

APPLICANT REGISTRATION & APPLICATION INSTRUCTIONS FOR THE STATE JUVENILE DIVERSION PROGRAM

SFY 2017-2018
Year 1 of 3



DIVISION OF CRIMINAL JUSTICE
Office of Adult and Juvenile Justice Assistance (OAJJA)

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1 GENERAL INFORMATION

1.1 Timeline

Announcement and Application Available via ZoomGrants	October 11, 2016
Pre-Application Validation Deadline [You CANNOT begin completing your application while the validation is in process]	November 4, 2016
Instructional Webinar on ZoomGrants is located on the DCJ Grants Training Page	October 11, 2016
Questions regarding the Juvenile Diversion announcement/project application must be submitted in writing by Fax: 303.239.4491 attention Michele Lovejoy or Email: michele.lovejoy@state.co.us	By October 28, 2016
Answers to Questions will be posted to OAJJA Webpage Website	October 31, 2016
Project Application Deadline Submit Application on-line on or before 5:00 PM on THURSDAY, NOVEMBER 10, 2016	
Notification of funding recommendations via ZoomGrants	Early January 2017
Requests For Reconsideration Deadline For Projects Recommended For Denial of Funding Request	Mid-January 2017
Notification to appellants of final funding recommendations	Mid-February 2017
Grant Agreements (GA) emailed to grantees	By June 2017
Project Duration: July 1, 2017 to June 30, 2018	

If you experience problems or have questions about how to use the new ZoomGrants system, contact Michele Lovejoy at 303-239-5712 or Lyndsay Clelland at Lyndsay.Clelland@state.co.us

NOTE: You will not be able to submit your application until your Pre-Application has been validated by the state. This validation process takes 3 to 5 days. Therefore, submit your Pre-Application as soon as possible. If your applicant profile is not validated by **November 4, 2016**, you may not be able to submit your project application.

1.2 How to Apply

PROJECT SUBMISSION: Project applications must be submitted on or before, THURSDAY, NOVEMBER 10, 2016 by 5:00 P.M.*

PROJECT APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN ZOOMGRANTS. Failure to submit a complete a project application may result in denial of funding. Part of the application process will be to attach needed documents. You will have the ability to download needed documents and attach in ZoomGrants with your application submission. See Section 10 Attachments for complete checklist of attachments.

***PLEASE NOTE:** You will not be able to submit your project application until your Pre-Application has been validated by DCJ. This validation process takes 3 to 5 days. You **CANNOT** fill out your application while the validation is in process. Once your Pre-Application has been validated, you will be able to complete and submit your project application.

1.3 Issuing Office

These Juvenile Diversion funds are issued by the State of Colorado by the Colorado Department of Public Safety, Division of Criminal Justice (DCJ), in conjunction with the Juvenile Justice and Delinquency Prevention (JJDP) Council. DCJ is the sole point of contact concerning these funds and all communications must be made through the Division of Criminal Justice.

1.4 Purpose of the Funds

Per Colorado Statute, the goal of diversion is to prevent further involvement of juveniles in the formal justice system (19-1-103(44) C.R.S.). Juvenile diversion programs should be community-based alternatives to the formal court system for youth between the ages of 10-17 who have been issued a summons or taken into custody for misdemeanor or felony offenses at the district court level. Programs should concentrate on holding the youth accountable for their behavior while involving them in programs and activities to prevent future criminal and delinquent behavior. Programs of this type provide local communities alternatives for holding youth accountable for their behavior, can help change the way youth think about their behavior, ensure that youth take responsibility for their actions, and ensure that victims and communities feel safe and restored. The Division of Criminal Justice requires adequate resources to administer the Diversion program in order to ensure appropriate and responsible diversion programming that is research-based and founded on best practice.

In Colorado, diversion, pursuant to 19-2-303(2) C.R.S., may take place either at the **pre-filing level** as an alternative to the filing of a petition, pursuant to section 19-2-512, or at the **post-adjudication level** as an adjunct to probation services following an adjudicatory hearing, pursuant to 19-2-512, or **at disposition** as a part of sentencing pursuant to section 19-2-907.

The type of Diversion programs that can be supported with this funding are those **within district attorneys' offices**, or **formally designated by a district attorney's office**, to ensure the successful legal diversion of juveniles from formal court action through pre-file diversion. Diversion is intended for juvenile cases presented for filing by law enforcement and determined to have legal sufficiency for prosecution through an intake assessment but, based on local criteria, are referred for diversion consideration.

1.5 Target Population

Youth between the ages of 10-17 who have been or could have been issued a summons or taken into custody for misdemeanor or felony offenses eligible for a delinquency filing by the District Attorney.

Youth involved in the justice system due to municipal code violations or status offenses are not eligible for state-funded diversion services.

1.6 Eligible Applicants

Eligible applicants for these funds include District Attorneys' Offices and District Attorney-designated Community-Based Organizations that have established or can demonstrate their ability to establish a method for delivery of diversion services. **A District Attorney's Certification form is required to demonstrate this relationship.**

Applicants may propose to subcontract any or all of the required activities, but are not required to do so. Subcontractors can be other state or local agencies, or private not-for-profit organizations as identified under Section 501(c) (3) of the Federal tax code.

AN APPLICANT AGENCY THAT SUBCONTRACTS FOR WORK TO BE PERFORMED SHALL RETAIN SOLE RESPONSIBILITY FOR THE PROJECT AND SHALL BE THE ONLY DIRECT RECIPIENT OF FUNDS.

1.7 Amount Available

These state funds are made available through the Colorado General Assembly, which appropriated approximately \$1.2 million in general funds to help support juvenile diversion programming as authorized under §19-2-303, C.R.S.

1.8 Award Period

Juvenile Diversion Applicants are eligible for up to three years of funding contingent upon the availability of funds and performance of the subgrantee. Second and third year funding cannot exceed the amount of the first year of funding.

Awards will be made on an annual basis, for twelve-month periods, the first cycle from July 1, 2017 through June 30, 2018 and the second and third cycle following the same timeline (July-June). Individual award amounts will be determined by the number of eligible applications that are received, the quality of the applications and total amount of funds available. Funds for each year must be encumbered by June 30th of the contract period.

Prior to receipt of second and third year funding, Juvenile Diversion grantees will submit abbreviated applications for review and approval by the JJDP Council. The abbreviated second and third year applications will include: progress on goals and objectives, lessons learned, project changes, updated goals and objectives, sustainability plan, and updated budgets.

1.9 Requirements

1.9.1 Match Requirement

The Juvenile Diversion Program requires a **non-state cash and/or in-kind match** equal to 25% of the total project costs. Match can be calculated by taking the state funds amount requested, dividing by 3 and rounding up (if necessary) to a whole number. (See the budget section below for additional information regarding match.)

1.9.2 ***DA Designation***

All non-District Attorney Office applicants are required to complete and submit (through ZoomGrants) a District Attorney's Certification form. The form demonstrates a formal collaboration with your local District Attorney's office.

1.9.3 ***EB Screening and Assessment***

All youth served with state-funded Juvenile Diversion and Marijuana Tax Cash Fund dollars must be screened and assessed for substance use and mental health issues with the use of evidenced-based instruments.

1.9.4 ***Participation in Evaluation***

All successful applicant are required to participate in the evaluation of the juvenile diversion program to include the use of the two instruments; the Intake/Exit form and Pre/Post Survey and any other associated activities.

1.9.5 ***Restorative Justice***

Programs that receive Juvenile Diversion funds must provide a list of Restorative Justice Practices provided to program youth.

1.9.6 ***CAC Certification Requirements***

Applicants requesting assistance in achieving Certified Addictions Counseling, (CAC) status, indicate the number of staff, level of CAC Certification, cost per class, and timeframe. Attach certifications in ZoomGrants (Documents tab) upon completion of coursework.

1.9.7 ***License to Provide Substance Use Disorder Treatment to Juveniles***

Applicants that are or intent to provide substance use disorder treatment to youth must be licensed with the Office of Behavioral Health, Department of Human Services. Submit proof of licensure in ZoomGrants (Documents tab).

1.10 **Juvenile Diversion Research and Evaluation**

The Division of Criminal Justice contracted with the OMNI Institute to evaluate the juvenile diversion programs funded by the state of Colorado. The evaluation is intended to better understand the services and outcomes of the program in order to allow providers, state agencies, and other stakeholders to make more informed decisions and improve the provision of services to youth. The JJDP Council crafted several research questions that OMNI was required to address.

In order to address the research questions, each grant funded agency utilize two tools to collect the necessary demographic and short-term outcome data for the statewide evaluation: an Intake/Exit Form and a Pre/Post survey. Recidivism is the long-term outcome measure tracked for all grant-funded agencies by the evaluator.

