# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**AgendaTitle:**
Consent 05 - Colorado Justice Assistant Grant 2015 Application; Gunnison County Juvenile Services Department; Restorative Justice Project; 10/1/15 thru 9/30/16; $29,804

**Action Requested:** Motion

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

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

**Summary:**
This is a year 2 continuation application for the Justice Assistance Grant (JAG) for the Restorative Justice program offered through Juvenile Services.

**Fiscal Impact:** $29,804

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

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

Comments:

This is a renewal application. It is included in the 2015 County Budget. This grant is on a federal fiscal year so the 10% reduction will not make much of an impact this CFY.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/2/2015

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

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 3/4/2015 Certificate of Insurance Required Yes ( ) No (●)

**County Manager Review:**

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 3/6/2015

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

Agenda Date: 3/17/2015 Follow Up Agenda Date:

*Revised April 2013*

# Applicant Information

## Colorado Justice Assistance Grant 2015

### Project Information

**Project Title:** Restorative Justice
**Project Number:** 2015-DJ-15-008665
**Project Director:** Erin Ryan
**Type of Funding for this Project:** Continuation
**Requested Amount($):** $29,804

**All Continuation Projects must be 10% less than the prior year approved budget.**

**Project Duration:**
**From:** 10/01/2015
**To:** 09/30/2016

### Applicant Details

**Applicant Agency Name:** Gunnison County Juvenile Services
**Applicant Legal Name:** Gunnison County
**DUNS(+4) Number:** 133115220
**SAM Expiration Date:** 08/05/2015
**Tax Identification #:** 846000770
**Entity Type:** Public / Government
**Entity Sub-Type:** County
**Entity Function:** Youth Services

### Implementing Agency

**Same as Applicant:** Yes

# Contact Information

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

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

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

| Contact Type | First Name | Last Name | Phone | Email |
|---|---|---|---|---|
| Primary Contact | Janet | Reinman | 970-641-7902 | jreinman@gunnisoncounty.org |
| Project Director | Erin | Ryan | 970-209-7707 | eryan@gunnisoncounty.org |
| Signature Authority | Matthew | Birnie | 970-641-0248 | mbirnie@gunnisoncounty.org |
| Financial Officer | Jane | Wyman | 970-641-7671 | jwyman@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:** | Project Director |
| **Salutation:** | Ms. |
| **First Name:** | Erin |
| **Last Name:** | Ryan |
| **Title:** | Restorative Justice Coordinator |
| **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:** | 970-209-7707 |

**Fax:** 970-641-9079
**Email:** eryan@gunnisoncounty.org

# Contact Details

**Contact Type:** Signature Authority
**Salutation:** Mr.
**First Name:** Matthew
**Last Name:** Birnie
**Title:** County Manager
**Agency Name:** Gunnison County
**Address Line 1:** 200 E. Virginia Ave.
**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 E. Virginia Ave.
**Address Line 2:**

**City/Town:** Gunnison
**State:** Colorado
**Zip Code + 4:** 81230-2248
**Phone Number:** 970-641-7671
**Fax:**
**Email:** jwyman@gunnisoncounty.org

# Project Summary

## Project Summary:

Include a brief description of how this project will address the 2015 JAG goal. 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)

This project will address the JAG goals by continuing to make available a Restorative Justice program intended to provide victim offender mediation and family group conferencing to referred youth from Juvenile Diversion, District Courts, and the District Attorney' office.
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 $600/ participant.

**Purpose Area:** Corrections and Community Corrections

**Prior JAG Funding for this project:** Yes

### List ALL prior JAG Funding for this Project Only.

| Amount Awarded | Grant Number | Project Title | Purpose Area | Grant Period |
|---|---|---|---|---|
| $33,115 | 2014-DJ-14-003228-04-1 | Restorative Justice Program | Corrections and Community Corrections | 10/01/14 - 09/30/15 |
| | | | | |
| | | | | |

## 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 Road maps (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."

