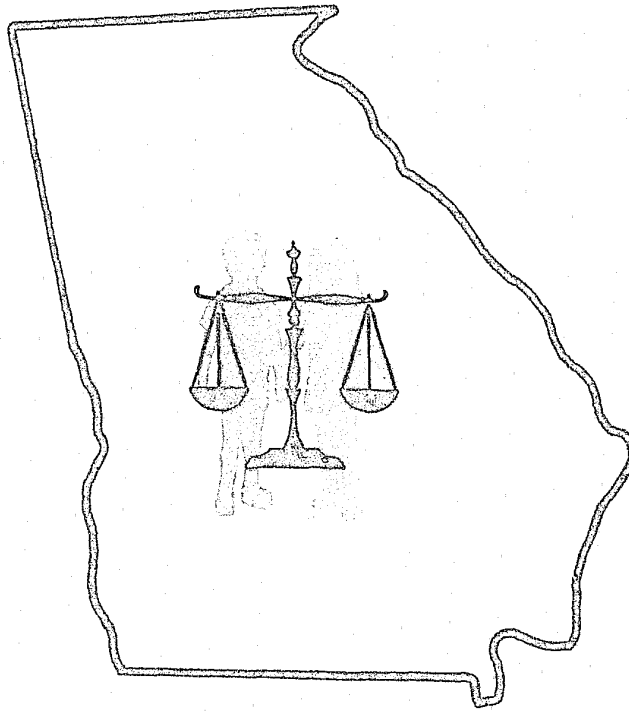


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GEORGIA JUVENILE JUSTICE COORDINATING COUNCIL'S

1988 ACTION PROGRAM TO PREVENT & CONTROL JUVENILE DELINQUENCY



111272

A Request for Proposals

THE 1988 ACTION PROGRAM

TO PREVENT AND CONTROL JUVENILE DELINQUENCY

111272

U.S. Department of Justice
National Institute of Justice

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COINTEGRATIONS

GEORGIA'S JUVENILE JUSTICE COORDINATING COUNCIL

10 PARK PLACE SOUTH - SUITE 410
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AN EQUAL OPPORTUNITY EMPLOYER

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STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334

Joe Frank Harris
GOVERNOR

GREETINGS:

As Governor of Georgia, it is my pleasure to join with the Juvenile Justice Coordinating Council in presenting the State's 1988 Action Program to Prevent and Control Juvenile Delinquency.

The funding categories of this multi-year plan were primarily developed to disburse federal formula grant funds under the mandates of the Juvenile Justice and Delinquency Prevention Act of 1974 as amended. Importantly, our competitive action programs encourage alternatives to reduce the number of delinquent children treated in secure facilities, as mandated under state legislation creating the Juvenile Justice Coordinating Council.

The 1988 Action Program promotes the philosophy that local communities have a stake in the future of their own troubled young people. It encourages prevention and early intervention and seeks local input into the processes of treatment, rehabilitation and reintegration into the mainstream of the community.

I not only endorse this Action Program and the work of the Juvenile Justice Coordinating Council, but I also strongly urge each of you to actively pursue developing local responses to your own communities' delinquency-related problems and, where appropriate, to seek funding through our programs.

With kindest regards, I remain

Sincerely,

Joe Frank Harris



GEORGIA JUVENILE JUSTICE COORDINATING COUNCIL

GREETINGS:

On behalf of the Juvenile Justice Coordinating Council, I am pleased to present Georgia's 1988 Action Program to Prevent and Control Juvenile Delinquency.

The planning process which produced this program was begun early in 1987 by the Governor's Advisory Council on Juvenile Justice and Delinquency Prevention which operated under the auspices of the Georgia Department of Community Affairs. This important document was completed by the Juvenile Justice Coordinating Council after it assumed the responsibility for the Federal Formula Grant Program in July of 1987.

The Council believes that the varied programs contained in this request for proposals will meet the mandates of both the federal Juvenile Justice and Delinquency Prevention Act and state law creating the Juvenile Justice Coordinating Council. A major focus of our programs will be to encourage local involvement in the rehabilitation and treatment of juvenile offenders and seek to increase the availability of community-based alternatives to secure detention.

The Council is convinced that the possibilities for funding contained in this document are broad enough to encompass those problems identified as pressing in your community. We urge you to study this document carefully as you seek ways to expand the services available to your communities' troubled children.

By working together, we can significantly improve our justice system's ability to deal with your juveniles in a human and effective manner.

Sincerely,

Rex Ruff
Chairman

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INTRODUCTION

The Juvenile Justice Coordinating Council has received \$1,041,000 from the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) for Fiscal Year 1988 to control juvenile delinquency, improve the State's juvenile justice system, deinstitutionalize juvenile offenders, and provide for the total separation of juvenile and adult offenders. This Block Grant was awarded to Georgia on the basis of the three-year Comprehensive Juvenile Justice Plan, prepared and submitted in January of 1988 by the Juvenile Justice Coordinating Council for OJJDP review and approval. The 1988 Comprehensive Juvenile Justice Plan contains six Action Programs designed to cope with the priority juvenile justice problems that were identified by the juvenile crime and delinquency analysis surveys conducted in the Spring of 1987.

The programs described in this publication are products of months of research, analysis and planning by governments and agencies at the local, regional and state levels. Each contributed insight and perspective into problems of the juvenile justice system, and these programs constitute a comprehensive effort to enhance the safety and security of all Georgians, while also seeking to treat and rehabilitate juvenile offenders in the least restrictive environment possible.

This 1988 Action Program to Prevent and Control Juvenile Delinquency is intended to serve three purposes:

1. Provide the reader with an overview of the 1988 program;
2. Provide potential applicants for funds with a clear understanding of what assistance is available, how to prepare a sub-grant application, and the duties and obligations of a fund recipient; and
3. Provide those concerned with developing innovative programs not outlined in this booklet with the procedures by which Concept Papers may be submitted for consideration in the preparation of future plans and plan amendments.

This publication has been especially prepared for units of local government, State agencies, and private non-profit organizations seeking JJDP funds. The Juvenile Justice Coordinating Council hopes this edition will serve the needs of all governments and agencies eligible for funding under the programs described herein.

ACTION PROGRAM SUMMARY

1988

8801 PLANNING AND ADMINISTRATION	TOTAL:	95,250
I. Planning and Evaluation for Juvenile Justice Unit		80,250
II. State Advisory Group Allocation		15,000
8802 UNIFIED SYSTEM	TOTAL:	117,500
I. Special Juvenile Justice Issues		15,000
II. Statewide Juvenile Court Information System		20,000
III. Joint DYS/CJCJ Training For Field Staff		45,000
IV. Governor's Intern Program		17,500
V. Specialized Training Programs		20,000
8803 SPECIALIZED TREATMENT SERVICES	TOTAL:	293,000
I. Modular Programs for Special Needs Offenders		40,000
II. Purchase of Specialized Treatment		50,000
III. Intensive Probation/Surveillance Program		50,000
IV. Drug and Alcohol Treatment Services		10,000
V. Restitution and Mediation		20,000
VI. Work Experience		33,000
VII. In-School Probation For Delinquent Status Offenders		20,000
VIII. Adventure-Based Short Term Treatment Program		20,000
IX. Treatment for the Adolescent Sex Offender		50,000
8804 EARLY INTERVENTION	TOTAL:	350,000
I. Secondary Prevention Early Identification/Intervention		100,000
II. CJCJ Special Project for Local Purchase of Services		250,000

8805 PREVENTION STRATEGIES TOTAL: 54,000

I. Selective Organizational Change 54,000

8806 TRANSITIONAL SERVICES TOTAL: 131,250

I. Vocational Programs for Juvenile Offenders 31,250

II. DYS Special Project for Purchase of
Transitional Services 100,000

GENERAL INFORMATION FOR CONCEPT PAPER SUBMISSION

The procedure for review of Concept Papers is as follows:

1. A paper may be submitted at any time to the juvenile justice staff of the Juvenile Justice Coordinating Council (JJCC). Staff will review each paper for completeness, and when necessary, request additional information.
2. The Planning Committee will meet during the third month of each quarter to screen and categorize Concept Papers according to a prescribed set of criteria.
3. At each regular meeting of the JJCC, (during the first month of each quarter) the Planning Committee will make a summary report and recommendation for action on each reviewed project proposal.
4. A written response will be made to each applicant reflecting actions taken by the JJCC.

Please be advised that this process is merely a procedure whereby the JJCC can develop an idea bank for use in future planning.

Concept Paper submittal does not constitute a grant application, and Council support of a project proposal does not insure funding.

CONCEPT PAPER GUIDELINES

Concept papers should follow this outline and address each of the eight categories listed.

- I. Identification and credentials of the candidate and/or the sponsoring agency.
 - A. How did the agency, or organization, get started?
 - B. How did it become involved with juvenile justice?
 - C. What are some of the most significant accomplishments of the agency in the area of juvenile justice, or related areas?
 - D. What are the organizational goals, or purposes of the agency?
 - E. What support has been received from other service providers, funding sources, and key individuals?
- II. A statement of the problem to be addressed, with documentation to support the problem:

Present a few well chosen statistics to document the problems among the potential recipients of service. Authoritative statements from local service providers, and references to the professional or popular literature should be used only when statistics are not available, or in a supporting capacity.
- III. A statement of targeted population:
 - A. Number of individuals to be served
 - B. Geographic service area
 - C. Population characteristics
- IV. A statement of the proposed project's goals and objectives:
 - A. Objectives should be described in terms of behavioral outcomes of the participants. The objectives should be closely linked to the needs or problems identified in the program statement. The behavioral outcomes will be described in terms of measurable events that can realistically be expected with the available resources.

B. Time deadlines should accompany each objective.
Examples:

1. The number of youth placed in jobs by a certain date.
2. The number of participants improving at least one grade level by the end of the program.
3. The reduced vandalism costs by the end of the school year.
4. The expected reduction in truancy rate by the end of the program.

V. A statement of the methodology to be used, and a general time-table for implementation:

Must demonstrate that the proposed program approach has resulted in alleviating the needs specified in Section II of the Concept Paper. The best documentation consists of references to the professional literature, or other forms of empirical evidence. Presentation of this evidence should be coupled with additional evidence that indicates other program approaches would be less likely to alleviate the needs.

VI. A statement of proposed budget:

- A. A program budget that shows the budget for the entire agency by program area. This will enable the JJCC members to determine what portion of the overall budget is represented by the agency's request, and what categories of the budget will be supported by OJJDP funds.
- B. A list of all the agency's funding sources and, if possible, which items of the budget would be supported by these sources.
- C. Some indication of how the agency is planning to secure additional support after federal funding terminates.

VII. A statement that specifies what impact the proposed project will have on the current juvenile justice system:

- A. How will the project affect the current referral rate to juvenile court?
- B. How will the project impact on recidivism, or further penetration to the system?

VIII. A statement regarding the method for evaluating the effectiveness of the project:

- A. What data elements will be collected?

GENERAL INFORMATION FOR APPLICATION SUBMISSION

The Area Planning and Development Commissions (APDC) are no longer under contract with the Juvenile Justice Coordinating Council (JJCC) to provide local units of government and private non-profit organizations assistance in grant development, grant management, or monitoring of JJDP grants in aid. However, several APDC's have expressed interest in continuing their involvement in these activities. Therefore, we suggest that each applicant contact his regional APDC to ascertain the availability of assistance. It should also be noted that APDC's are the Regional Clearinghouses, and a Form 424 (Intent to Apply for Federal Funds) must be filed with the APDC regardless of whether or not that agency is providing technical assistance.

A map showing the areas served by each APDC and a directory of APDC addresses can be found in the Appendices of this document.

Governmental and private non-profit organizations intending to prepare grant applications should read the following sections carefully.

The Juvenile Justice Coordinating Council will receive grant applications from state and local governments and private non-profit organizations which can demonstrate an established history of dealing with juvenile justice issues and problems according to the schedule included in this document. **OF SPECIAL NOTE:** Local public and private agencies that are not general purpose governments must obtain and submit, along with their application, written consent from their local unit of general purpose government to be a direct recipient of funds for the community's use.

ELIGIBLE APPLICANTS:

Action Grant Awards will be made to eligible applicants. Each Action Program contains specific criteria of eligibility which each applicant must meet.

All applicants must file a Notification of Intent to Apply for Federal Assistance (Form 424) with the appropriate clearinghouse - State (Office of Planning and Budget) and all regional and metropolitan clearinghouses whose areas may be affected by the project. This form must be filed at least thirty (30) days prior to submission of a grant application to the JJCC. Forms are available from State Clearinghouse, Trinity-Washington Building, 270 Washington Street, S.W., Atlanta, Georgia 30334. (See Appendix II.4 for sample form and instructions.) It is preferred that clearances from appropriate Clearinghouses be attached to Form 424 at the time grant application is submitted to the JJCC.

APPLICATION PREPARATION:

An applicant should review thoroughly instructions contained on the application forms JJCC-F-2 (Rev. 3/88) and Attachment A. Examples of these forms are displayed in Appendix II.1 and Appendix II.2. An application should consist of four (4) main parts:

1. Action Grant Applications: This form JJCC-F-2 should be completed in accordance with instructions on its reverse side.
2. Detailed Project Narrative: A description of the project should be typewritten in the following format:
 - a. Statement of the Problem: The applicant must illustrate the need for the project, and should give information showing how the project will be designed. Statistical data should be used to document what needs to be done. If the application is for continuation funding, the quantified results of previous grants must be given.
 - b. Objectives: State clearly defined and measurable objectives which are directed toward resolving or reducing the stated problem. The project's objectives must be consistent with the objectives of the specific Action Program. The target group for the project (e.g., the five block central business district of the community, all high school students within the county, etc.) should be clearly defined and its size estimated. Project activities should not be confused objectives. For example, an objective would be to improve the rate of school attendance for adjudicated truants by 20 per cent, while an activity would be to hold a series of counseling sessions with groups of adjudicated truants for the purpose of encouraging regular school attendance. If objectives have been designated for projects within the specific Action Programs, those objectives must be reflected in the objectives of the project.
 - c. Methods and Procedures: Describe how the project will be implemented, including (1) steps and stages of the project; (2) a work schedule with estimated time intervals for accomplishing each stage; (3) what will be done at each stage; and (4) who will do it.

- d. Evaluation: Describe how it will be determined if this project has resolved or reduced the problem for which it was intended. Such a description should include (1) information to be gathered for comparison in order to determine whether or not objectives are met (e.g., the rate of school attendance for target group prior to the program, during program involvement, and following program involvement, or the rate of school attendance for two comparable groups, one of which goes through the program and the other of which does not); (2) how this information will be collected (e.g., school attendance records of all participants will be collected from school officials; attendance and participation records during counseling program will be collected by the group leader); and (3) how data will be analyzed (e.g., compare attendance records of individual participants before, during and after participation in counseling sessions; compare attendance records for those participating in the counseling with those not participating).

Evaluation design must relate to Performance Indicators as stated in the Action Program.

- e. Continuation: If the proposed project is a continuation of a previously funded grant, list all previous grant numbers, the beginning and ending date of each, and the projected completion date of the project. This is critical.

The applicant should review the JJCC's continuation funding policy to determine what level of federal and state support can be expected in subsequent years. If an applicant expects to request that a grant be continued past this grant period, the following information must be submitted in the original application:

1. the total expected length of the project,
2. the estimated project cost each year,
3. a detailed plan for state or local assumption of project costs. This is critical and must include a step-by-step time frame for involving key people in the local community.

3. Detailed Budget Summary: This form (ATTACHMENT A) should be completed in accordance with item #1 "General Instructions" on its reverse side. If all budgeted items will not fit in the space provided, continue each category on another sheet of paper.
4. Budget Narrative: This should be prepared in accordance with item #2 "Specific Budget Categories" in the instructions on the reverse side of the budget form (ATTACHMENT A). The purpose of the budget narrative is to show how the budget figures were computed and how budgeted items relate to the project.

Examples of the detail that should be included in the budget narrative are as follows:

- a. Salary, excluding fringe benefits, for each position budgeted, should be listed for a defined period of time (monthly, annually).
- b. Fringe benefits should be defined and computed separately from salary.
- c. The basis for salary increases (continuation projects) should be included.
- d. If the budget includes acquisition of equipment, a list of such equipment and the amount budgeted for each item should be included.
- e. If travel is budgeted, the purposes of the travel and estimated cost of each trip should be documented.
- f. There are several restrictions on the use of project funds. The most common restrictions are as follows:
 1. Indirect cost is unallowable.
 2. Uniform rental is unallowable.
 3. Purchase of weapons is unallowable.
 4. Certain salary increases are unallowable.

Refer to Subgrantee Financial Management Manual for further information relative to

general restrictions. Also, the description of each annual Action Program, included herein, may include individual restrictions.

- g. If only a portion of the entire program is to be funded with JJDP money, the entire budget should be presented with special note made of those portions to be funded with JJDP money.

SPECIAL ELIGIBILITY REQUIREMENTS

1. Equal Employment Opportunity Requirements: Prior to the authorization to fund new or continuing programs under the Juvenile Justice Delinquency Prevention Act, each recipient of JJDP assistance which has (1) 50 or more employees, and which has (2) received grants or subgrants of \$25,000 or more, and has (3) a service population with a minority representation of three percent or more, must formulate, implement and maintain an Equal Employment Opportunity Plan (EEOP) consistent with JJDP guidelines for minority persons and women. (If only the first two conditions are met, but not the third, the same Plan must be formulated, implemented and maintained for women.) All applicants must file a "Certification of an Equal Employment Opportunity Plan" with the Juvenile Justice Coordinating Council whether they meet the above conditions or not. This certification should be submitted with the Grant Application (See Appendix II.3)

In addition, potential subgrantees whose applications are for \$250,000 or more must submit a copy of their EEOP upon receiving notice that their grant has been awarded.

2. National Environmental Policy Act of 1969: The National Environmental Policy Act of 1969, Section 102(2)(c), (P.L. 91-190) and Guidelines issued by the Council on Environmental Quality (CEQ) require that prior to "Major Federal Actions" significantly affecting the quality of the human environment, an assessment of environmental consequences shall be made in the form of a (draft) environmental statement, which shall be circulated for comment by the Federal agency to State, and local agencies and the public, as provided in CEQ Guidelines, and then revised as needed.

This environmental statement, in the form of an environmental evaluation, must be prepared by the applicant and submitted to the JJCC no later than thirty (30) days after site selection. Three copies should accompany the original environmental evaluation.

Programs and projects with a Potential Effect on the Environment: The following are the types of Federal Actions which require the preparation of an Environmental Evaluation:

- a. New construction projects
- b. The renovation or modification of a facility which leads to an increased occupancy of more than 25 persons.
- c. The implementation of programs involving the use of pesticides and other harmful chemicals.
- d. The implementation of programs involving microwaves or radiation.
- e. Research and technology whose anticipated or intended future application could be expected to have a potential effect on the environment.
- f. Other actions which require the substantial commitment of resources or trigger such a substantial commitment by another as determined by the responsible JJCC official to possibly have a significant effect on the quality of the environment.

Actions Significantly Affecting the Human Environment: Actions significantly affecting the human environment are not limited to, but include projects or programs which would:

- a. Lead to a significant increase in air pollution;
- b. Lead to a significant increase in water pollution;
- c. Lead to a significant increase in the ambient noise level for a substantial number of people;
- d. Lead to poor land use, soil erosion or soil pollution;
- e. Destroy or derogate from an important recreation area;
- f. Substantially alter the pattern of behavior of wildlife or interfere with important breeding, nesting or feeding grounds;

- g. Disturb the ecological balance of land or water areas;
 - h. Have a significant effect upon areas of historical significance, cultural significance, education, or scientific significance;
 - i. Have an adverse aesthetic or visual effect; or
 - j. Have a detrimental effect on the safety of the community.
3. Clean Air Act and Federal Water Pollution Control Act: In accordance with the provisions of the Clean Air Act and the Federal Water Pollution Act, grants, subgrants or contracts cannot be entered into, reviewed or extended with parties convicted of offenses under these laws.
4. Facility Development Requirements: Applicants for funds to construct or renovate facilities will be required to perform the environmental analysis, as well as address the requirements of the National Historic Preservation Act of 1970 (P.L. 91-5-646), Georgia Relocation Assistance and Land Acquisition Act (1973 Ga. L., 412) and federal and state laws relating to the accessibility of public buildings to handicapped persons.

