



State of Wyoming

**Department of Education, Family Services, and
Health**

Wyoming Community Juvenile Services Boards

Letter of Intent Instructions

These materials are not a promise of contract or funding

Important Application Dates:

July 1, 2009 – Last date of Letter of Intent

December 31, 2009 – Last date of Application

June 30, 2010 – End of Biennium

Letter of Intent

The purpose of the letter of intent, limited to two (2) pages, is for communities to state their commitment to The Community Juvenile Services Boards (CJSB) process and rules and to identify a Lead Agency for each CJSB.

Purpose of Community Juvenile Services Boards

The 2008 Wyoming Legislature passed the Community Juvenile Services Boards and created a \$2,000,000 block grant aimed towards early identification and diversion of children at risk of entry into the juvenile court system and preventing delinquency and to allow for decisions regarding juvenile services to be made at the local level.

The goals of the Wyoming Community Juvenile Services Boards include:

- Developing a Central Intake and Assessment
- Developing criteria for juvenile diversion and detention/shelter care admission/use standards
- Developing a continuum of non-secure services
- Identifying other funding sources for local juvenile services

Lead Agency: Each community must apply through ONE Lead Agency for each CJSB. The Lead Agency is defined as the agency or organization that will physically house the project staff and provide logistical support (e.g. phone, internet access, office space, etc) for the project. The Lead Agency must be based within the CJSB service area and will act as fiduciary on behalf of the entire CJSB. Funds can be disbursed through a private, non-profit, or public agency. Funds cannot be distributed through an individual. The Lead Agency must be able to demonstrate fiscal responsibility and the capacity to act as a fiscal agent to the State at the time of application.

- A. The Letter of Intent shall contain the following information:
 - a. A brief statement describing the Lead Agency:
 - i. Lead Agency
 - ii. Lead Agency contact (name, title, address, phone, email)
 - iii. Describe the Lead Agency's experience and qualifications to successfully undertake this project.
 - iv. Describe how the Lead Agency's management and staff will collaborate effectively with all segments of the community (county) during the CJSB implementation.
 - b. A list of the CJSB members must be included. The letter must be signed by each member to be on the CJSB.
 - c. The shared vision or mission statement consistent with the CJSB goals as stated above. Describe how each member will contribute towards these goals.
 - d. The agreement that the CJSB will submit reviews/evaluations as required.
- B. Only one letter of intent shall be accepted from each CJSB.
 - a. Should the State Advisory Council receive more than one letter of intent from a specific county, all of the letters will be returned with instructions for all of the

applicants to work together to resubmit one letter within 10 business days of the day on which the council sends these instructions.

- C. Letters of Intent must be postmarked on or before July 1, 2009 to be considered.

How to Submit the Letter of Intent:

*** MUST BE POSTMARKED ON OR BEFORE *July 1, 2009***

Please **mail** (Fed-ex or certified mail) one (1) original Letter of Intent to:

State Advisory Council on Juvenile Justice
C/O Department of Family Services
2300 Capitol Ave.
Cheyenne, WY 82002

For more information, please contact:

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