvenile Diversion program.

Fiscal Impact: $11,667 cash match

Submitted by: B. Lucero for J. Reinman **Submitter's Email Address:** jreinman@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

$35,000 grant funding. Continuation of established grant award that supports Janet's program. Included in 2013 budget.

Reviewed by: Lnienhueser Discharge Date: 5/31/2013

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

Comments:

ok db 5/31/13

Reviewed by: DBaumgarten Discharge Date: 5/31/2013 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: MBirnie Discharge Date: 6/4/2013

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

Agenda Date: 6/18/2013 Follow Up Agenda Date: N/A

Revised April 2013

cdps
COLORADO
DEPARTMENT
OF PUBLIC SAFETY

Division of Criminal Justice
Jeanne M. Smith, Director

700 Kipling St.
Suite 1000
Denver, CO 80215-5865
(303) 239-4442
FAX (303) 239-4491

May 28, 2013

Ms. Janet Reinman
Gunnison County, Juvenile Services
200 E. Virginia
Gunnison, CO 81230

Re: "Gunnison County Juvenile Diversion"
Grant **#14-DV-07-04**

Dear Ms. Reinman:

Congratulations on the approval of this subgrant which was awarded by the Juvenile Justice and Delinquency Prevention Council, in the amount of **$35,000.**

Enclosed are two sets of the Statement of Grant Award (SOGA) for the above-named project. ***Please do not unstaple them.*** Be sure to ***read all Special Conditions, Instructions, and Standard Conditions*** listed in your Statement of Grant Award. Compare the Approved Budget as shown on the Statement of Grant Award with the budget pages of the application, and review the grant duration dates. Please ensure that your financial officer or accounting office has only final, approved budget amounts.

Both sets of the Statement of Grant Award must be signed by your Authorized Official, and ***returned*** to this office by June 21, 2013, to insure the start date of July 1, 2013. After the signatures of the Director of the Division of Criminal Justice and the Controller of the Department of Public Safety are obtained, the white copy of the SOGA will be returned to you with the attached application. This complete document is the official grant contract.

The following bulleted issues must be resolved prior to the disbursement of funds.

❶ Submit with your signed SOGA, a revised budget page to correct the subtotal amount in column 3 of personnel from $68,800 to $68,600 for the Juvenile Diversion Director position. Also revise the budget narrative page to include the source of match.

Grant Reporting and Management

The DCJ reporting forms that you are required to use for this project are enclosed. **Please destroy any outdated forms. Submission of any outdated forms will delay any requests made to DCJ.** To obtain additional forms please make copies of these or you can obtain them from our website at "http://dcj.state.co.us/oajja" and by clicking on "Grant Reporting Forms" and then by clicking "Juvenile Diversion."

John W. Hickenlooper
GOVERNOR

James H. Davis
EXECUTIVE DIRECTOR

Colorado State Patrol

Colorado Bureau of Investigation

Division of Criminal Justice

Office of Preparedness, Security, and Fire Safety

COLORADO DIVISION OF CRIMINAL JUSTICE
STATEMENT OF GRANT AWARD (SOGA)

JUVENILE DIVERSION PROGRAM
07/01/2013 - 06/30/2014 State Funds

Subgrantee Agency Name: Gunnison County

Project Director: Ms. Janet Reinman

Project Director Address: Gunnison County, Juvenile Services
200 E. Virginia
Gunnison, CO 81230

Grant Number: 14-DV-07-04

Project Title: Gunnison County Juvenile Diversion

Grant Period: July 1, 2013 to June 30, 2014

Date Issued: May 20, 2013

In accordance with provisions of the Colorado Revised Statutes §24-33.5-502, the Division of Criminal Justice hereby awards a grant to the above-named subgrantee. The attached grant application (Exhibit A), including Special Provisions and Certified Assurances, is incorporated herein as a part of this document.

APPROVED BUDGET

Budget Category	Award	Cash Match	In-Kind Match	Total
	State Juvenile Diversion			
Personnel	34,000.00	11,667.00	0.00	$ 45,667.00
Supplies & Operating	0.00	0.00	0.00	$ 0.00
Travel	0.00	0.00	0.00	$ 0.00
* Equipment	0.00	0.00	0.00	$ 0.00
Contracted/Professional Services	1,000.00	0.00	0.00	$ 1,000.00
TOTAL AWARD AMOUNT	**$ 35,000.00**	**$ 11,667.00**	**$ 0.00**	**$ 46,667.00**

* Purchase of equipment requires prior completion and approval of DCJ Form 13.
* Professional services require prior completion and approval of DCJ Form 16.

SPECIAL CONDITIONS:

1. If you are collecting and disbursing restitution as part of this State-funded Juvenile Diversion program, you must report the amount collected and disbursed on DCJ Form 1-B, Table B. This form is to be submitted quarterly with your financial and narrative reports, which are due fifteen (15) after the end of each calendar quarter. NOTE: Do not report project income generated from your grant on this form. Please report any project income generated in your quarterly narrative report.

INSTRUCTIONS

1. Grant activities must be based on the approved budget shown on page one of this Statement of Grant Award, and the approved detailed budget(s) within the attached application, which supersedes any earlier budget request submitted, and which may be different from the budget originally submitted in your application. The subgrantee must secure prior written approval from DCJ if there is to be a change in any budget category (see DCJ Form 4-A).

2. The Financial Officer of the project must be provided a copy of this document in order to adequately prepare the necessary financial reports.

3. The Subgrantee Agency affirms that the parties' agreement consists of a two-part document, the Statement of Grant Award (SOGA), and Exhibit A, attached to the SOGA, which contains the Grant Application (including Project Summary, Budget and other Documents), the Certifications, the State Special Provisions, the Grant Requirements, and signatures of persons authorized to sign on behalf of the Subgrantee Agency on each part of the two-part document

4. Review carefully the current applicable Administrative Guide of the Division of Criminal Justice for this grant program, that includes procedures regarding this document, draw-down of grant funds, reporting requirements and requesting grant modifications.

5. This grant award shall be effective upon the final approval by the State Controller or designee. No payment shall be made pursuant to the grant prior to State Controller approval.

6. This grant award may be voided in whole without further cause if it is not signed by the subgrantee's Authorized Official and returned to the Division of Criminal Justice within 45 days of the date of issuance.

7. The signature of the Authorized Official below should be the same as the one on the grant application. The subgrantee must promptly notify the Division of Criminal Justice of any changes in the Authorized Official, Project Director, or Financial Officer, by completing and submitting DCJ Form 4-B. (If changes have already occurred, submit completed DCJ Form 4-B with this document).

ADDITIONAL DCJ REQUIREMENTS

(1) **Commencement within 60 Days.** If the Division concludes that the project has not commenced within 60 days of the start date of the grant period, the subgrantee must report the following by letter to the Division of Criminal Justice:
   a. the steps taken to initiate the project;
   b. the reasons for delay; and,
   c. the expected starting date.

(2) **Operational Within 80 Days.** If the Division concludes that the project is not operational within 80 days of the original start date of the grant period, the Division of Criminal Justice may begin termination or reduction in grant award proceedings as described in "Special Provisions & Certified Assurances", Section entitled "Termination or Reduction in Grant Award."

(3) All subgrants are conditioned on the ability to report to the Division of Criminal Justice all the information contained on the DCJ quarterly narrative and financial reporting forms, which are provided with this SOGA. Technical assistance is available upon request.

(4) These funds cannot be guaranteed beyond the end date of the grant period on page 1 of this SOGA. Unexpended funds remaining at the end of the grant period must be returned to the Division of Criminal Justice.

RETURN:

ALL SETS of the Statement of Grant Award with ORIGINAL SIGNATURES to: Division of Criminal Justice, Office of Adult and Juvenile Justice Assistance, 700 Kipling Street, Suite 1000, Denver, CO 80215. After other required signatures are obtained, the white SOGA copy with approved application will be returned to your Project Director.

Grant Routing Number

THE PARTIES HERETO HAVE EXECUTED THIS BINDING SUBGRANT AWARD

Persons signing for Subgrantee hereby swear and affirm that they are authorized to act on Subgrantee's behalf and acknowledge that the State is relying on their representations to that effect.

SUBGRANTEE:

_____
Legal Name of Subgrantee Agency

By_____
**SIGNATURE of Authorized Official*

_____
Print Name & Title of Authorized Official

Date Signed:_____

STATE OF COLORADO:

JOHN W. HICKENLOOPER, GOVERNOR

By_____
DIRECTOR Colorado Division of Criminal Justice
JEANNE M. SMITH

Date Signed: _____

STATE OF COLORADO LEGAL REVIEW:
See Contract Routing Waiver # 169 *(or, if not waived)*

John W. Suthers, Attorney General

By:_____
Signature - Assistant Attorney General

Date Signed: _____

ALL CONTRACTS & SUBGRANT AWARDS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This subgrant award is not valid until signed and dated below by the State Controller or delegate. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for the goods and/or services provided.

STATE CONTROLLER:
ROBERT JAROS, CPA, MBA, JD

By: _____

Date Signed:_____

COLORADO DIVISION OF CRIMINAL JUSTICE
STATEMENT OF GRANT AWARD (SOGA)

JUVENILE DIVERSION PROGRAM
07/01/2013 - 06/30/2014 State Funds

Subgrantee Agency Name: Gunnison County

Project Director: Ms. Janet Reinman

Project Director Address: Gunnison County, Juvenile Services
200 E. Virginia
Gunnison, CO 81230

Grant Number: 14-DV-07-04

Project Title: Gunnison County Juvenile Diversion

Grant Period: July 1, 2013 to June 30, 2014

Date Issued: May 20, 2013

In accordance with provisions of the Colorado Revised Statutes §24-33.5-502, the Division of Criminal Justice hereby awards a grant to the above-named subgrantee. The attached grant application (Exhibit A), including Special Provisions and Certified Assurances, is incorporated herein as a part of this document.