APPLICATION SUBMISSION:

Completed applications must be submitted to the Juvenile Justice Coordinating Council (JJCC) during the applicable submission period. Local governments, private non-profit organizations, and state agencies should forward a minimum of two (2) copies (including the original) to the JJCC.

Applications may be returned by the JJCC with no action taken, for two reasons: (1) late submission, and, (2) incomplete application.

1. Late Submission: Applications must be postmarked at least one day prior to the last day of the scheduled submission period, or hand delivered no later than the close of business on the last day of the submission period.
2. Incomplete Applications: Applications will be considered incomplete if any of the following elements are missing:
 - a. Original signature of an authorized official. This can be defined as the person authorized to bind the local government, private non-profit organization, or state agency in contractual agreements.
 - b. Action Grant Application Form (JJCC-F-2)
 - c. Detailed Budget Schedule Form (ATTACHMENT A)
 - d. Budget Narrative
 - e. Project Narrative
 - f. Copy of Notification of Intent to Apply (Form 424)
 - g. Certification of an EEOP
 - h. An original and one copy of the application documents

APPLICATION REVIEW:

Each application received by the JJCC will be reviewed to ensure that the proposed project meets established requirements and objectives of the program. The application will also receive a budgetary review to ensure reasonableness and allowability of costs. (See Appendix III.1 and Appendix III.2). Each application submitted to the JJCC will receive final application disposition within ninety (90) days after it enters the formal review process.

Each applicant will be notified in writing as to the final disposition of his/her application.

Competitive applications will be ranked in order of compliance with the weighted review matrix developed by the JJCC. A copy of the matrix can be found in Appendix III.3.

NOTIFICATION OF DISPOSITION OF APPLICATIONS:

Grant Awards will be forwarded to state agencies, private non-profit organizations and local units of government whose projects are approved for funding. Applicants whose projects are rejected will be notified of such rejection and the reasons for the rejection. The applicant will also be notified of the right to appeal the rejections, and given procedures for initiating the appeal.

APPLICATION SUBMISSION DEADLINES:

Applications for funding under the 1988 Action Plan are divided into two general categories: (1) Competitive, and (2) Non-Competitive. Each of these categories is further sub-divided into two groups: (a) New Projects, and (b) Continuation Projects. All applications for competitive programs and initial (new) non-competitive programs must be received by the JJCC between June 15, 1988 and June 30, 1988. (This includes projects requesting continuation funding). Applications for non-competitive continuation projects will be received by the JJCC no more than 120 days, nor less than 90 days prior to the expiration of existing grants. These deadlines apply to local governments, private non-profit organizations and state agencies. Continuation projects with good evaluations will be given priority consideration over new projects. (The review matrix will reflect these considerations.)

Timely submission of non-competitive continuation applications is the responsibility of each unit of government applying under this category. Submission dates are as follows:

1. All Competitive Applications: No earlier than June 15, 1988
and no later than June 30, 1988
2. All Non-Competitive Applications:
 - New Projects: No earlier than June 15, 1988
and no later than June 30, 1988
 - Continuation Projects: Between 90 and 120 days prior to
the expiration of existing grants

CONTINUATION FUNDING POLICY:

Federal fund year 1988 marked the first year of a 3-year programmatic thrust. The minimum and maximum award periods have been individually indicated for each program in the plan. Continuation of a specific project within a given program will be dependent on the subgrantee's ability to: (1) demonstrate that the project has met the criteria of proven effectiveness or a record of proven success based upon project evaluation data submitted to the JJCC; (2) show that the project is an innovative approach to addressing a high priority JJDP problem which continues to be addressed in the State JJDP Plan; and (3) demonstrate strong likelihood that the project will be continued beyond Federal Funding. Continuation projects which successfully meet these criteria will be given funding priority over initial applications.

All 36-month projects will be funded at 100% in their first and second years and at 75% federal and 25% cash match in their third years. An additional 12 months of funding at the 50/50 cash match level may be considered under extraordinary circumstances. Such funding will only be granted when the subgrantee can demonstrate that the additional funding will insure full local assumption of the project in the fifth year.

Under no circumstances will Federal funds be made available to support staff positions past the first three years of funding.

ADVISORY BOARD POLICY:

The Juvenile Justice Coordinating Council requires an active advisory group to oversee projects which are funded. This advisory group must be representative of the community it serves.

ACTION PLAN #8801

PLANNING AND ADMINISTRATION RESEARCH, PLANNING AND EVALUATION

PROBLEM STATEMENT

In order to effectively administer the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, a juvenile justice staff to administer the federal program must be maintained within the general staff of the Juvenile Justice Coordinating Council.

In addition to the general administrative duties connected with grants management, this staff will provide support to the Juvenile Justice Coordinating Council, technical assistance to subgrantees and other groups concerned with juvenile justice and delinquency prevention, and leadership in the state's effort to comply with the Federal Guidelines on Deinstitutionalization of Status Offenders, the separation of adult and juvenile offenders and the eventual removal of all juveniles from adult jails and lockups.

PROGRAM I: JUVENILE JUSTICE COORDINATING COUNCIL PLANNING AND EVALUATION FOR THE FEDERAL PROGRAM

DESCRIPTION OF PROGRAM

A. Objectives:

1. To insure that planning and administration of all Federal monies for juvenile justice programs are administered according to Federal guidelines.
2. To publish annual Action Program booklets for use by potential subgrantees.
3. To review, monitor and evaluate all grant applications and subsequent awards.
4. To provide technical assistance and administrative support to the Juvenile Justice Coordinating Council.
5. To provide technical assistance to all subgrantees.

6. To prepare and submit the state's annual Plan amendments and monitoring reports.
7. To prepare, publish and distribute periodic documents geared toward increasing the level of public awareness about juvenile justice issues.

B. Activities Planned

To continue the general administration of the Juvenile Justice and Delinquency Prevention Program according to the Federal Guidelines. To make on-site visits to JJDP projects currently operating throughout the state. To provide technical assistance where needed. To increase the level of juvenile justice expertise within the agency, especially with regard to the implementation of prevention strategies and strategies for dealing with the more serious and chronic juvenile offenders, the families of juvenile offenders, status offenders, and juvenile offenders with drug and alcohol addictions.

<u>C. Budget</u>	<u>JJDP</u>	<u>State Match</u>	<u>Total</u>
1988	\$ 80,250	\$ 80,250	\$160,500

This unit will be funded on a continuous basis as long as Georgia is a participant in the JJDP Act.

D. Relationship to Similar Programs:

This is an ongoing function of the Juvenile Justice Coordinating Council.

PERFORMANCE INDICATORS

- A. The effective implementation of this Plan.
- B. The amount and quality of technical assistance delivered.
- C. The manner in which the Juvenile Justice Coordinating Council conducts business.
- D. The acceptability of this state's efforts as reflected by this agency's reporting to OJJDP.

ELIGIBILITY

This is a non-competitive program. The Juvenile Justice Coordinating Council is the only eligible applicant.

PROGRAM II: JUVENILE JUSTICE COORDINATING COUNCIL'S
DISCRETIONARY FUND

DESCRIPTION OF PROGRAM

A. Objectives:

1. To provide direction for Georgia's Juvenile Justice system.
2. To insure consistent and in-depth input into the state planning process by a wide array of Georgia's citizens including juvenile and criminal justice professionals and youth within the system.
3. To encourage and promote coordination and cooperation among the various state and local agencies concerned with the administration of juvenile justice and delinquency prevention programming.
4. To heighten public awareness and increase the available knowledge about those issues which impact on Georgia's juvenile justice system.

B. Activities Planned:

To encourage inter-agency cooperation through the sponsorship of research, special task forces, workshops and/or conferences and through the promotion of Council attendance at related educational meetings and seminars. To insure through the use of special interns continuous and consistent input from juvenile justice professionals, advocates, and from youth within the juvenile justice system. To insure, through the use of special interns effective tracking of all legislation relating to juvenile justice and delinquency prevention. To promote replication of exemplary programs through an annual Exemplary Project Award Program.

C. Budget:

100% JJDP

1988

\$ 15,000

Of these funds, \$11,500 are an annual mandate of the Act. Additional funds are included to address special research and programmatic needs and to cover special training for subgrantees.

D. Relationship to Similar Programs:

These types of Council activities represent a continuation of activities that have become traditional for the Council. The Council continues to be in a uniquely advantageous position to promote interagency coordination and cooperation among agencies concerned with the administration of juvenile justice.

PERFORMANCE INDICATORS

- A. Annual reports to the Governor's office and to the Legislature should be comprehensive and well documented. Recommendations should be reflective of the state-of-the-art.
- B. Comprehensive data collected from youth within the system should produce an annual document that provides meaningful input into juvenile justice planning.
- C. Results of special task forces and ad hoc committees should produce tangible evidence of inter-agency cooperation and coordination.
- D. Plans and monitoring reports should be correctly done and forwarded to OJJDP in a timely fashion.

ELIGIBILITY

Non-competitive. The Juvenile Justice Coordinating Council is the only eligible applicant.

ACTION PROGRAM #8802

PRIORITY STATEMENT #1 - UNIFIED SYSTEM

Georgia continues to move steadily, but still much too slowly towards implementing a more uniform system of juvenile justice. Over the last decade much has been done to set the stage for a truly united approach to judicial procedures, intake, detention, probation, treatment and after-care services. However, as with most systemic changes, the approach has been piecemeal and more reactive than pro-active.

Many of the needs identified in the 1985 plan have been at least touched upon and some of the objectives set in that plan have been substantially accomplished. However, the goal of a unified system is still far from being a reality. Aside from the issues which remain unresolved, several new issues have surfaced as a result of various factors including, but not limited to, new research findings, changing times and changing philosophies.

The state has still not seen fit to fund the implementation of O.C.G.A. 15-11-3 which would establish a state subsidy as encouragement for establishing a system of circuit-wide juvenile court judges. While most juvenile justice professionals still view this as a worthwhile goal, the implementation of this Code Section is now viewed more as a first step towards establishing the juvenile court as a separate division of the Superior Court. However, the juvenile justice professional community remains convinced that whatever form the juvenile court takes, its judges should be dedicated to administering juvenile justice and should be specially trained for that function. Therefore, the goal of a unified system of juvenile court judgeships will continue to meet opposition from those who feel that a judge should be a generalist rather than a specialist. Hopefully, through research, education, and public awareness activities, the Juvenile Justice Coordinating Council can help the opposition to see and understand the need for a specialized and uniform system of administering juvenile justice.

As with the implementation of O.C.G.A. 15-11-3, the state has not accomplished a consolidation of all intake, probation and investigatory services. Issues such as local autonomy (and the cost to taxpayers of that autonomy) versus consolidation at the state level have been debated for years. Several years ago there seemed to be substantial support for consolidating at the state level. However, the issue of consolidating under the executive or the judicial branch was hotly debated and never reached resolution. That debate threatened to tear the juvenile justice professional community apart. Since then, a philosophy advocating for more control at the local level seems to be

re-emerging; though at the same time, significant progress is being made towards unifying the procedures used throughout the state. In July 1985, the Georgia Supreme Court implemented uniform rules of procedure for all courts (including the juvenile court). In tandem with the development of those rules the judiciary and executive branch juvenile justice agencies have developed joint procedures for monitoring jail detention and the detention of status offenders. Uniform guidelines for handling intake and probation are currently being developed by the Division of Youth Services and the Council of Juvenile Court Judges. In 1985, the Division of Youth Services developed and implemented a uniform classification system which is now utilized across the state to make initial placement decisions for committed youth based on a standardized assessment of needs and public risk.

The challenge facing the Juvenile Justice Coordinating Council and Georgia's juvenile justice professional community is to continue building towards a unified framework and at the same time encourage and support the efforts of local communities and advocacy organizations to find and implement solutions to their own juvenile delinquency and related problems. An important objective of the multi-year plan and the Juvenile Justice Coordinating Council will be to encourage and facilitate the cooperative spirit existing between the Council of Juvenile Court Judges and the Division of Youth Services as those agencies join forces to establish the framework for administering the state's juvenile justice system. The joint training of community level field staff from the independent courts and the Division of Youth Services is one way in which federal funds have been, and will continue to be, used to foster shared philosophies and a uniform approach to service provision. Additionally, federal funds will be used to promote joint training opportunities that reach out to those who operate outside of the independent courts and youth services but whose professional activities bring them into frequent contact with the juvenile justice system proper. The Juvenile Justice Coordinating Council will also continue to encourage college students to explore career possibilities within the juvenile justice system. It is anticipated that through the Governor's Intern Program the juvenile justice system will attract more qualified and competent young professionals and that they will enter the system by conscious choice rather than mere accident.

As mentioned above, the Division of Youth Services has implemented a needs-based classification system which forms the basis for placing committed youth. Federal funds were utilized to computerize that system and hopefully, over time, an accurate picture of the service needs across the state will emerge. Also, related to the provision of more complete and accurate data, federal funds have been used to develop and implement a state-wide juvenile court information system. While the system

itself is nearing full implementation with all juvenile courts submitting the required data elements on a regular basis, federal funds are still needed to computerize each participating court. Armed with the more accurate and complete data produced by these systems it is hoped that juvenile justice advocates will be better able to secure adequate appropriations to meet the documented needs.

Aside from continuing to address the issues thus far identified, the Juvenile Justice Coordinating Council will seek to direct attention and funding (where appropriate) towards the following systemic issues which remain as yet unresolved or unresolvable without further study:

- 1) Establishing minimum mandatory training standards for all personnel involved in the juvenile justice system; monitoring for compliance with those standards; and, providing interdisciplinary training to all components of the system.
- 2) Developing better lines of communication between law enforcement, the schools, the community and the juvenile court.
- 3) Understanding and rectifying the disparity that exists between the percentage of the population that is minority and the corresponding percentage of minorities that are formally processed through the juvenile justice system.
- 4) Understanding and rectifying if necessary the increasing numbers of status and minor delinquent offenders being placed inappropriately in private psychiatric hospitals.
- 5) Assuring that adequate educational, vocational, and clinical mental health services are provided to all youth within the juvenile justice system.
- 6) Bridging the gaps between residential placements and the home community.

PROGRAM I: SPECIAL JUVENILE JUSTICE ISSUES

A. Objectives:

1. To conduct research, and/or evaluation projects designed to yield unbiased analysis of conflict issues needing resolution.
2. To conduct research, and/or evaluation on new concepts or ideas.
3. To increase this state's ability to make sound decisions regarding the directions in which juvenile justice should be moving.
4. To keep the public better informed as to the real goals, objectives, and needs of the system.

B. Activities Planned:

As the Juvenile Justice Coordinating Council, through its concept paper process and through its needs analysis priority-setting process, determines legitimate juvenile justice issues that require special research, study, and analysis, it will solicit proposals to address those issues. Additionally, the Juvenile Justice Coordinating Council will seek to better educate the public through a wider distribution of information relative to the goals, objectives, and real needs of the juvenile justice system.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget

100% JJDP

1988

\$ 15,000

Funds may be transferred into this program on a continuous basis as the need arises, and funds become available. However, individual projects will be single awards. Interested applicants may submit Concept Papers at any time. The JJCC may either issue a subgrant or achieve project implementation through direct contact with the applicant agency.

D. Relationship to Similar Programs:

In the past, JJDP funds have been used to finance specific studies, such as the analysis done by the University of Georgia's Institute of Government on which types of status offenders were being detained and for what reasons. The format for soliciting concept papers and selecting applicants will be similar to the competitive process being used by OJJDP for large research projects.

PERFORMANCE INDICATORS:

- A. The Council's designation of research or public awareness needs.
- B. The response rate generated through the Request for Proposal procedure.
- C. The content and usefulness of completed projects.

PROGRAM II: STATEWIDE JUVENILE COURT INFORMATION SYSTEM

DESCRIPTION OF PROGRAM

A. Objectives:

1. To determine the feasibility of expanding the existing information system and to develop a master plan to accomplish a true statewide information system.
2. To provide on-line data processing capabilities for juvenile courts in need of such capabilities.
3. To build the data base reflecting juvenile court referrals thereby making rapid data retrieval possible and practical.
4. To provide a statewide data base for juvenile courts to access when making judicial determinations.

5. To provide an accurate history of juvenile court records for judges of the Superior Courts to utilize when making sentencing decisions on adult criminal offenders.

B. Activities Planned:

To enlarge the storage capabilities of the existing hardware as needed to accommodate the expanding system. To place additional juvenile courts on an on-line system as the need occurs.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. <u>Budget:</u>	<u>100% JJDP</u>
1988	\$ 20,000

Funds will be limited to the expansion of on-line systems to juvenile courts not currently computerized. Each award will be county specific and maintenance after the first year will be negotiated between the Council of Juvenile Court Judges and the county.

D. Relationship to Similar Programs:

This effort represents a full implementation of the statewide model docketing system and will enable the state to collect and analyze meaningful data relative to juvenile justice trends.

PERFORMANCE INDICATORS

- A. Establishment of on-line systems throughout the state.
- B. Turn-around time on data retrieval requests.

- C. Degree to which system is accessed by juvenile and Superior Courts.
- D. Degree to which juvenile court data can be used to document trends and pin-point juvenile justice needs.

ELIGIBILITY

Non-competitive: Council of Juvenile Court Judges

PROGRAM III: JOINT DIVISION OF YOUTH SERVICES (DYS) COUNCIL OF JUVENILE COURT JUDGES (CJCJ) TRAINING FOR FIELD STAFF

DESCRIPTION OF PROGRAM

A. Objectives:

1. To present a formalized, coordinated staff development and training program to an estimated 550 juvenile justice community-based field personnel.
2. To conduct a statewide needs assessment of community-based direct service providers.
3. To present on either a statewide basis, or within regional training seminars, educational programs covering fundamental juvenile justice disciplines.
4. To conduct in-service seminars to meet local training requirements as prioritized from individual training needs assessment.
5. To support continuing educational opportunities by providing tuition and registration fees for workshops presented by outside agencies.
6. To emphasize through training opportunities the value of individual and family counseling in working with delinquent and status offenders and their families.

B. Activities Planned:

The unit will conduct an individual training needs assessment for all community-based direct service providers. Based on the prioritization of these needs within the local service areas and input of managers,

supervisors and judges, in-service seminars will be presented to all service providers in the area. The unit will also provide reimbursement for registration and tuition (as the budget permits) to direct service providers seeking to attend special workshops and seminars related to juvenile justice service provision.

Programming for this unit will continue to be reviewed by a board including representatives from the Division of Youth Services (DYS), the independent court system and the Council of Juvenile Court Judges under directives set jointly by the DHS and the Council of Juvenile Court Judges. Programming will address both the mutual training needs of the Division of Youth Services, the independent court system and the Council of Juvenile Court Judges and the training needs specific to community-based organizational units.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based or state for state) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
1988 \$45,000

This grant serves DHS and the independent court personnel. Funds are allocated for a minimum of 1 months with possible continuation funding on an on-going basis.

D. Relationship to Similar Programs:

This is continuation training project that has been operational for 9 years. While similar in structure to other training units, this project is unique in that it serves both the Division of Youth Services and the independent court systems. The programming provides the flexibility necessary to address the training needs of both systems and the Council of Juvenile Court Judges. The majority of the training is delivered by a network of trainers who are systems professionals.

