AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Division of Criminal Justice, Restorative Justice Program Grant Application, Juvenile Services Department; $33,115

Action Requested: Other Review of revised Restorative Justice Juvenile Assistance (JAG) grant

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

Term Begins: 10/1/14 **Term Ends:** 9/30/2015 **Grant Contract #:** #2014-DJ-14-003228

Summary:
The Restorative Justice JAG grant was recommended for partial funding $33,115 therefore the grant needed to be updated in the budget area as well as some additional required changes in the Goals and Objectives.

Fiscal Impact: $33,115

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

Finance Review: (●) Required ( ) Not Required

Comments:

The grant application was submitted in the amount of $41,393 the DCJ is awarding the County $33,115. This application has been revised to relfect the $8,278 decrease. This is a new grant program so we will need to amend the 2014 budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 6/9/2014

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

Comments:

ok db 6/13/14

Reviewed by: GUNCOUNTY1\dBaumgarten Discharge Date: 6/13/2014 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\blucero Discharge Date: 6/13/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: n/a

Agenda Date: 6/17/2014 Follow Up Agenda Date: n/a

Revised April 2013

Project Information

Reference Submissions
Step
Application Submission

Colorado Justice Assistance Grant 2014

Project Information	
Applicant Agency Name:	Gunnison County Juvenile Services
Project Title:	Restorative Justice Program
Project Number:	2014-DJ-14-003228
Project Director:	Janet Reinman
Type of Funding for this Project:	New
Requested Amount($):	$33,115
Project Duration:	
From:	10/01/2014
To:	09/30/2015

Recommendation Letter

May 23, 2014

Mrs. Janet Reinman
Gunnison County
200 East Virginia Avenue
Gunnison, CO 81230-2248

Dear Mrs. Reinman:

RE: JAG Application #2014-DJ-14-003228, Restorative Justice Program

Congratulations, the Justice Assistance Grant Board met May 6-8, 2014 to review all the grant applications and has recommended partial funding of your project in the amount of $33,115.

The Board felt funding at 80% would still allow the applicant agency to have a feasible program. In addition, the applicant must collaborate with law enforcement. Please note – this will be a special condition in your contract.

The required reconsideration process will be completed by Mid-July 2014. The final recommendations are subject to approval by the Director of the Division of Criminal Justice, the Executive Director of the Department of Public Safety and the Governor. You can expect your grant award near Mid-August 2014.

Please review the Project Information and Response to Applicant and Instructions sections and make any required changes (if needed) before completing the Preliminary Acknowledgement. Thank you for your interest in the Justice Assistance Grant program and for your dedication to improving public safety. If you have any questions, please call our main line at (303) 239-4470.

Sincerely,

Meg Williams, Manager
Office of Adult Juvenile Justice Assistance

Recommended Funding

Recommended Funding: Partial (>=50%)

Recommended Funding Amount($): $33,115

Response to Applicants and Instructions

The following items need to be addressed in your application:

A. Because your project was recommended for partial funding, you will need to go into the Budget section and revise your budget. In addition, the Goals and Objectives section has been opened to include collaboration with Law Enforcement and due to partial funding.

B. Budget narratives must be revised to include cost breakdown and provide detail about items requested. The budget narrative for the Juvenile Services Director should probably be changed to either "Supervision by the Juvenile Services Director" or "Supervision of the Restoratice Justice Coordinator" otherwise it appears the he/she is supervising themselves.

C. The purpose area needs to change to Community Corrections. The Project Summary section has been opened.

When changes are completed, please PDF the application and email to your Grant Manager BEFORE you submit. Acceptance of your award must be completed in COGMS and submitted by 6/27/2014.

Application Sections that Require Revisions: Project Summary, Goals & Objectives, Budget

Application sections that require revisions may be accessed by clicking on the application sections in the menu on the left side of the screen.

Preliminary Acknowledgement

I have received notification concerning my application to the JAG program, and:

YOU MUST SUBMIT YOUR RESPONSE BY JUNE 27, 2014 TO BE CONSIDERED.