APPROVED BUDGET

Budget Category	Award	Cash Match	In-Kind Match	Total
	State Juvenile Diversion			
Personnel	34,000.00	11,667.00	0.00	$ 45,667.00
Supplies & Operating	0.00	0.00	0.00	$ 0.00
Travel	0.00	0.00	0.00	$ 0.00
* Equipment	0.00	0.00	0.00	$ 0.00
Contracted/Professional Services	1,000.00	0.00	0.00	$ 1,000.00
TOTAL AWARD AMOUNT	**$ 35,000.00**	**$ 11,667.00**	**$ 0.00**	**$ 46,667.00**

* Purchase of equipment requires prior completion and approval of DCJ Form 13.
* Professional services require prior completion and approval of DCJ Form 16.

SPECIAL CONDITIONS:

1. If you are collecting and disbursing restitution as part of this State-funded Juvenile Diversion program, you must report the amount collected and disbursed on DCJ Form 1-B, Table B. This form is to be submitted quarterly with your financial and narrative reports, which are due fifteen (15) after the end of each calendar quarter. NOTE: Do not report project income generated from your grant on this form. Please report any project income generated in your quarterly narrative report.

INSTRUCTIONS

1. Grant activities must be based on the approved budget shown on page one of this Statement of Grant Award, and the approved detailed budget(s) within the attached application, which supersedes any earlier budget request submitted, and which may be different from the budget originally submitted in your application. The subgrantee must secure prior written approval from DCJ if there is to be a change in any budget category (see DCJ Form 4-A).

2. The Financial Officer of the project must be provided a copy of this document in order to adequately prepare the necessary financial reports.

3. The Subgrantee Agency affirms that the parties' agreement consists of a two-part document, the Statement of Grant Award (SOGA), and Exhibit A, attached to the SOGA, which contains the Grant Application (including Project Summary, Budget and other Documents), the Certifications, the State Special Provisions, the Grant Requirements, and signatures of persons authorized to sign on behalf of the Subgrantee Agency on each part of the two-part document

4. Review carefully the current applicable Administrative Guide of the Division of Criminal Justice for this grant program, that includes procedures regarding this document, draw-down of grant funds, reporting requirements and requesting grant modifications.

5. This grant award shall be effective upon the final approval by the State Controller or designee. No payment shall be made pursuant to the grant prior to State Controller approval.

6. This grant award may be voided in whole without further cause if it is not signed by the subgrantee's Authorized Official and returned to the Division of Criminal Justice within 45 days of the date of issuance.

7. The signature of the Authorized Official below should be the same as the one on the grant application. The subgrantee must promptly notify the Division of Criminal Justice of any changes in the Authorized Official, Project Director, or Financial Officer, by completing and submitting DCJ Form 4-B. (If changes have already occurred, submit completed DCJ Form 4-B with this document).

ADDITIONAL DCJ REQUIREMENTS

(1) **Commencement within 60 Days.** If the Division concludes that the project has not commenced within 60 days of the start date of the grant period, the subgrantee must report the following by letter to the Division of Criminal Justice:
   a. the steps taken to initiate the project;
   b. the reasons for delay; and,
   c. the expected starting date.

(2) **Operational Within 80 Days.** If the Division concludes that the project is not operational within 80 days of the original start date of the grant period, the Division of Criminal Justice may begin termination or reduction in grant award proceedings as described in "Special Provisions & Certified Assurances", Section entitled "Termination or Reduction in Grant Award."

(3) All subgrants are conditioned on the ability to report to the Division of Criminal Justice all the information contained on the DCJ quarterly narrative and financial reporting forms, which are provided with this SOGA. Technical assistance is available upon request.

(4) These funds cannot be guaranteed beyond the end date of the grant period on page 1 of this SOGA. Unexpended funds remaining at the end of the grant period must be returned to the Division of Criminal Justice.

RETURN:

ALL SETS of the Statement of Grant Award with ORIGINAL SIGNATURES to: Division of Criminal Justice, Office of Adult and Juvenile Justice Assistance, 700 Kipling Street, Suite 1000, Denver, CO 80215. After other required signatures are obtained, the white SOGA copy with approved application will be returned to your Project Director.

Grant Routing Number

THE PARTIES HERETO HAVE EXECUTED THIS BINDING SUBGRANT AWARD

Persons signing for Subgrantee hereby swear and affirm that they are authorized to act on Subgrantee's behalf and acknowledge that the State is relying on their representations to that effect.

SUBGRANTEE:

_____
Legal Name of Subgrantee Agency

By_____
**SIGNATURE of Authorized Official*

_____
Print Name & Title of Authorized Official

Date Signed:_____

STATE OF COLORADO:

JOHN W. HICKENLOOPER, GOVERNOR

By_____
DIRECTOR Colorado Division of Criminal Justice
JEANNE M. SMITH

Date Signed: _____

STATE OF COLORADO LEGAL REVIEW:
See Contract Routing Waiver # 169 *(or, if not waived)*

John W. Suthers, Attorney General

By:_____
Signature - Assistant Attorney General

Date Signed: _____

ALL CONTRACTS & SUBGRANT AWARDS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This subgrant award is not valid until signed and dated below by the State Controller or delegate. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for the goods and/or services provided.

STATE CONTROLLER:
ROBERT JAROS, CPA, MBA, JD

By: _____

Date Signed:_____

COLORADO DIVISION OF CRIMINAL JUSTICE
STATE JUVENILE DIVERSION PROGRAM FUNDS
- CONTINUATION APPLICATION –
Year 3 of 3

SECTION I - APPLICANT INFORMATION

STATE USE ONLY		
App#:	Grant #:	Award: 14-DV-07-04

APPLICANT AGENCY:	**Gunnison County**		
Address	**200 E. Virginia**	City, ZIP	**Gunnison, 81230**
Project Director	**Janet Reinman**	E-mail	**jreinman@gunnisoncounty.org**
Telephone	**(970)641-7902**	FAX	**(970)641-9079**

Federal Employer ID Number	8	4	6	0	0	0	7	7	0	Has applicant agency registered with the SYSTEM FOR AWARD MANANGEMENT **(SAM)** database? x Yes (SAM attached) ☐ No
DUNS NUMBER	1	3	3	1	1	5	2	2	0	

IMPLEMENTING AGENCY:	**GUNNISON COUNTY**		
Contact	**JANET REINMAN**	Email	**JREINMAN@GUNNISONCOUNTY.ORG**
Address	**200 E. VIRGINIA**	City, ZIP	**GUNNISON, 81230**
Telephone	**(970)641-7902**	FAX	**(970)641-9079**

YEAR 2 STATE FUNDS REQUESTED: $35,000	**TOTAL MATCH:$11,667**	**TOTAL: $46,667**
YEAR 3 STATE FUNDS REQUESTING: $35,000	**TOTAL MATCH:$11,667**	**TOTAL: $46,667**

TYPE OF AGENCY: (check one) ☐State ☐City/Town x County ☐Indian Tribe ☐Private Non-Profit ☐Faith-Based Non-Profit ☐ Other

FUNCTION OF AGENCY:	☐ Law Enforcement	☐ Probation	☐ Prosecution
	☐ Courts	☐ Social Services	x Youth Services
	☐ Public Defense	☐ Education	☐ Treatment/Mental Health
	☐ Treatment/Substance Abuse	☐ Other Describe:	

TYPE OF APPLICATION

Continuation:

x Continue a project currently receiving State funds

☐ Expand/enhance an existing project receiving State funds

LIST UP TO THREE YEARS OF PRIOR STATE FUNDING IN THE TABLE BELOW.

GRANT NUMBER	STATE FUNDS	DURATION
13-DV-07-04	$35,000	7/1/12-6/30/13
12-DV-07-04	$35,000	7/1/11-6/30/12
10-DV-7-4	$20,000	7/1/10-6/30/11

PROJECT TITLE: Gunnison County Juvenile Diversion **PROJECT DURATION: From 7/1/13 To 6/30/14**

PROJECT ABSTRACT (Limit to space provided): The Gunnison County Juvenile Diversion project is a voluntary pre-file program offered to eligible youth to prevent them from entering the Juvenile Justice system. The program emphasis is holding youth accountable and responsible for their actions. The program elements include; case management, intake assessments, restitution and apology to victims, life-skills education, cognitive skills training, academic support and referrals for Restorative Justice victim conferencing, mentoring and counseling.

PROJECT WILL BE USING EVIDENCE-BASED PROGRAMS OR ACTIVITIES: x **Yes** ☐ **No**
If yes, provide the NAME and SOURCE where program information can be found: Motivational Interviewing/NREPP
(see instructions list)

SERVICE AREA:	U. S. Congressional District(s):	☐1	☐2	x 3	☐4	☐5	☐6	☐7	☐Statewide
	Rural x	Suburban ☐	Tribal ☐	Urban ☐					
Judicial District(s) (Identify by District Number): 7th									
Cities and Counties to be served: Gunnison County, City of Gunnison, Crested Butte, Mt. Crested Butte, Hinsdale County									
IS THE JURISDICTION(S) TO BE SERVED IN COMPLIANCE WITH THE JJDP ACT? x Yes G No G No, but working with DCJ Compliance Monitor.							DCJ USE ONLY- Jurisdiction Compliant with JJDP Act? _____		

SECTION II - CONTINUATION APPLICATION PROGRAM INFORMATION

1. PROJECT DESCRIPTION (Limit 3 pages)

Describe the project to be implemented in this proposal. At a minimum address:

a. Program philosophy including treatment and supervision approaches

The Gunnison County Juvenile Diversion program philosophy is the belief that if young people who commit acts against the law are given a chance to prove accountability and accept responsibility for their actions and can learn new ways of thinking and therefore acting, that future re-offense can be prevented. The philosophy is based upon the belief that a youth can learn from mistakes and with support can change habits and learns new life skills. As youth in the Juvenile Diversion program identify their strengths and build on these they are able to work on reaching goals for future success. Treatment or supervision approaches start with an initial intake session with the youth. Motivational Interviewing, an evidence-based goal directed counseling style to help elicit change is utilized during this process. The MAYSI-2 and SUSIA screenings are used to help determine if the youth in the Juvenile Diversion program have mental health and/or substance abuse issues which are then referred for intervention and/or treatment to the Center for Mental Health or to private providers. The Colorado Juvenile Risk Assessment (CJRA) may be given to some youth to help determine risk factors for re-offending. The CJRA is a standardized risk assessment that has been tested as a valid instrument in scoring youth in the domains of criminal history, demographics, school, use of free time, employment, relationships, family, alcohol and drugs, mental health, attitudes/behaviors, aggression and skills. The CJRA score identifying low, medium or high risk assists in helping to determine appropriate intervention level to be included in the treatment plan. In discussing supervision approaches, it is critical to look at each youth individually and establish appropriate services. A basic understanding of child development helps to gain insight into how children and adolescents learn various skills and build upon these as the child grows. In designing a behavior plan, it seems especially important to look at and work on cognitive characteristics that have been found to be missing or somewhat lacking in pre-delinquent juveniles. Examples of these deficiencies may include such things as self-control, cognitive styles for example being rigid or inflexible, interpersonal problem solving, social perspective like being non-empathic, values and critical reasoning. In reviewing an individual assessment, the principles of target interventions are kept in mind. These include risk, need, responsivity, dosage and integration. Also considered on the opposite side of these risk factors would be protective factors inherent in the individual child, family and community that will be the building blocks of an action

plan. Protective factors are thought to buffer risk factors, interrupt the processes that risk factors operate on and may prevent the initial occurrence of a risk factor.