This program provides the opportunity for direct service providers in the Division of Youth Services and the independent courts to receive training which directly affects service outcomes for a mutual target population of clients. Dependent on availability of space, this program also provides a training forum for participation by direct service providers of other child-serving agencies either as trainers, resource persons or trainees.

PERFORMANCE INDICATORS

- A. Development of the individualized needs assessment.
- B. Number of community-based direct service personnel receiving benefits of training under this program, as compared with the number of those eligible for such training.
- C. Comparison of the number of seminars delivered in response to the number of requests generated by the individual needs assessment.
- D. Number of direct service personnel receiving benefits of continuing education opportunities presented by outside agencies.
- E. Evaluations of individual workshops and seminar participants rating overall effectiveness of program, presentation, format and content.
- F. Comparison of the number of independent court personnel and Youth Service Personnel receiving benefit of training as compared with the training needs assessed.
- G. Comparison of the number of independent court personnel and DYS community-based personnel that receive benefit of training as compared with the number eligible to participate.

ELIGIBILITY

Non-competitive: Application will be submitted by either CJCJ or DYS based on a mutual decision.

PROGRAM IV: GOVERNOR'S INTERN PROGRAM

DESCRIPTION OF PROGRAM

A. Objectives:

1. To afford students interested in pursuing careers in juvenile justice an opportunity to experience full-time internships in criminal justice systems agencies that provide direct services to the juvenile population.
2. To provide students with an opportunity to relate the theoretical approach to juvenile justice with the practical obstacles to be overcome.

B. Activities Planned:

Through the Governor's Intern Program, a certain number of students each quarter will be placed in "direct service" internships. Placements will be made on the basis of the student's interest and the agency's ability to provide a meaningful internship and good supervision. At the conclusion of the quarter, each student will be required to submit to the Juvenile Justice Coordinating Council a self-evaluation of the benefit derived from the placement. Agencies in which students are placed will also be required to submit an evaluation of the benefits derived from an agency perspective.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

- C. Budget: 100% JJDP
1988 \$ 17,500

Funds are designated for use in the Governor's Intern Program for a minimum of 1 months with possible continuation funding on an on-going basis.

D. Relationship to Similar Programs:

It is a fairly widely accepted concept that internships in general are of value. This program will differ from other internships only in that its focus is specifically "direct service placement" in the field of juvenile justice.

PERFORMANCE INDICATORS

- A. Number of placements made.
- B. Self-evaluations from students placed.
- C. Evaluations from agencies who utilize the program.

ELIGIBILITY

Non-competitive: Department of Human Resources/Division of Youth Services and the Council of Juvenile Court Judges
DYS - \$ 7,500
CJCJ - \$10,000

PROGRAM V: SPECIALIZED TRAINING PROGRAMS

DESCRIPTION OF PROGRAM

A. Objectives:

1. To sponsor educational programs designed to increase the knowledge and raise the performance level of specialized juvenile justice personnel.
2. To improve the attendance and program format of existing seminars on juvenile justice.
3. To include materials about juvenile justice in seminars for all groups of personnel who relate to juvenile justice.

4. To sponsor training and seminar events which encourage the joint participation of persons from differing agencies and disciplines who interact within the juvenile justice system.

B. Activities Planned:

Under this program, several agencies may establish curricula in continuing educational standards and orientation programs for specialized juvenile justice personnel. The Prosecuting Attorney's Council may design programs for full-time juvenile court solicitors and assistant district attorneys who are assigned to handle juvenile court cases. The Council of Juvenile Court Judges and the Institute of Continuing Judicial Education may sponsor annual in-state workshops and orientation programs for juvenile court judges, referees, juvenile court administrators, juvenile court clerks, independent court chief probation officers, and any other small groups of specialized juvenile justice personnel who are trained under large organized training programs.

The Juvenile Justice Coordinating Council, together with the Council of Juvenile Court Judges, and the Institute of Continuing Judicial Education will work to insure that relevant juvenile justice materials are included in the programs of generalists who handle juvenile cases (i.e.: Superior Court judges, clerks and district attorneys).

The Peace Officer Standards and Training Council (POST) may design programs for the expansion of law enforcement officer's mandated training in juvenile justice, as well as programs to encourage and promote police officers' attendance at advanced in-service training programs in juvenile justice.

Special workshops, seminars and forums may be developed to increase the Georgia General Assembly's awareness of juvenile justice issues and trends.

The Juvenile Justice Coordinating Council will review the curricula of the programs as they are developed, and prepare a long-range training plan. Additionally, the Council will determine specific training needs as they relate to the successful implementation of this plan and solicit applications to meet those needs.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
1988 \$ 20,000

Funds will be allocated on a competitive basis. While the program is a continuous one, individual projects will be single awards for short terms (i.e., 6 months to one year).

D. Relationship to Similar Programs:

Prior to the development of this program all of Georgia's grants for training were designated either to large training units, or included within the budgets of individual subgrantees. This created problems whenever the need arose to develop a special training package for a group not included in the large training unit's target population. Over the last few years, this program has enabled the Council to address specific training needs as they arise.

PERFORMANCE INDICATORS

- A. Number of training packages developed.
- B. Number and type of individuals receiving training.
- C. Percentage of target populations receiving benefits from the training.
- D. Results of specific program evaluations.

ELIGIBILITY

Competitive

ACTION PLAN #8803

PRIORITY STATEMENT #2 - SPECIALIZED TREATMENT SERVICES

For more than a decade now, Georgia's juvenile justice system has been committed to serving its delinquent and unruly youth in the least restrictive, appropriate environment. Meeting that goal has not been easy. Providing an adequate array of services in a variety of treatment settings is a mammoth challenge. Even though the state has come a long way since the early 1970's when the options were limited to traditional probation or institutionalization, the goal of appropriate and adequate treatment for every juvenile in the system is yet to be fully accomplished.

Over the years, juvenile justice professionals in Georgia as well as their counterparts across the nation have come to realize that "treatment" must be delivered along a continuum and that the youngsters in need of these services might need access to the whole array in order to make the transition into responsible adulthood. In Georgia, we are still struggling with "filling the gaps" (i.e., developing all of the specialized components which need to be included in the continuum). Once that giant step is accomplished the next one will be to package the components so that any or all can be easily accessed on an as needed basis for each child who travels through the system.

In 1980, Georgia was proud to announce that 42.5% of all the juvenile offenders committed to the state were being placed in community-based settings. By fiscal year 1987, that percentage had increased to 61% and the Division of Youth Services is predicting that by 1991, if an adequate continuum of services is provided, they will be able to alternately place 80% of all youth who are committed to the state. In order to accomplish this goal, the state will have to develop and implement a variety of services that can be delivered in secure as well as community-based settings and which address such specialized areas as family dysfunction, educational deficiencies, mental retardation, drug and alcohol abuse, severe emotional disturbances, violence, sexual misconduct, and sexual victimization.

In developing the appropriations request necessary to accomplish its goal, the Department of Human Resources/Division of Youth Services based its projected needs on the following key factors:

- 1) Georgia's at risk population (i.e., youth between the ages of 10 and 16 years) has increased from 660,000 in 1970 to 747,000 in 1985 and is expected to rise to 814,000 by 1990.

- 2) The number of youth served annually by the Division of Youth Services in either institutional or community-based settings has risen from 5,900 in 1985 to more than 8,000 in 1987.
- 3) The average daily population within the institutional setting has decreased from 1,007 in 1970 to 816 in 1980, to 620 in 1985, and,
- 4) During 1986, the committed children classified as in need of moderate to intensive treatment services according to the Division of Youth Services' classification system broke down as follows: 83% needed residential support services; 35% needed alcohol and/or drug treatment; and 20% needed clinical mental health services.

Even a cursory analysis of these statistics points clearly towards the conclusion that the 80% diversion rate is necessary to avoid future increases in the number of youth institutionalized each year. Furthermore, even if the continuum of care at the non-secure community-based level is fully developed and implemented, the state will still be faced with the need for this same range of services within secure settings so as to effectively treat the five to six hundred youth per year that will still require secure confinement because they pose a significant threat to the community and/or to themselves. According to the FY88 first quarter report (July 1, 1987 - September 30, 1987) of the Troubled Children tracking system which deals only with multi-handicapped hard-to-place children, 222 children were currently in a specialized placement and 260 were on the waiting list. Of that 260: 83 were in the custody of the Division of Youth Services and 75 of those 83 were being held in a DYS institution; 117 were diagnosed as conduct disorders and 48 of those were also diagnosed as suffering from a thought disorder; 94 had I.Q.'s of less than 80; 71 were suicidal; and 51 were heavy alcohol or drug abusers; 70 were sexually deviant; 23 were firesetters; and 121 were violent. The report also indicated that for this group of 260 youngsters there had been a total of 1,366 prior placements (an average of 5.3 placements per child).

These figures, along with the other available data are only the tip of the iceberg. As such, they are primarily offered to justify the high priority that the Georgia Juvenile Justice Coordinating Council has placed on the development of new and more specialized treatment and supervision services for delinquent and unruly youth.

Specific instances of treatment needs which are currently inappropriately addressed, not addressed at all, or only minimally available include:

1. Programs designed specifically to deal with the adolescent sex offender. (In 1986, 83 juveniles were committed specifically for sexually deviant behavior. This number does not include those who were adjudicated on a lesser charge to avoid the label of sex offender.)
2. Programs designed to treat the mentally retarded offender. (In 1986, 627 of the 978 cases of committed youth surveyed had an I.Q. of less than 90.)
3. Programs designed to address the needs of the chronic status offender including but not limited to the runaway and the truant. (Though hard data is still difficult to obtain, there is a growing sentiment among providers that this population is being ignored.)
4. Programs designed to address the full range of treatment needs for juveniles who abuse drugs and alcohol; and,
5. Programs which will focus on treating the dysfunctional family when the juvenile's behavior is only symptomatic of the underlying problems.

PROGRAM I: MODULAR PROGRAMS FOR SPECIAL NEEDS OFFENDERS

DESCRIPTION OF PROGRAM

A. Objectives:

1. To develop replicable mini programs that are especially geared to the specific treatment needs of: a) chronic runaways, b) chronic truants, c) mentally retarded offenders, and d) emotionally disturbed and e) violent offenders.
2. To encourage more offense specific diversity in the delivery of services to individual offenders within any given treatment environment.
3. To implement and evaluate each mini program developed in a variety of treatment settings.
4. To maximize the benefits of each mini program through follow-up services that are designed to help each participant make practical use of the material covered in the mini program.

5. To reduce by actual numbers and by percentages the number of chronic offenders who re-offend after participation in a mini program as compared with similar offenders who do not participate.

B. Activities Planned:

Each program funded will either be offense specific or geared towards helping mentally retarded offenders take fuller advantage of the "generic" treatment they receive. Each program will be developed as a separate module that can be utilized within a wide variety of settings.

1) Special Requirements:

- a. Each application must be limited to one of the five areas outlined in objective number one.
- b. Program participants must be adjudicated offenders and must be referred by either the juvenile court or the Division of Youth Services.
- c. Each application must include a three year plan whereby the program will be developed and implemented in one setting (e.g., residential) and subsequently replicated in a different environment (e.g., community-based).
- d. Each applicant must include a time frame for developing an operational manual that can be disseminated to those interested in replicating the program.
- e. The project must provide a means whereby the progress of each program participant will be tracked for at least two years following completion of the program.
- f. All permanent staff positions must be matched on a 50/50 basis. The use of consultants to train already existing staff may be funded at 100% during years one and two of the project and at 75% during the third year if, at the end of the project period, an identified staff will be in place to carry on the program without the consultant services.

g. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.

h. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
1988 \$ 40,000

Individual projects may not exceed \$20,000. Each project will be funded for a minimum of 12 months with a possible 2 years of additional funding for a maximum of 36 months.

D. Relationship to Similar Programs:

Initiatives sponsored through this action program will seek to enhance the quality of treatment provided within already existing treatment environments. For instance a mini program for the chronic runaway may be developed for implementation within a group home setting and subsequently be replicated within the juvenile court as a condition of probation.

PERFORMANCE INDICATORS

- A. The degree to which each mini program actually focuses in on the special problems targeted for attention.
- B. The ease with which each mini program can be implemented into a variety of treatment settings.
- C. The positive changes in behavior and/or attitude that can be noted and tracked for each program participant.
- D. The impact in numbers and percent on the re-offense history of program participants as compared with similar offenders who do not participate.

ELIGIBILITY

Competitive

PROGRAM II: PURCHASE OF SPECIALIZED TREATMENT

DESCRIPTION OF PROGRAM

A. Objectives:

To maintain an ability to provide for the treatment needs of multi-problemmed delinquent and status offenders who are committed to the Department of Human Resources due to delinquent or status offenses, but whose treatment needs go beyond the capabilities of the Division of Youth Services or the Department of Human Resources.

B. Activities Planned:

To purchase residential treatment services from private child caring treatment facilities for between 40 and 140 committed youth who have been determined, through specific diagnoses, to be in need of services not available in state run facilities. Attempts must be made to obtain partial funding from other sources, including but not limited to Aid to Families with Depended Children (AFDC), family insurance, Troubled Children's funds, SSI, Supportive Living funds, Public Education 94-142 placement funds and parental contributions. To the extent that funds can be "piggy-backed", more youth will be appropriately placed.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. <u>Budget:</u>	<u>100% JJDP</u>
1988	\$ 50,000

Funds are designated to DHR/DYS for a minimum of 12 months, with possible continuation funding on an on-going basis.

D. Relationship to Similar Programs:

The "piggy-backing" of several funding sources to facilitate the appropriate placement of multi-handicapped youth has been going on for many years on an informal, local basis. However, since the establishment of the interdivisional Troubled Children's Committee, and the allocation of limited state dollars for the purchase of residential treatment for hard-to-place youth in 1978, the practice has spread. The Troubled Children's Committee serves the difficult-to-place multi-agency child.

PERFORMANCE INDICATORS

- A. The number of youth placed in specialized treatment as compared with the number of youth determined to need special placements.
- B. Recidivism rates for youth in the program as compared with similar youth who are placed in Youth Development Centers (YDC).
- C. The cost effectiveness of purchased specialized services versus the cost of YDC institutionalization.

ELIGIBILITY

Non-competitive: Department of Human Resources/Division of Youth Services

PROGRAM III: INTENSIVE PROBATION/SURVEILLANCE PROGRAM

DESCRIPTION OF PROGRAM

A. Objectives:

- 1. To provide an additional community treatment option that will target chronic and serious offenders who would otherwise be incarcerated.
- 2. To provide the same or similar services to delinquents that were incarcerated under the designated felony act and are ready for return to the community.
- 3. To develop for each participant in the program an individual treatment plan and to closely monitor its implementation.

4. To strictly monitor the daily activities of each program participant so as to assure a high level of community safety.
5. To evaluate the effectiveness of this combination treatment/surveillance approach to supervision in terms of cost effectiveness, recidivism, and community reaction.
6. To adjust the model developed in Chatham County to effectively meet the needs of a variety of other jurisdictions.

B. Activities Planned:

To replicate in two or three different communities the model program developed in Chatham County over the past three years.

1. Special Requirements:

- a. Applicant must limit the target population to the more serious delinquent offenders and status offenders who have had more than two court appearances and the application must detail the screening and referral process that will be utilized to select program participants.
- b. The program description must include concrete expectations for the offender participants along with the specific sanctions that will be imposed for infractions of the program's rules and regulations.
- c. The program design must provide for supervision seven days a week between the hours of 8:00 am and midnight.
- d. The program design must utilize a probation officer/ surveillance officer team approach and ensure that each participant will be contacted several times each day.
- e. The application must include provisions for obtaining an evaluation of the program's effectiveness. The data elements to be collected and the method of analysis to be used must be determined and approved prior to program implementation.

- f. The applicant agency must establish a project advisory board that includes representation from law enforcement, education, and the business community as well as representation from social services agencies.
- g. Application must include job descriptions for project personnel and must include a training plan for said employees.
- h. Application must include a detailed plan to ensure the assumption of costs by the local community after successful implementation of the program.
- i. If funded, applicant must develop an operation manual which can be made available to other jurisdictions wishing to replicate the program.
- j. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- k. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
 1988 \$ 50,000

A minimum of 12 months, with a possible two years of additional funding for a maximum of 36 months. No single project can exceed \$50,000 per grant year.

D. Relationship to Similar Programs:

This program description is based on program components from the Intensive Probation Supervision program operated by the Georgia Department of Corrections and from the Juvenile Court Surveillance/Supervision program operated by Hennepin County in Minneapolis, MN. Key elements of both programs include the provision of seven days a week, 18 hours a day supervision and surveillance of probationers who would otherwise be incarcerated.

PERFORMANCE INDICATORS

- A. The number of chronic and serious juvenile offenders who are successfully served in the community as compared with a similar group of youth who are incarcerated. As demonstrated by:
 - 1. cost effectiveness
 - 2. recidivism
 - 3. revocation rates
- B. The number of chronic and serious juvenile offenders returning to the community from secure confinement who receive these services as part of their transition/treatment program as compared with a similar group of youth who do not participate in the program. As demonstrated by:
 - 1. recidivism
 - 2. cost effectiveness
 - 3. revocation rates
- C. Monthly data sheets indicating the number and type of contact made with each program participant.
- D. Results of effectiveness measures over a three year period.
- E. Media coverage and written responses indicating community reaction to the program.
- F. Usefulness of program manuals to implementing jurisdiction and to other jurisdictions seeking to replicate the program.
- G. Annual reports from advisory board for the program.

ELIGIBILITY

Competitive

PROGRAM IV: DRUG AND ALCOHOL TREATMENT SERVICES

DESCRIPTION OF PROGRAM

- A. Objectives:
 - 1. To develop model drug and alcohol abuse intervention and treatment programs.

2. To reduce the incidence and prevalence of drug and alcohol use by youth who come within the jurisdiction of Georgia's juvenile justice system.
3. To identify specific problems of high-risk youth and address them through individual and/or peer counseling.
4. To identify youth who suffer from fetal alcohol syndrome and help them with the unique medical and adjustment problems they face.
5. To increase the knowledge of staff and targeted youth relative to the consequences of drug and alcohol abuse.

B. Activities Planned:

Through the use of drug and alcohol education, staff counseling and peer counseling, knowledge will be increased and the attitudes of the targeted youth will be changed. Projects will demonstrate by pre- and post-testing and in-depth follow-up that youth attitudes can be affected so as to prevent, and/or reduce the incidence of drug and alcohol abuse. Youth who are exhibiting fetal alcohol syndrome will be identified, and appropriate services will be provided.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
 1988 \$ 10,000

Applications which propose to offer services within a Division of Youth Services facility, or within a specific juvenile court, must include letters of agreement and support from either the Director of the Division of Youth Services or the appropriate juvenile

court judge. Each project will be funded for a minimum of 12 months, with a possible 2 years of additional funding for a maximum of 36 months.

D. Relationship to Similar Programs:

This program will seek to build upon the existing diagnostic, evaluation and counseling capabilities already developed within the state. Its purpose will be to reduce juvenile crime by focusing on the treatment of drug and alcohol related behaviors.

PERFORMANCE INDICATORS

- A. Implementation of expanded drug and alcohol abuse education and treatment programs as alternative treatment options for juvenile offenders.
- B. Knowledge and attitudinal changes in clients served as determined by pre- and post-testing and changes in behavior.
- C. Increased DYS and juvenile court knowledge about drug and alcohol abuse treatment modalities as measured by pre- and post-testing and changes in treatment planning for addicted or abusing juvenile offenders.
- D. Results of one-year follow-up studies to compare the recidivism rate of youth served by the project with similar youth not served by the project.

ELIGIBILITY

Competitive

PROGRAM V: RESTITUTION AND MEDIATION

DESCRIPTION OF PROGRAM

A. Objectives:

- 1. To provide juvenile courts with the ability to develop and implement symbolic and other types of restitution programs.
- 2. To teach offending youngsters through mediation, counseling and accountability, about the correlation between their delinquent acts and the cost to victims and taxpayers.