Final Applicant Information

Colorado Justice Assistance Grant 2014

Project Information

Project Title:	Restorative Justice Program
Project Number:	2014-DJ-14-003228
Project Director:	Janet Reinman
Type of Funding for this Project:	New
Requested Amount($):	$33,115
Project Duration:	
From:	10/01/2014
To:	09/30/2015

Applicant Details

Applicant Agency Name:	Gunnison County Juvenile Services
Applicant Legal Name:	Gunnison County
DUNS(+4) Number:	133115220
SAM Expiration Date:	08/05/2014
Tax Identification #:	846000770
Entity Type:	Public / Government
Entity Sub-Type:	County
Entity Function:	Education, Youth Services, Prevention and Education Programs

Implementing Agency

Same as Applicant:	Yes

Service Area for Project

Statewide:	No

U.S. Congressional District:	03
Judicial District:	07
State Senate District:	05
State House District:	61, 59
Counties:	26-Gunnison, 27-Hinsdale
Cities:	Gunnison, Powderhorn, Lake City, Almont, Pitkin, Ohio City, Crested Butte
Age of Target Population:	0-12, 13-17

Contact Information

Contact Type	First Name	Last Name	Phone	Email
Primary Contact	Janet	Reinman	970-641-7902	jreinman@gunnisoncounty.org
Signature Authority	Matthew	Birnie	970-641-0248	mbirnie@gunnisoncounty.org
Financial Officer	Jane	Wyman	970-641-7671	jwyman@gunnisoncounty.org
Project Director	Janet	Reinman	970-641-7902	jreinman@gunnisoncounty.org

Contact Details

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

Contact Details

Contact Type:	Signature Authority
Salutation:	Mr.
First Name:	Matthew
Last Name:	Birnie
Title:	County Manager
Agency Name:	Gunnison County
Address Line 1:	200 East Virginia Avenue
Address Line 2:	
City/Town:	Gunnison
State:	Colorado
Zip Code + 4:	81230-2248
Phone Number:	970-641-0248

Fax:
Email: mbirnie@gunnisoncounty.org

Contact Details

Contact Type: Financial Officer
Salutation: Mrs.
First Name: Jane
Last Name: Wyman
Title: Financial Accountant
Agency Name: Gunnison County
Address Line 1: 200 East Virginia Avenue
Address Line 2:
City/Town: Gunnison
State: Colorado
Zip Code + 4: 81230-2248
Phone Number: 970-641-7671
Fax:
Email: jwyman@gunnisoncounty.org

Contact Details

Contact Type: Project Director
Salutation: Mrs.
First Name: Janet
Last Name: Reinman
Title: Juvenile Services Director
Agency Name: Gunnison County
Address Line 1: 200 East Virginia Avenue
Address Line 2:

City/Town: Gunnison
State: Colorado
Zip Code + 4: 81230-2248
Phone Number: 970-641-7902
Fax:
Email: jreinman@gunnisoncounty.org

Final Project Summary

Project Summary:

Include a brief description of how this project will address the 2014 JAG goals. Also include target population, estimated number to be served annually and cost per person (if applicable). See instructions for further information. (maximum length = 1,000 characters)

Gunnison County Juvenile Services is implementing a Restorative Justice program intended to provide victim offender mediation and family group conferencing to referred youth from Juvenile Diversion, District Courts, District Attorney' office and the County's Substance Abuse Prevention Program. Restorative Justice programs increase accountability, reduce recidivism and further system penetration while repairing relationships which are crucial in small, rural communities. We will serve twenty youth aged 10 to 17 from direct referrals in the first year of this program. The facilitator of this program will also conduct a minimum of three trainings to community leaders and educators to build capacity for further restorative justice implementation throughout Gunnison County. We estimate an additional thirty people will be served with general training in the use and practices of restorative justice. The approximate cost of this program is calculated to be $605/ participant.

Agency Description:

Describe what your agency does. (maximum length = 1,000 characters)

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

Agency Qualification:

Describe your agency's experience with similar projects and experience the agency has in managing federal/state funds. maximum length = 1,000 characters)

Gunnison County's Juvenile Services Department is uniquely qualified to impact the above mentioned problems and risk factors due to our collaborative relationships and programs within the department. JAG Funds would create a Restorative Justice Program that would be housed within the Juvenile Services Department. The Juvenile Services Department manages multiple state and federal funds currently and has held JAG funds in the past for High Fidelity Wrap Around Services.