The approach of the Gunnison County Juvenile Diversion program is to look at the total child, not just at the offense. A case management plan will be developed to begin work on intervention of the risk factors that are linked to criminal behavior and also to increase protective and competency factors related to pro-social development. After assessment, a "wraparound" plan is considered for each client if appropriate. It may be discovered that the youth in the Juvenile Diversion program are basically functioning in most areas of their lives and intensive interventions are not necessary and maybe even detrimental. After paying restitution, participating in restorative justice conferencing to include reparations to the victims, completing community service, payment of fees and other requirements, these youth will be ready to move on with their lives. On the other hand, many youth are scored as high risk in certain areas that need additional intervention of some type.

b. **Referral sources.** *Attach District Attorney Certification and/or Referring Agency Certification; label Attachment #4 or #5, respectively.*

In Gunnison County the referral process begins with law enforcement citing a juvenile into District Court for some type of criminal violation. The charges are typically misdemeanor and/or felony charges but could include Marijuana Possession and other petty type offenses that are summonses into District Court. The District Attorney reviews these juvenile cases before court each week for potential acceptance into the Juvenile Diversion program. A weekly meeting is attended by the District Attorney and Juvenile Services program director along with Probation to discuss the upcoming cases. As the Juvenile Diversion program is designed to provide services to first and second time nonviolent juvenile offenders as an alternative to the formal Juvenile Justice system, a majority of these youth are assessed as meeting acceptance criteria for the Juvenile Diversion program. The Juvenile Diversion program director then contacts the parents and/or guardians and juvenile to explain the referral and the specifics of the Juvenile Diversion program. If the parents and/or guardians agree with the referral, an appointment is made with the Juvenile Diversion office. At this point in time, no charges have been filed on the youth and the court process would be terminated.

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

Acceptance criteria into the program are youth at the pre-file stage of the court process as an alternative to the filing of a petition. The acceptance restrictions would be that the youth fall into the above criteria and be between the ages of 10-17.

d. **Specific services to be provided, including a list of Restorative Justice Practices.**

The services provided include the intake and coordinating and case managing of the entire process. At the initial appointment with the youth and parent a Juvenile Diversion contract is outlined and signed that includes such things as; restitution and apology to victims, community service, school and home requirements. The Juvenile Diversion and Restorative Justice programs work closely together to coordinate appropriate case conferences with victims. The Restorative Justice coordinator will handle victim-offender community conferences and through this process an additional contract is written up with specifics on how to repair harm outlined. After the intake process is completed, the youth will be scheduled for weekly appointments. At these weekly sessions, the youth and Diversion case manager may work on such topics as decision making, gaining employment, tutoring/study skills, life skills and law education.

One of the options for higher risk youth may be a referral to the HB 1451 Family Advocacy and Support Team (FAST) process in Gunnison. Through FAST, each referred youth and their family is set up with an Individualized Service and Support Team (ISST) that includes the youth and family and various professionals and support persons that together outline a treatment and/or behavior plan for the youth. The focus is on looking at and building on strengths, setting, meeting and reassessing goals. The ISST facilitator may report to the larger FAST group to outline progress, discuss barriers and request necessary resources such as financing options for treatment or counseling. One of the other options in the wraparound plan could oftentimes be a referral to mentoring. In Gunnison, through collaborative efforts, an expanded mentoring program called Partner's Plus matches paid mentors with our high-risk youth to assist them in achieving various goals set up by the youth such as improved grades, increased

communication skills, obtaining a job and better decision making. Many of these services are promising and/or evidenced based practices including mentoring, restorative justice and wraparound.

e. **How graduated sanctions will be applied if a youth continues to offend while in the program and the process for filing charges and referral back to the court if the youth fails to complete the program successfully.**

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 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.

f. **Criteria for successful and unsuccessful discharge from the program.**

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. 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.

2. POPULATION TO BE SERVED (Limit ½ page)

A. Target population: Follow the format below to define the 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	1	2					13
Females	5		2					7
Total	15		4					20
Level of Juvenile Justice Involvement (select all that apply): ☐At-Risk (no prior offenses) x First Time Offenders x Repeat Offenders x Sex Offenders ☐Status Offenders ☐Violent Offender								
Age Range of Target Population: 10-17								
Percent of Total to be Served with Limited English Proficiency: 8%								

B. 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 and describe how gender/culture/language issues will be addressed.

The Gunnison County Juvenile Diversion program averages between 30-45 referrals each year, predominately male and white between the ages of 10-17. Of these referrals, the grant request is to serve 20 youth that meet the misdemeanor and/or felony criteria. The remaining youth are charged with Minor In Possession petty offenses and we are not requesting DCJ funding to serve this population. Overall, there continues to be an increase in the Hispanic population but most of these youth speak fluent English. We have recruited interpreters on an as-needed basis to deal with culture and language issues.

3. PROGRESS ON GOAL ANS OBJECTIVES/PROJECT PLAN (Limit 3 pages)

Place the goals and objectives from the current project into the Table below:

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.**

Goal 1: Youth enrolled in the Juvenile Diversion project will evidence new beliefs, attitudes and actions and not move further into the Juvenile Justice system.		
Objective 1.1:	**Provide a community based alternative program in lieu of Juvenile Court to 25 youth ages 10-17**	
	Outcome/Measurement: 25 youth enrolled in program/ Number of referrals and participants tracked Number of youth completing program successfully	**Timeframe:** Measured at the end of each quarter and end of year
Objective 1.2:	**Risk and protective factors identified for 90% of program participants and services planned for building upon strengths and increasing life skills**	
	Outcome/Measurement: 90% of youth identified/ Number of participants with service plan	**Timeframe:** Measured at the end of each quarter and end of year

Objective 1.3:	**Behaviors targeted for intervention with evidence of improved decision making**	
	Outcome/Measurement: Less than 10% recidivism rate Number of youth that have charges filed	**Timeframe:** Measured at the end of each quarter and end of year Measured one year after program completion

Progress toward Goal 1 and associated Objectives:

The Gunnison County Juvenile Diversion program is currently being provided to 9 youth in lieu of Juvenile District Court and services are being implemented. The numbers both last year and this year are down from years past and we may not have 25 youth referred this FY. It is always an unknown factor as things can change quickly and historically we have at times seen many juveniles referred in one quarter that can get us back on track to meet the goal of working with 25 youth by the end of the grant year. These youth have been charged with offenses that would have been filed in District Court if not served through the Diversion program. The program works with the referred youth to hold them accountable for their actions through an individualized case plan that emphasizes personal responsibility for their actions. Enrolled youth are in various stages of their program; from intake and screenings to establish baseline information, attending regularly scheduled appointments, working on community service and participating in various other requirements such as restorative justice conferences and drug/alcohol education classes. Risk and protective factors have been identified in over 90% of the youth in the program; therefore as of this report date this objective is being met. Youth work on case plans that include learning and practicing life skills that assist the youth in making better decisions. Youth are also referred if appropriate to various community resources, in the current grant year five youth and their parents have participated in Restorative Justice Conferences with victims to apologize and repair harm. Although numbers of referred youth appear to be down, many of the youth and their families that are being served are those that have numerous issues identified that take a collaborative, wraparound focused intervention. These family and agency meetings take more time to intervene with and manage; therefore it has been helpful to have the time availability to make more of a difference.

The Gunnison County Juvenile Diversion program is designed to work with youth to prevent further involvement in the Juvenile Justice system. Evidence that the program has made progress on this goal is the fact that none of the youth in the program enrolled in FY 12-13 to date have had additional legal involvement, meeting the outcome of less than 10% recidivism rate.

Goal 2: Youth and their families, who are identified as multi-agency involved, will be referred for support and assistance to the Family Advocacy and Support Team.		
Objective 2.1:	**90% of referred youth and families will be accepted into the Family and Advocacy Support Team process**	
	Outcome/Measurement: Number of referrals/ Number accepted	**Timeframe:** Measured each quarter and end of year
Objective 2.2:	**90% of accepted youth and families will have an Individualized Service and Support Team created**	
	Outcome/Measurement: Number of families accepted/ Number of ISST's	**Timeframe:** Measured each quarter and end of year

Progress toward Goal 2 and associated Objectives:

All youth and their families that are identified as multi-agency involved are being considered for a referral to the Family Advocacy and Support Team for additional support and assistance. To date, one youth and family have been identified, referred and accepted and have an Individualized Service and Support or family team in place.

4. **LESSONS LEARNED (Limit 1 page)**
Share any information that is not/was not part of the original evaluation design. For instance, unintended results, lessons learned, and challenges overcome. This information is not often part of the formal reporting process, but is very valuable in designing, and evaluating future projects. It is also beneficial to share this information with other agencies.

