

APPLICATION INSTRUCTIONS MARIJUANA TAX CASH FUND

FOR

STATE JUVENILE DIVERSION PROGRAMS
SFY 2017-2018



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 fill out 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: Applications for Marijuana Tax Cash Fund dollars must be submitted on or before **THURSDAY, November 10, 2016 by 5:00 P.M.***

A separate application (in addition to an application for state Juvenile Diversion funds) must be completed for these dollars. ONLY agencies that are successful in receiving 2017/18 Juvenile Diversion funding are eligible to receive a Marijuana Tax Cash Fund award.

PROJECT APPLICATIONS MUST BE SUBMITTED USING 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 7 Attachments for complete checklist of attachments.

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.

The Council's goal with the Marijuana Tax Cash Fund for the Juvenile Diversion Program is funds will be used to build the capacity of Diversion Programs to serve the substance use needs of clients.

DCJ is the sole point of contact concerning these funds and all communications must be made through the Division of Criminal Justice.

1.4 Problem Statement

Several state-funded Juvenile Diversion programs “noted that not all of their youth that need a substance use assessment are able to receive an assessment due to four main barriers:

- ✓ lack of resources to pay for the assessment,
- ✓ transportation issues to get to a service provider,
- ✓ unwillingness of family or youth to follow up, and
- ✓ limitations in programs’ ability to obligate parents to follow up on recommendations.”

This funding announcement is in response to the needs identified by the Statewide Evaluation of the DCJ Juvenile Diversion Program 2014-2015.

1.5 Purpose of the Funds

The purpose of the Marijuana Tax Cash Fund is to increase access to substance use screening, assessment and treatment services for youth receiving state-funded Juvenile Diversion programming.

Funds can be used for:

- Screening, assessment, and treatment for marijuana and general substance use/abuse services provided by programs licensed by the Office of Behavioral Health, as well as staff with documented experience working with youth;
- Addressing the practical barriers to treatment (i.e., transportation, lack of SUD agencies licensed to provide services to minors, hours of operation, etc.);
- Providing incentives to encourage abstinence from substances;
- Obtaining training for program staff to include advance levels of certification;

- Providing services to caregivers as it relates to substance use and abuse; this could include support groups, education classes through local prevention providers, family therapy, etc.

1.6 Target Population

Youth that are receiving services through a state-funded Juvenile Diversion funds eligible program.

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.

1.7 Eligible Applicants

ONLY agencies that are successful in receiving 2017/18 Juvenile Diversion funding are eligible to receive Marijuana Tax Cash Fund dollars.

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.

1.8 Amount Available

\$340,000

These state funds are made available through the Colorado General Assembly, in general funds. Authority exists in the Marijuana Tax Cash Fund as defined in the Colorado Revised Statute §39-28.8-501(1).

1.9 Award Period

Awards will be made on an annual basis, for twelve-month periods, the first cycle from July 1, 2017 through June 30, 2018. 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.

1.10.1

1.10 Requirements and Restrictions

Restriction

- 1.10.2 These funds will allow services to be provided to youth who **were not able** to be served under the state-funded Juvenile Diversion program due to their substance use needs.

EB Screening and Assessment

To align with other state agencies distributing marijuana funds, use of the **GAIN-SS** for screening is required for all youth served with these funds. If indicated, youth must be referred for further assessment and/or treatment.

The five-minute Global Appraisal of Individual Needs Short Screener (GAIN-SS) is primarily designed for three things. First, it serves as a screener in general populations to quickly and accurately identify clients who would be flagged as having one or more behavioral health disorders on the GAIN-I, suggesting the need for referral to some part of the behavioral health treatment system. It also rules out those who would not be identified as having behavioral health disorders. Second, it serves as an easy-to-use quality assurance tool across diverse field-assessment systems for staff with minimal training or direct supervision. Third, it serves as a periodic measure of change over time in behavioral health. It is designed for self- or staff-administration with paper and pen, on a computer, or on the web. It can be easily converted to a scannable form or incorporated into existing instrument batteries or systems. (<http://www.gaincc.org/GAINSS>).

Participation in Evaluation

- 1.10.3 An evaluation process will take place with Marijuana Tax Cash Funds. Final details are being formulated. Participation in the evaluation is required including instruments and any other associated evaluation activities.

Department of Regulatory Agency Certification

- 1.10.4 Applicants requesting assistance in achieving Certified Addictions Counseling (CAC) status for their employees must submit proof of CAC certification in ZoomGrants where indicated.

Office of Behavioral Health Certification and Licensing

- 1.10.5 Agencies must be licensed by the Colorado Department of Human Service, Office of Behavioral Health if providing substance use disorder treatment to juveniles. If applicable, attach the proof of licensure where indicated in ZoomGrants.

Link to OBH Tools and Resources to Behavioral Health Providers:

<https://sites.google.com/a/state.co.us/cdhs-behavioral-health/home/community-behavioral-health/providers/resources-for-treatment-programs-and-msos>

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](#). (Each grant program requires an individual set of reports for each quarter.)

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. Provides detailed information regarding tracking pre-discharge recidivism.

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.

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 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.

2 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.**

2.1 Summary Tab

Summary

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

- 2.1.1 **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 later.

Applicant Information

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

Organizational Information

- 2.1.3 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](#).

2.2 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.