Several reports were created, in addition to the final report that answered the research questions presented by the Council. These earlier reports included a Diversion Literature Review, Diversion Intake and Assessment Practices Report, Diversion Qualitative Analyses Report, as well as, annual recidivism reports, and other interim reports provided upon request.

Applicants should thoroughly review all the publicly available Juvenile Diversion Evaluation reports prior to developing their application. These reports can be located on the OAJJA website as well as on the Juvenile Diversion portal at: <https://sites.google.com/a/state.co.us/dcj-oaji/publications-reports/juvenile-diversion->

evaluation

Key Findings

One of the major questions asked regarding juvenile diversion programs was if the programs were effective. Eighty-seven percent of youth successfully completed their diversion program. Of the youth who successfully completed the program, 13% re-offended within 1 year after program completion compared to 28% of youth re-offended after unsuccessfully exiting the program.

Males were more likely to recidivate than females, fifteen percent versus ten percent. Youth with prior police contact were more likely to recidivate than those who did not have prior police contact.

Receiving more restorative services was predictive of a lower likelihood of recidivism, both for youth with and without prior contact with police.

Assessment and/or treatment for substance use or mental health issues, restorative justice and supervision services were associated with reduced recidivism through their impacts on the short-term outcomes. This suggests that these may be important components for successful diversion programs.

Youth with varying demographic and background factors were generally equally likely to show positive changes in short-term outcomes and correspondingly reduced risks of recidivism. This suggests that diversion may be successful for multiple populations.

Disproportionate Minority Contact

The evaluation also examined the number of minority youth being served by juvenile diversion programs and discovered significant underrepresentation of African American youth served by Juvenile Diversion Programs and slight underrepresentation of Hispanic in juvenile diversion compared to white youth. White youth were 5 times more likely to be served in DCJ-funded juvenile diversion than black youth based on rates of arrest in the funded judicial districts.

Screening and Assessment

The foundation for preventing and intervening in the trajectory of delinquency and offending behavior lies in fully understanding and identifying risk factors, which relies heavily on screening and assessment tools. The identification of an appropriate screening or assessment tool is extremely important. Best Practice says that screenings and assessments should be used at the earliest point and should take place on an ongoing basis in order to be responsive to the dynamic nature of youth risks and needs.

General Best Practices

Several best practices of effective diversion programs are agreed upon in the literature:

- systematic and standardized screening and assessment,
- use of holistic, family-centered interventions, and
- development and use of a wide network of community-based services.

1.11 Reporting Requirements

The Division of Criminal Justice (DCJ) requires quarterly reports that document the project's progress toward meeting its goals and objectives, and its expenditures under the approved budget. DCJ maintains the right to withhold grant payments if reporting requirements are not met in a timely manner. Applicant will be paid on a reimbursement basis only. All quarterly reports are due by the 15th day following each calendar quarter and must be submitted on-line using [ZoomGrants](#).

DCJ has contracted with OMNI Institute to conduct ongoing evaluation of the state-funded Juvenile Diversion program to determine program effectiveness. As part of this ongoing evaluation all grantees are **required** to administer two instruments on each youth served with diversion funds: a. Intake/Exit Data Form (demographic/process data), and b. Pre/Post Survey (short-term outcome data). Recidivism will also be tracked as the long-term outcome. Therefore, grantees will also be expected to track this information. Finally, OMNI has worked with the Division of Criminal Justice to develop a customized ETO (Efforts to Outcome) on-line reporting system for the Diversion Program in which grantees will enter the Intake/Exit data. Grantees also are able to access data regarding the youth served by running either established or ad hoc reports.

1.12 Funding Decision Criteria

The JJDP Council will review and judge the proposals received based on their adherence to the factors stated below. Failure of the applicant to provide any information requested in the application announcement or instructions may result in disqualification of the application.

Applicant Agency Capacity. Applicant agency is shown to have the resources and necessary skill sets to be adequately managing the project.

Problem Statement: The application clearly describes the target population, using relevant data to explain the nature and extent of the problem among the target population. The problem or issue to be addressed is clearly documented with relevant existing data for the geographic area and target population of the project and not broader in scope. The sources for the data are cited in a clear and verifiable format. Analysis is substantiated by reference to research literature and/or documented prior program experience.

Project Description: Specific project activities and services are clearly described including program acceptance and referral criteria, graduated sanctions utilized, and process for referral of youth to court if youth fails to complete program requirements. Unique program characteristics and features that will ensure project success are clearly identified. If part of a larger program, the project and associated costs is clearly defined.

Population to be Served: The applicant describes the age, gender, race/ethnicity of the target population and how they intend to meet needs of youth and their families. Applicant addresses how they intend to meet the needs of youth and families with Limited English Proficiency.

Goals and Objectives: Applicant addresses how they will accomplish their stated goals and objectives, number of youth they intend to serve, cost per client and clearly describes the types of services that will be provided and the responsible parties. Goal statements provide an overall understanding of the impact the project will have on the identified problem. Objectives are clear, complete, concise, realistic, measurable, and relate to the goal statement. Outcomes are described in measureable terms.

Quality Assurance Plan: Define the outcome, impact, or product you intend to achieve. Explain how you will document the progress on your objectives and explain how you will measure the degree to which your grant-funded activities are achieving the intended outcome, impact, or product.

Describe the capacity and commitment of staff to collect, track, and enter DCJ-required data for youth served by the program. Provide detailed information regarding tracking pre-discharge recidivism.

Past Performance: Applicant address progress made towards attaining goals and objectives of the current grant. Applicant must discuss any project changes, and lessons learned.

Collaboration and Sustainability: Project/program actively collaborates with other agencies and groups in the communities for purposes of resource sharing; coordination of efforts and it is evident that duplication of services has been addressed. Evidence is provided of past successful collaboration projects. Applicant demonstrates collaboration between proposed Diversion program and the District Attorney's Office and/or the referring agency. A sustainability plan beyond these grant funds is provided.

Budget: The budget is reasonable, necessary and efficient, and clearly relates to specific goals and the expenses needed to complete this project. Budget document is completed with accuracy, including a budget narrative that describes in detail all project costs listed on the budget pages. Sources of other support are shown. A **cash and/or in-kind match** of 25% have been identified and a Certification(s) provided.

The Council will fund those applicants whose proposals are most responsive to the specifications and within the available funds. **Please read these grant application instructions thoroughly before you begin, and while you are writing the proposal.**

1.13 Reconsideration Process

Scoring criteria will be strictly adhered to and many requests may not be funded. Only those applications that are recommended for zero funding are eligible to request reconsideration. Specific reasons for denial of funding will be sent to applicants within five working days of the completion of the Council recommendation process. Any applicant receiving notification of a denial of funding may exercise its right to request reconsideration if done so within ten calendar days after receipt of the denial notification. The JJDP Council shall make a final decision based on the request for reconsideration. Any applicant requesting reconsideration must submit, in writing, all rebuttal information (limited to what was in the original application submitted, **new information will not be accepted**) with the request for reconsideration to the Division of Criminal Justice. Reviews will be limited to the reasons, documented in the notification letter, for which the application was denied. In all cases, the decision of the JJDP Council shall be final.

1.14 Rejection of Proposals

The Division of Criminal Justice reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Colorado and the program to do so. The Division of Criminal Justice reserves the option of holding for further consideration those applications with merit that were not funded. Any further consideration is dependent upon the availability of funds.

1.15 Accountability and Transparency

All potential grant applicants who plan to apply for funding from the Colorado Division of Criminal Justice must ensure that their agency has a Dun & Bradstreet Data Universal Numbering System (DUNS) number and has registered with the System for Award Management or **SAM** (previously called CCR) database. These are required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.

A DUNS number is a unique number that identifies an organization and helps track the distribution of grant money. Verify whether or not your agency has a DUNS number and a current registration in SAM.

If your agency does not have a DUNS number, and/or is not currently registered in SAM, begin these processes now due to the time required to complete these. Grant awards without a DUNS number and a current registration in SAM will have a Special Condition placed on award documents to complete this requirement within 30 days of the start of the grant project period. It is imperative that this timeframe is met per reporting requirements under the Transparency Act.

To obtain a DUNS number online, go to the DUNS registration website at <http://fedgov.dnb.com/webform/displayHomePage.do> or call the Dun & Bradstreet hotline at 1-866-705-5711. You will receive a DUNS number at the conclusion of your phone call. There is no cost associated with obtaining a DUNS number. Your DUNS number is required as part of the SAM registration process.