The Gunnison County Juvenile Diversion program has been in existence now for more than 30 years and the lessons learned change as youth, families and communities change. A challenge partially overcome has been working with the families that have numerous serious issues they are dealing with such as severe poverty, drug use and abuse and general lack of parenting. Through our continued efforts in collaborating and planning between all agencies working with these youth and families and by utilizing the HB 1451/Wraparound process, the family's voice and choice is heard in directing the goals they would like to meet to feel more successful. Support systems are identified to assist them in this process and new goals are developed as the initial ones are achieved. Gunnison County Juvenile Services/Juvenile Diversion has been at the forefront of this effort locally and finds this is the most efficient use of resources when working with these youth and their families. It is also the most rewarding part of the work when we are able to see youth and their families making better decisions and making progress towards becoming better functioning young adults and their families becoming healthier as well.

5. **UPDATED PROJECT PLAN/GOALS AND OBJECTIVES (Limit 3 pages)**
Using the format below; provide your Year 3 Goals and Objectives and describe any significant project changes (programmatic or budgetary) in this proposal from the previously funded project.

DEFINITIONS

Goals are broad statements that convey a project's overall intent to change, reduce, or eliminate the problem described. The goal is not in and of itself measurable.

Objectives describe what will be achieved and when in relation to each goal. Objectives are well-defined, specific, quantifiable statements that further define the goals and provide the means to measure program performance.

Outcomes are the change or benefit the project expects to produce in the target population and can include specific items of data to be used to assess a projects status towards reaching the objectives. Proposed outcomes can be a change in behavior, attitude, skill and/or knowledge. Outcomes should include the specific type of change or improvement that will occur; the number or percentage of individuals to be impacted; the expected magnitude, on average, of the expected change; and should include outcomes reflecting the number of clients to be served.

Measurement is the instrument that will be used to collect data. Describe the specific measurement tool (s) you will use to collect data for each outcome.

Timeframe is the month and/or quarter in which the objective will be completed.

Goal 1: Youth enrolled in the Juvenile Diversion project will evidence new beliefs, attitudes and actions and not move further into the Juvenile Justice system.	
Objective 1.1:	**Provide a community based alternative program in lieu of Juvenile Court to 20 youth ages 10-17**

	Outcome/Measurement: 20 youth enrolled in program/ Number of referrals and participants tracked Number of youth completing program successfully	**Timeframe:** Measured at the end of each quarter and end of year
Objective 1.2:	**Risk and protective factors identified for 90% of program participants and services planned for building upon strengths and increasing life skills**	
	Outcome/Measurement: 90% of youth identified/ Number of participants with service plan	**Timeframe:** Measured at the end of each quarter and end of year
Objective 1.3:	**Behaviors targeted for intervention with evidence of improved decision making**	
	Outcome/Measurement: Less than 10% recidivism rate/ Number of youth that have charges filed	**Timeframe:** Measured at the end of each quarter and end of year Measured one year after program completion

Year 3 Modifications:
The outcome/measurement for Year 3 was changed to 20 youth to reflect the decrease seen the past 2 years in numbers referred. However, all appropriate youth that are referred will be accepted into the program, therefore if the numbers are higher than 20, all youth will be served and all work will continue as outlined.

Goal 2: Youth and their families, who are identified as multi-agency involved, will be referred for support and assistance to the Family Advocacy and Support Team.		
Objective 2.1:	**90% of referred youth and families will be accepted into the Family and Advocacy Support Team process**	
	Outcome/Measurement: Number of referrals/ Number accepted	**Timeframe:** Measured each quarter and end of year
Objective 2.2:	**90% of accepted youth and families will have an Individualized Service and Support Team created**	
	Outcome/Measurement: Number of families accepted/ Number of ISST's	**Timeframe:** Measured each quarter and end of year

Year 3 Modifications:
No modifications noted in this goal for Year 3.

SECTION III - SUSTAINABILITY

1. **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. (Limit ½ pages)**

   Gunnison County continues to be a strong advocate and supporter of the Juvenile Diversion program. The Gunnison County Board of Commissioners and County Manager supported expanding into the enhanced model of Juvenile Services. Gunnison County has provided the majority of the funding needed for the Juvenile Diversion program for over 30 years. Sustainability of the Juvenile Diversion program would almost certainly continue if funding were lessened although there would be consideration that the program would exist at a reduced level as far as staff hours and services.

SECTION IV – BUDGET

List by category, the project costs being requested in this application. See Application Instructions for proper category descriptions. Breakout the total of each row into the source of funding in the *Funding Source Breakdown* columns.

ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR. DO NOT USE DECIMALS.

1. <u>BUDGET TABLE</u>: Please refer to application instructions for more detail on completing the budget tables.

A. PERSONNEL	(1) Annual Full-Time Salary	(2) Annual Fringe Benefit Cost	(3) Sub-Total	(4) % of Time for this Project	(5) TOTAL	Funding Source Breakdown		
						Requested $	Cash Match	In-Kind Match
Janet Reinman Juvenile Diversion Director	53,398+	15,202	=68,800	X 66 %	45,667	$34,000	$11,667	
	+		=	X %				
	+		=	X %				
	+		=	X %				
PERSONNEL TOTAL					**$45,667**	$34,000	$11,667	

B. SUPPLIES AND OPERATING	TOTAL	Funding Source Breakdown		
		Requested $	Cash Match	In-Kind Match
SUPPLIES AND OPERATING TOTAL	$			

BUDGET TABLE (continued)

C. TRAVEL (Designate specifically in-state and out-of-state travel)	TOTAL	Funding Source Breakdown		
		Requested $	Cash Match	In-Kind Match
TRAVEL TOTAL	$			

D. EQUIPMENT	TOTAL	Funding Source Breakdown		
		Requested $	Cash Match	In-Kind Match
EQUIPMENT TOTAL	$			

E. CONTRACTED, CONSULTANT AND PROFESSIONAL SERVICES	TOTAL	Funding Source Breakdown		
		Requested $	Cash Match	In-Kind Match
OMNI Institute – Online Reporting	$ 1,000.00	$1,000		
CONTRACTED, CONSULTANT AND PROFESSIONAL SERVICES TOTAL	$1,000.00	$1,000		

			Funding Source Breakdown		
			Requested $	Cash Match	In-Kind Match
F. TOTAL OF ALL PROJECT COSTS (A through E)	TOTAL	$46,667.00	$35,000	$11,667	
				Total Match: $11,667 % of Requested:25% (This Must Be 25% of total project costs)	

2. **<u>BUDGET NARRATIVE</u>: (Limit 3 pages)**

Refer to instructions. Follow the same categories and line items as in the Budget Table.

A. Personnel:

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. This funding will be utilized in combination with the funding from Gunnison County to provide a full time position.

B. Travel:

E. Contracted Services:

A fee for $1000 for Evaluation services from OMNI has been included in this line item.

3. **FINANCIAL MANAGEMENT: Please complete the items below.**

A. Has a copy of your last independent audit or financial review been previously submitted to DCJ?
___x YES/ _____ NO. If YES, to which program? _____,

If audit last provided to DCJ is older than one year, include one copy of the most recent audit or financial review, including any management report or other auditor comments in the appendix. Also, if there were findings, please attach the audit resolutions and/or corrective action plan.

B. Does your agency expend over $500,000 from combined federal sources in a year? ____x YES / ____NO
If YES, attach a copy of the A-133 audit, including audit resolutions and/or corrective action plan.

C. Please respond to the following questions regarding the ability of your accounting system to meet the criteria for managing state grant funds. (These questions cover areas that will be monitored by DCJ staff during site visits or through other reporting mechanisms. They are not intended to be all inclusive and do not substitute for the agency's responsibility to meet all federal and state requirements for these grant funds.)

X YES ☐NO Does your accounting system separate ALL revenues and expenditures by funding source?

X YES ☐NO Does your system track revenues and expenditures for each grant award separately through a sub-ledger system?

X YES ☐NO Does your 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?

X YES ☐NO Do you reconcile sub-ledgers to your general ledger at least monthly?

X YES ☐NO Do you mark your invoices with the grant number?

X YES ☐NO Do you maintain time sheets, signed by the employee and supervisor for each employee paid by DCJ grant funds?

X YES ☐NO Do you have written financial policies and procedures in place?

X YES ☐NO Do you have accounting internal controls in place, such as separation of duties, two signatures on certain checks, reconciliations or other reviews?

For Continuation Applicants only

X YES ☐NO Do you use your accounting system data to prepare your quarterly financial reports for DCJ?

X YES ☐NO Do you reconcile your accounting system data with your quarterly financial reports for DCJ?

If you answered "No" to any questions above, please provide an explanation on an inserted page referencing Section VI Item #3.

4. **TOTAL PROJECT FUNDING**:

Will this project **BE FUNDED** using **ADDITIONAL FUNDS** other than those provided from this grant? X YES / _____NO

If yes, what % of the total project costs will be supported by these state funds including your match? 60%

List the type and amount of other funding that will be provided to this project.

Fund Type/Describe	Amount
Federal	
State	
County Government	$33,800
Municipal Government	
Private	
Other - specify	$1,600
TOTAL	$35,400

SECTION VI - CERTIFICATIONS

A **Certification of Appropriation of Match** form must be completed by **each** agency providing match.

Certification of Appropriation of Match

Date: **January 14, 2013**

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
700 Kipling Street
Denver, Colorado 80215

To Whom It May Concern:

Please be advised that _____ Gunnison County has committed

support in the form of ☐ **Cash Match** in the amount of $11,667 and/or ☐ **In-kind Match** valued at

$ _____ to match the State of Colorado funds for the **FY 13-14 COLORADO JUVENILE DIVERSION PROGRAM** for

Gunnison County Juvenile Diversion.
(Project Title or Agency)

Execution of this document represents a certification that said funds have been earmarked within the appropriation of budget process for use as matching funds for this grant application.

Sincerely,

1/22/2013

Signature/Date

The individual authorized to commit these funds on behalf of the unit of local government or corporation. This individual is either the **Authorized Official** or appropriate controller of the matching funds.