3. To enhance the court's ability to make case dispositions that incorporate logical consequences for misbehavior with learning experiences that will ultimately improve the offending youngsters' ability to make a positive social adjustment.
4. To involve the local community in the process of socializing its troubled and troublesome youngsters.

B. Activities Planned:

Juvenile courts will be able to develop local restitution and mediation services that will allow them to enforce restitution orders for both committed and non-committed youth. These services might include monetary restitution, symbolic restitution, and victim mediation and assistance.

1. Special Requirements:

- a. Each applicant must document that funds for these services do not supplant already existing services.
- b. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- c. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.
- d. All program applications must contain written agreements with the juvenile court insuring that youth will not be placed in the program without approval of the mediation plan and/or a court order specifying the type and amount of restitution.

C. Budget:

1988

100% JJDP

\$ 20,000

Funds will be allocated for a minimum of 12 months per project with a possible 2 years of additional funding for a maximum of 36 months. No single project can exceed \$20,000 per grant year.

D. Relationship to Similar Programs:

A wide variety of restitution and mediation programs have been established and evaluated across the country. Subgrantees may study and adopt the features from each program that best meet their individual needs.

PERFORMANCE INDICATORS

- A. Number of youth served by restitution or mediation program.
- B. Recidivism rates for youth who participate in programs as compared with similar youth who do not participate.
- C. Revocation rates for youth who participate in programs as compared with similar youth who do not participate.
- D. Successful completion rates for youth who participate in the program.
- E. Community response to the implementation of restitution or mediation programs in their community.

ELIGIBILITY

Competitive

PROGRAM VI: WORK EXPERIENCE

DESCRIPTION OF PROGRAM

A. Objectives:

1. To provide on-the-job training for delinquent and unruly youth to enable them to successfully compete in the job market in the private/public sectors.
2. To provide gainful employment for delinquent youth while receiving job training.

3. Through work experience, to teach delinquent and unruly youth the value of job skills, employment responsibilities, and daily obligations.
4. To teach delinquent and unruly youth sound personal money management skills and to enable them to become financially self-sufficient.

B. Activities Planned:

This program will provide work experience, job development or on-the-job training slots for delinquent youth. Funds may be used to reimburse youth on an hourly wage basis for work done, and/or to provide youth with special training and support services geared to enhance the probability of a successful work experience.

1. Special Requirements:

- a. Each applicant must document that youth receiving services were ineligible for assistance through the local Private Industry Council.
- b. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- c. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget:

100% JJDP

1988

\$ 33,000

Funds will be allocated for a minimum of 12 months per project with a possible 2 years of additional funding for a maximum of 36 months.

D. Relationship to Similar Programs:

These programs will provide services similar to those provided through the Job Training Partnership Act, but would direct those services toward delinquent and unruly youth who are economically or chronologically

ineligible to participate in the Job Training Partnership Act.

PERFORMANCE INDICATORS

- A. Number of youth successfully completing the work experience program as compared with the number who participate.
- B. Number of jobs developed for delinquent and unruly youth.
- C. Number of youth receiving and maintaining gainful employment upon leaving the program.
- D. Recidivism data for youth successfully leaving the program as compared to the general recidivism rate for similar youth in the court's or the state's custody.
- E. Evaluation by staff and by youth of youth's ability to manage personal finances, perform on the job, and maintain employment after program completion as compared to prior experiences.

ELIGIBILITY

Competitive

PROGRAM VII: IN-SCHOOL PROBATION PROGRAM FOR DELINQUENT AND STATUS OFFENDERS

DESCRIPTION OF PROGRAM

A. Objectives:

- 1. To provide a direct link between the school setting and the juvenile court for youth who have penetrated the juvenile justice system.
- 2. To enable a select group of chronic offenders to continue functioning in the community by providing close supervision within a natural school environment.
- 3. To provide probationers with a court worker who can relate to their school setting, as well as to their home environment.
- 4. To provide school officials and court officials with a more realistic picture of each other's roles, responsibilities and liabilities.

5. To provide in-depth training in juvenile justice for teachers who participate in the program.

B. Activities Planned:

To provide selected school settings with a probation officer who is also a regular school teacher. This person (or persons) would be a sworn officer of the juvenile court, and would handle a small (6-10) caseload of students who were on probation with the juvenile court for delinquent or status offenses. Teachers serving as probation officers would be expected to make home visits, etc. after school hours, and would continue their work as probation officers during the summer months and on school holidays. Probation work would be limited to the selected group of students. Teachers serving as probation officers may be excused from all other court-related duties. Additionally, arrangements may be made to relieve the probation officer/teacher of a full teaching schedule in order that part of each school day be devoted to providing counseling, etc. to assigned probationers. Other innovative approaches to meeting the objectives outlined for this program will also be considered for funding.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
1988 \$ 20,000

Individual projects may not exceed \$10,000. Each project will be funded for a minimum of 12 months, with a possible 2 years of additional funding for a maximum of 36 months.

D. Relationship to Similar Programs:

The program outlined under Activities Planned is based on the School Probation Officer (SPO) Program begun in Shelby County, Ohio, and spread throughout the state during the 1960's and early 1970's. That program has been extensively evaluated and is fully explained in Working with In-School Delinquents by John M. Pettibone, Davis Publishing Company, Inc. While such a project has much potential for abuse, if the participating court, school and school probation staff are carefully selected, well-trained and closely monitored, the program has excellent potential for handling the more chronic, but not really dangerous delinquent within his/her own community. This program has been implemented on a limited basis and the results have been positive.

PERFORMANCE INDICATORS

- A. School attendance records of youth prior to involvement in the project as compared with school attendance records of youth during involvement in the project.
- B. School behavior records of youth prior to involvement in the project as compared with school behavior records of youth during involvement in the project.
- C. Increase in information sharing between the school system and the juvenile justice system as demonstrated by classroom teacher attitudinal changes toward dealing with delinquent youth within the mainstream.
- D. Increase in the involvement of project participants in appropriate extracurricular activities in and out of school.
- E. Decrease in rate and type of criminal involvement for participating youth as compared with the rate and type of criminal involvement prior to participation.

ELIGIBILITY

Competitive among local units of government. Applications must include written agreements between the juvenile court and the participating school(s), and each project must be implemented by the local juvenile court.

PROGRAM VIII: ADVENTURE-BASED TREATMENT PROGRAMS

DESCRIPTION OF PROGRAM

A. Objectives:

1. To utilize outdoor, adventure-based treatment alternatives for both committed and non-committed delinquent and unruly youth.
2. To explore the use of adventure-based programs as a transitional service for youth moving from a more structured to a less structured placement.
3. To build into the experiential part of the programs opportunities for youth, their community workers and their families to develop a working relationship based on shared experiences.
4. To provide transitional and/or alternative treatment at a cost per youth that is comparable to or less than the cost per youth in a Youth Development Center (YDC) placement.
5. To provide an in-depth follow-up component that will enhance and lengthen the benefits received from program participation.

B. Activities Planned:

To fund one new and innovative approach to adventure-based treatment per year.

1. Special Requirements:

- a. All staff positions must be matched on a 50/50 basis. The use of consultants to train already existing staff may be funded at 100% during years one and two of the project and at 75% during the third year, if at the end of the project period, an identified staff will be in place to carry on the program without the consultant services.
- b. The project must include, at a minimum, a six month follow-up program designed to ensure that the skills developed during project participation are transferred into practical coping skills within the community.

- c. The project must provide a means whereby the progress of each program participant will be tracked for a minimum of two years following completion of the program.
- d. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- e. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
 1988 \$ 20,000

Funds will be allocated to individual projects for a 12-month period with a possible 2 years of additional funds for a maximum of 36 months.

D. Relationship to Similar Programs:

This is a broad category for programming and is intended to cover a wide variety of approaches including but not limited to the elements found in the OTP, Wolfcreek Wilderness, and Project Adventure models. Programs eligible for funding under this category may be either long or short-term residential or community-based, or some combination of the three.

PERFORMANCE INDICATORS

- A. Number of youth completing the program as compared with the number that begin.
- B. Recidivism data for two years after program completion as compared with a similar group of youth who do not participate in the program.
- C. Cost effectiveness over two year period of time for group participating in program as compared with a similar group of youth who do not participate.

- D. One year of revocation data for each youth who begins the program as compared with similar youth placed elsewhere.

ELIGIBILITY

Competitive

PROGRAM IX: TREATMENT FOR THE ADOLESCENT SEX OFFENDER

DESCRIPTION OF PROGRAM

A. Objectives:

1. To provide replicable community-based and/or residential program models that utilize state-of-the-art treatment strategies with adolescent sex offenders.
2. To significantly reduce the re-offense rates of sex offenders who participate in the programs.
3. To heighten the awareness of juvenile justice professionals and the general public regarding the value of early and accurate diagnosis of the problem.
4. To provide each offender treated with a minimum of two years in treatment.
5. To provide each offender treated with an additional year of follow-up services and supervision.
6. To ensure that each sex offender treated is held legally accountable for his or her sexual misconduct.
7. To ensure that all treatment begins with court referral and assessment by a qualified psychologist trained specifically to work with the adolescent sex offender.
8. To ensure that the treatment plan for each offender does not jeopardize the safety of past or potential victims.
9. To ensure that peer group treatment is the focal point for each model funded.

10. To evaluate the effectiveness of each model funded in terms of the appropriateness of the clients referred, cost effectiveness, re-offense histories and community reaction.

B. Activities Planned:

To fund two or three projects each of which will utilize a different treatment setting (e.g.: one in a community-based setting, one in a residential setting, and one which uses a combination of both settings.)

1. Special Requirements:

- a. All applications must be based on the following definition of terms:
 - i. Adolescent or juvenile sex offender - A youth, from puberty to the legal age of majority committing any sexual interaction with a person of any age against the victim's will, without consent, or in an aggressive, exploitive, or threatening manner.
 - ii. Adolescent molester or pedophile - Adolescent sexual offender engaging in sexual interactions with a significantly younger pre-pubescent victim.
 - iii. Inappropriate age difference - five or more years
- b. Each application for a community-based or local residential treatment program must be accompanied by a letter(s) of substantive support and enthusiastic endorsement from the juvenile court judge (or judges) serving the affected catchment area.
- c. Each application must detail the diagnostic assessments to be used and should include:
 - i. The use of both standard psychological tests and diagnostic techniques designed specifically for a sex offender population.

- ii. The use of standard psychological and cognitive profiles and the use of sex-offender specific profiles.
- d. Each application must detail the treatment program contemplated and should include:
 - i. The use of standard treatment techniques (e.g., self-esteem exercises, assertiveness, empathy and resocialization training) and,
 - ii. The use of techniques specific to a sex-offender population (e.g., education in offenderology and victimology, peer group therapy focusing on sex-offender behaviors, defenses and profiles, and legal accountability for new offending behavior).
- e. Each application must address each of the following four fundamental operating principles:
 - i. Legal accountability
 - ii. Specialized sex-offender diagnosis
 - iii. Group treatment, and
 - iv. Victim protection
- f. Each application must include provisions for obtaining an evaluation of the program's effectiveness. The data elements to be collected and the method of analysis to be used must be determined and approved prior to program implementation.
- g. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- h. Each application must include job descriptions for project personnel and must include a training plan for said employees.

- i. Each application must include a detailed short and long range plan to ensure the assumption of costs by the local community after successful implementation of the program.
- j. Each funded applicant must develop an operation manual which can be made available to other jurisdictions wishing to replicate the program.
- k. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicant must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
 1988 \$ 50,000

Each project selected will be funded for a minimum of 12 months, with a possible two years of additional funding for a maximum of 36 months. No single project can exceed \$50,000.00 per grant year.

D. Relationship to Similar Programs:

This program description is based on the program components outlined in Remedial Interventions in Adolescent Sex Offenses: Nine Program Descriptions put out by Safer Society Press and Steven M. Bengis, Ed. and A Comprehensive Service-Delivery System With a Continuum of Care For Adolescent Sexual Offenders, also published by Safer Society Press.

PERFORMANCE INDICATORS

- A. The number of replicable models that are developed and actually replicated in other communities.
- B. A reduction over time in the number of re-offenses for offenders who complete the treatment as compared with those who do not.
- C. An increase in the number of juvenile courts which utilize a trained specialist to assess the treatment needs of juveniles who engage in sexually deviant behaviors.

- D. An increase in the number of juvenile courts which adjudicate on the actual offense and issue probation or commitment orders which hold the offender accountable for completing treatment and ceasing the offending behavior.
- E. The number and percent of juvenile sex offenders who complete the treatment program as compared with those who do not.
- F. The number and percent of juvenile sex offenders who receive a full year of follow-up services and supervision as compared with those who do not receive the follow-up services.
- G. The cumulative cost of treatment over the three year period of time for sex offenders who complete the program as compared with a control group of similarly diagnosed offenders who do not receive offense specific treatment.

ELIGIBILITY:

Competitive

ACTION PLAN #8804

PRIORITY STATEMENT #3: EARLY INTERVENTION

Given the state's presumption that the most advantageous time to prevent delinquency is well before any of the early signs develop (i.e., before a child exhibits any behavior which will tend to label him or her as "at risk"), it seems only logical to conclude that when the state is unsuccessful in totally preventing the onset of unsocialized behavior, the next best time to intervene is as soon as possible.

Direct service providers in the areas of protective services, special education, mental health, law enforcement, and juvenile justice realized long ago that regardless of the agency providing the service, the children receiving those services shared the same social profiles. In fact, in far too many cases the same children were receiving services from more than one agency or had (over the course of time) been known to all of the agencies. This leads to the conclusion that the label attached to any particular child has more to do with the child's age, the parent's economic and education status, and the terminology adopted by the service-provision agency than it has to do with any real social or behavioral distinctions. It is virtually undisputed among the professionals who work with these children and their families that without meaningful intervention the presenting problems are apt to escalate and chances are good that these children (as well as their younger siblings) will eventually penetrate the juvenile/criminal justice system proper. It is also widely accepted that the further a child penetrates the juvenile or criminal justice system, and the younger he or she is when he or she embarks on this "journey through the system", the more likely it will be that the interventions used will cost more and produce less satisfactory results. The three-year-old emotionally, physically, or sexually abused child of 10 years ago who has grown into the hardened delinquent of today is far too common scenario to be ignored by those who seek to redirect the lives of troubled and troublesome children. Typically, such a child's social history will reveal (with the perfect vision attributable only to hindsight) that prior to coming to the court's attention as a delinquent or unruly youth, the child was well known to other authorities and had been given a variety of labels including, but not limited to, behaviorally disordered, emotionally disturbed, or learning disabled. Furthermore, that same social history is likely to reveal that once known to the juvenile justice system appropriate community-based interventions were scarce or totally unavailable and the unsociable behavior continued to escalate until incarceration became necessary.

Recognizing the critical need to successfully intervene in the lives of children who are "headed for trouble" before they are labeled as chronic or serious juvenile offenders, Georgia passed legislation in the 1987 session which established the Juvenile Justice Coordinating Council and set the stage for a state grant-in-aid program that will dove-tail with the federal program. Together, these initiatives will encourage local communities and their juvenile courts to develop meaningful programs for their own "at risk" populations.

Since 1978, when federal funds were first designated to encourage (via the development of local treatment/intervention options) diversion from the formal juvenile court system and alternatives to commitment, more than 12,335 children have been served at a pre-commitment level within their own respective communities. The data collected thus far indicates that over the nine year life of this program, counties which have actively participated in the project have maintained lower commitment rates than those counties which have not actively participated (i.e., an average of 8.9% for participant counties as compared with an average of 12.1% for non-participating counties).

In 1986, Georgia's multi-year plan was amended to include a special request for proposals (RFP) on early intervention programs. The target population for this program was limited to children who had been labeled "at risk" but who had no more than one formal contact with the juvenile court. Since that time, five programs have been funded (three were funded effective November 1987) and approximately 150 children have been served by the two projects which are already operational. While it is still too early to draw any conclusions about the value of such early intervention, the preliminary results are positive.

However, despite the valiant efforts which have been made thus far, the continuum of services at the pre-commitment level remains severely underfunded and therefore inadequate to meet the growing demands of an extremely complex adolescent culture. This program will seek to develop and evaluate early intervention strategies designed to address such varied needs as: family intervention and support services, crisis intervention and mediation, life skills development, development of conflict management skills, development of job-readiness skills, law-related education for first offenders, community socialization through community service, and development of a sense of accountability and responsibility through programs such as restitution and victim assistance.

PROGRAM I: **SECONDARY PREVENTION: EARLY IDENTIFICATION
INTERVENTION PROGRAMS**

DESCRIPTION OF PROGRAM

A. Objectives:

1. To develop positive programs for early intervention into the lives of children who, according to validated research, exhibit behaviors or live under environmental circumstances that have a high likelihood of spawning delinquent/criminal life styles.
2. To provide these "at risk" children and their families with practical alternatives to the unacceptable behavior or undesirable circumstances and with the skills necessary to actualize the changes.
3. Through the provision of follow-through and follow-up services, to ensure that the positive changes made by program participants during their participation in the program are internalized and become lasting changes.
4. To reduce by actual number and by percentages the number of these "at risk" children who are subsequently adjudicated delinquent.

B. Activates Planned:

To fund up to three new programs annually. Each project funded will represent a new and innovative approach to working with this population.

1. Special Requirements:

- a. Program participants must be children who have had no more than one juvenile court referral for a delinquent act.
- b. The project must provide a means whereby the progress of each program participant will be tracked for at least two years following completion of the program.

- c. All permanent staff positions must be matched on a 50/50 basis. The use of consultants to train already existing staff may be funded at 100% during years one and two of the project and at 75% during the third year if at the end of the project period an identified staff will be in place to carry on the program without the consultant services.
- d. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- e. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
 1988 \$ 100,000

Individual projects may not exceed \$20,000. Each project will be funded for a minimum of 12 months, with a possible 2 years of additional funding for a maximum of 36 months.

D. Relationship to Similar Programs:

Initiatives sponsored through this action program will seek to intervene early in the lives of children who are prone to delinquent behavior. Such groups of children may include but are not limited to:

1. Children who have delinquent siblings;
2. Children of alcoholics or drug addicts;
3. Children who exhibit behavior problems in school and/or in the community but who are not yet known to the juvenile court as delinquent children.

PERFORMANCE INDICATORS

- A. The number of children served by the program whose actual profile fits one of the classes of children that research has validated as prone to delinquency.

- B. The positive changes in behavior and/or attitude that can be noted and tracked for each program participant and their family.
- C. The impact in numbers and percentages on new referrals for delinquency to the local juvenile court (i.e., a comparison of first offender referrals from the targeted area prior to project implementation as compared with the referral rates in years one, two, three, four, and five of the project).
- D. The number and percent of program participants who make and maintain successful adjustments in school, at home, and in the community over a three to five year period of time.

ELIGIBILITY

Competitive

PROGRAM II: COUNCIL OF JUVENILE COURT JUDGES SPECIAL PROJECT
FOR LOCAL PURCHASE OF SERVICE

DESCRIPTION OF PROGRAM

A. Objectives:

1. To make funds available on an equitable basis to all areas of the state (rural as well as urban) for the development of local community-based resources.
2. To expand the resources of local courts and provide options for treatment of delinquent and unruly children served by the state's juvenile courts.
3. To provide community based services including:
 - a. Education
 - b. Counseling (i.e., family, group or individual)
 - c. Per diem for residential placement, and
 - d. Transportation services in areas where the service cannot be obtained or developed locally.

4. To provide funding support for the development of local restitution.
5. To reduce the rate of commitment of unruly and delinquent offenders to the Department of Human Resources in each participating county.
6. To deinstitutionalize juvenile offenders in each participating county.
7. To eliminate the secure detention of status offenders for more than 24 hours in each participating county.
8. To reduce unnecessary involvement in formal court proceedings in each participating county.
9. To eliminate the detention of delinquents in jails without sight and sound separation.