## 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($):** $600.00

**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.

# Target Service Area

## 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

# 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 if JAG funds are no longer available.

# Continuation Applicants

## Project Accomplishments:

Provide a brief synopsis of what this project accomplished with its previous grant award. (maximum length = 2,000 characters)

The primary accomplishment thus far has to reestablish a strong and effective Restorative Justice Program in Gunnison and Hinsdale Counties. This includes having held community-wide trainings to educate and train community members and appropriate agencies in the Restorative Justice process. In this process, creating new referral forms, effective evaluations and surveys, informative and educational pamphlets and brochures, and out reach to the local schools, law enforcement, churches, and other potential referral sources. With all of this initial effort and outreach, these sources have then been able to refer appropriate youth and their families to the Restorative Justice Program as an alternative to entering into the court system and/or receiving school-based discipline or consequences. Seven youth have been served so far and 12 community members at the half-way point.

## Project Changes:

Describe any significant project changes (programmatic or budgetary) from the previously funded project. See instructions for further information. (maximum length = 5,000 characters)

The primary change is related to the budget. The there will only be two budget categories used; personnel and travel.

## Evaluation of Past Progress:

Summarize the extent to which each of the project's goals and/or objectives were met, with supporting data included. See instructions for further information. (maximum length = 5,000 characters)

Implementing RJ as a Diversion option has included initially receiving the appropriate training, then meeting with law enforcement, school staff, research of RJ training, updating of forms, and contacting prior volunteers who are interested in serving as community members for the conferences. All youth who have been given RJ as an option under Gunnison County Juvenile Diversion program have agreed and committed to completing family group conferencing and have all agreed to complete a contract and participant survey. RJ presentations and trainings have been given to the both the Gunnison Middle School and Crested Butte Community School school counselors and principals, the local Union Congregational Church's 8 board members. All show excitement about using a Restorative Justice Process in the school again. Information was given related to the goals and objectives of this grant. Organizations on the list to provide Restorative Justice training include: a) The Center for Mental Health, b) Gunnison County school district to include teachers and faculty, c) Gunnison Policy Department, d) FAST team, e)Chamber of Commerce, and f) Gunnison County Mentors. A power point presentation is being created for training, and an effective measurement survey is being created to be given pre/post training. Once completed, this will be given before and after each RJ training. It appears that not only with these initial trainings to 12 community members, as well as having served 7 youth thus far under the restorative justice model, we are on track for meeting the goals of having served a total of 30 community members and 20 youth, for 2015 will certainly be met with no problem.

# Project Plan

## 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 will continue to implement is to continue to expand the Restorative Justice Program within Gunnison County's Juvenile Services Department. We will continue providing facilitation of VOM's and family group conferencing for referred cases from Juvenile Diversion, District Courts, and GCSAPP. It will continue to expand 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 continues to be the ability 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,the Restorative Justice Program builds further capacity to provide more services to support the one school disctrict in the county, RE1J, with disciplinary actions that reduce suspension days and expulsion rates and to build sustainability for the program over time. Erin Ryan, the Restorative Justice Coordinator has had 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 has also been provided to her. 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 does 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. This project uses a collaborative approach to prevent and reduce crime and delinquency, repairs harms, as well as bridging 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 Erin Ryan, Restorative Justice Program Coordinator.

# 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 October, 1, 2016 |
| **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 October 1, 2016 |
| **1.3** | Collaborate with law enforcement for youth referrals | 90% of Restorative Justice conferences will include Law enforcement participation | Number of law enforcement officers participanting in conferences | By October 1, 2016 |

**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 October 1, 2016 |
| **2.2** | | | | |
| **2.3** | | | | |

**Goal 3 (If needed):**

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

## Project Evaluation:

Describe the approach for evaluating 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. To date, 7 youth have been served in this process and 12 community members have had an RJ informative training.