Matthew Birnie/Gunnison County Manager
Typed Name and Title

200 E. Virginia Gunnison CO 81230
Agency, Address

SECTION VII – CERTIFICATIONS/SIGNATURES

These pages contain the required state certified assurances and certifications (updated) necessary for the applicant to qualify for funding. **Read these carefully.** If you have any questions regarding these assurances, call OAJJA. ***These pages must accompany the completed application.***

ALL OF THE SIGNATORIES MUST BE EMPLOYEES OF THE APPLICANT AGENCY

VIII- REQUIRED ATTACHMENTS

Attach the following applicable items behind the Signature page (Page 8 of the Special Provision and Certified Assurances pages) and label with the appropriate title:

Attachment #1 - Organizational Chart from the applicant agency - Highlight any positions included in the budget personnel category.

Attachment #2 - Job Descriptions

Attachment #3 - List of Agency's **Board Members,** if applicant is a non-profit agency.

Attachment #4 – District Attorney Certification, if applicant is not a District Attorney's Office.

Attachment #5 – Referring Agency Certification

Attachment #6 – Copy of last audit or formal financial review- Supply only one copy of the last audit or formal financial review. However, if there were any management reports or other auditor comments, attach them to each copy of the application. *It is not necessary to provide copies with each copy of the application.*

Attachment #7 – Copy of **SAM Registration [Must be renewed annually]**

Other Items- Any other item(s) specifically requested in this application or the Announcement of Availability of Funds to which this application is responding. Label appropriately.

CHECK BELOW TO INDICATE WHICH CATEGORY BEST DESCRIBES YOUR AGENCY:

__X__ Inter-Governmental Grant
_____ Grant to a Colorado State Agency (Section A does not apply)
__X__ Grant to a Unit of Local Government, Tribal Government, or Special District.

_____ Grant to a Non-Profit, Private Organization (Non-Governmental)

The applicant certifies by signing that the project described in this application meets all the requirements of the applicable governing legislation as indicated below; that all information contained in the application is correct; that there has been appropriate coordination with affected agencies; and, that the applicant will read, understand and comply with all provisions of the governing legislation and all other applicable federal and state laws, rules and regulations that have been or may hereafter be established. The applicant further understands and agrees that any subgrant award received as a result of this application shall be subject additionally to the grant conditions set forth in the Statement of Grant Award, and in the current applicable Administrative Guide of the Division of Criminal Justice.

GOVERNING LEGISLATION FOR THIS GRANT PROGRAM:

Juvenile Diversion Program. As defined in Colorado Revised Statutes §19-2-203, and under statutory authority of the Division of Criminal Justice, Colorado Revised Statutes §24-33.5-503, and under applicable program rules established by the Division of Criminal Justice.

A. STANDARD STATE SPECIAL PROVISIONS

Revised 1-1-09

1. **CONTROLLER'S APPROVAL. CRS 24-30-202 (1)**
   This subgrant award shall not be valid until it has been approved by the Colorado State Controller or designee.

2. **FUND AVAILABILITY. CRS 24-30-202 (5.5)**
   Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. **GOVERNMENTAL IMMUNITY.**
   No term or condition of this subgrant shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions, of the Colorado Governmental Immunity Act, CRS §24-10-101, *et seq.*, or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 , *et seq.* as applicable now or hereafter amended.

4. **INDEPENDENT CONTRACTOR.**
   (THIS PROVISION IS NOT APPLICABLE TO GRANTS TO COLORADO STATE AGENCIES):
   THE SUBGRANTEE AGENCY SHALL PERFORM THE DUTIES FUNDED UNDER THIS GRANT AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE OF THE STATE. NEITHER THE SUBGRANTEE AGENCY NOR ANY AGENT, SUB-CONTRACTOR, OR EMPLOYEE OF THE SUBGRANTEE AGENCY SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE STATE BY VIRTUE OF THIS SUBGRANT. SUBGRANTEE AGENCY SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX AND LOCAL HEAD TAX ON ANY MONIES PAID PURSUANT TO THIS GRANT. SUBGRANTEE AGENCY ACKNOWLEDGES THAT THE SUBGRANTEE AGENCY AND ITS EMPLOYEES ARE NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS THE SUBGRANTEE AGENCY OR THIRD PARTY PROVIDES SUCH COVERAGE AND THAT THE STATE DOES NOT PAY FOR OR OTHERWISE PROVIDE SUCH COVERAGE. SUBGRANTEE AGENCY SHALL NOT HAVE AUTHORIZATION, EXPRESS OR IMPLIED, TO BIND THE STATE TO ANY AGREEMENTS, LIABILITY, OR UNDERSTANDING EXCEPT AS EXPRESSLY SET FORTH HEREIN. IF

   THIS GRANT PROVIDES FUNDS FOR ANY PERSONAL SERVICES, SUBGRANTEE AGENCY SHALL PROVIDE AND KEEP IN FORCE WORKERS COMPENSATION (AND SHOW PROOF OF SUCH INSURANCE) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW AND SHALL BE SOLELY RESPONSIBLE FOR ITS ACTS OF ITS EMPLOYEES, INDEPENDENT SUB-CONTRACTORS AND AGENTS.

5. **COMPLIANCE WITH LAW.**
The Subgrantee Agency shall strictly comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

6. **CHOICE OF LAW.**
Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this subgrant. Any provision included or incorporated herein by reference, which conflicts with said laws, rules, and regulations shall be null and void. Any provision incorporated herein by reference which purports to negate this or any other Special Provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this subgrant, to the extent capable of execution.

7. **BINDING ARBITRATION PROHIBITED.**
The State of Colorado does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in this subgrant award or incorporated herein by reference shall be null and void.

8. **SOFTWARE PIRACY PROHIBITION. (Governor's Executive Order D 002 00)**
State or other public funds payable under this subgrant shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. The Subgrantee Agency hereby certifies and warrants that, during the term of this subgrant and any extensions, the Subgrantee Agency has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that the Subgrantee Agency is in violation of this provision, the State may exercise any remedy available at law or equity or under this Subgrant, including, without limitation, immediate termination of the Subgrant and any remedy consistent with federal copyright laws or applicable licensing restrictions.

9. **EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST CRS §§24-18-201 & CRS 24-50-507.**
The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this subgrant award. The Subgrantee Agency has not interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Subgrantee Agency's services and Subgrantee Agency shall not employ any person having such known interests.

10. **VENDOR OFFSET. CRS §§24-30-202 (1) & CRS 24-30-202.4 [Not applicable to intergovernmental grants]**
Subject to CRS §24-30-202.4 (3.5), the State Controller may withhold payment under the State's vendor offset intercept system for debts owed to State agencies for: (a) unpaid child support debts or child support arrearages; (b) unpaid balance of tax, accrued interest, or other charges specified in CRS §39-21-101, et seq.; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) amounts required to be paid to the Unemployment Compensation Fund; and (e) other unpaid debts owing to the State as a result of final agency determination or judicial action.

11. **FEDERAL FUNDING.**
This subgrant is subject to and contingent upon the continuing availability of federal funds for the purposes hereof.

12. **PUBLIC CONTRACTS FOR SERVICES. CRS §8-17.5-101.** [***Not Applicable to agreements relating to the offer, issuance, or sale of securities, investment advisory services or fund management services, sponsored projects, intergovernmental agreements, or information technology services or products and services***] The Subgrantee Agency certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this subgrant and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this subgrant, through participation in the E-Verify Program or the Department program established pursuant to CRS §8-17.5-102(5)(c), the Subgrantee Agency shall not knowingly employ or contract with an illegal alien to perform work under this subgrant or enter into a contract with a subcontractor that fails to certify to the Subgrantee Agency that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this subgrant. The Subgrantee Agency (a) shall not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants while this subgrant is being performed, (b) shall notify the subcontractor and the contracting State agency within three days if the Subgrantee Agency has actual knowledge that a subcontractor is employing or contracting with an illegal alien for work under this subgrant, (c) shall terminate the subgrant if a subcontractor does not stop employing or contracting with the illegal alien within three days of receiving the notice, and (d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If the Subgrantee Agency

participates in the Department program, the Subgrantee Agency shall deliver to the contracting State agency, Institution of Higher Education or political subdivision a written, notarized affirmation, affirming that the Subgrantee Agency has examined the legal work status of such employee, and comply with all of the other requirements of the Department program. If the Subgrantee Agency fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., the contracting State agency, Institution of Higher Education or political subdivision may terminate this subgrant for breach and, if so terminated, the Subgrantee Agency shall be liable for damages.

13. **PUBLIC CONTRACTS WITH NATURAL PERSONS. CRS §24-76.5-101.** Subgrantee Agency, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she (a) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (b) shall comply with the provisions of CRS §24-76.5-101 et seq., and (c) has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this subgrant.

B. GRANT REQUIREMENTS

1. **FINANCIAL & ADMINISTRATIVE MANAGEMENT**
   a. The Subgrantee Agency assures that fund accounting, auditing, monitoring, evaluation procedures and such records as necessary will be maintained to assure adequate internal fiscal controls, proper financial management, efficient disbursement of funds received, and maintenance of required source documentation for all costs incurred. These principles must be applied for all costs incurred whether charged on a direct or indirect basis.
   b. All expenditures must be supported by appropriate source documentation. Only actual, approved, allowable expenditures will be permitted.
   c. The Subgrantee Agency assures that it will comply with the provisions of the current applicable Administrative Guide of the Division of Criminal Justice which is hereby incorporated by reference. However, such a guide cannot cover every foreseeable contingency, and the Subgrantee Agency is ultimately responsible for compliance with applicable state and federal laws, rules and regulations.