Purpose Area: Corrections and Community Corrections

Prior JAG Funding for this project: No

Problem Statement:

Describe the problem the proposed project intends to address. Local and/or state data should be used to describe the nature of the problem. See instructions for further information. (maximum length = 5,000 characters)

Gunnison County does not, on average, see large numbers of youth charged with violent crimes or serious felony offenses. What we have seen is that those youth that do have charges filed have substantial family, economic, academic, substance use and emotional issues that require intervention from all agencies involved or are at risk of becoming involved. Juvenile arrest rates have remained somewhat static over the years and it is probable that this is due in part to Gunnison County's commitment to embrace and support youth prevention and intervention programming in a collaborative way. Within the Juvenile Services Department is housed the County's Juvenile Diversion and SB94 programs, 1451 Collaborative, Family Advocate Support Team (FAST), and Gunnison County's Substance Abuse Prevention Project(GCSAPP). The sub-departments work together to address community risk factors and build protective factors to support youth and families. Although the juvenile crime rate may be static, there is an apparent increase in other risk factors. Gunnison County is a frontier county offering world class recreation opportunities to visitors and residents alike. In part, due to tourism and the frontier nature of this county, many of the residents in the county experience higher than average substance use rates with a declining perception of risk, poverty, and high child maltreatment rates. According to ASPIRE Standard Indicators Database – Omni Research and Training, Gunnison County is ranked 2nd among all frontier counties for Juvenile Delinquency Drug Filing Rate; ranked 3rd for Juvenile Drug-Related Arrests Rate; and ranked 4th for Juvenile Alcohol-Related Arrests Rate. County Health Rankings and Roadmaps (CHRR), 2008-2010, places Gunnison County as 15th highest in Colorado for rates of violent crime. Local data shows that between 2010 and 2012 students perceived favorable parent attitudes of substance use. Between 2011 and 2012, youth perceived less risk in using marijuana by 5%. Gunnison High School students report less perceived risk to using marijuana regularly and occasionally by more than 4% over Colorado's average. Students mirror a higher than state average adult binge drinking rate (adults rates Gunnison/State 26%/16%) as students report a slightly higher binge drinking rate of 24% from high school students versus 22% as a state average – even while local rates have declined from 31% since 2009. Local economies have been impacted, as they have across the country, and local families have not seen a full recovery as of yet. 42% of students at Gunnison Community Schools qualify for Free and Reduced Lunch, a more than 7% increase from 2012 - 2013. 17.9% of people live in poverty compared to 13.4% as the state average. Also of note is Gunnison County's child maltreatment rate of 12.1% which is significantly above the state average of 8.6%. It is critical to intervene, and use prevention methods, with our population of juveniles, their families, and community with a restorative justice approach—specifically, utilizing victim offender mediation (VOM) and family group conferencing. This service has been available in the past, however, the local non-profit that provided this service has since closed this program down due to funding and other priority focuses for that organization. "VOM has retributive, rehabilitative, and preventative qualities," according to the Evidence-Based Juvenile Offender Programs report compiled by the Washington State Institute for Public Policy. This program would directly impact the identified risk factors within our community. The OMNI Statewide Evaluation of DCJ Juvenile Diversion programs for youth in the Juvenile Diversion program notes that there is a statistical trend observed for restorative justice services on increased locus of control. Locus of control increases have been significantly correlated with reduced recidivism. All appropriate youth enrolled in the Gunnison County Juvenile Diversion program will attend a restorative justice conference to allow a process for apologizing to victims and making a plan for repairing harm. This

plan will then be followed up on giving the youth more than just a single restorative service. The Choice Pass Program seeks a voluntary pledge from students to remain alcohol and drug free. In exchange, the community celebrates the students' pledges with incentives, such as discounted ski passes, gym memberships, retail sales, and much more. Should students break their pledge, a family group conference is utilized to repair harms, identify learning moments, and create a new pledge and contract for students to earn their Choice Pass back. Both the Choice Pass Program and future restorative justice services provided to the schools increases protective factors for community youth as documented thoroughly by Tom Cavanagh in "Restorative practices in schools: Breaking the cycle of student involvement in child welfare and legal systems."

