



## **State of Wyoming**

**Departments of Education, Family Services, Health**

**Wyoming Community Juvenile Services Boards**

# **Instructions for Application**

**\*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**

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The application forms will be posted to <http://www.wyjuvenilejustice.com/> on April 20, 2009. Please contact Jeffery Herb at [jherb@state.wy.us](mailto:jherb@state.wy.us) for more information.

**\*PLEASE SAVE A COPY OF ALL FILES TO A DISK OR YOUR COMPUTER\***



## Selection Procedures:

A technical review panel, consisting of representatives from the Department of Education, Family Services, Health – Mental Health and Substance Abuse Division, and State Advisory Council on Juvenile Justice, will evaluate completed proposals against the proposal criteria. Completed applications must contain all necessary forms as provided in the Instructions for Application. Final funding decisions will be based on the rating of bids as a result of the review process and availability of funds. Any bid receiving an overall score of 100 or lower from the review panel will not be recommended for funding. Funding decisions by the review panel will be submitted to the Director of the Department of Family Services for final approval.

### Scoring criteria

Factor	Score
Project Overview: Understands/describes project intent	10
Assessment: Provided detailed county specific information related to needs and assets.	25
Appropriate service area	5
Implementation of central intake and assessment	25
Development criteria for diversion, detention, shelter care, standards for assessments, admissions, 24-hour intake, and pre-dispositional detention.	25
Development of continuum of care	25
Identified other funding sources for juvenile services	25
Cost Proposal	10
Total Possible:	150



## Cover Letter

A Cover Sheet must be attached to the completed application when submitted for review. The hard copy of the cover sheet must be signed by the primary contact for the CJSB. Please refer to Form 1 for the template of the Cover Sheet.

### **Application Formatting:**

Do not change font or margin settings or properties of any of the application forms.

### **Project Title:**

The name of the project title shall be the name of the county followed by Community Juvenile Services Board (i.e. Albany County Community Juvenile Services Board). If the CJSB is comprised of more than one county, please list all counties.

### **Name, organization, address, phone, fax, email for the Primary Contact and Lead Agency:**

Provide the name and contact information for the person who is responsible for submitting this application. All communication regarding this grant application will be conducted through the primary contact person identified in this field. This person must sign the certification at the bottom of the cover sheet. Provide the name and contact information for the Lead Agency (if different).

### **Total Funding Request:**

Please provide the total from your budget, Form 11.

### **Eligible Award Amounts:**

Please refer to the allocation table, Appendix 1.

### **Was a Letter of Intent submitted on behalf of the CJSB?**

Indicate whether a letter was submitted on or before the deadline of July 1, 2009 by the CJSB, signed by each member and contained the criteria as required in the Letter of Intent Packet.

**There is no promise of funding or contract.**



## CJSB Members

Using Form 2 please indicate the following members are required per Wyo. Stat. § 14-9-105:

- Representative of local field offices of the department of family services;
- Representative of local public health;
- Representative from the local school districts;
- Representative from prosecuting attorneys' offices;
- Representative from local police departments and sheriff's offices;
- Representatives from the boards of county commissioners;
- Representative from a local or regional mental health or substance abuse provider;
- Representative from the public defender's office;
- Any other professional the board of county commissioners or joint powers board may appoint, who has particular knowledge or expertise in children or young adult services.

The CJSB will:

- Collaborate and submit one joint letter of intent of the community;
- Jointly apply for CJSB allocation;
- Identify assets and needs of the community;
- Collect data as required by the CJSB rules;
- Provide local input and development of the strategic plan;
- Implementation in the strategic plan;
- Assist in developing strategies and to sustain programs and efforts beyond the grant cycle; and
- Help monitor program evaluation and implementation.

### **Meeting Frequency**

State the frequency the CJSB will meet (A CJSB shall meet at a minimum of four (4) times per year.)