Review the User Guides and Helpful Hints at <https://www.sam.gov/portal/public/SAM/> before registering. Gather the necessary information prior to starting the registration process. This could take several weeks. Allow 30-60 minutes to complete the registration. To register with SAM, <https://www.sam.gov/portal/public/SAM/> click on Registration/Update Entity on the middle of the page. Contact the Federal Service Desk <http://www.FSD.gov> with any questions. Once you have completed the online SAM registration, please allow at least ten (10) business days to receive your valid registration

NOTE: IF YOU DO NOT HAVE A DUNS NUMBER OR ARE REGISTERED WITH SAM, YOU WILL NOT BE ABLE TO SUBMIT YOUR PROJECT APPLICATION ON-LINE.

1.16 Additional Information

Where activities supported by funded projects produce original computer programs, writing, sound recordings, pictorial reproductions, drawing or other graphical representation and works of any similar nature (the term of computer programs includes executable computer programs and supporting data in any form), the government has the right to use, duplicate and disclose, in whole or in part in any manner for any purpose whatsoever and have others to do so. If the material is copyrightable, the subgrantee may copyright such, but the government reserves a royalty-free non-exclusive and irreversible license to reproduce, publish and use such materials in whole or in part and to authorize others to do so. The subgrantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts of employment, consultant agreements, contracts, or subcontracts. Subgrantees must agree and otherwise recognize that the government shall acquire at least an irrevocable non-exclusive royalty free license to practice and have practiced throughout the world for governmental purposes any invention or discovery made in the course of or under the subgrant.

If funds will be used for juvenile sex offender treatment, providers must be on the Sex Offender Management Board (SOMB) Approved Provider List.

1.17 Definitions/Acronyms/Abbreviations

CMP	Colorado's Collaborative Management Program (CMP) is the voluntary development of multi-agency services provided to children and families by county departments of human / social services and other mandatory agencies including local judicial districts, including probation; the local health department, the local school districts(s), each community mental health center and each Mental Health Assessment and Service Agency (BHO).
	<p>CMPs collaborate to develop a more uniform system of management that includes the input, expertise and active participation of parent or family advocacy organizations to:</p> <ul style="list-style-type: none"> • Reduce duplication and eliminate fragmentation of services provided • Increase the quality, appropriateness and effectiveness of services provided • Encourage cost-sharing among service providers • Lead to better outcomes and cost reduction for services provided to children and families in the child welfare system
Eight (8) Principles of Effective Interventions	of National Institute of Corrections (NIC) in collaboration with the Crime and Justice Institute assembled to define the basic principles of EBP. These principles serve as the foundation to reduce recidivism among the offender population. http://nicic.gov/Library/019342
Applicant Agency	The agency which is applying for the Juvenile Diversion funds.
Assessment	Tool to determine those characteristics of the individual and his or her life situation that may influence treatment decisions and contribute to the success of treatment.
Cultural Competence	The ability to effectively engage and interact with individuals from other cultures. Policies, practices, and delivery of services in a way that takes into account cultural factors and by ensuring use of cultural knowledge in training, screening and assessment and policy administration
DCJ	Division of Criminal Justice- One of four divisions within the Colorado Department of Public Safety
Disproportionate Minority Contact (DMC)	A rate of contact with the juvenile justice system among juveniles of a specific minority group that is significantly different from the rate of contact for whites (i.e., non-Hispanic Caucasians) or for other minority groups
DUNS	Dun & Bradstreet Data Universal Numbering System (DUNS) number which is a unique number that identifies an organization and helps track the distribution of grant money. These are required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.
Graduated Sanctions	A graduated sanctions system is a set of integrated intervention strategies designed to operate in unison to

enhance accountability, ensure public safety, and reduce recidivism by preventing future delinquent behavior. A graduated sanction system implies that the penalties for delinquent activity should move from limited interventions to more restrictive (i.e., graduated) penalties.

Implementing Agency The agency that is responsible for the actual implementation of the project, and may be the same as the applicant agency, a component of it, or another agency entirely. For example, the applicant agency is the District Attorney's Office, but a Restorative Justice Program is the implementing agency.

Legal Entity The legal entity is the parent agency for the applicant, such as City of Lakewood if the applicant is the Lakewood Police Department or the Colorado Department of Human Services if applicant is the Division of Child Welfare. At times the applicant agency and legal entity will be one and the same.

JJDP Council The Juvenile Justice and Delinquency Prevention (JJDP) Council is a Governor-appointed board that sets funding priorities, reviews applications and makes funding recommendations. The Council is composed of twenty-six Governor-appointed members, representing various agencies and private citizens around Colorado.

Grant Agreement (GA) Contract document issued to approved projects. This document details the budget and other special considerations necessary for disbursement of funds to grantees. Along with the project application and any supporting documents, it is the contract between DCJ and the applicant agency and replaces the Statement of Grant Award or SOGA used as the contract in prior years.

OAJJA Office of Adult and Juvenile Justice Assistance. The office within DCJ that administers the Juvenile Diversion funds.

Recidivism The definition of recidivism adopted by the state of Colorado is:

- Pre-Discharge Recidivism: A filing for a new felony or misdemeanor offense that occurred prior to discharge from Juvenile Diversion programming.
- Post-Discharge Recidivism: A filing for a new felony or misdemeanor offense that occurred within one year following discharge from Juvenile Diversion programming.

Relative Rate Index (RRI) A method which involves comparing the relative volume (rate) of activity for each major stage of the juvenile justice system for minority youth with the volume of that activity for white (majority) youth. RRI provides a single index number that indicates the extent to which the volume of that form of contact or activity differs for minority youth and white youth.

A rate above 1 is disproportionate contact at that point in the juvenile justice system.

A rate below 1 is under representation at that point in the juvenile justice system.

SAM	System for Award Management (SAM) is a federal database for which there is a requirement to register as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.
Screening	The formal process of testing to identify individuals with particular problems/issues, or those who are at risk for developing problems in certain areas. Screening is used to determine whether an individual warrants further assessment at the current time.
Signature Authority	This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head.
Status Offense	A juvenile offender who has been charged with or adjudicated for conduct which would not under the law of the jurisdiction, in which the offense was committed, be a crime if committed by an adult.
ZOOMGRANTS	The Grant Management System in which projects are submitted and grants administrated from the project application through grant close out stages.

1.18 Application Tips

1. A DUNS number and registration with SAM is required to submit your project application on-line.
2. You will not be able to submit your project application until your Pre-Application in [ZoomGrants](#) has been validated by the DCJ. You **CANNOT** fill out your application in ZoomGrants while the validation is in process. This validation process takes 3 to 5 days. Therefore, submit your Pre-Application as soon as possible. If your applicant profile is not validated by **November 4, 2016**, you may not be able to submit your project application.
3. Be aware that the JJDP Council is comprised of subject matter experts within the criminal and juvenile justice system. Assume a high level of understanding and expertise of readers when completing your problem statement and project plan. This often helps in keeping the language short and to the point.
4. Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project with you look over and verify your proposed budget.
5. Eliminate jargon wherever possible.
6. Make sure there is a thread that ties the project application together from the problem statement through the evaluation, the elements should all be related, flow, and make sense.
7. Illustrate the collaborative efforts where appropriate. This is vitally important when grant projects involve or potentially impact other agencies or systems.
8. Treat evaluation as an integral part of the proposal and not as an afterthought.
9. Double-check the budget descriptions to make sure that all figures add correctly.

10. Organize goals and objectives.
11. Goals and objectives and the evaluation (the project as a whole) should be viable.
12. Justify and explain all budget items and calculations in the budget narrative.
13. For continuation, applicants/projects explain what has changed from the previous year.

2 NAVIGATING ZOOMGRANTS AND SETTING UP NEW ZOOMGRANTS ACCOUNTS

Agencies receiving 2016-2017 Juvenile Diversion funds already have a ZoomGrants account. New agencies will need to set up a new account.

Visit the [DCJ ZoomGrants Training page](#) for detailed information on navigating ZoomGrants and creating a new account.

3 SUMMARY AND PRE-APPLICATION/ORGANIZATIONAL DETAILS TABS

Applications will be completed in the new online grants management system [ZoomGrants](#).

The summary and pre-application/organizational details screens **MUST** be submitted and approved by DCJ before the application can be completed.

It will take up to 5 days to validate the information. Submitted the Summary and Pre-Application/Organizational Details screens no later than **November 4, 2016 by 5:00 P.M.** in order to submit your juvenile diversion project application that is **DUE THURSDAY, NOVEMBER 10, 2016.**

3.1 Summary Tab

3.1.1 Summary

Project Name/Project Title: Enter the title of the proposed project.

Amount Requested: Enter the amount of Juvenile Diversion Funding that is being requested for the proposed project. If this information is unknown as the pre-application stage, you may enter \$0 and update this information late.

3.1.2 Applicant Information

Populated from the Account Profile, see [Navigating ZoomGrants and Setting up New ZoomGrants Accounts](#) instructions.