Project Plan:

Describe the proposed strategy(ies) for addressing the problem stated in the Problem Statement section. Clearly link the strategy to the specified problem described. See instructions for further information. (maximum length = 6,500 characters)

The main strategy we plan on implementing is to begin a Restroative Justice Program within Gunnison County's Juvenile Services Department. This strategy will focus on providing facilitation of VOM's and family group conferencing for referred cases from Juvenile Diversion, District Courts, and GCSAPP. It will also include training and outreach to increase our community's knowledge base on the use and practices of restorative justice to grow and sustain the program overtime while increasing protective factors throughout Gunnison County.
Having the ability to conduct timely VOM and family group conferences provides an increase in accountability from offenders and is supported through well documented research to reduce recidivism and limit a youth's penetration into the criminal system. The objective is to improve overall outcomes in the areas of youth behavior and functioning, family support and resources and maintenance in our community setting. Juvenile Services' strategic planning process is focused on expanding our continuum of services available to meet the unique needs of youth and families involved in the criminal justice system, or at imminent risk of deeper involvement in the system through integrated and coordinated case management. Our continuum of services are uniquely matched to youth and families who demonstrate complex needs and are best met within the context of the juvenile justice system. The restorative justice model enhances communication and coordination with all agencies involved with the youth and/or family such as juvenile justice, child welfare, mental health, and special education, enhancing overall treatment effectiveness. Because one of our priorities is to prevent youth from moving deeper into the criminal justice system and to enable them to become successful members of their community, we have a vested interest in providing a team-based planning process intended to provide individualized, coordinated, family-driven care to the most difficult-to-serve clients. This is achieved with proper facilitation of a Victim Offender Mediation. At the same time, because we value keeping youth out of the criminal justice system, whenever clinically and legally appropriate, we are enhancing our efforts and ability to refer youth to community-based services such as family group conferencing. Gunnison County Juvenile Services would like to reach this goal through the program development of Restorative Justice. This project has four main objectives: To provide services as early as possible so youth can be successful at home, in school, and their communities; Make services available based on individual strengths and needs of the youth and family; Maximize resources available to serve youth across systems; and monitor outcomes and provide accountability through local data collection.
Through educating community members, it is intended that the Restorative Justice Program build capacity to provide more services to support the one school dusctrict in the county, RE1J, with diciplinary actions that reduce suspension days and expulsion rates and to build sustainability for the program overtime.
The above stated goals and objectives will be accomplished in part by hiring a half-time Restorative Justice Facilitator to begin the process of identifying and serving youth in the target population. The facilitator will be provided comprehensive training, support and skill development to assist the youth and family members to repair harms done to relationships, develop problem-solving skills, coping skills, self-efficacy and ability to integrate the youth into the community. Supervision, coaching and performance monitoring will also be provided to the facilitator. During the conferencing process a team of people who are relevant in the life of the youth (e.g. family members, members of the family's social support network, service providers and agency representatives)

will collaboratively develop a conference plan, implement this plan, monitor the efficacy of the plan and work towards outcomes. The conference plan can include formal services and interventions together with community services and interpersonal support and assistance. The success of implementing restorative justice will also be based on the continued use of the successful collaboration and coordination among local child and family serving agencies and organizations in our community.
Implementing Restorative Justice Conferences with at-risk youth and those involved in the juvenile justice system strongly supports the goals of the JAG Program. The project will use a collaborative approach to prevent and reduce crime and delinquency, repairs harms, as well as bridge the gaps between child and family serving agencies to improve outcomes and the efficient use of resources. Studies support the hypothesis that youth who received restorative justice conference services are less likely to engage in subsequent at-risk and delinquent behavior.
Gunnison County's Department of Juvenile Services includes several program areas that would be additional resources to the Restorative Justice program including Juvenile Diversion, SB 94, HB 1451/Collaborative Management Project locally known as Family Advocacy Support Team (FAST) and the Gunnison County Substance Abuse Prevention Project. Specific resources include, but are not limited to, case consultation, assessment, in-home behavioral health services, financial assistance, independent living skills, parent education, mentoring, educational support, crisis intervention, prevention education and alternative activities for youth. Responsible parties for the implementation of the project will include: Janet Reinman - Juvenile Services Director (Juvenile Diversion and SB 94 Case Manager) and a part-time Restorative Justice Program Coordinator.