### **Describe the role of the CJSB members in implementing the Community Juvenile Services Board in your community.**

In a brief, narrative format, describe how the CJSB members will operate/address the following (if known):

- How the members will provide oversight to the CJSB;
- What subcommittees will be formed and what functions the subcommittees will perform.



## **Community Involvement in Planning– Two page limit**

Using Form 3, Describe the plan for meeting regularly with local organizations and individuals to assess community needs/assets, activities, and strategies and to gain community support and assistance.

Describe how the community will be involved. Examples include hosting town hall meetings, county commission meetings, and school board meetings. When submitting the strategic plan, please include agenda/minutes from organized community meetings.



## County Information

### **Introduction**

In order to determine an appropriate strategic plan, collect and submit the following information specific to the CJSB service area. Please submit the information using Form 4. To provide consistent statistical information, please utilize the State Advisory Council on Juvenile Justice's website at <http://wyjuvenilejustice.com> and follow the CJSB link to complete the information listed below. Statistics have been collected and are available on this site. Technical assistance, ranging from telephonic assistance to onsite help, may also be obtained by calling (307) 777-3336.

### **County Population**

Provide the county population and poverty information as determined by the most recent US Census estimate. <http://www.census.gov/>

### **Population in Poverty**

Provide the percentage of the cumulative county in poverty as determined using the most recent Census Small Area Income and Poverty Data. <http://www.census.gov/did/www/saipe/county.html>

### **Detention Population**

Provide the number of juveniles placed in detention from the cumulative community, regardless of legal custodian, in the most recent calendar year.

### **Placement Profile**

Provide the number of juveniles in out-of-home placement from the cumulative community from the most recent calendar year. Placement includes juveniles placed in detention from municipal, circuit, juvenile/district court, juveniles placed on behalf of the school district, and voluntary placements.

### **Educational Profile**

Provide the name of each school district servicing the defined CJSB service area.

Provide the graduation rate for each school district as reported to the Department of Education. Information available through "Every Student Counts – State Report Card."

Provide the attendance information as submitted to the Department of Education. Information available through "Every Student Counts – State Report Card."

Provide the Proficiency Assessments for Wyoming Students (PAWS) information for each school district in the CJSB service area. Information shall be submitted for each grade level and each subject area, Reading Writing, Mathematics, and Science. Information submitted shall include the five scoring categories, "Below Basic," "Basic," "Proficient," "Advanced," and "Proficient & Advanced."



## **Court/Offense Information**

Uniform crime report data:

Provide the most recent crime and arrest as reported in the Uniform Crime Report through the Division of Criminal Investigation. Information shall contain the total index offense arrests, total drug abuse violations, and the total amount of juveniles arrested. Information shall be subtotaled for males and females in addition to total arrests.

Municipal Court Dispositions:

Provide the number of juveniles who were disposed in municipal court in the most recent calendar year. Central information is not available for this statistic; please collect information from the specific agency.

Circuit Court Dispositions:

Provide the number of juveniles who were disposed in Circuit Court in the most recent calendar year. Central information is not available for this statistic; please collect information from the specific agency.

District Court Petitions Filed:

Provide the respective number of delinquency and Child in Need of Supervision petitions and dispositions filed in the most recent calendar year.

## **Needs and Assets:**

Through the use of community stakeholder meetings, juvenile arrest data, educational information, placement information, and through the use of other pertinent information, please identify the community's needs and assets. In summary, identify the primary factor of why juveniles are entering the justice system and provide a narrative of how this was derived. Also, identify what protective factors are available to prevent juveniles from entering the juvenile justice system.

## **Outline of Community Service System**

Describe the current case management structure of handling juveniles in the justice system including the current method of determining the appropriate tracts of municipal, circuit, district, or juvenile court for a juvenile charged with a crime.

Describe what services are in place for each risk level of juvenile. Please describe all courts that a juvenile may have contact with in a community and the flexibility involved for individualized case management.