3.1.3 Organizational Information

All information, except SAM/DUNS Expiration is populated from the Account Profile, see [Navigating ZoomGrants and Setting up New ZoomGrants Accounts](#) instructions.

SAM/DUNS Expiration (MM/DD/YYYY): If you have other DCJ ZoomGrants applications this information will be pulled from the other applications. If you are new ZoomGrants user, you will need to enter the SAM expiration date for your DUNS number found on SAM.gov.

3.2 Pre-Application/Organizational Details Tab

1. **Applicant Doing Business as (DBA) under a parent company/unit of government:** Select Yes or No (most applicants will choose No).
2. **Legal Entity Name:** The legal name of the Applicant agency is the parent agency such as City of Lakewood if the applicant is the Lakewood Police Department or the Colorado Department of Human Services if applicant is the Division of Child Welfare. At times the applicant agency and legal entity will be one and the same.
3. **Legal Entity Physical Address:** Enter the street address, city, state, zip+4 for the Legal Entity.
4. **Applicant Type:** Indicate the type of applicant agency, select from For Profit, Not for Profit or Public/Government.
5. **Entity Sub-Type:** Choose from listed options.
6. **Enter the district information for the physical address of legal entity:** Enter the US Congressional District, State Senate District, State House District and Colorado Judicial District where the legal entity is located.
7. **Are you a State of Colorado Agency?** Select “Yes” or “No.”
8. **Legal Entity Function:** Select all that apply from list.
9. **Is the Entity a District Attorney’s Office or an organization formally designated by the District Attorney’s Office?** Select “Yes” or “No.” If the applicant agency is not a District Attorney’s Office complete and attach a DA Certification form. The Form can be obtained in the “Library” tab in ZoomGrants.

4 STATEMENT OF WORK & APPLICATION QUESTIONS

4.1 Project Duration

[\[Questions 1 and 2\]](#)

The project period will be July 1, 2017 to June 30, 2018.

4.2 Application Type

[\[Question 3\]](#)

Select the Application Type that you will be completing. Selection choices are: 2017-2018 State Juvenile Diversion Funds or 2017-2018 State Marijuana Tax Cash Funds.

Select the **2017-2018 State Juvenile Diversion Funds** to complete the application. If interested in applying for Marijuana Tax Cash Funds you must complete a separate application.

4.3 Project Officials

[\[Questions 4 – 14\]](#)

You **MUST** have a total of three official contacts for this application, the Project Director, Financial Officer and Signature Authority (formerly called the Authorized Official). Enter

the name, title, agency, mailing address (signature authority only), email address, and phone number for each project official (limit 255 characters each line).

4.3.1 Project Director:

This must be an individual other than the signature authority or financial officer and must be from the applicant agency. The project director is the individual who will be in direct charge of the project and must be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, cash requests, and other grant forms.

4.3.2 Financial Officer:

This must be an individual other than the project director or authorized official and must be from the applicant agency. The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports.

4.3.3 Signature Authority:

This must be an individual other than the project director or financial officer. This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. For non-profit organizations, this normally would be the chair or president of the board of directors.

4.4 Statement of Work

[Questions 15 – 26]

4.4.1 Project Summary

[Question 15] (limit 1,000 characters)

Provide a three to four (3-4) sentence description of the proposed project. This Project Summary will be forwarded to the DCJ Director and Governor and will be posted on the Office of Adult and Juvenile Justice Assistance website. It should be clear, succinct, and suitable for a press release.

4.4.2 Problem Statement

[Question 16] (limit 5,000 characters)

Describe the problem the proposed project intends to address with this proposal. Local and/or state juvenile crime data and relevant published literature should be used to describe and support the nature the problem.

This section should include the following:

- § A description of the problem in terms of causes and consequences. Articulate why this problem should be addressed. Use published literature to support your description.
- § The extent and nature of the problem in your target population and/or community. Please use local data to support our description.
- § A description of what makes your agency uniquely qualified to impact this problem.

Several resources are available to help gather the data including:

- Division of Criminal Justice's Office of Research and Statistics:
<https://www.colorado.gov/pacific/dcj-ors/ors-data>,
- Colorado Bureau of Investigation's Crime in Colorado database with Colorado crime statistics available at
<https://www.colorado.gov/pacific/cbi/crime-colorado1>, and
- OJJDP's Statistical Briefing Book, which is designed to find basic statistical information on juvenile offending, victimization of juveniles, and involvement of youth in the juvenile justice system available at
<http://www.ojjdp.gov/ojstatbb/>

4.4.3 **Project Description**

[Question 17] (limit 9,500 characters)

Describe the project to be implemented in this proposal. This section should clearly and succinctly describe what is going to be done and responsible parties. Address the number of clients to be served, types of services and cost per client of providing direct services. At a minimum, address the following:

- Program philosophy including treatment and supervision approaches.
- Referral sources:
Provide referring party (i.e., District Attorney's Office, law enforcement) and the stage in the system from which youth are being diverted (i.e., pre-file, post-adjudication or disposition).
- Describe the evidence-based screening and assessment tools utilized, and purpose (e.g., substance abuse/mental health needs, appropriateness for the program, risk level, protective, recidivism, service referral, case management). Outline your process for screening, assessment and referral to treatment based on youth needs noting whether it is performed in house or referred out.
- Acceptance criteria for referrals and any acceptance restrictions such as age or type of crime.
- Specific services to be provided:
 - Description of the specific approach or service model(s) that will be implemented including relevant research on program effectiveness, as well as cultural, developmental and gender appropriateness.
 - Discuss the evidence that supports this approach related to the stated problem. Discuss how the approach will be implemented, including, as appropriate, ensuring fidelity to the selected program model.
 - Describe the intervention and note the dosage.
 - Number of youth to be served.
 - Cost per client.
 - Applicants requesting assistance in achieving Certified Addictions Counseling (CAC) status, indicate the number of staff, level of CAC Certification, cost per class, and timeframe. Attach certifications in ZoomGrants (Documents tab) upon completion of coursework.

License to Provide Substance Use Disorder Treatment to Juveniles
Applicants that are or intent to provide substance use disorder treatment to youth must be licensed with the Office of Behavioral Health, Department of Human Services. Submit proof of licensure in ZoomGrants (Documents tab).

- f. Provide a list of Restorative Justice Practices
During FY2009-10 additions were made to the Juvenile Diversion program from House Bill 08-1117. The bill directs the “Division of Criminal Justice to administer a juvenile diversion program that, when possible, integrates Restorative Justice Practices.” The bill requires the programs receiving funding to provide a list of Restorative Justice practices to be submitted to DCJ.
- g. How graduated sanctions will be applied if a youth continues to offend while in the program.

A graduated sanctions system is a set of integrated intervention strategies designed to operate in unison to enhance accountability, ensure public safety, and reduce recidivism by preventing future delinquent behavior. A graduated sanction system implies that the penalties for delinquent activity should move from limited interventions to more restrictive (i.e., graduated) penalties.

The applicant must demonstrate that a graduated sanctions system is in place, either within the agency itself, or with the referring agency that has oversight of the juvenile.

- h. Criteria for discharge from the program Provide the criteria utilized for the successfully and unsuccessful termination/discharge from the program.

Diversion can cover a wide range of interventions as an attempt to channel out juvenile offenders from the justice system. Ideally, diversion should occur at the earliest stages of the juvenile justice system however it can be offered at later stages in an effort to prevent further penetration into the system.

Juvenile Diversion programs must have clear standards regarding the type of cases that are accepted and what determines successful completion of the process. In order to be accepted into a diversion program, the juvenile must accept responsibility for the delinquent act and submit an admission of guilt. If the juvenile successfully completes the diversion contract, the charges are dropped and no further legal action is taken. If the juvenile fails to comply with the diversion contract, the district attorney may re-initiate formal court proceedings.

Diversion services these funds will support:

- Restorative Justice practices that include victim-offender conferences, with recommended consequences that include, but not limited to, formal restitution, community service, victim empathy classes, victim/offender mediation, counseling;
- Mental health and substance abuse screening and follow-up assessment, when indicated;
- Review and assessment of cases for diversion acceptance;
- Individualized treatment/service plan or contract development;
- Records maintenance;
- Case management;
- Incentives;
- Screening and referral for treatment and competency-building needs;
- Supervision and monitoring for compliance;

- Collection and reporting of data;
- Treatment services such as mental health or substance abuse treatment, counseling, therapy, and anger management; and
- Competency-building services such as mentoring, life skills training, specialized tutoring, job training and placement, and cognitive behavioral treatment.

Grant dollars may support a particular component of a larger program and the project description, goals and objectives and budget section should describe this specific component, not necessarily the total program. Include information about the larger program only to the extent that it helps the reader understand the specific project.

NOTE: Questions 18-21, are not visible. These are specific to Marijuana Tax Cash Funds. If you see these questions, please correct your answer to Question #3.