B. Activities Planned:

The Council of Juvenile Court Judges contracts with local counties to provide funds awarded on the basis of "population at risk", the county's ability to secure direct Juvenile Justice and Delinquency Prevention (JJDP) grant awards for similar projects, and the number of counties desiring to participate. Each participating juvenile court has the discretion to develop those programs and services that it deems worthwhile, so long as they remain within the general guidelines of the grant. The Project Director of the Council is available to provide technical assistance to participating counties, and to promote the potential benefits of the program to those county commissioners and/or juvenile courts which have reservation about participation.

1. Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicant must agree to comply with the evaluation design and collect the required data.

- C. Budget: 100% JJDP
1988 \$ 250,000

Funds will be allocated to individual juvenile courts through the Council of Juvenile Court Judges for a minimum of 12 months with possible continuation funding on an on-going basis.

- D. Relationship to Similar Programs:

Many, in fact most, of the services being offered under this program, have traditionally been available to committed youth in the form of alternatives to institutionalization. However, this has tended to set a "catch 22" situation in which a youth in need of specialized services or treatment might be committed to the Department of Human Resources (DHR) not because commitment was warranted, but rather because that was the only way to make the services available to the youth.

PERFORMANCE INDICATORS

- A. Number of services created by type in each participating county.
- B. Dollar amount expended in each service category by each county.
- C. Average dollar amount expended per child.
- D. Number of participating counties.
- E. Total number of children served.
- F. Reduction in commitment rate.
- G. Reduction in rate of delinquents held in jails without sight and sound separation in participating counties.
- H. Reduction in rate of status offenders held in secure detention in participating counties.

ELIGIBILITY

Non-competitive: Council of Juvenile Court Judges

ACTION PLAN # 8805

PRIORITY STATEMENT #4: PREVENTION

Over the past three years, Georgia has steadfastly continued to promote the spread of primary delinquency prevention. As of the fall of 1987, nineteen counties (of 159), and twenty-one school systems (of 188) were involved in school-based organizational change projects sponsored through the federal formula grant program. While these projects reached an impressive 6,100 children and trained more than 400 educators for a modest investment of less than a half of a million dollars, the numbers are a mere drop-in-the-bucket when compared with the number of school age children and educators who reside in the state.

Over the past few years, Georgia has taken a long hard look at some of its own statistical nightmares and tried to develop long range solutions to the societal problems which they symbolize. These frightening statistics have touched on a cross-section of society's problems including but not limited to:

1. Over-crowded prisons filled with offenders who cut their teeth in the state's juvenile justice system. A 1986 survey of 1,000 inmates currently incarcerated in the state's adult correctional system revealed that 47% of them were arrested for the first time while still juveniles.
2. Georgia's high school drop out rate ranks the state 47th in the nation. This translates into an alarming 34.4% (or 33,600 students) who dropped out of school during 1985-1986 school year.
3. An exceptionally high (i.e., 33rd in the nation) youth unemployment rate. In 1986, Georgia had 40,000 young people between the ages of 16 and 19 who were unsuccessful in their attempts to find work. Annualized, this figure represents an unemployment rate of 19.7 per 100,000 Georgian youth in this age bracket as compared with a national average of 18.3.
4. An extremely high incidence of teenage pregnancy. With a pregnancy rate of 55.9 per 100,000 teenagers between the ages of 10 and 19, Georgia ranks 5th in the nation relative to children having children. The dramatic reality of this ranking is that each year approximately 11,395 Georgian children are born to mothers who are under the age of 17 and another 15,454 are born to mothers who are under the age of 19.

5. Not surprisingly when one examines the preceding statistics, Georgia is experiencing a steady increase in its juvenile court referral rates. Between 1981 and 1985, the referral rates increased by 19% (from 26,392 in 1981 to 31,467 in 1985) and those rates are continuing to climb with no indication of a let up.

The conclusions being drawn from these statistics and the various studies which produced them are multi-faceted but surprisingly similar in their calls for a more prevention-oriented approach to problem solving. This state has begun to acknowledge that even though conclusive proof that "primary prevention" efforts work is hard to obtain for the short run, the old adages of "a stitch in time saves nine" and "an ounce of prevention is worth a pound of cure" really do have merit. While the proof positive is a long way off, it is unquestionably clear that the longer the state waits to address those societal problems which spawn the alarming statistics quoted here, the more costly and less successful the solutions become. State policy makers, especially those involved with the prevention of juvenile delinquency have come to realize that the youth-related problems which face this state are too all-encompassing to be addressed by any single agency, bureaucracy, or government. Armed with this new insight, state leaders have begun to actively encourage a variety of forces at the local level (i.e., school, church, business, and civic level) to: a) accept responsibility for their own troubled youth, b) form coalitions, and c) develop and implement local solutions. In order to keep pace with this new impetus for community-wide organizational change, the focus of the formula grant (JJDP) primary prevention efforts must be broadened to encompass more than just school-based projects. However, JJDP funds and expertise in this area should continue to focus on supplementing local efforts to modify organizational policies and procedures which tend to alienate certain segments of society from the mainstream of community life thereby exacerbating the problems of crime and delinquency. Recommended programs for supplemental support continue to include: programs that modify ability groups and other school policies that generate inappropriate labeling and systematically deprive segments of the school population of opportunities to demonstrate usefulness and competence; programs to modify organizational practices (in schools, justice, and the world of work) that categorize children according to stereotypes; programs that work to improve the images of law enforcement and juvenile justice; and programs that broaden the range of conventional ties available to youth (particularly in the areas of work, community investment and service, educational and vocational accomplishments, and opportunities to improve competency in basic life skills).

PROGRAM I: SELECTIVE ORGANIZATIONAL CHANGE

DESCRIPTION OF PROGRAM

A. Objectives:

1. To improve linkages between human service support services within a given community.
2. To increase public awareness of delinquency prevention.
3. To encourage increased community participation in finding and implementing solutions to juvenile justice problems.
4. To stimulate change in those policies, practices and procedures which negatively affect youth within their own communities and within society at-large.

B. Activities Planned:

To continue funding projects which involve a wide array of community leaders in efforts to promote bonding between young people and the goals of society.

1. Special Requirements:

- a. Demonstrate that the target group (i.e., those who will be expected to make changes as well as those who are expected to benefit from the changes) has, where possible, been involved in the development of the project.
- b. Demonstrate awareness and support of all affected persons and agencies for project implementation, and demonstrate the enthusiastic support of the key administrator of the agency targeted for change.
- c. If the project directly involves youth, the mix of youth must be such that the group will be perceived as an ordinary group. The mixing of the participants must confirm the positive description of the project and avoid placing a negative label on youth based on his/her participation in the project.

- d. Describe the program not as a delinquency prevention program, but in terms of the positive, legitimate merits of the activity in which the program is based.
- e. Maximize the opportunities for youth to work with one another and with adults on common tasks to increase the chances of belonging, increase recognition from adults, and to provide increased opportunities for youth and adults to negotiate mutually agreeable and legitimate expectations.
- f. Projects must fall within the parameters set for primary prevention strategies as defined by the Westinghouse National Issues Center and Office of Juvenile Justice and Delinquency Prevention. Proposals which include efforts to "correct" individuals or groups who are identified as on the path to becoming delinquents will not be considered as primary prevention proposals.
- g. Applicants are encouraged to give consideration to the following list of suggested program components:
 - i. Examine how the use of students' prior school experience, race and/or socioeconomic status may serve to affect a student's bonding with the school; work to change those practices which negatively affect a student's bonding with the school and/or the community.
 - ii. Expand the opportunities for youth, parents, teachers and citizens to participate in the governance and operation of the school or community agency by including youth where possible, in planning and decision making and by seeking ways to make parents visible, welcome and useful members of the school or community agency.
 - iii. Insure that students, parents and school personnel perceive the system of discipline as legitimate, fair, consistent and understandable.

- iv. Avoid processes in which unfavorable assessments of acts systematically become negative assessments of persons.
 - v. Tip the balance of positive and negative feedback to youth toward the positive side.
 - vi. Cultivate the widely-shared expectation that youth participants have something to contribute, and will perform productively with appropriate support and organization.
- h. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
 - i. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
 1988 \$ 54,000

Individual projects may not exceed \$20,000. Each project will be funded for a minimum of 12 months, with a possible 2 years of additional funding for a maximum of 36 months.

D. Relationship to Similar Programs:

Initiatives sponsored through this Action Program will seek to encourage local communities to:

- 1. Utilize already developed delinquency prevention strategies which could include improvement of school climate programs and various law-related education programs.
- 2. Coordinate the combination of pre-existing community programs so as to enhance primary delinquency prevention efforts; and,

3. Develop new primary prevention strategies that will educate and involve youth, parents, teachers, human service agency personnel and the community at large.

PERFORMANCE INDICATORS

- A. Number and type of practices targeted as negatively affecting youth bonding with either the school or the community as compared with the number and type of changes instituted (i.e., the number and type of disciplinary measures for students prior to implementation of the project as compared with the number and type of in-school disciplinary measures devised by teachers and students and implemented as a result of the project).
- B. The outcome of changes implemented as measured by the number and type of violent and/or disruptive incidents recorded before the implementation of changes as compared with the number and type of violent and/or disruptive incidents recorded after the implementation of changes.
- C. The number, type and level of linkages developed between the community agencies as a result of the project as compared with the number, type, and level of linkages existing prior to project implementation.
- D. The number and type of activities developed in conjunction with the project that encourage youth, parent and staff participation in the governance and operation of the agency which has been targeted for change.
- E. The level and percentage of parents and youth participating in agency activities during and after project implementation as compared with the level and percentage prior to project implementation.

ELIGIBILITY

Competitive

ACTION PLAN #8806

PRIORITY STATEMENT #5: TRANSITIONAL SERVICES

This state's strong emphasis on full funding for the preventive, early intervention, and specialized treatment portions of a continuum of care does not preclude recognition of the pressing need to insure that the benefits of these services and treatment programs are maximized for each youth served along that continuum. In the case of children who require a residential placement, maximum benefits are dependent on the quality and intensity of the follow-up services provided. The most critical time period in the continuum concept is that interval (which can extend anywhere from 3 months to one year) between release from residential care and full reintegration into a productive community life. It is during this transition phase that the rehabilitated youngster is most susceptible to past habits and inappropriate behaviors. Therefore, no plan aimed at providing a full continuum of rehabilitative services can be effectively implemented without emphasizing the transition phase of treatment.

Pinpointing the need for specialized treatment programs as the second priority area of this plan constitutes acknowledgement as fact that, even with the very best of prevention and early intervention strategies, there will always be a significant number of children and adolescents who "fall through the cracks". These children will continue to need more specialized, structured and costly treatment and their prognosis for a successful transition into adulthood will in many instances be tenuous at best. The long range cost-effectiveness of providing treatment to this population of offenders will in large measure be determined by the quality and intensity of the transitional services and supervision that follow the treatment.

In recent years there has been significant expansion of community-based residential programs. The Contract Home program served 712 youth in FY87, a 67% increase from the FY80 total of 232. The Specialized Residential Services program served 100 youth in FY87, a 300% increase over FY80 total 25. The Wilderness Youth Development program served 101 youth in FY87, a 25% increase over the FY80 total of 80.

Increased emphasis on diversion of committed youth from institutions and the accompanying expansion of community-based residential programs have resulted in increased "transitional" experiences for youth. There is a need to buttress the existing network of residential programs with a special emphasis on bridging the gap between residential treatment and re-integration into the mainstream of community life. Georgia cannot afford to

ignore the dramatic increases in revocation rates that have accompanied the state's equally dramatic increase in its alternate plan rates. Between 1980 and 1986, the number of revocations increased by 136% (from 176 in 1980 to 416 in 1986). Whatever the reasons for these increases might be, the state recognizes its responsibility to minimize the risk of failure for each child in its custody.

Along these lines, the Juvenile Justice Coordinating Council contends that special emphasis on bridging the gap between residential treatment and reintegration into the community will impact positively on both revocation and recommitment rates. Preliminary results from the transitional services program implemented at the Milledgeville YDC in the fall of 1986 with funding from OJJDP provides at least some evidence in support of this contention. During the first seven months of that program, which is designed to facilitate communication, coordination and release planning between vocational counselors and the YDC residents within the institution and the appropriate court services workers and vocational counselors in the child's home community, the project served 148 or 74% of the juvenile offenders who were released from that institution. While it is still too early to draw any definite conclusions, it is significant to note that the re-enrollment rate for youth leaving that institution and re-entering either public school or vocational programs increased by 55% (from 12% during 3/1/86 to 9/30/87 to 69% for the same period in 1987). It is through programs such as this, as well as through a purchase of care approach to community support services aimed at building life skills and easing the trauma of the transition from institution to community, that the Juvenile Justice Coordinating Council hopes to combat the excessively high recidivism rates for youth who require residential treatment.

PROGRAM I: VOCATIONAL PROGRAMS FOR JUVENILE OFFENDERS

DESCRIPTION OF PROGRAM

A. Objectives:

1. To provide vocational training for youth, including but not limited to violent and serious offenders who are incarcerated in Youth Development Centers (YDC).
2. To establish or expand model vocational and pre-vocational training programs such as auto mechanics, welding, auto body repair, masonry and computer technology.

3. To achieve for each program funded an 80% rate of positive termination. For each youth participant, positive termination is defined as satisfactory completion of the program and receipt of a certificate of employability in the area trained.
4. To develop special follow-up programs that will link youth who complete the training program with vocational programs in their own communities, and/or place them in jobs related to their training.

B. Activities Planned:

This will allow residential as well as community-based programs for juvenile offenders to develop and implement various forms of vocational and prevocational training and counseling. These special components will enhance the treatment planning capabilities of juvenile court and/or DYS staff.

1. Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget: 100% JJDP
1988 \$ 31,250

Each program will be funded for a minimum of 12 months with a possible 2 years of additional funding for a maximum of 36 months per program.

D. Relationship to Similar Programs:

This program represents an expansion of existing vocational programs at Youth Development Centers. It seeks to expand vocational programming to other residential settings and to expand and enhance those programs by linking them to community based follow-up.

PERFORMANCE INDICATORS

- A. The sequential development and implementation of programs.
- B. The number of youth served over a 12-month period.
- C. The percentage of youth entering the program who successfully complete it.
- D. The employment rate of youth successfully completing the program as compared with the employment rate of those who do not complete the program.
- E. The recidivism rate of youth successfully completing the program as compared with the general recidivism rate for similar offenders who do not participate in the vocational program.

ELIGIBILITY

Competitive

PROGRAM II: DIVISION OF YOUTH SERVICES (DYS) SPECIAL PROJECT
TO PURCHASE TRANSITIONAL SERVICES FOR YOUTH
RETURNING TO THE COMMUNITY

DESCRIPTION OF PROGRAM

A. Objectives:

- 1. To make funds available on an equitable basis to all areas of the state (rural as well as urban) for the development of transitional services to youth returning from out-of-community placements.
- 2. To provide each local Division of Youth Services (DYS) district the opportunity to first determine what transitional services (aside from those already provided for with state or other federal funding) are most needed by the committed youth in their districts, and then develop those services using local service providers.
- 3. To reduce recommitments to DYS by number as well as by percents.
- 4. To reduce after-care revocations by numbers as well as by percents.

B. Activities Planned:

DYS will distribute funds on an equitable basis to each of its local Youth Services districts. In turn each district will encourage its court service workers to purchase transitional treatment services for committed youth who return to the community from out-of-community placements. The services provided will be left to the discretion of the individual case workers so long as they remain within the guidelines of the grant.

1) Special Requirements:

- a. All project applications must include a plan for establishing an appropriate (i.e., either local for community-based projects or state for statewide projects) advisory group to oversee the project.
- b. If funded and selected by the Juvenile Justice Coordinating Council for in-depth evaluation, applicants must agree to comply with the evaluation design and collect the required data.

C. Budget:

100% JJDP

1988

\$ 100,000

Funds will be allocated to each of the DYS districts through the state office of DYS for a minimum of 12 months with possible continuation of funding on an on-going basis.

D. Relationship to Similar Programs:

This program is modeled after the Council's other Purchase of Local Services grant which is administered through the Council of Juvenile Court Judges and targets youth prior to commitment.

As with the first program, this one will emphasize the value of local control in determining which services are most needed for youth returning to any particular community.

PERFORMANCE INDICATORS

- A. Number of services created by type in each participating district.

- B. Dollar amount expended in each service category by each district.
- C. Average dollar amount expended per child.
- D. Number of actively participating districts.
- E. Total number of children served.
- F. Reduction in rate of re-commitments.
- G. Reduction in rate of after-care revocations.

ELIGIBILITY

Non-competitive: Department of Human Resources/Division of Youth Services

SUMMARY

REPORTING REQUIREMENTS AND RESPONSIBILITIES

I. Reports Required (samples can be found in Appendices)

A. Financial Management

1. Acceptance of Grant Award (JJCC-F-9) - within 30 days of date of award, dated and signed by authorized official. (See Appendix IV.1)
2. Non-supplanting Certificate (JJCC-F-10) - within 30 days of date of award, dated and signed by authorized official. (See Appendix IV.2)
3. Detailed Cost Report and Request for Payment on Action and Discretionary Grants (JJCC-F-8) - must be submitted within 7 days after the end of each calendar quarter - can be submitted monthly, but quarterly submission is mandatory even if no funds are being requested. (See Appendix V.1)
 - a. Schedule of Personnel Expenditures (JJCC-F-8a) - must be completed and submitted when requesting reimbursement on the "Detailed Cost Report" under Category A Personnel - must be supported by daily time and attendance records signed by employee and maintained by Subgrantee. (See Appendix V.2)
 - b. Schedule of Equipment Purchases (JJCC-F-8b) - must be completed and submitted when requesting reimbursement on the "Detailed Cost Report" under Category B Equipment. (See Appendix V.3)
 - c. Supporting schedule for travel, consultants, and contractors, supplies and operating expenses (JJCC-F-8c) - must accompany "Detailed Cost Report" when reimbursement is requested in these categories. (See Appendix V.4)

B. Programatic

1. Evaluation Report - Prepared by Subgrantee

a. July 1 Evaluation Report - an evaluation is due July 1 of each year for every grant that has been operating for 6 or more months. (See Appendix VI.1 and Appendix VI.3)

b. Final Evaluation Report - due at the conclusion of each project (within 30 days) and must be approved by JJCC staff prior to release of the final reimbursement (See appendix VI.1 and Appendix VI.3)
NOTE: The July 1 report may serve as a Final Evaluation Report if the grant expires on or before June 30.

2. Assessment Reports - prepared by the JJCC's Senior Operations Analyst after a 4 month on-site monitoring visit. Appendix VI.1 and Appendix VI.2)

II. Pertinent Deadlines for Subgrantees

A. 30 Days after date of award

1. Acceptance of Grant Award

2. Non-Supplanting Certificate

B. 7 days after end of each calendar quarter

Detailed Cost Report and Request for Payment on Action Grants supported by Schedule of Personnel Expenditures (if applicable) and Schedule of Equipment Purchases (if applicable) plus supporting documentation for other categories.

C. 60 days after date of acceptance of award

Must have implemented project, or have submitted a letter justifying the delay and estimating when project will begin. Included with letter should be documentation such as copies of the resumes, copies of bids, etc. (Implementation consists of having staff on board, or engaged in activity and/or procurement procedures for equipment purchases initiated).

D. 4 months after implementation - Assessment Report

Assessment Report will be completed by JJCC's Senior Operations Analyst following on-site monitoring visit.

E. July 1 Evaluation Report

Unless project is either less than 6 months old or grant expires on or before June 30.