## **CJSB Service Area**

Describe how the CJSB boundary area will be defined. In determining, take into account circumstances in which the community obtains regular services outside of the service area, i.e. a municipality's students attend school in another county. Counties may form boards with other counties to become the Community Juvenile Services Board though one county cannot be part of more than one board.

## **Coordination of Services**





Describe the coordination process of agencies working within Juvenile Services and other child/youth/family serving systems to ensure quality services are being delivered and agency's legal responsibilities are being upheld.

**Agency Agreements**

Describe any existing agreements between participating service agencies in regards to Juvenile Services program delivery.

**Impact on Laws**

Describe what laws or other legal issues may potentially be affected in forming a CJSB.



## **Phase II.**

### **Strategic Plan**

The Strategic Plan describes the goals that the local CJSB will address and the roadmap it will use to achieve those goals. The Strategic Plan is what funding decisions will be based on. The multi-agency group along with the State Advisory Council on Juvenile Justice will review Strategic Plans in the format of Form 5.

### **Central Intake and Assessment**

#### **Vision, Values, Mission**

Describe the Mission of the CJSB.

Describe the Values, Mission, and Philosophy.

#### **Central Point of Intake**

Describe how the single point of entry will be implemented in accordance with Wyo. Stat. § 14-6-203 (SEA 068 of the 2009 Legislative Session). Describe who will conduct assessments, the objective criteria, and screening and assessments procedures.

#### **PACT Assessment**

State when the PACT Assessment will be used in the single point of entry process and what agency will administer the assessment.

Note: Any person administering the PACT Assessment must agree to abide by Department of Family Services PACT policy related to certification and quality assurance.

#### **Confidentiality**

Describe the procedure for confidentiality throughout the juvenile justice system including municipal and circuit courts.

#### **Strategic Central Intake and Assessment Plan**

In narrative form, describe the strategic plan of juveniles entering the justice system and determining the appropriate court/tract.

### **Detention/Shelter Care**

#### **Detention Process**

Describe the plan detailing which youth are to be detained and for what reasons including when youth should be assessed and what criteria will be used to determine admission to detention.



**Twenty-four Hour Intake**

Describe the process in which intakes will be handled to help law enforcement handle custody decisions; i.e. on-call probation officers will be utilized to administer a detention risk assessment.

**Detention Diversion**

Describe what programs are available or will be implemented for detention/shelter care diversion.

**Parental Notification**

Describe the process in which parents will be notified for their children’s offenses including at the time of citation/intake through case planning.

**Detention/ Shelter Care Strategic Plan**

Describe the Strategic Detention/Shelter Care Plan.

**Continuum of Care**

**Target Population**

Describe the targeted population for CJSB services beginning at early identification and diversion through aftercare and discharge.

**Assets/Needs**

Through community stakeholder input and CJSB identification, describe the primary issues related to each category.

**Risk Level**

Describe the continuum of care for each of the follow risk levels of youth, low, moderate, moderate-high, and high. Services should be specific to the individual needs of each risk level. The continuum of each risk level shall be comprehensive ranging from intake to aftercare.

**Continuum of Care Strategic Plan**

In narrative form, describe the strategic plan for each of the areas of Community, Family, School, and Youth.

**Alternative Sources of Funding**

**Responsible Party**

Describe the agency/person responsible for grant writing and the exploration of other funds for local community juvenile services.



## Staffing Plan

List all the staff (both staff to be hired and agency staff/government employees devoting a percentage of full-time equivalent (FTE)) who will be dedicated to working on the CJSB. (Consider Program Managers, Fiscal Agents, and Coordinators, Website Coordinators, Assistants, Diversion Officers, Central Point of Intake Screeners, Trackers, etc.).

Identify all specific staff who will work on the project. Identify staff who:

- Will be hired with the CJSB funds;
- Be allocated by a cooperating agency/organization to participate on the project in-kind;
- Be hired using other funding sources but allocated to the project in-kind.

For each person identified provide the following information:

### **Position & Name**

List the job title and (if known) the name, phone number and e-mail address of the person designated to work in the position.