4.4.4 **Target Population: Number of Juveniles Targeted to be Served **

[\[Question 22\]](#)

This should reflect only the total of those who will be served by this program. Complete the Target Population table with the numbers of youth that will be served by gender and race/ethnicity.

22. Target population: Number of Juveniles Targeted to be Served
This should reflect only the total of those who will be served by this program. Complete the Target Population table with the numbers of youth that will be served by gender and race/ethnicity.

<input type="text"/>	Males - White / Caucasian
<input type="text"/>	Females- White / Caucasian
<input type="text"/>	Males - Black / African American
<input type="text"/>	Females- Black / African American
<input type="text"/>	Males - Hispanic / Latino
<input type="text"/>	Females- Hispanic / Latino
<input type="text"/>	Males - Asian
<input type="text"/>	Females- Asian
<input type="text"/>	Males - American Indian / Alaskan Native
<input type="text"/>	Females- American Indian / Alaskan Native
<input type="text"/>	Males - Nat. Hawaiian / Pacific Islander
<input type="text"/>	Females- Nat. Hawaiian / Pacific Islander
<input type="text"/>	Males - Mixed Race
<input type="text"/>	Females - Mixed Race
<input type="text"/>	Males - Other / Unknown
<input type="text"/>	Females- Other / Unknown

4.4.5 **Level of Juvenile Justice Involvement**

[\[Question 23\]](#)

Choose the Level of Juvenile Justice Involvement for the youth you intend to serve (select all that apply):

- At-Risk (no prior offenses)
- First Time Offenders
- Repeat Offenders
- Sex Offenders
- Status Offenders
- Violent Offender

4.4.6 **Age Range of Target Population**

[Question 24] (limit 255 characters)

Insert the age range for the target population of juveniles for this grant.

4.4.7 **Percent of Total to be Served with Limited English Proficiency**

[Question 25] (255 characters)

Insert the percentage of the total youth to be served with Limited English Proficiency.

4.4.8 **Narrative Description of Target Population**

[Question 26] (limit 5,000 characters)

Provide a narrative description of the population to be served including age, gender, race/ethnicity and other characteristics of those the project is intending to serve. Discuss how the services being provided will be culturally and linguistically competent, meaning how the program staff will effectively engage and interact with individuals from all cultures and special populations, such as, LGBTQ youth.

Describe the diverse cultural needs in your community and include a discussion regarding how this project will meet the cultural, language, developmental and gender-specific needs of the target population. Additionally describe barriers commonly faced by your target population and how the proposed program will address those issues.

If the target population includes youth and families with limited English proficiency, explain how you plan to meet their needs.

NOTE: Question 27 is not visible. This question is specific to DCJ Administrative Staff. If you see these questions, please correct your answer to Question #3.

4.5 **Implementing Agency**

[Question 28] (limit 200 characters)

If implementing agency is different from Applicant Agency, fill in the Implementing Agency Name, Address, and Entity Function for the Implementing Agency. The implementing agency is the same as the applicant Agency enter "Yes" in the space provided.

Note: The Implementing Agency is the agency that is responsible for the actual implementation of the project, and may be the same as the applicant agency, a component of it, or another agency entirely. For example, the applicant agency is the District Attorney's Office, but a non-profit agency is the implementing agency. Provide the agency name, address, and entity function.

4.6 Capacity

[Questions 29-31]

4.6.1 Agency Description

[Question 29] *(limit 1,000 characters)*

Describe what your agency does and how it relates to Juvenile Diversion.

4.6.2 Agency Capacity

[Question 2830] *(limit 1,000 characters)*

Describe your agency's experience with similar projects and in managing state and/or federal grant funds. Identify staff to be associated with the proposed project and indicate which staff will be paid from these grant funds. Describe the staff qualifications and level of diversity. Include plans to train staff assigned to the proposed project.

Describe your experience with this particular intervention or similar interventions. Talk about your experience with grant administration of state and/or federal grants. Identify all staff to be associated with the proposed project and indicate which will be paid from these grant funds. Describe the qualifications of staff and staff diversity in relation to the intended population identified to be served. Also address any plans to train staff assigned to the proposed project.

Reminder: All staff or proposed staff that will be paid for these grant funds must be included in the budget and budget narrative; include the position name or actual staff name.

4.6.3 Prior Juvenile Diversion Funding for This Project

[Question 31] *(limit 500 characters)*

For applicants who have had prior Juvenile Diversion funding, list each grant this project was funded with Juvenile Diversion monies (the year the grant began) and include the year, amount of state funds awarded, grant number, project title, and grant period.

4.7 Service Area for Project

[Questions 32-38] *(limit 255 characters, each line)*

Complete the following fields: US Congressional Districts, State Senate District, State House District, Colorado Judicial Districts, Counties, Cities and Regions where services will be delivered. This may include more areas than where the applicant agency is located.

4.8 Compliance – Compliance with the Juvenile Justice and Delinquency Prevention (JJDP) Act

Act [Question 39]

Select "Yes" or "No" as to whether the jurisdiction(s) to be served are compliant with the JJDP Act. To determine if you are currently in compliance with the JJDP Act regarding appropriate secure holding of juveniles, contact Mona Barnes at Monal.Barnes@state.co.us or 303-239-4188.

4.9 Collaboration

[Questions 40-41]

Identify additional agencies, organizations and planning groups that will be included in the planning and implementation of this project.

4.9.1 **Short Narrative of Collaborative Efforts**

[Question 40](#) (limit 3,000 characters)

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

Describe the process for how decisions are made about which youth are referred to this program from either law enforcement or the District Attorney's Office. All applicants that receive referrals (i.e., community-based organizations, city agencies, county agencies) must formalize the collaboration between the District Attorney's Office and/or the court and the agency providing the services

4.9.2 **Identify additional Agencies included in planning**

[Question 41](#) (limit 3,000 characters)

Identify additional agencies, organizations, and planning groups that have been included in the planning and implementation of this project.

Applications should be for projects that have been identified and agreed upon by a representative group in the community. Identify other agencies, organizations, and planning groups that will be included in the planning and implementation of this project.

Describe the existing programs, services and personnel currently available to address the problems, including, but not limited to law enforcement, health, social services, alcohol and drug abuse services, recreation, county extension offices, mental health agencies, schools, school districts, alternative schools, job training programs, civic groups, private businesses, churches, foundations and other community-based organizations. Participation in local coordinating/planning groups should be documented.

Applicants are reminded to use, enhance, or expand upon already existing planning groups, such as the Juvenile Services (SB94) Planning Committees, CMP or 1451 Collaboratives, family preservation boards, community review boards, community prevention boards, community assessment/evaluation teams, managed care planning groups, Safe and Drug-Free Schools Boards or other similar broad-based groups, rather than create a new entity. Your proposed project should be one piece of an overall planning process and the planning process must be appropriate to the proposed project.

4.10 **Future Funding of Project**

[Question 42](#) (limit 2,000 characters)

Describe the steps you have taken to diversify your funding sources, and/or incorporate this project into local funding sources indicating broad-based community support and sources of future funding.

Describe the long-term plan for the programmatic development and ongoing financial support of the project(s) included in this plan. Indicate potential funding sources, plans to diversify your funding base, indications of city/county financial support, any anticipated program expansion, etc. How will you document potential cost savings to the community?

4.11 **Summary of Past Performance**

[Question 43-46](#) {Continuation Grants Only}

Provide a detailed evaluation of past activities related to the effectiveness and impact of the project to date, including number of youth served, type of services provided, dosage and the resulting outcomes. Describe the objectives that were partially achieved or not achieved, and any problems encountered, provide an explanation. Talk about how success towards meeting stated goals was determined. This section is of particular importance for continued funding.

4.11.1 Goals and Objective Impact

[\[Question 43\]](#) (limit 2,000 characters)

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.

4.11.2 Goals and Objective Achieved

[\[Question 44\]](#) (limit 2,000 characters)

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

4.11.3 Demonstrate the value added by the Evaluation of Diversion Program Services.

[\[Question 45\]](#) (limit 4,000 characters)

Participation in the Evaluation of the Juvenile Diversion program presents an opportunity for each program to use their individual evaluation results to improve program management, case management, and planning for innovation. Describe how individual program evaluation results have been used to enhance your Juvenile Diversion program.

4.11.4 Project Changes/Improvements

[\[Question 46\]](#) (limit 4,000 characters)

Describe any significant changes and/or improvements from the previously funded project. A significant change could involve serving a different number or type of client; adding a new component such as training or type of service; or changing the focus of intervention efforts.

4.12 Evidence-Based Programs or Activities

[\[Questions 47\]](#) (limit 2,000 characters)

Indicate if this project is using Evidence-based program. If yes, provide the name and source of the project.