F. Final Evaluation Report

No reimbursement will be processed until deadlines in items II-A-1, II-A-2, and II-C have been met. Failure to comply with requirements can result in termination of entire Grant Award, or in the case of F, no final reimbursement will be made until an acceptable evaluation is received by the JJCC.

III. Applicable Grant Management Guidelines

- A. 1. Federal Management Circular FMC 74-4,
Allowable Costs
2. Office of Management and Budget Circular A-102,
Attachment O, Procurement Standards and Procedures
3. OJP Guidelines M7100.1C, Financial and
Administrative Guide for Grants

B. State and Local Requirements

1. State law, or local ordinances
2. State and/or local purchasing laws and regulations
3. Subgrantee Financial Management Manual

More details on grant management requirements are available from the Subgrantee Financial Management Manual, or staff of the Financial Management Section of the Juvenile Justice Coordinating Council.

IV. New Audit Requirements

The JJCC will special condition every grant award to require that the Subgrantee provide for independent audit of its financial operations, including compliance with applicable Federal and State laws and regulations, and that the JJCC be provided with a copy of such audit reports within 15 days of issuance.

The audits shall be made in accordance with OMB Circular A-128, The General Accounting Office's Standards for Audit of Governmental Organizations, Program Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs, and compliance supplements approved by OMB, and generally accepted auditing standards established by the American Institute of Certified Public Accountants. In addition, the audits must also be in compliance with all applicable State laws.

APPENDICES

Appendix I - APDC Information

- I.1: Map of Regional Clearinghouses
- I.2: List of Regional Clearinghouses

Appendix II - Application Package Requirements

- II.1: JJCC-F-2 Action Grant Application
- II.2: JJCC-F-2a Attachment A - Detailed Budget Summary
- II.3: Certificate of an Equal Employment Opportunity Program
- II.4: Standard Form 424 and Instructions (to be used for) Notification of Intent to Apply for Federal Assistance

Appendix III - Application Review Checklists

- III.1: Program Review
- III.2: Fiscal Review
- III.3: Weighted Matrix for Project Application Review

Appendix IV - General Reporting Requirements.

- IV.1: JJCC-F-9 Statement of Subgrant Award
- IV.2: JJCC-F-10 Non-Supplanting Certification

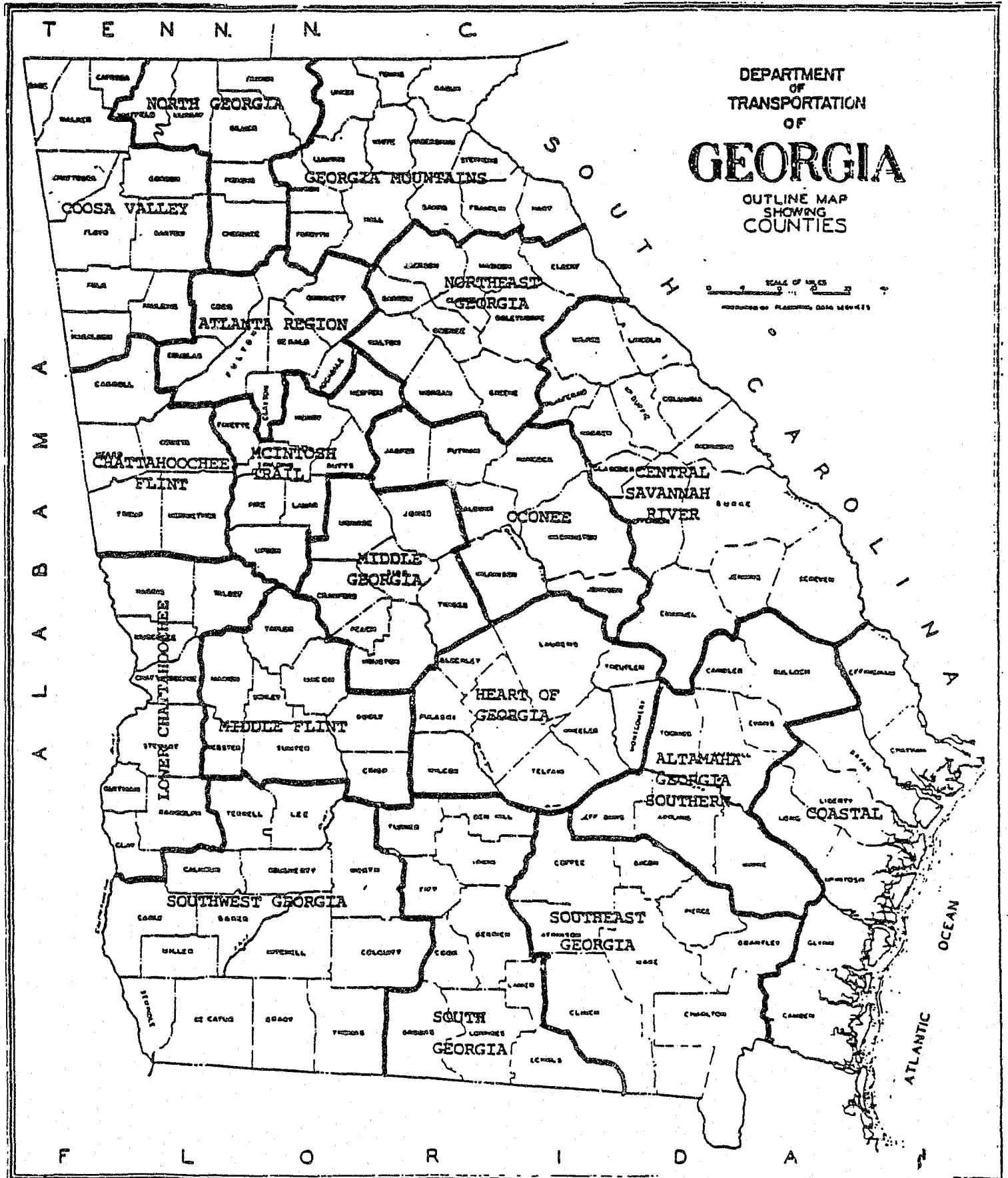
Appendix V - Financial Reporting Requirements

- V.1: JJCC-F-8 Detailed Cost Report and Request for Payment on Action and Discretionary Grants
- V.2: JJCC-F-8a Schedule of Personnel Expenditures
- V.3: JJCC-F-8b Schedule of Equipment Purchase
- V.4: JJCC-F-8c Supporting Schedule for Travel, Consultants and Contractors, Supplies and Operating Expenses
- V.5: JJCC-F-8d Time and Attendance Record

Appendix VI - Programmatic Reporting Requirements

- VI.1: Explanation of Programmatic Reporting Requirements
- VI.2: Four-Month Assessment Report
- VI.3: July 1st or Final Evaluation Report

Appendix I.1
 REGIONAL CLEARINGHOUSES
 (AREA PLANNING DEVELOPMENT COMMISSIONS)



REGIONAL CLEARINGHOUSES (APDC's)

ALTAMAHA GEORGIA SOUTHERN APDC
Post Office Box 328
Baxley, Georgia 31513
(912) 367-3648

ATLANTA REGIONAL COMMISSION
100 Edgewood Avenue, N.E.
Suite 1801
Atlanta, Georgia 30335
(404) 656-7700

CENTRAL SAVANNAH RIVER APDC
Post Office Box 2800
Augusta, Georgia 30902-0800
(404) 737-1823

CHATTAHOOCHEE-FLINT APDC
Post Office Box 2308
Newnan, Georgia 30264
(404) 253-8521

COASTAL APDC
Post Office Drawer 1917
Brunswick, Georgia 31521
(912) 264-7363

COOSA VALLEY APDC
Post Office Drawer H
Rome, Georgia 30161
(404) 295-6485

GEORGIA MOUNTAINS APDC
Post Office Box 1720
Gainesville, Georgia 30503.
(404) 536-3431

HEART of GEORGIA APDC
501 Oak Street
Eastman, Georgia 31023
(912) 374-4771

LOWER CHATTAHOOCHEE APDC
Post Office Box 1908
Columbus, Georgia 31994
(404) 324-4221

McINTOSH TRAIL APDC
Post Office Drawer A
Barnesville, Georgia 30204
(404) 358-3647

MIDDLE FLINT APDC
Post Office Box 6
Ellaville, Georgia 31806
(912) 937-2561

MIDDLE GEORGIA APDC
600 Grand Building
Macon, Georgia 31201
(912) 744-6160

NORTH GEORGIA APDC
503 West Waugh Street
Dalton, Georgia 30720
(404) 259-2300

NORTHEAST GEORGIA APDC
305 Research Drive
Athens, Georgia 30610
(404) 548-3141

OCONEE APDC
Post Office Box 707
Milledgeville, Georgia 31061
(912) 453-5327

SOUTH GEORGIA APDC
Post Office Box 1223
Valdosta, Georgia 31601
(912) 333-5277 or 333-5281

SOUTHEAST GEORGIA APDC
Post Office Box 2049
Waycross, Georgia 31502
(912) 285-6097

SOUTHWEST GEORGIA APDC
Post Office Box 346
Camilla, Georgia 31730
(912) 336-5616

Appendix II.1

**GEORGIA JUVENILE JUSTICE
COORDINATING COUNCIL**

10 Park Place South • Suite 410 • Atlanta, Georgia 30303

ACTION GRANT APPLICATION

(LEAVE BLANK FOR JJCC USE ONLY)

Date Received

Application Number

Application is hereby made for an Action Grant Award under Juvenile Justice and Delinquency Prevention Act of 1974 (Public Law 93-415) as amended by (Public Law 94-273) & (Public Law 94-503) & (Public Law 95-115) & (Public Law 96-509).

1. Applicant (Name, Address, Telephone) 2. Head of Applying Agency (Name & Title) 3. Financial Officer (Name and Telephone)	4. Implementing Agency (Name, Address, Telephone) 5. Project Director (Name, Address, Telephone)	6. Action Program No. _____ 7. Type of Application: Initial <input type="checkbox"/> <input type="checkbox"/> Continuation of Grant Nos. _____
---	---	---

8. Project Title: _____

9. Brief Project Summary:

10. Total Number of Employees in Implementing Agency:	DO NOT WRITE -- JJCC USE ONLY			
11. Matching Ratio: Federal _____% State _____% Local _____%	Recommended Project Budget			
12. Proposed Project Budget	Federal	State Match	Cash Match	Total Cost
A. Personnel				
1. Salaries				
2. Fringe Benefits				
B. Equipment				
C. Travel				
D. Consultants & Contractors				
50-50				
1. Construction				
2. Non-Construction				
E. Supplies & Operations				
TOTALS				

13. ATTACHMENTS: A. Detailed Budget Schedule and Narrative
 B. Detailed Project Narrative

14. Total number of pages in application _____

15. Applicant has submitted form SN-A95 on _____ (Date Submitted).

16. I, the undersigned authorized representative of the applicant, having read, understand and agree to all relative conditions specified in the Juvenile Justice Coordinating Council's Action Program Summary Booklet and having read all attachments thereto, do submit this application on behalf of the applicant. If awarded a grant to implement the provisions herein, I do certify that all applicable Federal and State laws, rules and regulations applicable thereto will be followed.

(Applicant Signature & Date)

(Title)

Endorsed by head of implementing agency:

(Signature & Date)

(Title)

1. Enter the name, address, and telephone number of the State Agency or local unit of government that will administer the project.
2. Enter the name and title of the person who is the head of the agency listed as applicant.
3. Enter the name and telephone number of the person who will be responsible for financial matters relating to the project, such as accounting and financial reports, and who will be authorized to sign requests for reimbursements of expenditures.
4. Enter the name, address, and telephone number of the department within the State or local unit of government, which will actually be responsible for implementing the project (e.g., local unit of government - Police Department, District Attorney's Office, etc.)
5. Enter the name, address, and telephone number of the person who will be charged with the responsibility for implementing and operating the project.
6. Enter the number of the Action Program and year from which funds are being requested.
7. Indicate whether funding is requested for a new (initial) project or continuation of a currently funded project. If a continuation project, indicate previous grant number(s) under which the project was funded.
8. Enter the formal project title which is brief and descriptive (preferably not exactly the same as the action program title).
9. Develop a brief summary of the project in outline form. The outline should explain the project operation and how the project will accomplish its objectives. The summary should not exceed 200 words.
10. Enter the total number of employees in the implementing agency.
11. Enter the appropriate matching ratio as shown in Action Program Booklets.
12. Proposed project budget: Enter total funds proposed to be spent on the project by the five major budget categories brought forward from the Detailed Project Budget.
13. Attachments: (Submit on 8½ x 11 white paper).
 - A. Budget Schedule and Narrative: For instructions in preparing, see Action Program Booklet.
 - B. Project Narrative: For instructions in preparing, see Action Program Booklet.
14. Enter the total number of pages in application.
15. Applicant must indicate the date he submitted form SN-A95 to the State Clearinghouse for review. SN-A95 is the "Notification of Intent to Apply for Federal Assistance," and should be submitted in accordance with the instructions furnished with that form. The form is available through the Area Planning and Development Commission (APDC).
16. The application must be signed by a person duly authorized to enter into a contract, or contractually obligate funds on behalf of the state agency or local unit of the subgrantee. The application should be dated when signed and the appropriate title of the signor should be in the space provided.

Note that the application must also be endorsed by the head of the implementing agency; e.g., the Chief of Police if the Mayor is submitting an application for a project to be implemented by the Police Department.

INSTRUCTIONS FOR COMPLETING
ATTACHMENT A, DETAILED BUDGET SUMMARY

1. General:

The Detailed Budget Summary should be completed for each of the five major categories for which funding is being requested. For each item listed within a given category, simply show the appropriate Federal and total matching shares of the total cost of the item in the appropriate column under "Requested Budget." DO NOT WRITE under heading of "Approved Budget", as this is for Juvenile Justice Coordinating Council use only. The last two lines at the bottom of the page represent summary funding data. In the row labeled "Requested Budget", indicate the totals of all requested Federal funds, and further breakdown the total "Cash Match" into "State" and "Local" funding. The "State" share is that amount which the Juvenile Justice Coordinating Council will provide towards the cost of the project with funds appropriated by the state of Georgia. Use only whole dollar figures. Do not complete the space marked "Application Number" as this will be assigned by the Juvenile Justice Coordinating Council.

2. SPECIFIC BUDGET CATEGORIES:

- A. PERSONNEL. 1. Salaries: List each employee by name, (if available) title, annual salary, and percentage of time devoted to the project; 2. Fringe Benefits: List each type benefit included and the total cost allowable to employees assigned to the project.
- B. EQUIPMENT. Each item of equipment to be purchased should be listed showing quantity and unit cost of each item. (Equipment rental should be reflected in category E.)
- C. TRAVEL. Itemize travel expenses of project personnel showing purpose, number of trips expected and show basis for computation. In training projects where travel and subsistence is included, this should be separately listed indicating the number of trainees and the unit cost involved.
- D. CONSULTANTS AND CONTRACTS. List by type and name (if available) each individual consultant or firm to be engaged in project related services, include proposed fee rates cost of expenses and travel, and the amount of time to be devoted to such services. The application must also contain the selection basis for any contract or prospective contract mentioned. NOTE: Construction contracts must be funded on a 50-50 basis, i.e., total cash match must be 50% of total project cost, 25% State buy-in and 25% local cash.
- E. SUPPLIES AND OPERATING EXPENSES. List all items within this category by major types (e.g., supplies, communications, postage, rent and maintenance, etc.) showing basis for computation.
- F. TOTAL PROJECT BUDGET. The Total Project Budget should be the sum of the category totals or of all individually listed budget items with the total matching ratio listed for each.

3. If additional space is needed, please continue on plain white paper "8 1/2 x 11" clearly specifying the category.

Appendix II.3

CERTIFICATION OF AN
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

1. I, _____, certify
(person filing the application)

that the _____
(Agency)

has formulated an equal employment opportunity program, and that it
has been formulated to conform to the LEAA Equal Employment Opportunity
Guidelines as described in 28CFR42.301 et seq., Subpart E. This equal
employment opportunity program is on file with, and in the office of

(person's name)

(address)

(title)

for review or audit by officials of the Juvenile Justice Coordinating Council
as required by relevant laws and regulations.

SIGNED: _____
(name)

(date)

OR

2. I, _____, certify
(person filing the application)

that the _____
(Agency)

in conformity with the terms and conditions of 28CFR42.301, is not
required to file an equal employment opportunity program.

FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION IDENTIFIER	a. NUMBER	3. STATE APPLICATION IDENTIFIER <small>NOTE: TO BE ASSIGNED BY STATE</small>	a. NUMBER
1. TYPE OF SUBMISSION <small>(Mark appropriate box)</small>			b. DATE <i>Year month day</i> 19		b. DATE ASSIGNED <i>Year month day</i> 19
<input type="checkbox"/> NOTICE OF INTENT (OPTIONAL) <input type="checkbox"/> PREAPPLICATION <input type="checkbox"/> APPLICATION		<i>Leave Blank</i>			
4. LEGAL APPLICANT/RECIPIENT				5. EMPLOYER IDENTIFICATION NUMBER (EIN)	
a. Applicant Name b. Organization Unit c. Street/P.O. Box d. City f. State h. Contact Person (Name & Telephone No.)				a. NUMBER 1 6 5 4 0 b. TITLE	
7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)				8. TYPE OF APPLICANT/RECIPIENT	
				A—State B—Intermediate C—Substate D—County E—City F—School District G—Special Purpose District H—Community Action Agency I—Higher Educational Institution J—Indian Tribe K—Other (Specify): Enter appropriate letter <input type="checkbox"/>	
9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)			10. ESTIMATED NUMBER OF PERSONS BENEFITING	11. TYPE OF ASSISTANCE	
				A—Basic Grant B—Supplemental Grant C—Loan D—Insurance E—Other Enter appropriate letter(s) <input type="checkbox"/>	
12. PROPOSED FUNDING		13. CONGRESSIONAL DISTRICTS OF:		14. TYPE OF APPLICATION	
a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. Total \$.00		a. APPLICANT b. PROJECT 15. PROJECT START DATE <i>Year month day</i> 19 16. PROJECT DURATION <i>Months</i> 19 18. DATE DUE TO FEDERAL AGENCY <i>Year month day</i> 19		A—New B—Renewed C—Revision D—Continuation E—Augmentation Enter appropriate letter <input type="checkbox"/>	
19. FEDERAL AGENCY TO RECEIVE REQUEST				20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER	
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) c. ADDRESS				b. ADMINISTRATIVE CONTACT (IF KNOWN)	
				21. REMARKS ADDED	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
22. THE APPLICANT CERTIFIES THAT		a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW <input type="checkbox"/>			
23. CERTIFYING REPRESENTATIVE		a. TYPED NAME AND TITLE b. SIGNATURE			
24. APPLICATION RECEIVED 19		25. FEDERAL APPLICATION IDENTIFICATION NUMBER		26. FEDERAL GRANT IDENTIFICATION	
Year month day				Year month day	
27. ACTION TAKEN		28. FUNDING		29. ACTION DATE	
<input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE <input type="checkbox"/> e. DEFERRED <input type="checkbox"/> f. WITHDRAWN		a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00		Year month day 19	
				30. STARTING DATE 19	
				31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)	
				32. ENDING DATE 19	
				33. REMARKS ADDED	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

GENERAL INSTRUCTIONS FOR THE SF-424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted in accordance with OMB Circular A-102. It will be used by Federal agencies to obtain applicant certification that states which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process have been given an opportunity to review the applicant's submission.

APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I with the exception of Box 3, "State Application Identifier." If an item is not applicable, write "NA." If additional space is needed, insert an asterisk "*", and use Section IV. An explanation follows for each item:

- | <i>Item</i> | <i>Item</i> |
|--|---|
| 1. Mark appropriate box. Preapplication and application are described in OMB Circular A-102 and Federal agency program instructions. Use of this form as a Notice of Intent is at State option. Federal agencies do not require Notices of Intent. | (a revision or augmentation under item 14), indicate only the amount of the change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 12a—amount requested from Federal Government. 12b—amount applicant will contribute. 12c—amount from State, if applicant is not a State. 12d—amount from local government, if applicant is not a local government. 12e—amount from any other sources, explain in Section IV. |
| 2a. Applicant's own control number, if desired. | |
| 2b. Date Section I is prepared (at applicant's option). | |
| 3a. Number assigned by State. | |
| 3b. Date assigned by State. | |
| 4a-4h. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of the person who can provide further information about this request. | 13b. The district(s) where most of action work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide." |
| 5. Employer Identification Number (EIN) of applicant as assigned by the Internal Revenue Service. | 14. A. New. A submittal for project not previously funded.
B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.
C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).
D. Continuation. An extension for an additional funding/budget period for a project with a projected completion date.
E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged. |
| 6a. Use Catalog of Federal Domestic Assistance (CFDA) number assigned to program under which assistance is requested. If more than one program (e.g., joint funding), check "multiple" and explain in Section IV. If unknown, cite Public Law or U.S. Code. | 15. Approximate date project expected to begin (usually associated with estimated date of availability of funding). |
| 6b. Program title from CFDA. Abbreviate if necessary. | 16. Estimated number of months to complete project after Federal funds are available. |
| 7. Use Section IV to provide a summary description of the project. If appropriate, i.e., if project affects particular sites as, for example, construction or real property projects, attach a map showing the project location. | 17. Complete only for revisions (item 14c), or augmentations (item 14e). |
| 8. "City" includes town, township or other municipality. | 18. Date preapplication/application must be submitted to Federal agency in order to be eligible for funding consideration. |
| 9. List only largest unit or units affected, such as State, county, or city. | 19. Name and address of the Federal agency to which this request is addressed. Indicate as clearly as possible the name of the office to which the application will be delivered. |
| 10. Estimated number of persons directly benefiting from project. | 20. Existing Federal grant identification number if this is not a new request and directly relates to a previous Federal action. Otherwise, write "NA." |
| 11. Check the type(s) of assistance requested.
A. Basic Grant—an original request for Federal funds.
B. Supplemental Grant—a request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share).
E. Other. Explain in Section IV. | 21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached. |
| 12. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included. If the action is a change in dollar amount of an existing grant | |

APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete either item 22a or 22b and items 23a and 23b.

- | | |
|--|--|
| 22a. Complete if application is subject to Executive Order 12372 (State review and comment). | 22b. Check if application is not subject to E.O. 12372. |
| | 23a. Name and title of authorized representative of legal applicant. |

FEDERAL AGENCY PROCEDURES FOR SECTION III

Applicant completes only Sections I and II. Section III is completed by Federal agencies.

- | | |
|--|--|
| 26. Use to identify award actions. | |
| 27. Use Section IV to amplify where appropriate. | |
| 28. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation under item 14), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 28a—amount awarded by Federal Government. 28b—amount applicant | will contribute. 28c—amount from State, if applicant is not a State. 28d—amount from local government, if applicant is not a local government. 28e—amount from any other sources, explain in Section IV. |
| | 29. Date action was taken on this request. |
| | 30. Date funds will become available. |
| | 31. Name and telephone number of agency person who can provide more information regarding this assistance. |
| | 32. Date after which funds will no longer be available for obligation. |
| | 33. Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks. |

PART II
PROJECT APPROVAL INFORMATION

APPROVED: OMB No. 1121-0012
EXPIRES: 11/30/89

Appendix II.4 Cont.

Item 1.

Does this assistance request require State, local, regional, or other priority rating?

_____ Yes _____ No

Name of Governing Body _____
Priority Rating _____

Item 2.

Does this assistance request require State, or local advisory, educational or health clearances?

_____ Yes _____ No (Attach Documentation)

Name of Agency or Board _____

Item 3.

Does this assistance request require clearinghouse review in accordance with Executive Order 12372?

_____ Yes _____ No

(Attach Comments)

Item 4.

Does this assistance request require State, local, regional or other planning approval?

_____ Yes _____ No

Name of Approving Agency _____
Date _____

Item 5.

Is the proposed project covered by an approved comprehensive plan?

_____ Yes _____ No

Check one: State
Local
Regional

Location of Plan _____

Item 6.

Will the assistance requested serve a Federal installation?

_____ Yes _____ No

Name of Federal Installation _____
Federal Population benefiting from Project _____

Item 7.

Will the assistance requested be on Federal land or installation?

_____ Yes _____ No

Name of Federal Installation _____
Location of Federal Land _____
Percent of Project _____

Item 8.

Will the assistance requested have an impact or effect on the environment?

_____ Yes _____ No

See instructions for additional information to be provided.

Item 8.

Will the assistance requested cause the displacement of individuals, families, businesses, or farms?

_____ Yes _____ No

Number of:
Individuals _____
Families _____
Businesses _____
Farms _____

Item 10.

Is there other related assistance on this project previous, pending, or anticipated?

_____ Yes _____ No

See instructions for additional information to be provided.

Item 11.

Is the project in a designated flood area?

_____ Yes _____ No

See instructions for additional information to be provided.

INSTRUCTIONS

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions:

Item 1 — Provide the name of the governing body establishing the priority system and the priority rating assigned to this project.

Item 2 — Provide the name of the agency or board which issued the clearance and attach the documentation status or approval.

Item 3 — Attach the clearinghouse comments for the application in accordance with the instructions contained in E.O. 12372. If comments were submitted previously with a preapplication, do not submit them again but any additional comments received from the clearinghouse should be submitted with this application.

Item 4 — Furnish the name of the approving agency and the approval date.

Item 5 — Show whether the approved comprehensive plan is State, local or regional, or if none of these, explain the scope of the plan. Give

the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6 — Show the population residing or working on the Federal installation who will benefit from this project.

Item 7 — Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 — Describe briefly the possible beneficial and harmful impact on the environment of the proposed project. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions if additional data is needed.

Item 9 — State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10 — Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and the amount of each project where there is related previous, pending or anticipated assistance. Use additional sheets, if needed.

Appendix III.1

PROGRAM REVIEW

APPLICANT NAME: _____

PROGRAM #: _____

APPLICATION #: _____

DATE: _____

(1) <u>YES</u>	(2) <u>NO</u>	(3) <u>N/A</u>	(4) <u>Require Response</u>	
_____	_____	_____	_____	<u>General Program Review</u>
_____	_____	_____	_____	1. All items listed on page (1) one of the grant application have been completed.
_____	_____	_____	_____	2. The appropriate Action Program number is indicated (item 6).
_____	_____	_____	_____	3. The type of application is properly indicated (item 7).
_____	_____	_____	_____	4. The formal project title is descriptive (item 8).
_____	_____	_____	_____	5. The Brief Project Summary adequately describes the project (item 9).
_____	_____	_____	_____	6. The applicant has provided sufficient evidence of minimum service standard compliance.
_____	_____	_____	_____	7. The Minimum Service Policy Certification is provided and is complete.
_____	_____	_____	_____	8. The total number of employees in the implementing agency is indicated (item 10).
_____	_____	_____	_____	9. The implementing agency has filed an Equal Employment Opportunity Guideline Compliance Certificate with the Juvenile Justice Coordinating Council
_____	_____	_____	_____	10. The applicant has submitted form SN-A95.
_____	_____	_____	_____	11. The Juvenile Justice Coordinating Council has received SN-A95 clearance with the application number.
_____	_____	_____	_____	12. The applicant has filed an Environmental Analysis in compliance with the National Environmental Policy Act (including Historic Site Preservation).
_____	_____	_____	_____	13. This project will have direct effect on high crime areas.
				<u>Statement of Problem</u>
_____	_____	_____	_____	14. Crime or systems problem has been adequately described.
_____	_____	_____	_____	15. If a continuation grant, results of previous grants are adequately described.
				<u>Objectives</u>
_____	_____	_____	_____	16. Objectives are consistent with those of the Action Program
_____	_____	_____	_____	17. Objectives are clearly defined and quantified, where possible.
_____	_____	_____	_____	18. Target group of the project is clearly defined and its size is estimated.
				<u>Methods and Procedures</u>
_____	_____	_____	_____	19. Implementation plan clearly identifies what is to be done and who will do it.
_____	_____	_____	_____	20. Implementation schedule includes interim dates for measuring progress.
_____	_____	_____	_____	21. Implementation schedule appears to be realistic.

Appendix III.1 (continued)

APPLICATION #: _____

(1)	(2)	(3)	(4)	
<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>Requires Response</u>	<u>Evaluation</u>
_____	_____	_____	_____	22. Are data to be gathered for comparison specified?
_____	_____	_____	_____	23. Is the method for data gathering specified? (e.g., from monthly GCIC reports)
_____	_____	_____	_____	24. Is the method of data analysis explained?
<u>Continuation</u>				
_____	_____	_____	_____	25. Specific plans are stated for continuation after termination of Federal funds.
_____	_____	_____	_____	26. If funding past the first year is expected, a plan for local assumption of costs is included.
_____	_____	_____	_____	27. Total length of project, in years, is stated.
_____	_____	_____	_____	28. Project costs for each year are shown.
<u>Budget Related</u>				
_____	_____	_____	_____	29. Personnel and amounts of time to be spent appear necessary for successful implementation.
_____	_____	_____	_____	30. Equipment listed appears to be related to project implementation.
_____	_____	_____	_____	31. Travel appears necessary for successful project implementation.
_____	_____	_____	_____	32. Consultant services appear necessary to achieve project goals.
_____	_____	_____	_____	33. Tasks or services to be performed by consultants are clearly described.
_____	_____	_____	_____	34. Supplies and operating expenses appear necessary for successful project implementation.
<u>Special Conditions</u>				
_____	_____	_____	_____	35. Recommend due to programmatic concerns.
_____	_____	_____	_____	36. Recommend due to evaluation concerns.

COMMENTS (indicate by number of the item referred to):

Deadline for Response: _____
Date

Planner: _____

Evaluation
Review: _____

Appendix III.2

FISCAL REVIEW

APPLICANT NAME: _____

PROGRAM NAME: _____

APPLICATION #: _____

DATE: _____

(1)	(2)	(3)	(4)
<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>Requires Response</u>

General Budget Review

- | | | | | |
|-------|-------|-------|-------|--|
| _____ | _____ | _____ | _____ | 1. Columns foot and crossfoot. |
| _____ | _____ | _____ | _____ | 2. Federal, State and local shares are computed correctly. |

Personnel

- | | | | | |
|-------|-------|-------|-------|--|
| _____ | _____ | _____ | _____ | 3. Items are in the proper budget category. |
| _____ | _____ | _____ | _____ | 4. Salaries appear reasonable and consistent with similar work in other areas of government. |
| _____ | _____ | _____ | _____ | 5. Percentage of time for each person is indicated. |
| _____ | _____ | _____ | _____ | 6. An adequate breakdown of fringe benefits is included in the budget narrative. |
| _____ | _____ | _____ | _____ | 7. Budget narrative supports the detailed budget. |
| _____ | _____ | _____ | _____ | 8. Budget meets requirement of 1/3 limitation of personnel. |

Equipment

- | | | | | |
|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | 9. Items are in the proper budget category. |
| _____ | _____ | _____ | _____ | 10. A detailed list of equipment to be purchased is included. |
| _____ | _____ | _____ | _____ | 11. Items and costs are allowable under JJDP and JJCC guidelines. |
| _____ | _____ | _____ | _____ | 12. Cost estimates appear reasonable. |
| _____ | _____ | _____ | _____ | 13. All items may be purchased without JJDP approval. |
| _____ | _____ | _____ | _____ | 14. Budget narrative supports the detailed budget. |

Travel

- | | | | | |
|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | 15. Items are in the proper budget category. |
| _____ | _____ | _____ | _____ | 16. Costs are allowable under JJDP and JJCC guidelines. |
| _____ | _____ | _____ | _____ | 17. Costs appear reasonable. |
| _____ | _____ | _____ | _____ | 18. Travel may be accomplished without JJDP approval. |
| _____ | _____ | _____ | _____ | 19. Budget narrative supports the detailed budget. |

Consultants and Contracts

- | | | | | |
|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | 20. Items are in the proper budget category. |
| _____ | _____ | _____ | _____ | 21. Costs are allowable under JJDP and JJCC guidelines. |

Appendix III.2 (continued)

APPLICATION #: _____

(1)	(2)	(3)	(4)
<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>Requires Response</u>

Consultants and Contracts (continued)

- | | | | | |
|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | 22. Services and tasks may be accomplished without JJDP approval. |
| _____ | _____ | _____ | _____ | 23. Cost estimates appear reasonable. |
| _____ | _____ | _____ | _____ | 24. Budget narrative supports the detailed budget. |

Supplies and Operating Expenses

- | | | | | |
|-------|-------|-------|-------|--|
| _____ | _____ | _____ | _____ | 25. Items are in the proper budget category. |
| _____ | _____ | _____ | _____ | 26. Budget narrative contains enough detail on supplies and expenses. |
| _____ | _____ | _____ | _____ | 27. Cost estimates for supplies are reasonable considering staff size. |
| _____ | _____ | _____ | _____ | 28. Costs are allowable under JJDP and JJCC guidelines. |
| _____ | _____ | _____ | _____ | 29. Costs may be incurred without JJDP approval. |

Special Conditions Needed

- | | | | | |
|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | 30. Items requiring prior approval by JJDP. |
| _____ | _____ | _____ | _____ | 31. Items requiring prior approval by JJCC. |
| _____ | _____ | _____ | _____ | 32. Other (explain). |

COMMENTS (indicate by number the item referred to):

Deadline for Response: _____
Date

Reviewer: _____

CRITERIA FOR PROJECT APPLICATION REVIEW

1. Application Type:

Continuation Project _____

Year of Funding Requested _____

Initial Application _____

2. Instructions for rating competitive projects:

A. Any application (any project submitting an application) receiving an overall average score (total divided by number of areas that application is rated by) of less than 5 will not be considered for funding.

B. Continuation Applications:

Rate Section I according to previous year's grant award. If rate on the continuum is 5; or above, rate Sections II through VII based on the new application. Applications which receive a rating of 5 or above in each of the Sections II through VII will be given priority over initial applications in the same Action Program.

Applications which do not receive a 5 or above rating in each of the Sections II through VII will not be given a funding priority over initial applications.

C. Initial Applications:

Rate categories II through VII along the continuum scale of 0 through 10. Applications which are not automatically disqualified by Sections II or VII will be prioritized according to their total rating.

Criteria for Project Application Review (continued)

I. CONTINUATION PROJECTS

- a. Did subgrantee meet project objectives:
yes _____ partially _____
no _____ N/A _____
- b. Did applicant submit in a timely manner all required progress reports?
yes _____ partially _____
no _____ N/A _____
- c. Did applicant submit in a timely manner all fiscal reports?
yes _____ partially _____
no _____ N/A _____
- d. Did applicant comply with all grant stipulations including satisfaction of all special conditions?
yes _____ partially _____
no _____ N/A _____
- e. Was project implemented on schedule?
yes _____ partially _____
no _____ N/A _____
- f. Were all fiscal and programmatic changes to the original grant properly approved by the Department of Community Affairs?
yes _____ partially _____
no _____ N/A _____

RATING SCALE

(0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

- (0) - Project was not fully implemented, or made no progress toward achieving goals and objectives.
- (10) - Project was fully implemented on schedule, and either met, or surpassed all goals and objectives. Project also complied in a timely manner with all Department of Community Affairs reporting and operational requirements.

Criteria for Project Application Review (continued)

II. PROBLEM STATEMENT

- a. Is the problem clearly stated and supported by data illustrating need?
yes _____ partially _____
no _____ N/A _____
- b. Does the problem relate to a specific Action Program included in the State Plan?
yes _____ partially _____
no _____ N/A _____
- c. Is the target (client group) clearly defined as to number and characteristics?
yes _____ partially _____
no _____ N/A _____
- d. Does the target population reflect a significant portion of the problem?
(1) as described in this particular grant application
yes _____ partially _____
no _____ N/A _____
(2) as problem is defined on a statewide basis
yes _____ partially _____
no _____ N/A _____

RATING SCALE

(0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

(0) - Low priority as relates to ACTION PROGRAM

(10) - High priority as relates to ACTION PROGRAM

NOTE: Less than a 5 rating in this area would automatically disqualify the application.

Criteria for Project Application Review (continued)

III. GOALS AND OBJECTIVES

- a. Are the goals and objectives specific and clearly defined?
yes _____ partially _____
no _____ N/A _____
- b. Are the goals and objectives realistic as related to resources and to the duration of the project?
yes _____ partially _____
no _____ N/A _____
- c. Are the goals and objectives measurable?
yes _____ partially _____
no _____ N/A _____
- d. Are the stated goals and objectives compatible with the critical indicators outlined in the Action Program?
yes _____ partially _____
no _____ N/A _____
- e. Do the stated goals and objectives address the problem as presented in the problem statement?
yes _____ partially _____
no _____ N/A _____

RATING SCALE

(0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

- (0) - Vague, unrealistic goals; not related to problem.
- (10) - Clear, concise and obtainable goals and objectives; easily measurable; directly related to the problem as stated.

Criteria for Project Application Review (continued)

IV. AGENCY RESOURCES

- a. Does the agency show past, or related experience in dealing with juvenile justice issues?
yes _____ partially _____
no _____ N/A _____
- b. Are intra-agency resources available, and will they be utilized for project purposes?
yes _____ partially _____
no _____ N/A _____
- c. Does the application reflect substantive support from outside agencies?
yes _____ partially _____
no _____ N/A _____
- d. Extent, if any, to which other community agencies or individuals are to be utilized (advisory boards, volunteers).
none _____ extensive _____
some _____ N/A _____

If some, or extensive, is checked, are written agreements included in the application?

- yes _____ partially _____
no _____ N/A _____

RATING SCALE

(0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

- (0) - No indication of linkages to necessary support systems. No indication of coordination with outside major juvenile justice or youth serving agencies.
- (10) - Substantive support from community indicating high probability of successful project implementation.

Criteria for Project Application Review (continued)

V. METHODOLOGY AND TIMETABLE

- a. Is the approach to project implementation logical and realistic?
 yes _____ partially _____
 no _____ N/A _____
- b. Does the application include a clearly stated and realistic timetable for project implementation?
 yes _____ partially _____
 no _____ N/A _____
- c. Are proposed staff qualifications described?
 yes _____ partially _____
 no _____ N/A _____
- d. Are proposed staff qualifications appropriate?
 yes _____ partially _____
 no _____ N/A _____
- e. Are the types of services to be provided clearly defined (counseling, job placement, etc.)?
 yes _____ partially _____
 no _____ N/A _____
- f. Are staff's functions and organizational placement defined?
 yes _____ partially _____
 no _____ N/A _____
- g. If sub-contracts are to be used, are the terms of these sub-contracts clearly reflected?
 yes _____ partially _____
 no _____ N/A _____
- h. Does the described methodology represent a viable approach to providing services outlined in objectives?
 yes _____ partially _____
 no _____ N/A _____
- i. For continuation projects, are they continuing to proceed along previously established timetable as outlined in previous project?
 yes _____ partially _____
 no _____ N/A _____

RATING SCALE

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

- (0) - Project not well planned; successful implementation highly unlikely.
- (10) - Step by step plan of implementation indicates that groundwork has already been laid for successful implementation of the project.