### **Supervisor**

List the name, job title, agency name, phone number and e-mail address for the person who will directly supervise staff. If this person directly answers to the CJSB, indicate such.

### **Important Note:**

A sample job description is provided on the following page. The position may be a half-time or full-time position, depending on the application and existing resources in the community.

Additional positions may be hired or contracted as required to implement the CJSB process in a specific community. All staff to be hired or contracted under the CJSB must be included in the staffing plan.

## Community Juvenile Services Board Coordinator

### **Description:**

The project coordinator will work with the Community Juvenile Services Board (CJSB) members to plan and implement the CJSB project. The project coordinator will help develop community efforts to plan and implement a data driven strategic prevention plan.

### **Duties:**

- Coordinate the Community Juvenile Services Board
- Serve as the Central Point of Intake, assessing all cases in conjunction with the Prosecutor's Office.
- Facilitate data collection and analysis for needs/assets assessment
- Develop and present educational and informational materials



- Cooperate with State Advisory Council, Departments of Education, Family Services, and Health for community resource documentation and other evaluation related documentation
- Facilitate strategy selection and design
- Supervise a juvenile diversion caseload which duties include case management, drug and alcohol screening, and offender supervision.
- Provide information about Evidence Based Programs, Policies and Best Practices
- Support program providers to ensure implementation fidelity
- Record and collect project documentation

**Qualifications:**

Any combination of training and experience equivalent to a bachelor’s degree in social work, counseling, sociology, psychology, criminal justice, public health, or closely related field. Applicants will require a background check including taking of fingerprints which will be completed through the Wyoming Department of Criminal Investigation, the Department of Family Services Central Registry, and the Federal Bureau of Investigation for every successful applicant.

**Knowledge and Skills:**

Must possess a working knowledge of:

- Community development and mobilization
- Working with at-risk youth and families
- Ability to understand and utilize data to reach project goals
- Community organizing approaches

Must possess the following work skills:

- Organized
- Excellent oral and written communication skills
- Public speaking and training
- Group and meeting facilitation
- Computer skills (word processing, spreadsheets, internet)
- Ability to learn new concepts quickly
- Self motivated with ability to work independently and with others

Consider Program Managers, Fiscal Agents, Accountants, Website Coordinators, Assistants, etc. If the person is already in the job, please give their name, qualifications, and experience for this position. If this is a position you expect to hire, please provide a job description, minimum qualifications accepted, expected rate of pay and benefits that will be provided.

If applicable, Please provide an organizational chart including anticipated new staff.

Please describe who will be responsible for supervising staff and how this supervision will occur. If only one person is hired, describe how the applicant will answer to the primary contact person of the CJSB (if not the same), and the CJSB itself.

- a. Please include an organizational chart to show how the program fits into the applicant agency structure.



- b. Describe how the staff will be supervised within the organizational structure.
- c. Describe how communication will work for relating the CJSB's goals and objectives between the CJSB members and staff.



## Lead Agency and Fiscal Organizational Capacity

Management of the Community Juvenile Services Board Grant requires a Lead Agency. For the purposes of the Community Juvenile Services Board, the Lead agency will also act as fiduciary on behalf of the CJSB.

**Lead Agency:** Typically, 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.

Any agency with members required to participate in the CJSB per Wyo. Stat. §14-9-105, with the exception of the local Department of Family Services, may act as the Lead Agency.

### **Describe the following for the Lead Agency:**

- Lead Agency Name
- Lead Agency contact (name, title, phone, email)

### **Describe the Lead Agency's support:**

- a. Please include an organizational chart to show how the program fits into the applicant agency structure and to include all CJSB staff by position title.
- b. Describe how funds will be kept separate from other accounts and projects; how the budget will be monitored and how work will be paid for; what work related conflicts you anticipate and how you plan to deal with these conflicts.
- c. Provide a statement of the organization's ability to manage funds, pay contract bills and report to the State Advisory Council and Department of Family Services for work after completion of each program goal.
- d. Give a statement about how the organization will ensure that work billed to this project shall be exclusively for this project and describe any anticipated work-related conflicts. This includes funds for staffing.
- e. This should focus on how funds will be kept separate from other accounts and projects. How the budget will be monitored, and how work will be paid for. Describe work-related conflicts you anticipate and how you plan to deal with these conflicts.
- f. Provide a statement of the organization's ability to manage funds, pay contract bills, and report to the Department of Family Services and State Advisory Council for work after completion of each program goal.