Priority for funding will be given to those applicants who are requesting funding to implement research or evidence-based programs and activities. Please cite where the information can be found, including if you are using local/state data or research showing a program’s effectiveness.

Source	Web address (9 2016)
Blueprints for Violence Prevention	http://www.colorado.edu/cspv/blueprints/
CASEL (Collaborative for Academic, Social, and Emotional Learning)	http://casel.org/
Guide to Community Preventive Services	http://www.thecommunityguide.org/index.html
Coalition for Evidence-Based Policy: Social Programs that Work	http://www.evidencebasedprograms.org
Community Guide for Helping America’s Youth	http://youth.gov/
Center for Problem Oriented Policing, Problem Specific Guides	http://www.popcenter.org/problems.htm
CrimeSolutions.gov	http://www.crimesolutions.gov

Department of Education/Institute of Education Science	http://www2.ed.gov/programs/dvpcollege/index.html
Drug Strategies, Inc.	http://www.drugstrategies.org/
Health in Schools	http://www.healthinschools.org/model-programs.aspx
LINKS Repository for Systems Transformation (ReST) Website	http://www.cdphe.state.co.us/ps/ips/ReST/index.html
NIDA Preventing Drug Abuse	http://www.drugabuse.gov/related-topics/prevention-research
National Girls Institute	http://www.ojdp.gov/newsletter/238120/sf_4.html
National Institute of Justice What Works Report	http://www.ncjrs.gov/works/
National Registry of Evidence-based Programs and Practices	http://www.nrepp.samhsa.gov/
OJJDP Model Programs Guide	http://www.ojdp.gov/mpg
Promising Practices Network	http://www.promisingpractices.net/
Strengthening America's Families	http://www.strengtheningfamilies.org/
What Works Clearinghouse	http://www.whatworks.ed.gov
Youth Violence: A Report of the Surgeon General	http://www.surgeongeneral.gov/library/youthviolence/toc.html

5 GOALS & OBJECTIVES / QUALITY ASSURANCE PLAN (TABLES TAB)

5.1 Goals & Objectives

These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress.

Goals: Please write one or more goals you will focus on this project. Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate the problem described. For this application, the goal is not in and of itself measurable. Progress made relative to the goal should be reflected in data related to specified objectives and their related outcomes and measurement (see below).

Objectives: Describe in words what your program will achieve in relation to each goal. The specified objectives under each goal should be logically related to that goal. Objectives may be client-based (number served; changes in knowledge, behavior; reduced system involvement), environmental (larger changes at the community level), or product-based (development of a specific product).

Each objective should be measurable. This should be reflected in the corresponding statements.

Outcomes are the change or benefit the project is expecting to produce in the target population and can include specific items of data to be use to assess a project's status towards reaching its objectives.

Write at least one measurable outcome(s) for each objective Outcome statements should include:

- The specific type of change or improvement that will occur
- The number or percent of individuals impacted (where appropriate)
- The expected magnitude, on average, of the expected change
- Include outcomes reflecting the number of clients to be served

Measurement is the description of what data will be collected to measure the change. Please describe the specific measurement tool(s) you will use to collect date for each outcome. If you do not have a tool please state TBD (To Be Determined).

Timeframe: Appropriate month/quarter.

EXAMPLE 1

Goal1:	Prevent further involvement of juveniles in the formal juvenile justice system
Objective 1.1	At intake all youth will be administered the MAYSI-2 screening. Community referrals and individualized contract will be created based on results.
Outcome	75 youth will be served 100% of youth will be screened using the MAYSI-2 100% of youth will be referred to needed services 85% of youth will complete their diversion contract Less 10% of youth to complete program will re-offend within 1 year of program completion
Measurement	ETO database In-house database and case files Review district court records
Timeframe	By June 30, 2014

EXAMPLE 2

Goal1:	To repair harm to victims of crime and the community caused by juvenile offenders through Restorative Justice Programming
Objective	Provide Restorative Justice as a diversion option
Outcome	90% of offenders will successfully complete program requirements 90% of victims and community members will be satisfied with the restorative justice process. 10% of youth who successfully complete the program will re-offend within one year
Measurement	Number of youth to complete contracts Victim and Community Member Satisfaction Survey Tiburon records will be evaluated
Timeframe	By June 30, 2014

5.2 Quality Assurance Plan

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

Provide information about the following:

- 1) Describe your plan for collecting data on each specified outcome using the identified measurement tools. Cite the methods that will be used to collect the data which will measure the effectiveness of this project. Discuss tools, approaches, timelines and staff responsible for collecting, analyzing, and evaluating the data. Include how data collected will reflect actual numbers attributable to the awarding of this grant.
- 2) Discuss the applicant agency's approach to managing the data once collected, where data will be stored or entered.
- 3) Describe your process to ensure the post survey is completed by youth participating in the program.
- 4) Describe your agency's parental consent and youth assent procedures currently in place. As part of the statewide evaluation, all grantees will be required to have proper consent/assent procedures in place. Grantees may be asked to utilize forms and procedures, or to integrate language developed by OMNI Institute into existing documents, to ensure proper permissions, use and protection of identifiable youth data.
- 5) Describe staff capacity and commitment to participate in the evaluation, including ability to attend evaluation training, and collect and enter/submit all required data, and any anticipated barriers.
- 6) Describe how the agency you will track and record youth who re-offend during programming (pre-discharge recidivism). The definition of pre-discharge recidivism is a filing for a new felony or misdemeanor offense that occurred prior to discharge from Juvenile Diversion programming.

DCJ has contracted with OMNI Institute to develop and implement a statewide evaluation of the DCJ-funded diversion programs. As part of this effort, awarded grantees will be required to utilize two data collection tools: (1) the Diversion Intake/Exit Form, which documents youth background and demographics, services received, program completion status; and (2) a pre-post survey to be completed by the youth. Grantees are responsible for tracking youth that reoffend during program, but will not be responsible for collecting recidivism data after the youth has terminated from the program.

As part of the evaluation, grantees will be provided with ongoing technical assistance and support from OMNI around data collection and entry, will be allowed to access their data and generate reports using the online data system, and will receive a customized report of findings for their program at conclusion of the grant period.

6 BUDGET (TABLES TAB)

The **Budget** must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- ✓ The budget must cover the entire project duration.
- ✓ In figuring the budget, work with **WHOLE DOLLAR AMOUNTS ONLY**. When necessary, round to the next highest whole dollar amount.
- ✓ The budget is broken into five Budget Categories:
Personnel, Supplies and Operating, Travel, Professional Services/Contract Consultant and Indirect

MATCH

Cash and/or in-kind match must equal **25% of the total project** and can be reflected in a lump sum in one line item, or across multiple items or budget categories. Line item by line item matching is not required.

▶ **Calculating Match Percentages:**

Match can be calculated by taking the state funds requested amount, dividing by 3 and rounding up (if necessary) to a whole number, this is your match. **EXAMPLE:** State funds amount requested = \$18,000 /3 = \$6,000 (match required).

Provide the source(s) of your match in the Budget Narrative. Match must be spend during the grant award period and are to be expended according to the same rules as the state award. Failure to spend the minimum total match (cash and in-kind) will result in the reduction of your state grant award on a proportionate basis.

- ▶ **Cash Match:** Cash match is a specified amount of non-state dollars that the applicant designates to be used for the funded project in addition to the state grant award amount. For example, non-federal applicant agency funds spent to pay staff salary for time contributed to the state-funded Juvenile Diversion project.

Allowable sources of cash match under the State program are as follows:

- Funds from unit of local government
- Private funds
- Non-state applicant agency funds used to pay staff salary for time contributed to Diversion-funded project

- ▶ **In-Kind Match:** In-kind match is a specific amount of non-cash donations (assigned a dollar value), which the subgrantee is required to use for the project in addition to the state award amount. The basis for determining the valuation of in-kind match must be documented in the budget narrative.

Examples of in-kind match are as follows:

- Non-paid volunteer time
- Donated equipment
- Donated Supplies
- Donated Space

Do not under match. If you do not indicate in your project budget that you have the resources to adequately match your state request your request may be reduced to the amount that you indicate you can match.

Do not over match. Show only the required amount of match in your project budget. Once you commit a cash and/or in-kind match to Division of Criminal Justice for the purposes of a grant, you may not use the matching funds to match any other dollars you may be soliciting. Keeping the match to the required amount increases your agency's flexibility in the use of your available funds.

Any match amount that is committed to the Division of Criminal Justice for the purposes of this grant must be spent according to all the same state requirements as the state funds. In many cases the actual cost of the project will be greater than the combined state request and the required match.