Criteria for Project Application Review (continued)

VI. EVALUATION

- a. Does the evaluation component relate specifically to the measurement of the project's and the Action Program's stated goals and objectives?
yes _____ partially _____
no _____ N/A _____
- b. Is the evaluation design stated?
yes _____ partially _____
no _____ N/A _____
- c. If stated, is the design adequate?
yes _____ partially _____
no _____ N/A _____
- d. Are the data to be gathered specified?
yes _____ partially _____
no _____ N/A _____
- e. Is the method for gathering the data specified?
yes _____ partially _____
no _____ N/A _____
- f. Is the specified data adequate for measuring the project's objectives?
yes _____ partially _____
no _____ N/A _____

RATING SCALE

(0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

- (0) - Either no evaluation component included, or evaluation component has no relationship to the stated goals and objectives.
- (10) - Evaluation component totally related to goals and objectives of the project and the Action Program. Plan and methodology for data collection and interpretation fully developed and statistically valid.

Criteria for Project Application Review (continued)

VII. BUDGET

- a. Does the requested budget comply with State and Federal guidelines for spending?
yes _____ partially _____
no _____ N/A _____
- b. Are salary requests commensurate with salaries for similar positions in the same locale?
yes _____ partially _____
no _____ N/A _____
- c. Does the staffing pattern realistically reflect the programmatic needs?
yes _____ partially _____
no _____ N/A _____
- d. Is the need for each budgetary request fully documented and justified?
yes _____ partially _____
no _____ N/A _____
- e. Are the equipment requests necessary for successful implementation of the program?
yes _____ partially _____
no _____ N/A _____
- f. If budget request is only for partial funding, are all other sources and funding levels indicated?
yes _____ partially _____
no _____ N/A _____
- g. Does the magnitude of the problem justify the expense of project implementation?
yes _____ partially _____
no _____ N/A _____

RATING SCALE

(0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

RATE _____

(0) - No detailed budget provided, and/or budgetary requests do no relate to programmatic needs.

Criteria for Project Application Review (concluded)

- (10) - Detailed budget which is provided is totally realistic and necessary to successful implementation of project. Where other funding sources are being utilized, they are included and noted in the overall budget for the project.

VIII. PLAN FOR LOCAL ASSUMPTION OF PROJECT FUNDING

- a. Is there a well developed plan by which project will secure continuation funding after federal funds have been exhausted?
yes _____ partially _____
no _____ N/A _____
- b. Does plan include specific agencies, organizations and/or individuals who will be involved in the process of securing local funding?
yes _____ partially _____
no _____ N/A _____
- c. Does plan detail how those agencies, organizations and/or individuals will interact with the project in reaching its goal of continuation funding?
yes _____ partially _____
no _____ N/A _____
- d. Are there any substantive letters of support from those who will be involved in the continuation funding of the project?
yes _____ partially _____
no _____ N/A _____
- e. For continuation projects: Has plan, which was presented in original application, for securing local funding been implemented?
yes _____ partially _____
no _____ N/A _____

RATING SCALE

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

(0) - No plan for local assumption of project funding

(10) - Has a specific plan for securing continuation funding and is on schedule

NOTE: If rating on budget section is less than 5, application will be denied unless project is rated above 5 in each of the other areas and could be successfully implemented at reduced levels of funding. In such cases, this area will be re-rated based on the suggested budget revision.

TOTAL RATING _____
(Sections II through VII)



**GEORGIA JUVENILE JUSTICE
COORDINATING COUNCIL**

10 Park Place South - Suite 410
Atlanta, Georgia 30303

STATEMENT OF SUBGRANT AWARD

Subgrantee: _____	Federal Funds: _____
Date of Award: _____	State Funds: _____
Grant Period: From _____ To _____	Local Required Cash Match: _____
Project Title: _____	Local In-Kind Match: _____
Grant Number: _____	Total Project Cost: _____

Award is hereby made in the amount and for the period shown above of a grant under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, as amended, and the Juvenile Justice and Delinquency Prevention Act of 1974, P.L. 93-415, as amended, to the above mentioned subgrantee, in accordance with the plan set forth in the application of the above mentioned subgrantee and subject to any attached general or special conditions.

This award is subject to all applicable rules, regulations, and conditions as prescribed by the Juvenile Justice Coordinating Council's Subgrantee Grants Management Manual, Financial Management Circulars 74-4 and 74-7, OJARS Guideline Manual Financial and Administrative Guide for Grants (M7100.1B), and Law Enforcement Assistance Administration's Grant Manager Procurement Manual (M1700.6). It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L., 93-415, as amended.

This grant shall become effective on the beginning date of the grant period, provided that within thirty (30) days of the award execution date (below) the properly executed original of the "Statement of Subgrant Award" is returned to the Juvenile Justice Coordinating Council.

Juvenile Justice Coordinating Council

Executive Director

Date Executed

_____ This award is subject to
to special conditions (attached).

I, _____, acting under my authority to contract on behalf of the subgrantee, hereby, signify acceptance for the subgrantee of the above described grant on the terms and conditions stated above or incorporated by reference therein.

Date of Acceptance

Original Signature

Title (typed)

JUVENILE JUSTICE COORDINATING COUNCIL

NON-SUPPLANTING CERTIFICATION

SECTION I

(1) Name and Address of Subgrantee _____ (2) Date: _____ Grant No. _____

Grant Amount: _____

(3) For JJCC use only Reviewed by: _____

(4)

Program # and Title: _____

Section II

In accordance with the provisions of Section 223 (a) (21) of the Juvenile Justice Act, the undersigned hereby certifies that (5) federal funds _____ will be _____ have been used to supplement and not to supplant _____ State _____ local funds that would otherwise be made available for juvenile justice and, (6) that expenditures for juvenile justice for the period _____ to _____, _____ will be _____ were at least as great as for the preceding year plus the average annual increment in such expenditures for the past _____ two _____ three _____ four _____ five years.

Section III

(7) Complete the following:

- *a) Expenses during preceding fiscal year \$ _____ (a)
 b) Average annual increment for previous _____ fiscal years \$ _____ (b)
 *c) Total Expenditures for present fiscal year \$ _____ (c)

*Records to support this certification should contain estimates of total funds annually made available for juvenile justice for the year of certification and the years used to determine average annual increment and should identify the source or basis for such estimates.

Section IV

(8) Does (7c) equal or exceed (7a) plus (7b)?

Yes _____ No _____

If no, attach explanation of reduction in juvenile justice expenditures or reduction in average annual increase.

Section V

(9) Records and documents of the sub-grantee in support of the above certification must be maintained and be accessible to Federal and State Officials for the purpose of audit and examination.

Authorized Official _____
 Type Name

Signed: _____ Date _____

Title : _____

Instructions for Completing

Non-Supplanting Certification (Form JJCC-F-10)

Federal regulations require certification to the effect that federal funds have been used to increase State or local funds that would, in the absence of such federal aid, be made available for juvenile justice and delinquency prevention.

Form JJCC-F-10 Non-Supplanting Certification, should be used by subgrantees in making the required certifications. Certifications are required at the commencement of the grant period, and should be returned to the JJCC along with the executed copy of the grant award.

Section I:

Items 1-4 self-explanatory

Section II:

- (5) Check the appropriate boxes, "will be" or "have been" and "were" depending upon whether this is a commencement or conclusion certification, "State" or "local" funds depending upon the subgrantee level and "two", "three", "four" or "five" depending upon the length of the averaging period selected by the subgrantee;
- (6) Insert the dates of the grant period in the second set of blanks.

Section III:

- (7a) List expenditures for juvenile justice activities for the previous year.
- (7b) Compute on average annual increment in such expenditures for the past 1,3,4, or 5 years (length of averaging period is option of subgrantee).
- (7c) List expenditures for juvenile justice activities for the fiscal year covered.

Section IV:

- (8a) Deduct (7c) from the total of (7a) plus (7b); if (7c) is not greater than or equal to the total of (7a) plus (7b) attach explanation.

Section V:

- (9) Self-explanatory.

This certification should be signed by an authorized official of State or local unit of government and his name and title typed in the space provided.

JUVENILE JUSTICE COORDINATING COUNCIL DETAILED COST REPORT AND REQUEST FOR PAYMENT ON ACTION AND DISCRETIONARY GRANTS

1. SUBGRANTEE (NAME & ADDRESS) APDC No. _____	2. Date _____ Grant No. _____ Program Name _____ Type of Report _____ Monthly _____ Quarterly _____ Final _____ Report Number _____ Period Covered _____
--	---

EXPENDITURES AND OBLIGATIONS INCURRED

3. EXPENDITURES THIS PERIOD					4. UNPAID OBLIGATIONS AT END OF QUARTER	
BUDGET CATEGORY	FEDERAL	STATE BUY-IN	LOCAL CASH MATCH	TOTAL	FEDERAL	NON-FEDERAL
A. PERSONNEL						
B. EQUIPMENT						
C. TRAVEL						
D. CONSULTANTS AND CONTRACTS						
E. SUPPLIES AND OPERATING EXP.						
TOTAL EXPENDITURES THIS PERIOD						
LESS: PROJECT INCOME						
TOTAL						

5. CERTIFICATION:

I certify the above data are correct, based on subgrantees official accounting system and records, consistently applied and maintained, and that expenditures shown have been made for the purpose of and in accordance with, applicable grant terms and conditions, and that appropriate documentation to support these costs and expenditures is attached.

Please furnish the name and telephone number of the persons to contact if there are any questions in processing this request.

SUBGRANTEE OFFICIAL APPROVAL

NAME _____

(SIGNATURE OF AUTHORIZED OFFICIAL) (DATE)

PHONE NO. _____

(TITLE)

FOR JUVENILE JUSTICE COORDINATING COUNCIL USE ONLY

REQUEST APPROVED FOR

FEDERAL	STATE BUY-IN	LOCAL CASH MATCH	IN-KIND MATCH	TOTAL
---------	--------------	------------------	---------------	-------

EXPLANATION OF DIFFERENCES: _____

VOUCHER NO. _____	APPROVED FEDERAL EXPENDITURES _____ APPROVED STATE BUY-IN _____ TOTAL _____	_____ REVIEWED BY DATE _____ (APPROVED-DIRECTOR FINANCE) DATE
-------------------	---	--

Instructions for Preparing
**DETAILED COST REPORT AND REQUEST FOR PAYMENT
ON ACTION AND DISCRETIONARY GRANTS**
(Form JJCC F-8)

General Filing Requirements: It is mandatory that a Form JJCC F-8 be submitted at the end of each calendar quarter for any cash expenditures for which reimbursement has not been previously requested. This form must be submitted to the JJ Coordinating Council even if no cash expenditures have been made during the quarter covered by the report. Failure to submit a Form JJCC F-8 at the end of each quarter may result in termination of grant. Reports may be submitted at other times to request reimbursement, such as monthly. Reports are due no later than ten (10) calendar days after the end of the reporting period.

Block 1. Subgrantee (Name and Address): Enter the Subgrantee Agency name and the complete mailing address. This information must be complete and accurate since reimbursement checks will be mailed to this address. Enter the appropriate APDC number on the line provided.

Block 2. Grant Information:

Date: Enter the date the report is prepared.

Grant No.: Enter the grant number as shown on the grant award document.

Program Name: Enter the program name as shown on the grant award document.

Type of report: (Check One)

Interim: for reports other than quarterly or final (e.g., monthly).

Quarterly: required report at the end of each calendar quarter.

Final: the last report submitted for each grant. A final report should be submitted when all disbursements have been reported, but must be filed within thirty (30) days of the grant termination date.

Report Number: The first report submitted on a grant will be number 1; the second report, 2; the third report, 3; etc.

Period Covered: Enter the date after the period last reported through the date for which reimbursement is being requested.

Block 3. Expenditures This Period:

Budget Categories: Enter the amount disbursed and requested for reimbursement by budget category and fund source. Detailed schedules (Forms JJCC F-8 A through C) supporting expenditures for each budget category for which reimbursements is requested must be attached to the Cost Report. Additional supporting documentation (invoices, etc.) must be attached to the report for consultants and contracts, and supplies and operating expenses.

Project Income: Enter the amount of project income earned this period. This amount is then subtracted from total disbursements for the period to determine the amount to be reimbursed. Project Income should be distributed among fund sources using the match ratio stipulated in the grant award.

Total: Subtract "Project Income" from "Total Expenditures this Period" and enter the result on this line.

Block 4. Unpaid Obligations at End of Quarter: (To be completed only on mandatory quarterly reports.) Indicate by budget category the federal and non-federal shares of unpaid obligations remaining at the end of the quarter. An unpaid obligation is defined as a responsibility to pay for goods or services rendered but for which actual cash payment has not yet been made.

Block 5. Certification: Enter the name and telephone number of the person who prepared the Cost Report on the lines in the left-hand side of the block. Enter the authorized signature, date signed, and authorized official's title on the lines in the right-hand side of the block. The signature of the Authorized Official must be original, otherwise the report will be returned unprocessed.

**JUVENILE JUSTICE COORDINATING COUNCIL
TRAVEL EXPENSE SCHEDULE
FOR THE PERIOD _____**

Subgrantee Name _____

Grant Number _____

Name of Individual	Period of Expense	Mileage	Rate	Subsistence & Lodging, etc.	Federal	State	Local	Total
				\$	\$	\$	\$	\$

(Continue on additional sheets if required)

TOTALS

--	--	--	--

**JUVENILE JUSTICE COORDINATING COUNCIL
CONSULTANTS AND CONTRACTORS SCHEDULE
FOR THE PERIOD _____**

Subgrantee Name _____

Grant Number _____

Consultants' Name	Firm/Contractor	Rate Paid	Fixed Amount	% Completion	Federal	State	Local	Total
		\$	\$		\$	\$	\$	\$

(Continue on additional sheets if required)

TOTALS

--	--	--	--

**JUVENILE JUSTICE COORDINATING COUNCIL
SUPPLIES AND (Operating Expense Schedule)
FOR THE PERIOD _____**

Subgrantee Name _____

Grant Number _____

Vendor	Type of Expense	Period of Expense	Federal	State	Local	Total
	Telephone		\$	\$	\$	\$
	Rent					
	Printing					
	Office Supplies					
	Other (specify)					

TOTALS

--	--	--	--

TIME & ATTENDANCE RECORD

Agency Name _____

Employee Name _____ Department _____ Month _____

Job Classification _____ Rate _____ JJDP Grant # _____

	DAYS																															Total		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	HOURS																																	
JJDP Project Grant																																		
Total Hours																																		
Work Activity																																		

Employee Signature _____ Date _____

Verified _____ Supervisor _____ Date _____

Approved _____ Department Head _____ Date _____

H - Holiday
A - Annual
S - Sick
O - Other

APPENDIX V.5

Appendix VI.1

EXPLANATION OF PROGRAMMATIC REPORTING REQUIREMENTS

1. Four-Month Assessment Report:

This report is the responsibility of the Senior Operations Analyst (the juvenile justice evaluator with the JJCC) and is due four months after project implementation.

It will provide an update of the data elements that are to be used in the "Final Project Evaluation" report, and will supply monitoring type information that indicates how the project is developing.

A copy of this assessment will be forwarded to the subgrantee.

2. July 1 Evaluation Report:

An evaluation report (to be made by the project director) is due July 1 of each year for every grant that has been operating for at least 6 months or more. This report is to be submitted on the "July 1, or Final Evaluation Report" form, a copy of which is attached. Two (2) copies of this report should be submitted to the JJCC.

It is absolutely essential that the JJCC receive this report by July 1. The OJJDP guidelines or require that the JJCC submit a report on all projects funded, and without the "July 1, or Final Evaluation Report", the JJCC will be unable to meet this requirement.

3. Final Evaluation Report:

To obtain final reimbursement, a satisfactory Final Evaluation Report must be submitted at the conclusion of each project. However, those projects that are completed on or before June 30 may let the July 1 Report serve also as the Final Evaluation Report. If the subgrantee intends to use the July 1 Report as a Final Evaluation Report, the Senior Operations Analyst of the JJCC must be so notified on the "July 1, or Final Evaluation Report" form.

Two (2) copies of this Report, prepared by the Project Director, should be submitted to the JJCC.



GEORGIA JUVENILE JUSTICE COORDINATING COUNCIL

PROJECT MONITORING ASSESSMENT

PROJECT NAME _____

DATE OF SITE VISIT _____

STAFF INTERVIEWED _____

YOUTH INTERVIEWED (INITIALS ONLY) _____

CRITERIA FOR PROJECT MONITORING

1. IS THE PROJECT OPERATIONAL? YES _____ NO _____
2. IS THE PROJECT ON SCHEDULE? YES _____ NO _____
3. HAVE ANY CHANGES BEEN MADE IN THE PROGRAM? YES _____ NO _____
4. ARE THE FOLLOWING GOALS AND OBJECTIVES FOR THIS PROJECT (AS LISTED IN ACTION PROGRAM AND THIS PROJECT'S EVALUATION COMPONENT) BEING MET?
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____
YES _____ NO _____

(OVER)

APPENDIX VI.2

5. DO THE PROJECT'S GOALS NEED TO BE REVISED YES ___ NO ___
6. DOES THE PROJECT HAVE AN ADEQUATE EVALUATION COMPONENT? YES ___ NO ___
- A. DOES IT ADDRESS THE REQUIRED PERFORMANCE INDICATORS? YES ___ NO ___
7. ARE ITS DATA GATHERING MECHANISMS ADEQUATE? YES ___ NO ___
8. DOES THE PROJECT EVALUATION COMPONENT NEED REVISION? YES ___ NO ___
9. ARE RESOURCES BEING USED AS ORIGINALLY INTENDED? YES ___ NO ___
10. DOES THE PROJECT HAVE PLANS FOR UTILIZING COMMUNITY RESOURCES? YES ___ NO ___
11. DOES THE PROJECT HAVE PLANS FOR SECURING FUNDING FROM OTHER THAN THE GOVERNOR'S ADVISORY COUNCIL? YES ___ NO ___
12. IS THERE ANY EVIDENCE OF SERIOUS PROBLEMS IN THE MANAGEMENT OR STAFFING OF THE PROJECT? YES ___ NO ___
13. IS TECHNICAL ASSISTANCE NEEDED? YES ___ NO ___
IF SO, WHAT KINDS OF TECHNICAL ASSISTANCE ARE TO BE PROVIDED? _____

14. IS IT REASONABLE TO EXPECT THE PROJECT TO BE SUCCESSFUL? YES ___ NO ___

ADDITIONAL COMMENTS: _____

RECOMMENDATIONS: _____

STAFF CONDUCTING ASSESSMENT _____

JUVENILE JUSTICE COORDINATING COUNCIL

July 1 _____

July 1 or Final Evaluation Report

Final _____

1. SUBGRANTEE NAME:	6. PROJECT DIRECTOR NAME/ADDRESS:
2. GRANT NO.:	
3. FEDERAL FUNDS AWARDED:	TELEPHONE:
4. GRANT PERIOD: FROM TO	7. SIGNATURE:
5. PROJECT TITLE:	8. DATE:

INSTRUCTIONS:

1. Project Director completes all information in blocks 1-8 of the heading.
2. Project Director provides project information required below (use additional sheets). Responses should be keyed to the following:
 - I. To what extent has the project resolved or impacted upon the problem(s) for which it was intended?
 - II. To what extent have project goals and objectives been met?
 - III. Please provide a completed copy of the pre-designed evaluation form for this Action Program.

If no pre-designed evaluation form is required for this Action Program, please provide documentation (statistics, tables charts, etc.) which substantiate your claims of the project's success, and which relate to the Performance Indicators listed in the Action Program. (These should be keyed to the narratives provided in response to Items I and II.)

- IV. Please identify any changes you would make to this project if you were starting again.
- V. Are there any factors (other projects, significant events, etc.) that might have contributed to meeting, or not meeting, this project's goals?
- VI. Will this project be continued? If "yes", then:
 - A. By what level of government (state, county, local)?
 - B. What are the anticipated levels of operation and funding?
 - C. What criteria will be used to secure continuation funding (e.g., an evaluation report submitted to the County Commission, etc.)?

3. Project Director submits two (2) copies of this report to:

Juvenile Justice Coordinating Council
 10 Park Place South - Suite 410
 Atlanta, Georgia 30303