2. **PAYMENT & REPORTING**
   a. The Division of Criminal Justice will pay the Subgrantee Agency the reasonable and allowable costs of performance, in accordance with current Colorado State Fiscal Rules, not to exceed the amount specified herein as the Total Award Amount, as identified on the Statement of Grant Award.
   b. The Division's requirements for invoice, and cost reporting submissions are contained in the DCJ Form 3 - Cash Request Procedures, and DCJ Form 1-A - Subgrant Financial Report, which are hereby incorporated by reference.
   c. The Subgrantee Agency assures that it shall maintain data and information to provide accurate quarterly program narrative and financial reports to the Division. Said reports shall be provided in such form and contain such data and information as the Division of Criminal Justice reasonably requires to administer the program.
   d. The Subgrantee Agency assures that quarterly financial and narrative reports shall be submitted within 15 days of the end of each calendar quarter and shall be current and actual.
   e. The Subgrantee Agency further assures that final financial and narrative reports shall be submitted on the forms provided by the Division of Criminal Justice within 45 days of the end date of the subgrant.
   f. The Division reserves the right to make and authorize modifications, adjustments, and/or revisions to the Grant Award for the purpose of making changes in budget categories, extensions of grant award dates, changes in goals and objectives, and other modifications which do not change the total amount of the Grant Award. The Division's requirements for such grant adjustments are contained in the procedures for DCJ Forms 4A, 4B, 4C, and 4D, which are hereby incorporated by reference.
   g. The Division may withhold payment in the event the Subgrantee Agency fails to comply with conditions, including all financial reporting requirements and certifications contained in this grant award.

3. **PROCUREMENT AND CONTRACTS**
   a. The Subgrantee Agency assures that open, competitive procurement procedures will be followed for all purchases under the grant. All contracts for professional services, of any amount, and equipment purchases over five thousand dollars (per item, with a useful life of at least one year) must receive prior approval by the Division of Criminal Justice.
   b. The Subgrantee Agency assures that no contract or agreement will be made for execution of project activities or provisions of services (other than purchase of supplies or standard commercial or maintenance services) that is not incorporated in the approved application or approved in advance by the Division of Criminal Justice.

c. The Subgrantee Agency assures that contractors/vendors who assist the Subgrantee Agency to develop specifications, requirements, statements of work and/or Request For Proposal for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

d. The Subgrantee Agency assures that where activities supported by this subgrant produce any discovery or invention, original computer programs, writing, sound recordings, pictorial reproductions, drawing or other graphical representation and works of any similar nature, the following requirements apply:

   i. The Division of Criminal Justice reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: The copyright in any work developed under an award or subaward; and 2) Any rights of copyright to which a recipient or subrecipient purchases ownership with support.

   ii. If any program produces patentable items, patent rights, processes or inventions, in the course of work sponsored by the Federal award or subaward funds, such facts must be promptly and fully reported to the awarding agency, Division of Criminal Justice. The awarding agency shall determine whether protection on the invention or discovery shall be sought. The awarding agency will also determine how rights in the invention or discovery (including rights under any patents issued thereon) shall be allocated and administered in order to protect the public interest pursuant to published Presidential and government memorandums and guidelines, and the regulations promulgated by the Department of Commerce in 37 CFR Part 401.

   iii. When issuing statements, press releases, requests for proposals, bid solicitations, and other published documents describing projects or programs funded in whole or in part with these grant funds, all Subgrantee Agencies must clearly:

      a) State the percentage of the total cost of the program or project, which will be financed with this grant money;
      b) State the dollar amount of state or federal funds for the project or program;
      c) Use the phrase-"This project was supported by grant # _____, issued by the Colorado Division of Criminal Justice."

e. The Subgrantee Agency may not assign its rights or duties under this grant without the prior written consent of the Division of Criminal Justice.

4. AUDIT, RECORD-KEEPING, AND MONITORING/INSPECTION

a. The Subgrantee Agency assures that it will procure an audit or financial review, incorporating this subgrant, by an independent Certified Public Accountant (CPA), licensed to practice in Colorado. If the agency expends more than $500,000 per year in combined federal funds, a Single Audit must be conducted in accordance with OMB Circular A-133 (Audits of States, Local Governments, and non-profit organizations). If the agency expends less than $500,000 per year in combined federal funds, the following policy applies: Agencies with total annual revenue from all sources of $200,000 or more shall procure a financial audit; a financial review shall not be sufficient to meet this requirement. Agencies with total annual revenue of less than $200,000 procure either a financial review or financial audit.

   i. At such time as the audit or financial review is completed, ONE COPY OF THE REPORT, INCLUDING THE CORRESPONDING MANAGEMENT LETTER, MUST BE FORWARDED TO THE DIVISION OF CRIMINAL JUSTICE for clearance. The audit or financial review incorporating this subgrant must be completed and received within 12 months of the end of the fiscal years that includes the end date of the grant.

   ii. The Subgrantee Agency accepts responsibility for the costs of a financial program audit to be performed by the Department of Public Safety in the event that the audit report or financial review:

      a) does not meet the applicable A-133 or DCJ standards;
      b) is not submitted in a timely manner; or,
      c) does not provide an audit response plan with corresponding corrections made sufficient to satisfy any audit findings.

b. The Subgrantee Agency assures that:

   i. It will retain all project records, as will facilitate an effective audit, for seven years after the end of the state fiscal year that includes the end date of the grant. (For example if the grant ended 9/30/2001, the state FY would be July 1, 2001-June 30, 2002. The files could be destroyed after 6/30/2009); except,

   ii. If an audit is in progress and/or the findings of a completed audit have not been resolved satisfactorily, then records must be retained beyond the seven-year period until such issues are resolved.

c. The Subgrantee Agency assures that it will keep copies of all documents, correspondence, and required receipts related to this subgrant in a separate file bearing the project title and grant number.

d. The Division may periodically request submission of supporting financial and programmatic documentation, subcontracts, general and sub-ledgers for the purpose of monitoring compliance with the grant award via desk review, or in preparation for an on-site monitoring visit. Routine or special on-site visits may be conducted at the subgrant agency, and at the location of any collaborating entities, for the same purpose. Subgrantee Agencies will be notified in advance of any on-site monitoring visit.

e. The Subgrantee Agency assures that the Division of Criminal Justice, Colorado Department of Public Safety, shall have access for purposes of monitoring, audit and examinations to any bonds, documents, papers and records of the Subgrantee Agency and to relevant books and records of subcontractors of the Subgrantee Agency. It is the responsibility of the Subgrantee Agency to notify any of its project collaborators and subcontractors of these provisions.

f. The Subgrantee Agency assures that signatories of the application and subgrant award and personnel employed through this subgrant will appear when requested at any administrative hearing, monitoring site visit, conference or meeting conducted by the Division of Criminal Justice.

5. COLORADO VICTIM RIGHTS ACT

The Subgrantee Agency assures that the application signatories, all staff and all volunteers assigned to the funded project have read and understand the rights afforded to crime victims pursuant to § 24-4.1-302.5 C.R.S., and the services delineated pursuant to §§ 24-4.1-303 and 24-4.1-304 C.R.S., commonly known as the Victim Rights Act, and enabling legislation.

6. TERMINATION or REDUCTION IN GRANT AWARD

The Division will monitor the performance of the Subgrantee Agency against goals and performance standards as found in the application required herein. The Division will provide reasonable assistance to the Subgrantee Agency in the development of project goals, performance standards and subgrant requirements. Any determination of substandard performance on the part of the Subgrantee Agency shall be within the discretion of the Division, based upon the Division's review of the terms and conditions of the Grant Award, the application and project summary, the grant terms and assurances, and the requirements of applicable law. Substandard performance, as determined by the Division, shall constitute non-compliance, which may result in termination for cause, or reduction of the Grant Award for cause, as follows:

a. Reduction In Grant Award Amount for Cause
   i. The Division may reduce the total Statement of Grant Award amount for cause, without compensation for reduction costs.
   ii. If the state reduces the grant amount for cause, it will first give ten (10) days written notice to the Subgrantee Agency, stating the reasons for reduction, steps taken to correct the problems, and the date the subgrant award amount will be reduced in the event problems have not been corrected to the satisfaction of the Division.
   iii. In the event this grant is reduced for cause, the Division will only reimburse the Subgrantee Agency for acceptable work or deliverables received up to the date of reduction.
   iv. In the event this grant is reduced for cause, final payment to the Subgrantee Agency may be withheld at the discretion of the Division until completion of final Division review.

b. Termination for Convenience:
   i. Either party may terminate the grant with thirty days written notice of intent to cancel or terminate.
   ii. If the grant is terminated for convenience by either the Subgrantee Agency or the state, the Subgrantee Agency shall be paid the necessary and allowable costs incurred through the date of termination, but not exceeding a prorated amount based on the number of days of project operation prior to the date of termination.

c. Termination for Cause:
   i. The Division may terminate the grant for cause without compensation for termination costs.
   ii. If the state terminates the grant for cause, it will first give ten (10) days written notice to the Subgrantee Agency, stating the reasons for termination, steps taken to correct the problems, and the date the subgrant will be terminated in the event problems have not been corrected to the satisfaction of the Division.
   iii. In the event this grant is terminated for cause, the Division will only reimburse the Subgrantee Agency for acceptable work or deliverables received up to the date of termination.
   iv. In the event this grant is terminated for cause, final payment to the Subgrantee Agency may be withheld at the discretion of the Division until completion of final Division review.

d. Any equipment purchased under this grant would revert, at the option of the Division, to the Division of Criminal Justice upon termination of the grant for any of the above reasons.

7. **ORDER OF PRECEDENCE**
Any inconsistency or conflict in this grant shall be resolved by giving precedence in the following order: (a) Special Provisions and Certified Assurances, (b) Statement of Grant Award; and, (c) the final approved Subgrant Application.

8. **DISPUTE RESOLUTION** (THIS PROVISION APPLIES ONLY TO INTERAGENCY AGREEMENTS):
Any failure of either party to perform in accordance with the terms of this agreement shall constitute a breach of the agreement. Any dispute concerning the performance of this agreement which cannot be resolved at the divisional level shall be referred to superior departmental management staff designated by each department. Failing resolution at that level, disputes shall be presented to the executive directors of each department for resolution. Failing resolution by the executive directors, the dispute shall be submitted in writing by both parties to the State Controller, whose decision on the dispute will be final.