Budget Narrative

The applicant must provide a justification and explanation of the budget items listed in the Budget Table. The **budget narrative** must use the same category subheadings (e.g., A. Personnel, B. Supplies and Operating Expenses, etc.); and explain the basis for prorating where applicable. Failure to justify and explain/show calculations could result in denial of funding.

Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided.

OAJJA recognizes that grantees are constantly faced with the challenges of limited resources. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services.

The following is specific information required for each budget category:

6.1 Personnel: Budget & Budget Narrative Details

This budget category should be used when employees are positions within the applicant agency and the implementing agency is a division (under the same unit of government) of the applicant agency.

The Personnel Budget should take into account overtime, time needed to acquire new staff, and changing demands for personnel during the course of the project.

If the implementing agency is contracted by the applicant agency (i.e., non-profit organization), these costs should be included in Professional Services/ Consultant.

Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service. Contract employees or independent contractors should be shown under Professional Services/Consultant.

Narrative and Justification (1000 characters): In the text box provided, explain how the salary and fringe benefit rates for each position was determined. An explanation and justification is required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, the months covered by the increase, and justify it. Provide documentation to show that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area. Also, provide a brief description of the duties to be performed by each position listed.

NOTE: Contract employees or independent contractors should be shown under Contracted, Consultant and Professional Services, not Personnel.

6.2 Non-Personnel: Budget & Budget Narrative Details

6.2.1 Supplies and Operating

List expendable or non-durable items should be listed within this category by major type [e.g., office supplies, software (regardless of cost), training materials, research forms, telephone, tuition, postage, etc.] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per person for training tuition, telephone-base charge plus long distance at "Z" dollars per month.

- Includes tuition, registration, vehicle gas, leases, etc.
- Out-of-state training costs must be justified in terms of availability of comparable training in state.

- Large items should be listed and justified (e.g., unusual supply items, software, special printing, etc.)

Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by OAJJA and should be shown in the Professional Services Budget.

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Narrative and Justification: Explain how the costs were determined and justify the need for the various line items. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

6.2.2 *Travel*

Itemize travel expenses for project personnel by position and by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, automobile, lodging and meals individually. Indicate if the travel is in state or out-of-state.

- Out-of-state travel must be justified.

Where an applicant agency has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Denver travel rates are provided below. (Rates are subject to change so be sure to check for updated rates periodically to ensure the correct rate is being used for your application and when seeking reimbursement of costs.

Breakfast	\$ 16.00
Lunch	\$ 17.00
Dinner	\$ 31.00
Total per diem	\$ 64.00

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses ~ travel. These types of costs must be shown in the Supplies and Operating category.

Item Description: Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project). Out-of-state travel is discouraged and needs to be thoroughly justified. It is prudent to include in the budget the costs associated with sending two project staff to the Denver area for two one-day administrative meetings or training with DCJ.

6.2.3 *Consultants / Contract (Professional Services)*

List each consultant, contractor, or service provider with proposed fee (by eight-hour day or hourly rate). If the applicant agency is contracting with an outside agency to conduct the day-to-day operations of the project, the total cost should be in Professional Services/Consultant.

Rates for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. Rates for individual consultants cannot exceed *\$650 per day or \$81.25 per hour*. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service. One example is polygraph exams that cost the same no matter where the polygrapher must travel to perform the exam. There are other regulations that pertain to some professional services/consultant rates. Contact DCJ if you have questions.

***Application must contain a detailed budget and budget narrative for anything listed under the Contracted, Professional Services/Consultant Budget Category.**

***Prior approval is required before contracting with any vendors. Obtain approval by submitting a DCJ Form 16 – Consultants/Contracts Certification for each anticipated vendor. Attach an executed contract, Statement of Work, or Purchase Order as well as a description of the procurement process utilized to select the vendor.**

Professional services should be procured competitively. **Sole source contracts must be justified** and are always subject to prior written approval from DCJ, separate from approval to fund the project. Contact DCJ for additional guidance.

Juvenile Diversion Evaluation: To assist with the DCJ performance measure and reporting requirements, applicants must budget **\$1,000** to OMNI Institute in the contracted, consultant and professional services line item for use of an electronic reporting and evaluation system. OMNI has worked with the Division of Criminal Justice and has developed a customized ETO-based on-line reporting system for the Diversion Program which allows grantees to enter and access required data for youth served.

Item Description: Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services).

6.2.4 **INDIRECT COSTS**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

- A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs.
- Other governmental department or agency (receiving less than \$35 million in

direct Federal Funding) must develop an indirect cost proposal in accordance with the requirements of this Part (2 CFR 200) and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs.

If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "**de minimis**" rate that is 10% of the Modified Total Direct Costs (MTDC).

When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all state and Federal awards.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency (OJP).

7 BUDGET SUMMARY (TABLES TAB)

Once you have completed the Budget Details tables, transfer the data onto the Budget Summary Tab.

8 ADDITIONAL SOURCES OF PROJECT FUNDING (TABLES TAB)

Will this project be funded using ADDITIONAL SOURCES other than those provided from this grant, including match funding. If "NO," enter 0 (zero) in the first cell. If "Yes," enter the amount of contribution in the appropriate funding source and provide a description (i.e., client fees and revenue from fundraiser).

This question is intended to collect information about other sources of funding that will support this project. **DO NOT** include the Juvenile Diversion funds and associated match funds for which you are applying.

9 FINANCIAL MANAGEMENT QUESTIONNAIRE (DOCUMENTS TAB)

It is the applicant's responsibility to verify the agency's ability to administer funds and comply with state accountability requirements.

The Financial Management Form is a requirement for all applicants. Download the form from the Documents tab in ZoomGrants. The questions should be answered by the Applicant Agency with the assistance of the Financial Officer. Once complete upload where indicated in the "Documents" tab in ZoomGrants.

10 ATTACHMENTS (DOCUMENTS TAB)

Attach the following required and applicable documents into the appropriate section in ZoomGrants with your application submission, with the exception of DA Certification. The DA Certification form must be submitted with the Pre-Application/Organization Details.

Documents Required of ALL APPLICANTS	
Audit/Financial Review (link document if possible)	
Financial Management Questionnaire	Can be found in ZoomGrants
Organizational Chart	
Document Required for ALL NON-District Attorney's Offices	
DA Certification Form	Can be found in ZoomGrants
Documents Required for Community Based Organizations	
List of Board Members	
Certificate of Insurance	
If Applicable	
Job Descriptions [for grant funded positions]	
CAC Certification and/or License [DORA]	
Agency License to Provide Substance Use Disorder Treatment	

11 SUPPLEMENT

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 _____ Judicial District, District Attorney's Office certifies to the following:

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

Print District Attorney's Name

Signature

Date



DIVISION OF CRIMINAL JUSTICE
OFFICE OF ADULT AND JUVENILE JUSTICE ASSISTANCE

12 EXHIBITS

Intake/Exit Data Form

STATE JUVENILE DIVERSION INTAKE DATA FORM		Colorado Division of Criminal Justice	
LOCAL AGENCY CASE ID# _____		Intake Date: _____	
Last Name: _____		First Name: _____	
1. Date of Birth ____/____/____ mm dd yy	2. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	3. Race/Ethnicity (Self-Report) <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian <input type="checkbox"/> Multi-Racial _____ <input type="checkbox"/> Other _____	
4a. Current School Status <input type="checkbox"/> Actively Enrolled in School <input type="checkbox"/> Traditional <input type="checkbox"/> Non-Traditional <input type="checkbox"/> Drop Out <input type="checkbox"/> Pursuing GED <input type="checkbox"/> Graduate/GED <input type="checkbox"/> Expelled (not otherwise enrolled) <input type="checkbox"/> Unknown	4b. School History-Past Year (check all that apply) <input type="checkbox"/> Truant <input type="checkbox"/> Suspended <input type="checkbox"/> Expelled <input type="checkbox"/> Unknown <input type="checkbox"/> None of the above		5. Referral Agency/Source <input type="checkbox"/> DA's Office <input type="checkbox"/> Police/Sheriff <input type="checkbox"/> District Court Judge/Magistrate <input type="checkbox"/> District Court Probation
6. Juvenile Justice Status at Referral			
Pre-File <input type="checkbox"/> Alternative to Summons/Arrest <input type="checkbox"/> Alternative to Filing Petition		Pre-Adjudication <input type="checkbox"/> Deferred Adjudication <input type="checkbox"/> Informal Adjustment <input type="checkbox"/> Filed/Dismissed without Prejudice <input type="checkbox"/> Under DA Diversion Contract	Post-Adjudication <input type="checkbox"/> Deferred Sentence <input type="checkbox"/> On Probation
7. Type of Most Serious Charge/Offense at Referral			
<input type="checkbox"/> Person <input type="checkbox"/> Property <input type="checkbox"/> Theft <input type="checkbox"/> Drug <input type="checkbox"/> Sexual <input type="checkbox"/> Weapon		Description of Most Serious Charge/Offense: _____	
8a. Level of Most Serious Charge/Offense at Referral <input type="checkbox"/> Petty <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor		8b. Class number of Most Serious Charge/Offense _____	
9. Age at First Police Contact for Delinquency _____			
10. Intake Screening Decision <input type="checkbox"/> Accept <input type="checkbox"/> Agency Rejects <input type="checkbox"/> Client refuses program		Date of Intake Decision ____/____/____ mm dd yy	
11. Youth's Type of Health Insurance			
<input type="checkbox"/> Private <input type="checkbox"/> Other _____ <input type="checkbox"/> Medicaid <input type="checkbox"/> Did Not Ask <input type="checkbox"/> None			
<div style="border: 2px solid black; display: inline-block; padding: 5px 20px;">EXIT FORM PAGE TWO (OVER) </div>			