### **Matching Fund Requirement:**

Community Juvenile Services Boards funding awards will be met with a fifteen percent (15%) in kind match from non-state funds. The match may include donations of expendable equipment, office supplies, workshop or education and training materials, workspace, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of the CJSB. The value placed on loaned or donated equipment may not exceed its fair market/rental value. The value placed on donated services must be



consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The value for donated fungible goods shall be reasonable and not exceed the fair market value at the time of the donation. The basis for determining the value of personal services, materials, equipment, and space must be documented.

**Invoices:**

Invoices are to be submitted monthly detailing eligible expenditures related to the CJSB for the previous month. Eligible expenses are those as submitted at the time of application as listed on Form 11, the budget request. Invoices shall be submitted in a timely manner. Invoices will be paid at a maximum of once per month. Once funded, a CJSB will submit invoices monthly to:

**Department of Family Services**

**2300 Capitol Ave.**

**Room 349**

**Cheyenne, WY**

**82002**





## Timeline

Using Form 8, list the key activities that will be conducted during the first year. Be sure to include the anticipated start-up timeframe for each of the activities to be funded under this grant. Please include additional activities.

Provide a timeline for the CJSB activities to be conducted in the first year of the project. For each key activity, indicate the projected start date and the anticipated length. For example, a community needs assessment will commence two weeks following the submission of the letter of intent and conclude approximately six weeks from initiation. Also, include the frequency of CJSB meetings.

### **Strategic Planning: Develop a Comprehensive Strategic Plan.**

List the anticipated start dates of the individual Community Board components. Counties must develop a strategic plan consistent with the statutory requirements. Plans shall consist of the four main content areas:

Developing a system of care for:

1. Central Point of Intake and Assessment with a central point of contact consistent with Senate Enrolled Act 68 of the 2009 Legislative Session.
2. The development or adopting of criteria for juvenile diversion, short-term detention and longer-term shelter care services, including standards for assessments, admissions, twenty-four (24) hour intakes, pre-dispositional detentions and shelter care standards;
3. The development of a continuum of non-secure services, including early intervention, diversion, community service and other sanctions which may include citations, counseling, parenting education, day treatment and aftercare following twenty-four (24) hour placements, and
4. The identification of other funding sources for local juvenile services.

The strategic plan must be based on documented needs, build on identified resources/strengths, set measurable objectives, and include the performance measures and baseline data against which progress will be monitored. Plans must be adjusted as the result of ongoing needs assessment and monitoring activities. The issue of sustainability should be a constant throughout each step of planning and implementation and should lead to the creation of a long-term strategy to sustain policies, programs, and practices. The Departments of Education, Family Services, and Health in conjunction with the Wyoming Citizen Review Panel will provide communities with technical assistance and training to complete this process.



## Project Budget

### **Budget:**

Using Form 11, provide broad indications of how much each of the goals of conducting the CJSB will cost in your county for the proposed funding period. The areas to consider are:

- Salary costs of any staff needed to be hired to complete CJSB objectives. Consider how much the specific position will be funded and what salary they will receive and benefits for each position;
- Travel/ Transportation: Estimate the amount of program staff travel expenses requiring reimbursement for travel related to the CJSB;
- Space costs/ Utilities: Estimate the amount of rent and utilities to be incurred during the first year of the program;
- Consumable Supplies: Consumable Supplies include the cost of paper, office supplies etc;
- Computer Hardware and Software: Identify any costs associated with the purchasing or rental of computer equipment;
- Equipment maintenance, rental, and purchase: List any expected costs associated with the costs of each;
- Advertising: Identify any costs associated with the promotion of the boards and publication of information related to the boards;
- Case Management System: Identify any costs associated with the purchase or maintenance with a case management system;
- Professional Services Contract: Identify any anticipated professional fees/contracts required for the operations of the program. Include the costs of any training to be provided within the program;
- Provide the proposed funding for the four goal areas of the CJSB: Central Point of Intake; Diversion, Detention and Shelter Care; Non-Secure Continuum of Care; and Identification of Other Funds, and a description of the proposed expenses;
- Miscellaneous Expenses: Enter any other amounts necessary to conduct the operations of the program; and
- Total: Add up the total costs of the program.

### **Administrative costs limitation:**

No more than 10% of awarded CJSB funds may be used towards administrative costs such as consumables, meeting supplies, and transportation. Salaries are not counted towards this requirement.

### **Program Initiation Funds**

A CJSB may request up to ten percent (10%) of the total eligible award to be used to initiate the CJSB. Funds may be used to hire staff, purchase necessary equipment and supplies, and other necessary start up expenses.



**Matching Fund Requirement:**

Community Juvenile Services Boards funding awards will be met with a fifteen percent (15%) in kind match from non-state funds. Please see Budget Form 11 for details.



## **Phase III.** **Annual Review/Evaluation**

The CJSB grant requires the implementation of a comprehensive process to evaluate the results. Both output and outcome measures will be included. The Lead Agency and other community collaborating agencies must agree to cooperate with all evaluation requirements, including submission of data, of the CJSB.

All funded communities must participate in collecting, analyzing, and disseminating process, outcomes and other related evaluation data. Training and technical assistance will be available. Evaluation tools shall be provided by the Wyoming Departments of Education, Family Services, and Health.

Using Form 9, please identify the following performance indicators:

- Placement Rates: (as established by the Department of Family Services)
  - Number of youth in out-of-home placements;
  - Length of stay in placement;
  - Re-entry into placement; and
  - Number of days in placement for all youth.
- Education Rates: (as established by the Department of Education)
  - Graduation rates by school district;
  - School attendance; and
  - Performance Assessment for Wyoming Students (PAWS) statewide assessment.
- Juvenile Delinquency Rate – Uniform Crime Report (as established by the Division of Criminal Investigation)
- Detention rates: (as established by the State Advisory Council on Juvenile Justice)
  - Number of youth in detention;
  - Length of stay in detention;
  - Re-entry into detention; and
  - Number of days in detention for all youth.
- Number of new adjudicated youth (as established by the Department of Family Services. District Court of Sweetwater and Campbell counties will provide data in these counties)
- Number of juvenile offenders served and dispositions of cases (as established by the CJSB single point of entry)
- Scope of juvenile offender services identified or developed by the CJSB (as established by the CJSB)

### **Source of Statistical Information:**

All information required for the strategic plan and review will be available on the State Advisory Council on Juvenile Justice’s website, <http://www.wyjuvenilejustice.com> in the CJSB link.



**Assurance of Evaluation:**

Provide the signature of the primary contact with a statement acknowledging the importance and scope of the evaluation efforts required by this grant.

**Annual Report:**

Each CJSB shall submit an annual report, Form 10, detailing each of the requirements as stated above no later than **February 28** of each year. The report shall be submitted to:

**State Advisory Council on Juvenile Justice**

**C/o Department of Family Services**

**2300 Capitol Ave.**

**Cheyenne, WY**

**82002**

**Quarterly Report:**

Each CJSB shall submit a quarterly report, Form 11, with a narrative in each of the CJSB goal areas. Describe what changes, either advancements or setbacks, have occurred in the in the previous quarter. Quarterly reports are due thirty (30) days after the commencement of the quarter. Quarterly reports are sent to the same address as listed above.