Evidence-Based Research

Will research be conducted as part of this project? No

Law Enforcement Specific Projects

Is this a Law Enforcement project? No

Direct Service Specific Projects

Is this a Direct Service project? Yes

# of clients to be served: 50

# of adults: 30

# of juveniles: 20

What is the cost per client($): $828.00

Briefly explain the methodology for achieving the cost per client:

(maximum length = 500 characters)

Total cost of program, which equals grant request, divided by total number of clients to be served.

Final Goals & Objectives

These are the elements against which the project will be evaluated and which will be used to report quarterly and final progress. See instructions for further information.

Goal 1: To increase youth accountability and to repair harm to victims of crime and the community caused by juvenile offenders through Restorative Justice Programming

	Objective	Outcome	Measurement	Timeframe
1.1	Provide Restorative Justice as a Juvenile Diversion option	90% of offenders will successfully complete conference outcomes requirements, 90% of victims and community members will be satisfied with the restorative justice process,less than 10% of youth will re-offend during program participation	Number of youth to complete contracts Victim and Community Member Satisfaction Survey	By June 30, 2015
1.2	Provide preventative family group conferencing to avoid juvenile justice system involvement	80% of youth will not enter juvenile justice system or have legal involvement/# of referred youth/#of youth completing conferencing and follow through – measured at end of quarter and end of grant fiscal year	Number of youth to complete contracts Victim and Community Member Satisfaction Survey	By June 30, 2015
1.3	Collaborate with law enforcement for youth referrals	90% of Restorative Justice conferences will inlclude Law enforcement participation	Number of law enforcement officers participanting in conferences	By October 1, 2015

Goal 2 (If needed): Increase knowledge and use of Restorative Justice throughout Gunnison County

	Objective	Outcome	Measurement	Timeframe
2.1	Provide three educational presentations throughout project year to 30 community professionals and educators.	30 professionals attending training	Pre/post survey use to measure RJ knowledge before and after trainings	By June 30, 2015
2.2				
2.3				

Goal 3 (If needed):

	Objective	Outcome	Measurement	Timeframe
3.1				
3.2				
3.3				

Project Evaluation:

Describe the approach for evaluting the project in response to the stated objectives, outcomes and measurements. See instructions for further information. (maximum length = 5,000 characters)

Collecting, confirming and reporting on required performance measures within the time frame provided in the areas of personnel, contractual services and equipment supplies will follow protocol already in place. All of the project's services, staff and supervision will be central to one office and no more than the two identified key staff. Universal performance measures in addition to direct service measurements are currently being collected, confirmed and reported on a quarterly basis on all other programs within the department of Juvenile Services. The Juvenile Services Director, Janet Reinman, is identified as the grant/project manager and currently has an established procedure for collecting and reporting data for Gunnison County's Juvenile Services Department. Project success will be determined by the number of youth and families served in the target population, completing and reporting satisfaction with the process, without further incident. Completion is specified by the successful completion of conferencing and subsequent conference plans. Satisfaction will be identified through Post Conference Surveys. Success will also be determined by the rates of recidivism for youth involved in the restorative justice program. These will be measured through quarterly outcome tracking and pre/post surveys. The survey is given at the entry into a Juvenile Services Program and again when they complete or exit a program. Data will be reported on quarterly and year-end reports through the JAG data entry system and evaluated on an on-going basis for success.

Final Project Data (Attachments)

If the project is requesting funds for personnel, please attach an organizational chart. Only one attachment is allowed.