LOCAL AGENCY CASE ID# _____

Date Juvenile Terminates/Exits from Program: ____/____/____
mm dd yy**12. Status at Termination/Exit from Program:**

- Successful
- Successful completion despite new charges being filed
- Unsuccessful due to non-compliance with contract
Original charges filed/refiled/adjudicated
- Unsuccessful due to arrest on new offense
New/Original charges filed/re-filed/adjudicated
- Unsuccessful but charges not filed
- Chose court after diversion contract was signed
- Transferred to another DA diversion program
- Moved out of service area prior to completion
- Youth to receive detention

13. School Status at Termination/Exit from Program:

- Actively Enrolled in School
- Traditional
- Non-Traditional
- Drop Out
- Pursuing GED
- Graduate/GED
- Expelled (not otherwise enrolled)
- Unknown

14. Did the youth incur any new filings while participating in the Diversion Program?

- Yes
- No

If yes, at what level was the charge filed?

- Municipal Court
- County Court
- District Court

15a. Community Service

- Ordered-- Provided in house
- Ordered -- Referred to outside agency
- N/A

15b. Hours Required _____

15c. Hours Completed _____

If ordered, enter WHOLE numbers in 17b and 17c

16a. Restitution

- Ordered -- Provided in house
- Ordered -- Referred to outside agency
- N/A

16b. Amount Required \$ _____

16c. Amount Paid \$ _____

If ordered, enter WHOLE numbers in 18b and 18c

17. Services -- Enter 1, 2, 3, or 4 (as defined) on each line below.1= Provided by your agency,
AND paid by your State Diversion Funds2 = Provided by your agency,
NOT paid by your State Diversion Funds

3 = Referred out AND paid for by your State Diversion Funds

4 = Referred out but NOT paid by State Diversion Funds

Mental Health & Substance Use Screening

- ____ A. Youth was Screened for Mental Health Needs
- ____ B. Youth was Screened for Substance Use Needs

Screening indicated:

- Further Assessment for Mental Health
- Further Assessment for Substance Use

- ____ C. Youth was Assessed for Mental Health Needs
- ____ D. Youth was Assessed for Substance Use Needs

Assessment indicated:

- Treatment for Mental Health
- Treatment for Substance Use
- No Further Assessment/Treatment

Supervision

- ____ A. Case Management
- ____ B. Electronic Monitoring
- ____ C. Tracking/Mentoring
- ____ D. Drug/Alcohol Testing

Treatment

- ____ E. Diagnostic Assessment
- ____ F. Multi-agency Assessment
- ____ G. Mental Health Counseling/
Treatment (Individual)
- ____ H. Mental Health Counseling/
Treatment (Group)
- ____ I. Mental Health Counseling/
Treatment (Family)
- ____ J. Drug/Alcohol Counseling/
Treatment
- ____ K. Offense-Specific Treatment

Tool(s) used for MH Screen

- MAYSI-2
- Insight to Impact
- POSIT
- PESQ
- CANS
- Other _____

Tool(s) used for SU Screen

- MAYSI-2
- Insight to Impact
- POSIT
- PESQ
- CANS
- CRAFFT
- SUS
- GAIN-SS
- AUDIT
- SASSI-A2
- Other _____

Competency

- ____ U. Education/Tutoring/GED
- ____ V. Life Skills
- Peer relationships
- Communication
- Self-development
- Physical health
- Self-sufficiency
- ____ W. Employment/Vocational
- ____ X. Drug/Alcohol Classes
- ____ Y. Offense-specific Classes
- ____ Z. Pro-social activities
- ____ AA. Special Projects
- Other _____
- ____ BB. (Please Specify) _____

Accountability

- ____ L. Teen Court
- ____ M. Restorative Justice
Conference/Circle Planning
- ____ N. Restorative Justice
Conference/Circle
- ____ O. Victim/Offender
Mediation
- ____ P. Victim/Community
Impact Panels
- ____ Q. Community Service
- ____ R. Restitution
- ____ S. Victim Empathy Classes
- ____ T. Apology to Victims



Juvenile Diversion Program Survey

As a participant in this program, we would like you to answer some questions about your thoughts, feelings, and behaviors. There are no right or wrong answers so choose the answer that is closest to what you really think or feel. This survey will help make the diversion program useful for other people your age who are referred to it so please answer each question as thoughtfully and honestly as possible. Your responses will help make the diversion program better.

The juvenile diversion program you are enrolled in is working with OMNI Institute, a research organization, to help review information and report on what is learned about the program. **Please DO NOT put your name anywhere on this survey.** All of your answers will be kept private and will only be seen by OMNI Institute staff and researchers.

Completing this survey is completely voluntary so you may skip any question that you do not wish to answer. Whether or not you answer the questions will not affect the services you receive from the diversion program.

Please read every question carefully and choose only one answer for each question unless the directions say you can pick more than one answer. If you don't find an answer that fits exactly, use the one that comes closest.

Thank you very much for completing this survey!!!!!!



Please mark the box that best matches how much you agree with each item.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. I care what adults in my community think of me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I do not get along with some adults in my community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I want to be respected by adults in my community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I try to get along with most adults in my community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I always try hard to earn the trust of most adults in my community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I usually like the adults in my community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How true are the following statements about adults in your family?

	Not at all true	A little true	Pretty much true	Very much true
7. There is an adult who will help me if I really need it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. There is an adult who thinks I'm special.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. There is an adult who I am close with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. There is an adult who understands how I think and feel about things.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. There is an adult who I can talk to about important decisions in my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How true are the following statements about adults in your life (not family members)?

	Not at all true	A little true	Pretty much true	Very much true
12. There is an adult who will help me if I really need it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. There is an adult who thinks I'm special.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. There is an adult who I am close with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. There is an adult who understands how I think and feel about things.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. There is an adult who I can talk to about important decisions in my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please mark the box that best matches how much you agree with each item.

	Strongly Disagree	Disagree	Agree	Strongly Agree
17. I am happy with the way I do most things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I sometimes think that I am a 'loser'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I am the kind of person I want to be	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. I like being just the way I am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. I have a lot to be proud of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please mark the box that best matches how much you agree with each item.

	Strongly Disagree	Disagree	Agree	Strongly Agree
22. There is really no way I can solve some of the problems I have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Sometimes I feel that I'm being pushed around in life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. I have little control over the things that happen to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. I can do just about anything I really set my mind to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. I often feel helpless in dealing with the problems of life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. What happens to me in the future mostly depends on me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. There is little I can do to change many of the important things in my life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. I often feel overwhelmed with what is going on in my life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Sometimes I feel stressed out dealing with things in my life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Strongly Disagree	Disagree	Agree	Strongly Agree
31. My crime hurt my community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. My crime hurt the victim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. My crime hurt my family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. My crime hurt me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. What I did (my crime) was wrong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. My family thinks what I did (my crime) was wrong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. I think it is okay to take something without asking if you can get away with it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. I think sometimes it's okay to cheat at school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. It is all right to beat up people if they start the fight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. It is important to be honest with your parents, even if they become upset or you get punished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Within the next month, how likely is it that you will...

	Not at all Likely	Not Very Likely	Somewhat Likely	Very Likely
41. Run away from home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Skip classes without an excuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Carry a hidden weapon?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Damage, destroy or mark up somebody else's property on purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Try to steal money or things?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Take a car or motorcycle for a ride without the owner's permission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Get into a physical fight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Get drunk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Not at all Likely	Not Very Likely	Somewhat Likely	Very Likely
49. Get high on drugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Lie, disobey or talk back to adults such as parents, teachers, or others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Hit someone with the idea of hurting that person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Tease other students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Threaten to hit or hurt another student?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank You!!!



DIVISION OF CRIMINAL JUSTICE

Office of Adult and Juvenile Justice Assistance

2017/2018 Juvenile Diversion Programming

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<https://sites.google.com/a/state.co.us/dcj-oajj/>

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