C. PROGRAM SPECIFIC REQUIREMENTS

The following program specific requirements are imposed by the Federal or State sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements which must be passed on to subgrant award recipients.

1. Right if Privacy for Recipients of Service and Sharing of information.
The prospective Subgrantee Agency certifies, by submission of this proposal, that:
   a. Pursuant to Section 223(a)(18) of the Juvenile Justice and Delinquency Prevention Act, procedures have been established to ensure that this program will not disclose program records containing the identity of individual juveniles. Exceptions to this requirement are authorization by law; consent of either the juvenile or his/her legal authorized representative; or justification that otherwise the functions of this title cannot be performed. Under no circumstances may public project reports or findings contain names of actual juvenile service recipients.
   b. Necessary information will be shared appropriately among schools, law enforcement, courts and juvenile-serving agencies pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g), as amended by Improving America's School Act of 1994 (IASA). FERPA allows schools to play a vital role in a community's effort to identify children who are at risk of delinquency and provide services prior to a child's becoming involved in the juvenile justice system.
   c. Necessary information will be shared in accordance with the "Children's Code Records and Information Act," 19-1-301 et seq., Colorado Revised Statutes, to balance the best interests of children and the privacy interests of children and their families with the need to share information among service agencies and the need to protect the public safety.

2. In addition to the "Termination for Cause" item, 6(c) under Grant Requirements above, the subgrant may be suspended or terminated by the Division of Criminal Justice if the Subgrantee Agency fails to comply with the core requirements of the Juvenile Justice and Delinquency Prevention Act, 1974, as amended: Deinstitutionalization of Status Offenders, Section 223 (a)(12)(A); Separation of Juveniles from Incarcerated Adults, Section 223(a)(13); Removal of Juveniles from Adult Jails and Lockups, Section 223(a)(14); Disproportionate Minority Confinement, Section (a)(23).

3. If the applicant is a state government agency, the submission of this application certifies the applicant agency has obtained through the state budget process the spending authority and FTE approval, if FTE is requested, required to accept these state grant dollars. In addition, state agencies applying for these grant funds must enclose in the appendix a letter or memorandum from the appropriate fiscal officer verifying the applicant's ability to accept these state funds. If unable to comply with this condition, please contact DCJ prior to the submission of the application.

D. GENERAL PROVISIONS

1. INDEMNIFICATION.

a. To the extent authorized by law, the Subgrantee Agency shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by the Subgrantee Agency, or its employees, agents, subcontractors, or assignees pursuant to the terms of this subgrant award.

FOR GRANTS TO STATE AGENCIES AND HIGHER EDUCATION ONLY:

b. A self-insured, Subgrantee state Agency agrees that its Self-Insurance Program shall BE RESPONSIBLE FOR any and all claims, damages, liability and court awards, including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by the Subgrantee Agency, or its employees, agents, subcontractors, or assignees pursuant to the terms of this subgrant award.

2. STATEWIDE CONTRACT MANAGEMENT SYSTEM

[This section shall apply when the Effective Date is on or after July 1, 2009 and the maximum amount payable to Subgrantee hereunder is $100,000 or higher]

By entering into this subgrant, Subgrantee agrees to be governed, and to abide, by the provisions of CRS §24-102-205, §24-102-206, §24-103-601, §24-103.5-101 and §24-105-102 concerning the monitoring of vendor performance on state contracts and inclusion of contract performance information in a statewide contract management system.

Subgrantee performance shall be evaluated in accordance with the terms and conditions of this subgrant, State law, including CRS §24-103.5-101, and State Fiscal Rules, Policies and Guidance. Evaluation of Subgrantee's performance shall be part of the normal contract administration process and Subgrantee's performance will be systematically recorded in the statewide Contract Management System. Areas of review shall include, but shall not be limited to quality, cost and timeliness. Collection of information relevant to the performance of Subgrantee's obligations under this subgrant shall be determined by the specific requirements of such obligations and shall include factors tailored to match the requirements of the Project Plan of this subgrant. Such performance information shall be entered into the statewide Contract Management System at intervals established in the Project Plan and a final review and rating shall be rendered within 30 days of the end of the Subgrant term. Subgrantee shall be notified following each performance and shall address or correct any identified problem in a timely manner and maintain work progress.

Should the final performance evaluation determine that the Subgrantee demonstrated a gross failure to meet the performance measures established under the Project Plan, the Executive Director of the Colorado Department of Personnel and Administration (Executive Director), upon request by the Colorado Division of Criminal Justice, and showing of good cause, may debar Subgrantee and prohibit Subgrantee from bidding on future contracts. Subgrantee may contest the final evaluation and result by: (i) filing rebuttal statements, which may result in either removal or correction of the evaluation (CRS §24-105-102(6)), or (ii) under CRS §24-105-102(6), exercising the debarment protest and appeal rights provided in CRS §§24-109-106, 107, 201 or 202, which may result in the reversal of the debarment and reinstatement of Subgrantee, by the Executive Director, upon showing of good cause.

3. The Subgrantee Agency shall comply with all applicable revisions or additional requirements that may be imposed by law and any future state and federal guidance including clarifications of requirements. Any revisions to such provisions or regulations shall automatically become a part of these Special Provisions and Certified Assurances, without the necessity of either party executing any further instrument. The State of Colorado may provide written notification to the Subgrantee Agency of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

4. CORA Disclosure

To the extent not prohibited by federal law, this subgrant and the performance measures and standards under CRS §24-103.5-101, if any, are subject to public release through the Colorado Open Records Act, CRS §24-72-101, et seq.

SIGNATURE PAGE ->->-> TO BE COMPLETED BY ALL APPLICANTS
(ORIGINAL SIGNATURES REQUIRED - Please sign in ***BLUE*** ink. See instructions for description of proper signatories.)

The Subgrantee Agency and responsible signatories certify by signing that they have read the Application including the Special Provisions and Certified Assurances, and are fully cognizant of their duties and responsibilities for this project. The Subgrantee Agency understands and agrees that any subgrant award received as a result of this application shall incorporate by reference the information contained herein. Responsibility for narrative and fiscal reporting requirements are delegated to the designated Project Director, who will sign all such reports. This delegation is for purposes of reporting to the Division and for operational ease, and in no way limits the authority and responsibility of the Authorized Official. In accordance with the Colorado Revised Statutes 24-72-202.6, information supplied in this application is considered a public record.

AUTHORIZED OFFICIAL

Name	**Matthew Birnie**	
Position	**County Manager**	
Agency	**Gunnison County**	
Mailing Address	**200 E. Virginia**	
City, State, Zip	**Gunnison, CO, 81230**	
Telephone #	**(970)641-0248**	
Fax #	**(970)641-3061**	
E-mail Address	**mbirnie@gunnisoncounty.org**	
Signature		**Date** 1/22/13

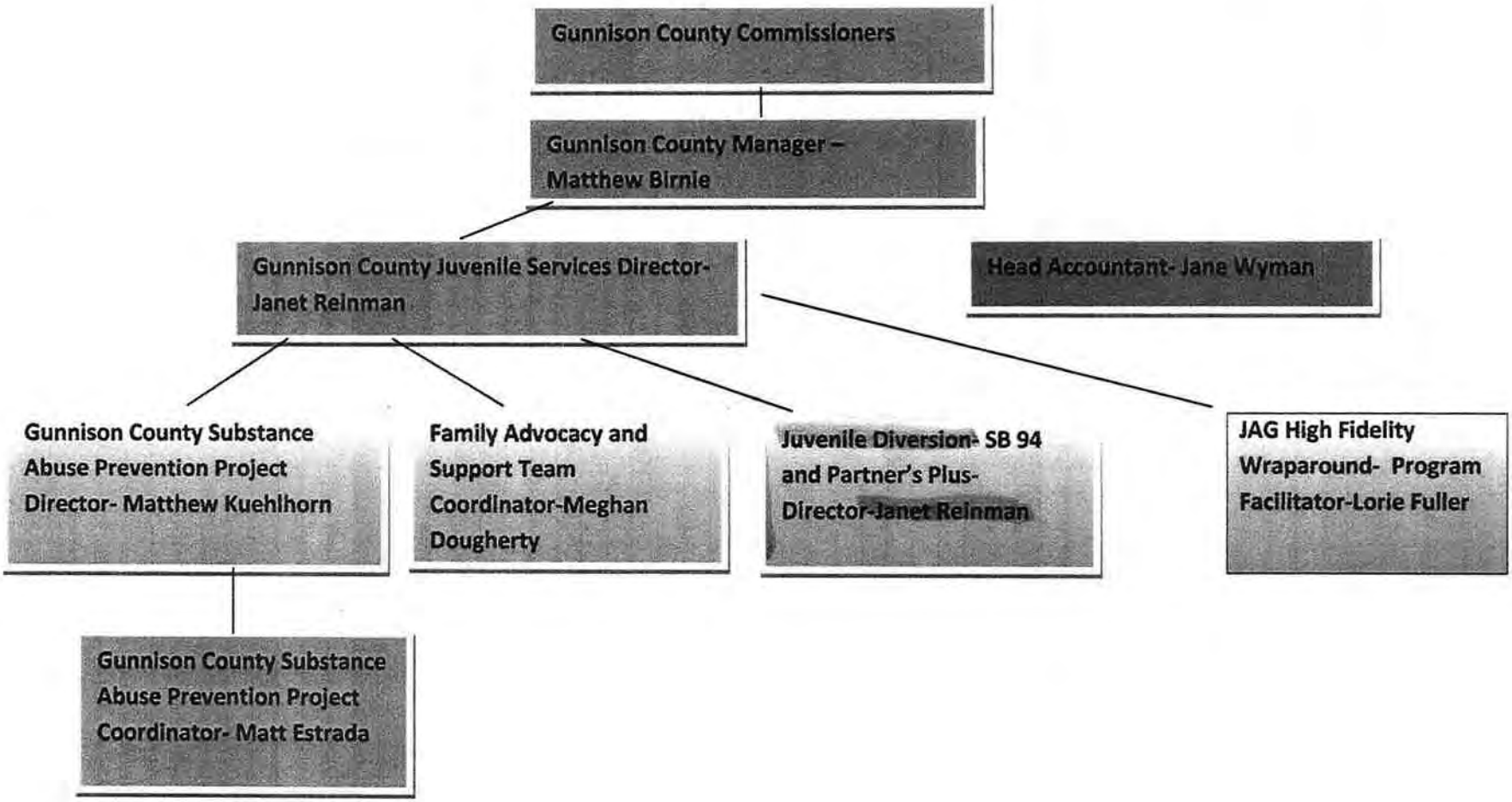
FINANCIAL OFFICER

Name	**Jane Wyman**	
Position	**Senior Accountant/Financial Officer**	
Agency	**Gunnison County**	
Mailing Address	**200 E. Virginia**	
City, State, Zip	**Gunnison, CO, 81230**	
Telephone #	**(970)641-2203**	
Fax #	**(970)641-7643**	
E-mail Address	**jwyman@gunnisoncounty.org**	
Signature	Jane Wyman	**Date** 1/18/13