Document Type	Required?	Document Description	Date Attached
Organizational Chart	No	Gunnison County J...	02/07/2014

Attachment Details

Document Description: Gunnison County Juvenile Services Department Organizational Chart

Final Collaboration/Sustainability

Collaboration:

Elaborate on partners and relationships specifically with other agencies and organizations impacted by the proposed project. See instructions for further information. (maximum length = 3,000 characters)

Gunnison County's Juvenile Services has many examples of collaboration, beginning with the SB 94 Community Evaluation Team in 1999, and the subsequent Health and Human Services Commission and HB 1451 Collaborative Management Project (FAST). GCSAPP began in 2006 and represents a large community coalition whose mission is directed at reducing substance use among youth in Gunnison County. The Health and Human Services Commission serves to assess community needs, coordinate services, develop new programs, and share agency information with the intent to provide the most effective and efficient service delivery system possible. Over 40 area agencies, community members and elected officials participate. The Collaborative Management Project (FAST), now in its fourth year was introduced to provide a multi-agency, family-centered case conferencing and service delivery process. Fourteen partnering agencies have entered into a Memorandum Of Understanding articulating our commitment to work together with a common purpose to assist families in our community. Contracts for services between partnering agencies are also used. Contracts address the overall community goals of reducing juvenile recidivism, child placements, substance use and improving overall outcomes for families. Collaboration reduces duplication and eliminates fragmentation of services. This increases quality, effectiveness of services provided, cost-sharing among service providers, and overall better outcomes and cost reduction for services provided to children and families in our community. The Health and Human Services Commission meets on a quarterly basis focusing on agency communication and community needs identification. Needs assessments are conducted on a yearly basis with the identified needs built into a master strategic plan. The primary focus of these strategic plans has always been heavily focused on juvenile justice planning and addressing the growing needs confirmed through community needs assessments. The HB 1451/ Family Advocacy Support Team (FAST) meets three times per month focused on program planning, information sharing and case consultation. GCSAPP's community coalition meets every other month while engaging an Executive Committee once a month at minimum to oversee county prevention efforts.

Future Funding of Project:

Elaborate on what steps will be taken to sustain this project after these federal funds are no longer available. (maximum length = 2,000 characters)

Gunnison County Juvenile Services is committed to providing a Restorative Practices Program in support of our community. As multiple funding sources support Juvenile Services efforts, over time, staff and financial resources can be allocated to continue the Restorative Justice Program as JAG funds are no longer available.

Final Budget: A. Personnel

Each FTE must be listed separately and be accompanied by a description, which provides justification for the amount budgeted and details the basis for determining the cost of each FTE. For each FTE, explain how the salary and fringe benefit rates were determined. See instructions for further information.

A. PERSONNEL (TOTALS SUMMARY)

	Annual Full Time Amount ($)	Total to be Paid by Grant Funds ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
Totals	$112,872	$29,957	$32,485	($2,528)

Position Title	Annual Full Time Amount ($)	Total To Be Paid By Grant Funds ($)
Restorative Justice Coordinator	$21,000	$21,000
Juvenile Services Director	$91,872	$8,957

Personnel Details

Position Title and Name: Restorative Justice Coordinator

	Annual Full Time Amount ($)	% To Be Paid By Grant Funds	Total To Be Paid By Grant Funds ($)
Salary	$18,500	100.00%	$18,500
Fringe	$2,500	100.00%	$2,500
Overtime	$0	0.00%	$0
Fringe for OT	$0	0.00%	$0
TOTALS	$21,000		$21,000

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Restorative Justice Coordinator will be hired as a part-time employee, 20 hours per week. Salary is based on industry standards for this type of position. Restorative Justice Coordinator will be working with Law Enforcement, Juvenile Diversion, Probation, the District Attorney and the Courts to accept referrals for Restorative Justice conferencing, setting up pre-conferencing sessions with all participants to prepare for the conference and making all arrangements for the actual conference. After the conference, participants will be held accountable to comply with all conference agreements through continued oversight by the Coordinator. Reports and data will be collected and provided to RJ Juvenile Services Supervisor.

Personnel Details

Position Title and Name: Juvenile Services Director

	Annual Full Time Amount ($)	% To Be Paid By Grant Funds	Total To Be Paid By Grant Funds ($)
Salary	$70,924	9.75%	$6,915
Fringe	$20,948	9.75%	$2,042
Overtime	$0	0.00%	$0
Fringe for OT	$0	0.00%	$0
TOTALS	$91,872		$8,957

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Supervision of Restorative Justice Coordinator by Juvenile Services Director budgeted at five hours per week. Restorative Justice Coordinator will be reporting directly to the Juvenile Services Director and advising on progress of referrals for Restorative Justice conferencing and victim offender mediation. Conference outcomes will be reported as well as continued oversight of case contract requirements of the youth. The Juvenile Services Director will help facilitate the community presentations listed in Goal 2. The Juvenile Services Director will hold weekly supervision meetings to staff progress and help mitigate barriers. Performance evaluations through the Gunnison County system will take place at 6 months and one year.