# Budget: 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 ($) | Total to be Paid by Grant Funds ($) |
|---|---|---|
| **Totals** | $112,372 | $29,294 |

| Position Title | Annual Full Time Amount ($) | Total To Be Paid By Grant Funds ($) |
|---|---|---|
| Restorative Justice Coordinator | $20,500 | $20,500 |
| Juvenile Services Director | $91,872 | $8,794 |

# 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** | $18,000 | 100.00% | $18,000 |
| **Fringe** | $2,500 | 100.00% | $2,500 |
| **Overtime** | | | $0 |
| **Fringe for OT** | | | $0 |
| **TOTALS** | $20,500 | | $20,500 |

**Budget Narrative and Justification:**

(maximum length = 1,000 characters)

Restorative Justice Coordinator has been 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 continue to work 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, 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 | 9.52% | $6,752 |
| **Fringe** | $20,948 | 9.75% | $2,042 |
| **Overtime** | | | $0 |
| **Fringe for OT** | | | $0 |
| **TOTALS** | $91,872 | | $8,794 |

**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 meeting to staff progress and help mitigate barriers. Performance evaluation through the Gunnison County system will take place at 6 months and one year.

# Budget: 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 Requested ($) |
|---|---|
| **Total** | $0 |

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

# Budget: 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 Requested ($) |
|---|---|
| **Total** | $510 |

| Item | Budget Narrative and Justification | Total ($) |
|---|---|---|
| Travel | Travel is incorporated for Coordinator's mobility within the Gunnison Valley and to travel to a minimum of one time to a training within Colorado. ... | $510 |

# Travel Details

**Item:** Travel

**Budget Narrative and Justification:**

(maximum length = 1,000 characters)

Travel is incorporated for Coordinator's mobility within the 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 more proficient in Restorative Justice Conferencing and Victim Offender mediation. This amount would pay for approximately 887 miles of travel by utilizing a county fleet vehicle at .575/mile.

**Total($):** $510

# Budget: 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 Requested ($) |
|---|---|
| **Total** | $0 |

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

# Budget: 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 Requested ($) |
|---|---|
| **Total** | $0 |

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

# Budget: 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 Requested ($) |
|---|---|
| **Total** | $0 |

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

# Budget: Indirect Costs

See instructions for further information.

## Totals Summary

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

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

# Budget: Total Request

| | Amount Requested ($) |
|---|---|
| **PERSONNEL** | $29,294 |
| **SUPPLIES & OPERATING** | $0 |
| **TRAVEL** | $510 |
| **EQUIPMENT** | $0 |
| **PROFESSIONAL SERVICES/CONTRACT CONSULTANTS** | $0 |
| **OTHER** | $0 |
| **INDIRECT/ADMIN COSTS** | $0 |
| **GRAND TOTAL** | $29,804 |

## Additional Project Funding

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

# 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:** 07/31/2014

**3b. Date sent to DCJ:** 02/26/2015

**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 |

# Attachments (Organizational Chart)

If the project is requesting funds for personnel, please attach an organizational chart.

| Document Type | Required? | Document Description | Date Attached |
|---|---|---|---|
| Organizational Chart | No | Organizational Chart | 02/27/2015 |

# Attachment Details

**Document Description:** Organizational Chart

# Attachments (Letters of Priority and Support)

If an agency will be submitting multiple projects for the current funding opportunity, a letter must be submitted listing projects in order of priority including a reason of the rank.

Please provide letters of support as appropriate.

See instructions for further information.

| Document Type | Required? | Document Description | Date Attached |
|---|---|---|---|
| Letters of Support | No | | |
| Priority Letter | No | | |

# Attachment Details

**Document Description:**

# Attachment Details

**Document Description:**

# Submission Summary

| Page | Last Updated |
|---|---|
| **Applicant Information** | 02/27/2015 |
| **Contact Information** | 02/27/2015 |
| **Project Summary** | 02/26/2015 |
| **Service Area** | 02/25/2015 |
| **Collaboration/Sustainability** | 02/25/2015 |
| **Continuation Applicants** | 02/26/2015 |
| **Project Plan** | 02/25/2015 |
| **Goals & Objectives** | 02/26/2015 |
| **Personnel** | 02/20/2015 |
| **Supplies & Operating** | No Input Required |
| **Travel** | 02/27/2015 |
| **Equipment** | No Input Required |
| **Professional Services** | No Input Required |
| **Other** | No Input Required |
| **Indirect Costs** | No Input Required |
| **Budget Total Request** | 02/20/2015 |
| **Financial Management** | 02/27/2015 |
| **Organizational Chart** | 02/27/2015 |
| **Letters Priority/Support** | No Input Required |