PROJECT DIRECTOR

Name	**Janet Reinman**	
Position	**Department Director**	
Agency	**Juvenile Services**	
Mailing Address	**200 E. Virginia**	
City, State, Zip	**Gunnison, CO, 81230**	
Telephone #	**(970)641-7902**	
Fax #	**(970)641-9079**	
E-mail Address	**jreinman@gunnisoncounty.org**	
Signature	Janet Reinman	**Date** 1/17/13

Attachment #1 Organizational Chart



Attachment #2

POSITION DESCRIPTION

Class Title: Juvenile Services Director
Department: Juvenile Services
Location: Gunnison Colorado
Date: January 22, 2010
FLSA Status: Exempt

GENERAL PURPOSE

This position is responsible for leadership and supervision and management of Juvenile Services. The programs provide information, prevention and intervention services for youth and families to help protect youth from identified risks and promote development of healthy behaviors.
This position will supervise staff, ensure program integrity, grant reporting and budget control.

SUPERVISION RECEIVED

Works under the general supervision of the Gunnison County Manager, reports annually to the Gunnison County Board of Commissioners.

SUPERVISION EXERCISED

Exercises direct supervision of staff in all programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides oversight and administration and supervision of; Juvenile Diversion, SB94, HB1451 and Substance Abuse Prevention programs.

Reviews all cases referred to Juvenile Services to determine appropriateness and compliance with the guidelines and goals of the program.

Performs a variety of complex professional assessments, contracts, referral and counseling work.

Provide case management and life-skills education of identified youth to promote accountability and responsibility of actions in an effort to reduce future involvement in the justice system.

Supervise work with children and adolescents in a behavior modification and cognitive skill building capacity.

Facilitate and manage family support meetings to include setting goals and completing reports on measured progress.

Reporting and making recommendations on youth as appropriate to the District Court.

Attend case management meetings with other agencies with which the juvenile is involved, such as school counselors and administrators, Department of Human Services, Center for Mental Health, to ensure compatibility of efforts and common goals and to monitor for duplication of services.

Schedule and maintain 24/7 on-call detention intake and screenings with any juvenile in contact with law enforcement to assess the most appropriate placement in the least restrictive environment to include the management of emergency release of juveniles in detention beds. Alternatives to detention include the supervision of Electronic Home Monitoring and house arrest.

Collect and maintain records of restitution and client fees from clients.

Management of billing and invoice processes.

Maintain files to include contracts, intake, case histories and progress notes.

Administration of grant and budget allocation and oversight for programs.

Entering data into the Colorado Trails Database and Colorado KIT Database.

Coordination of staff meetings and updated training sessions as needed.

Periodic evaluation of all staff.

Attendance at Juvenile Planning Board and State Meetings as necessary.

Keep current with regulatory, professional and clinical advances.

Provide consultation services to groups, parents, teachers and law enforcement.

Assist with securing financing for the programs by writing grants.

Prepare Department Strategic Business Plan and update as needed.

Prepare annual program budget.

Performing clerical duties as required.

PERIPHERAL DUTIES

Attend meetings with other agencies.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in social work, counseling, psychology, sociology or a related field; and
(B) Two years experience in related field and/or counseling work
(C) OR any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Ability to supervise staff.

(B) Considerable knowledge of assessment methods and interviewing techniques; working knowledge of referral resources and processes; working knowledge of principles of human development; considerable knowledge of social work, mental health, family counseling, chemical dependency and parenting skills. Knowledge of Colorado Juvenile Code and Colorado Statutes of Criminal Law helpful. Knowledge of current social, economic and community issues and resources helpful.

(C) Skill in operation of listed tools and equipment; skill in crisis intervention; skill in assessment; considerable skill in individual, group and family counseling.

(D) Ability to assess a variety of personal or family strengths and deficits; ability to maintain detailed and accurate records and data; ability to maintain confidences; ability to work independently or as part of a team; ability to establish and maintain effective working relationships with clients, supervisors, other agencies, and the general public; Ability to communicate effectively orally and in writing. Ability to independently evaluate situations and make decisions regarding case services. Ability to organize schedule and job priorities.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one is desirable.

CLEARANCES

The following background checks are required:
(a) Criminal background
(b) Child Abuse Registry
(c) Driving Record
(d) Drug Screen

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk and to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Some outreach to clients at home, school and other community agencies and buildings may be necessary.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Attachment #3 Not Applicable

Attachment #4

DISTRICT ATTORNEY CERTIFICATIONS

This **Certification** form must be completed and included by **all applicants that receive referrals from the District Attorney's Office in their jurisdiction.** The District Attorney should check each box indicating agreement to meet this requirement and sign and date the form.

The 7th Judicial District, District Attorney's Office certifies to the following:

- ☑ Refer youth to the Gunnison diversion program
- ☑ Agree to follow referral criteria delineated in the Juvenile Diversion policies and procedures

Print District Attorney's Name Jessica J. Waggoner

Jessica J. Waggoner
Signature

1/24/13
Date

Attachment #5

REFERRING AGENCY CERTIFICATIONS

This **Certification** must be completed and included if the referral source for this program is a source other than the District Attorney's Office.

_____ Agrees to the following:
Agency Name

☐ Refer youth to the _____ diversion program

☐ Agree to follow referral criteria delineated in the Juvenile Diversion policies and procedures

Print Name _____

_____ _____
Signature **Date**

DIVISION OF CRIMINAL JUSTICE
OFFICE OF ADULT AND JUVENILE JUSTICE ASSISTANCE

Attachment #17

GUNNISON, COUNTY OF
DUNS: 133115220 CAGE Code: 38YT2
Status: Active

200 E VIRGINIA AVE
GUNNISON, CO, 81230-2248 ,
UNITED STATES

Entity Record

Entity Record

Please see below for the entire Entity Registration record. If you would like have a copy of this list please use the **Print** button.

PRINT

DUNS Number:	133115220
D&B Legal Business Name:	GUNNISON, COUNTY OF
Doing Business As:	(none)

Core Data

[Expand All] | [Collapse All]

Business & TIN Information:

Business Information:

Business Start Date:	12/31/1877
Fiscal Year End Close Date:	12/31
Company Division Name:	
Company Division Number:	
Corporate URL:	
Congressional District:	
Registration Date:	04/27/2005
Expiration Date:	09/03/2013
Renewal Date:	

Physical Address:

Address Line:	200 E VIRGINIA AVE
City:	GUNNISON
State/Province:	CO
Country:	UNITED STATES
ZIP/Postal Code:	81230 - 2248

Mailing Address:

Address Line:	200 E. VIRGINIA AVENUE
City:	GUNNISON
State/Province:	CO
Country:	UNITED STATES
ZIP/Postal Code:	81230 - 2248

CAGE/NCAGE Code

CAGE:	38YT2

General Information

Country of Incorporation:
State of Incorporation:

Business Types

For more information on an entity's socio-economic status please see SBA's Dynamic Small Business Search.

Government Type

County

U.S. Local Government

Entity Structure

U.S. Government Entity

Entity Type

US Local Government

Purpose of Registration

Federal Assistance Awards

Financial Information

Do you accept credit cards as a method of payment? No

Account Details:

DUNS+4: 0000
CAGE Code: 38YT2

Electronic Funds Transfer:

Automated Clearing House (ACH):

Executive Compensation Questions

Proceedings Questions

Information Opt-Out

I authorize my entity's information to be displayed in SAM's Public Search: **Yes**

Point of Contact [Expand All] | [Collapse All]

Mandatory Point of Contact:

Accounts Receivable POC

Electronic Business POC

Title:	
First Name:	MELODY MARKS
Middle Name:	
Last Name:	
US Phone:	9706412231
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	221 N. WISCONSIN
City:	GUNNISON
State/Province:	CO
Country:	UNITED STATES
ZIP/Postal Code:	81230 - 2248

Government Business POC

Title:	
First Name:	MATTHEW BIRNIE, COUNTY MANAGER
Middle Name:	
Last Name:	
US Phone:	9706410248
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	200 E. VIRGINIA AVENUE
City:	GUNNISON
State/Province:	CO
Country:	UNITED STATES
ZIP/Postal Code:	81230 - 2248

Optional Point of Contact:

Title:	
First Name:	
Middle Name:	
Last Name:	
US Phone:	
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	
City:	
State/Province:	
Country:	
ZIP/Postal Code:	

Electronic Business Alternate POC

Title:	
First Name:	LINDA NIENHUESER
Middle Name:	
Last Name:	
US Phone:	9706412203
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	200 E. VIRGINIA AVENUE
City:	GUNNISON

-34-

State/Province:	CO
Country:	UNITED STATES
ZIP/Postal Code:	81230 - 2248

Government Business Alternate POC

Title:	
First Name:	LINDA NIENHUESER, FINANCE DIRECTOR
Middle Name:	
Last Name:	
US Phone:	9706412203
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	200 E. VIRGINIA AVENUE
City:	GUNNISON
State/Province:	CO
Country:	UNITED STATES
ZIP/Postal Code:	81230 - 2248

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.