Final Budget: B. Supplies & Operating

Each item must be listed and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. See instructions for further information.

Totals Summary

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($))
Total	$2,300	$4,311	($2,011)

Item	Budget Narrative and Justification	Total ($)
Computer Services	County computer use charges per County's costs for annual laptop use. The total charge of $3,525 will be split with another user in Juvenile Servi...	$1,763
Copies/Printing	Copies and Printing needs for conferencing documents.	$201
Phone Service	Phone service costs- one year fee per County costs.	$336

Supplies & Operating Item Details

Item: Computer Services

Budget Narrative and Justification:

(maximum length = 1000 characters)

County computer use charges per County's costs for annual laptop use. The total charge of $3,525 will be split with another user in Juvenile Services to save funding. The laptop will be used when the Coordinator is preparing notes during pre-conferencing sessions and during the actual conferences. Agreements will be typed up at the conference and participants will be providing signatures on the actual documents and copies will be sent home. The laptop will also be utilized for research and professional training including webinars. This will also allow for data entry as needed.

Total($): $1,763

Supplies & Operating Item Details

Item: Copies/Printing

Budget Narrative and Justification:

(maximum length = 1000 characters)

Copies and Printing needs for conferencing documents.

Total($): $201

Supplies & Operating Item Details

Item: Phone Service

Budget Narrative and Justification:

(maximum length = 1000 characters)

Phone service costs- one year fee per County costs.

Total($): $336

Final Budget: C. Travel

Each travel request must be listed and accompanied by a description, which provides justification for the items and details the basis for determining the cost of each item. For each item added, explain the relationship of each travel related item to the project. See instructions for further information.

Totals Summary

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
Total	$858	$1,033	($175)

Item	Budget Narrative and Justification	Total ($)
Travel - Motor Pool	Travel is incorporated for Coordinator's mobility within Gunnison Valley and to travel to a minimum of one time to a training within Colorado. The ...	$450
Travel- Meals	Money is budget for three days of stipends at $36 per day for out of town training attendance.	$108
Travel - Lodging	Lodging is budgeted for out of town training attendance. The Coordinator will be attending Restorative Justice facilitator and Victim Offender med...	$300

Travel Details

Item: Travel - Motor Pool

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Travel is incorporated for Coordinator's mobility within Gunnison Valley and to travel to a minimum of one time to a training within Colorado. The Coordinator will be traveling to attend a training to become proficient in Restorative Justice conferencing and Victim Offender mediation. This amount would pay for approximately 800 miles of travel by utilizing a County fleet vehicle at .56/mile.

Total($): $450

Travel Details

Item: Travel- Meals

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Money is budget for three days of stipends at $36 per day for out of town training attendance.

Total($): $108

Travel Details

Item: Travel - Lodging

Budget Narrative and Justification:

(maximum length = 1,000 characters)

Lodging is budgeted for out of town training attendance. The Coordinator will be attending Restorative Justice facilitator and Victim Offender mediation training as needed to become proficient in these processes. Three nights at $100 are budgeted for potential two-day training/conference.

Total($): $300

Final Budget: D. Equipment

Each piece of equipment must be listed and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. For each item listed, explain why the proposed equipment is essential to conducting the project. See instructions for further information.

Totals Summary

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
Total	$0	$0	$0

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

Final Budget: E. Professional Services / Consultants

Each vendor must be listed separately and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. For each consulting organization or individual added, explain how the hourly rate or flat rate was determined. See instructions for further information.

Totals Summary

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
Total	$0	$0	$0

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

Final Budget: F. Other

Each item must be listed and be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item. See instructions for further information.

Totals Summary

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
Total	$0	$0	$0

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

Final Budget: G. Indirect Costs

Projects can use up to 10% of the total federal request for administrative costs (including indirect). See instructions for further information.