3 STATEMENT OF WORK AND APPLICATION QUESTIONS

3.1 Project Duration

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

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

3.2 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 Fund. Select the **2017-2018 State Marijuana Tax Cash Fund** to complete the application. When applying for Marijuana Tax Cash Funds you must complete a separate application.

3.3 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).

3.3.1 *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.

3.3.2

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.

3.3.3

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.

3.4 Statement of Work

[\[Questions 15 – 26\]](#)

Project Summary

[Question 15] (limit 1,000 characters)

- 3.4.1 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.

Problem Statement

[Question 16] (limit 5,000 characters)

- 3.4.2 Clearly describe the needs in your community related to marijuana and general substance abuse among youth eligible for your state funded Juvenile Diversion programming. Discuss existing services, gaps and barriers to program youth receiving substance abuse/use services. The data should be relevant to the specific geographical area (community level data) and the target population. Data from the OMNI evaluation conducted to date can also be a source. Cite the sources of these data.

Project Description

[Question 17] (limit 9,500 characters)

- 3.4.3 ***Describe the proposed approach for the screening of substance use among youth you propose to serve. DCJ/OAJJA encourages the use of evidence-based or promising substance use treatment practices.***

Explain the process that will be used to screen and/or assess youth for marijuana and general substance use needs using the GAIN SS (mandatory). Please discuss any other screening and assessment tools that will help inform your program of the needs of these youth such as the MAYSI and other mental health instruments as often these youth have co-occurring issues.

- 3.4.4 ***Discuss the costs that will be incurred to train staff and how increased knowledge will be determined/documented.***

[Question 18] (limit 5,000 characters)

Applicants requesting assistance in achieving Certified Addictions Counseling (CAC) status; include the level of CAC Certification, indicate the number of staff that will attend training, cost per class, cost of supervision and the time frame for the completion of the CAC certification.

Discuss the plan for treatment of juveniles with substance use issues. Talk about the curriculum that will be delivered and any screening and assessment instruments that will be administered in addition to the GAIN-SS (mandatory).

- 3.4.5 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 CAC certification and Substance Use Disorder State Licensure in ZoomGrants (Documents tab).

If incentives will be included in the services to be provided, specifically describe the incentives, how eligibility to receive incentives be determined, how they will be administered, and how they will be tracked.

[Question 19] (limit 5,000 characters)

Discuss how the family will be engaged in a culturally sensitive manner.

[Question 20] (limit 5,000 characters)

3.4.6 **Describe any services related to substance abuse/use that will be provided to caregivers.**

[Question 21] (limit 5,000 characters)

3.4.7 For example, will the Diversion Program offer a service in a public middle or high school, support groups, education classes through local prevention providers, family therapy, etc.

Target Population: Number of Juveniles Targeted to be Served

[Question 22]

3.4.8 **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

3.4.9

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

Age Range of Target Population

[Question 24] (limit 255 characters)

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

3.4.10 ***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.

3.4.11

Narrative Description of Target Population

[Question 26] (limit 5,000 characters)

3.4.12 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.

3.5 **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.

3.6.1

3.6 **Capacity**

[Questions 29-31]

Agency Description

[Question 29] (limit 1,000 characters)

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

Agency Capacity

[Question 30] (limit 1,000 characters)

3.6.2 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.

Prior Juvenile Diversion Funding for This Project

3.6.3 [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.

3.7 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.

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

3.9 Collaboration

3.9.1 [Questions 40-41]

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

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.

Identify additional Agencies included in planning

[Question 41] (limit 3,000 characters)

- 3.9.2 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.

3.10 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?

3.11 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.

Goals and Objective Impact

[Question 43] (limit 2,000 characters)

- 3.11.1 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.

Goals and Objective Achieved

[Question 44] (limit 2,000 characters)

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

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

- 3.11.3 [Question 45] (limit 4,000 characters)

NA FOR MARIJUANA TAX CASH FUND APPLICATIONS

Project Changes/Improvements

- 3.11.4 [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.

3.12 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

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

4.1 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 1.1	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 1.1	ETO database In-house database and case files Review district court records
Timeframe 1.1	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 1.1	Provide Restorative Justice as a diversion option
Outcome 1.1	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 1.1	Number of youth to complete contracts Victim and Community Member Satisfaction Survey Tiburon records will be evaluated
Timeframe 1.1	By June 30, 2014

4.2 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).

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 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.
- 5) 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.

5 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

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:

5.1 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.

5.2 Non-Personnel: Budget & Budget Narrative Details

5.2.1

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.

Travel

5.2.2

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

Because of the need for additional training and technical assistance, applicants are asked to budget travel costs for up to 4 trips (geographically distributed across the state) to bring programs together on specific topics relevant to this program.

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.

5.2.3

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.

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).

5.2.4

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).

6 BUDGET SUMMARY (TABLES TAB)

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

7 ADDITIONAL PROJECT FUNDING (TABLES TAB)

Will this project be funded using ADDITIONAL FUNDS other than those provided from this grant. 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 for which you are applying.

8 ATTACHMENTS (DOCUMENTS TAB)

Attach the following document(s) into the appropriate section, if applicable.

If Applicable	
Job Descriptions [for grant funded positions]	
CAC Certification and/or License [DORA]	
Agency License to Provide Substance Use Disorder Treatment	

DIVISION OF CRIMINAL JUSTICE

Office of Adult and Juvenile Justice Assistance

2017/2018 Juvenile Diversion Programming

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