Totals Summary

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
Total	$0	$3,564	($3,564)

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

Final Budget: H. Total Request

	Amount Recommended/ Requested ($)	Previous Amount Requested/Approved ($)	Difference From Previous Amount ($)
A. PERSONNEL	$29,957	$32,485	($2,528)
B. SUPPLIES & OPERATING	$2,300	$4,311	($2,011)
C. TRAVEL	$858	$1,033	($175)
D. EQUIPMENT	$0	$0	$0
E. PROFESSIONAL SERVICES/CONTRACT CONSULTANTS	$0	$0	$0
F. OTHER	$0	$0	$0
G. INDIRECT/ADMIN COSTS	$0	$3,564	($3,564)
GRAND TOTAL	$33,115	$41,393	($8,278)

Additional Project Funding

Will this project be funded using ADDITIONAL FUNDS other than those provided from this grant? No

Final Financial Management Questions

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

1. What accounting system does your organization use?

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

Blackbaud Accounting Software--Blackbaud Inc. is a supplier of software and services specifically designed for nonprofit organizations. Its products focus on fundraising, website management, CRM, analytics, financial management, ticketing, and education administration.

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

(maximum length = 1,000 characters)

Through the Gunnison County General Fund

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

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

3a. Date of most recent A-133 Audit, Financial Audit or Financial Review: 07/31/2013

3b. Date sent to DCJ: 09/10/2013

3c. Were there any findings, questioned costs or unallocated costs? No

Criteria for managing grant funds

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

4. Does your accounting system separate all revenues and expenditures by funding source? Yes

5. Does your accounting system track revenues and expenditures for each grant award separately through a sub-ledger system?	Yes
6. Does your accounting system allow expenditures to be classified by the broad budget categories listed in the approved budget in your grant, i.e. Personnel, Supplies and Operating, Travel, Equipment and Professional Services?	Yes
7. Does your organization have written financial policies and procedures (specific to grants) in place that describe items such as: meeting all grant requirements, the preparation of grant financial reports and statements, the disclosure of financial documents, the ability for staff to prevent and detect misstatements in financial reporting, a method to trace funds, and a process to maintain and safeguard all cash, real and personal property, and other assets?	Yes
8. Is this grant request for less than $100,000?	Yes
9. Is this grant request for a new project?	Yes
10. Has your organization been in existence for three (3) years or more?	Yes
11. Does the staff assigned to this project have two (2) or more year's prior experience with projects with the same or similar requirements?	Yes
12. Does your organization have internal controls in place, such as: a review process to determine reasonableness, allowability and allocability of costs, separation of duties, dual signatures on certain checks, reconciliations or other fiduciary oversight?	Yes
13. Does your organization reconcile sub-ledgers to your general ledger at least monthly or quarterly if the applicant is a governmental entity?	Yes
14. Are accounting records supported by source documentation such as invoices, receipts, timesheets, etc.?	Yes
15. Does your organization routinely record the grant number or other unique identifier on all source documents such as invoices, receipts, time records, deposit records, etc.?	Yes

16. Does your organization maintain time sheets approved by the employee, supervisor and project director for each employee paid by these grant funds?	Yes
17. Will this grant funded project generate program income?	No

Certification

1. I certify that I am authorized to submit this revised application on behalf of the agency.	
2. I certify all information contained in this revised application is accurate.	
3. I acknowledge that any resulting contract and grant award will include significant state and federal requirements that will have to be adhered to during the grant period. A sample of these requirements is included on the OAJJA website at http://dcj.oajja.state.co.us .	

Submission Summary

Page	Last Updated
Project Information	No Input Required
Recommended Funding	No Input Required
Preliminary Acknowledgement	Please Complete
Applicant Information	Please Complete
Contact Information	05/29/2014
Project Summary	06/03/2014
Project Data	05/29/2014
Collaboration/Sustainability	05/29/2014
Personnel	06/03/2014
Supplies & Operating	06/03/2014
Travel	06/04/2014
Equipment	No Input Required
Professional Services & Consultants	No Input Required
Other	No Input Required
Indirect Costs	No Input Required
Total Request	05/29/2014
Financial Management Questions	05/29/2014
Certification	Please Complete

Notes:

CCR expiration date must be on or after the transaction date. Grantee must update the CCR Expiry Date in their Applicant Profile.