# JUVENILE JUSTICE INCENTIVE GRANTEE WORKSHOP

APRIL 14, 2016



Criminal Justice Coordinating Council Innovating Criminal Justice - Empowering Victims

#### **AGENDA**

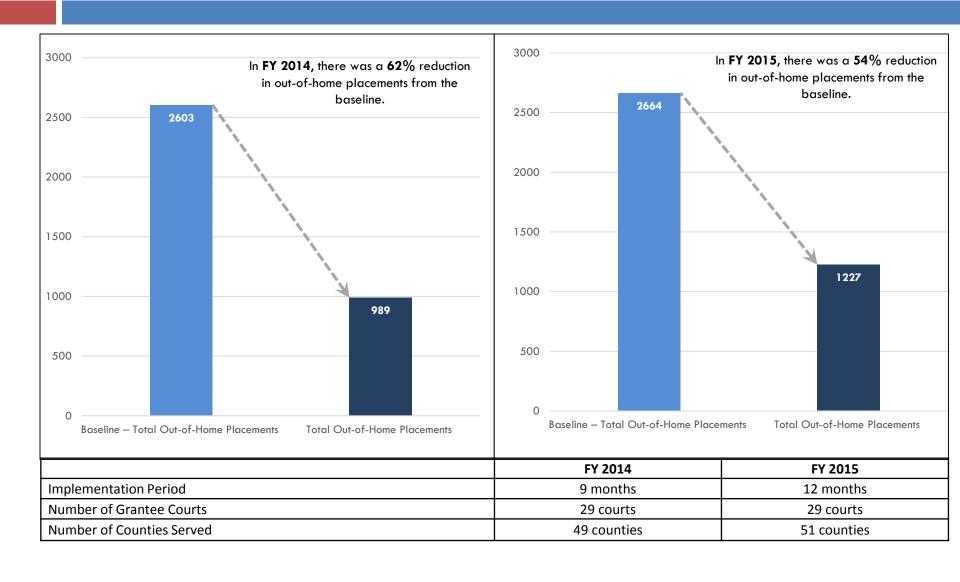
- Welcome
- Fiscal Liability Awareness
- FY17 Juvenile Justice Incentive Grant RFP
- Financial Reporting Requirements
- Break
- Model Fidelity Evaluation and Overview
- Documenting Impact: Grantee Evaluation and Data Reporting Expectation
- Questions and Answers

# Fiscal Liability Awareness

Austin Mayberry & Misti Williams

## FY17 Juvenile Justice Incentive Grant

#### Year 2



## FY17 Juvenile Justice Incentive Grant

■ The purpose of this grant opportunity is to provide funding for local programs designed to serve youth in the community and to reduce out-of-home placements

#### Eligible Participant Requirements:

- Delinquent adjudication
- Medium to high PDRA
- Appropriate for selected evidence-based program

## **Application Details**

- □ Grant Award Period: July 1, 2016 June 30, 2017
- Applications are due May 2<sup>nd</sup>
- Award Notification will be made in June
- Application must be submitted electronically at cjcc.georgia.gov/funding-opportunities

#### RFP General Format

- Save all documents into one PDF (narrative, budget, forms and assurances, and other attachments)
- □ Include a footer identifying the applying agency
- Restate each question and number each section followed by the response
  - e.g. "1. Statement of need/summary
    - a. Statement of the community problem: In X county...etc."

## Statement of Need/Summary

- State the community problem and need of services
- Please include an overview of the target population to be served and selected evidence-based program

### Administration

- Name and brief description of the implementing agency
- Please remember applicant needs to be the county board of commissioners
- □ This grant is a reimbursement-only grant

## Target Population

- Include target population, demographics, and number of projected youth to be served
- □ Please only apply for counties you are able to serve

#### **Service Delivery**

- State the selected evidence-based program(s)
- Describe the overall format and design of the program(s), please include:
  - Program type
  - Number of cohorts/detailed program schedule
  - Program policy (i.e. attendance) if applicable to the selected program

- Complete the Program Timeline
- List the specific site(s) where programming will occur
  - Attach any Memorandum(s) of Understanding
  - Please list any transportation assistance needed, including a transportation schedule

- Fully describe the intake process
  - Detention Assessment Instrument (DAI)
    - Guides all detention decisions at intake
  - Pre-Disposition Risk Assessment (PDRA)
    - Pre-disposition, post-adjudication
    - Score medium to high on the PDRA

#### Staffing

- Include job descriptions for each position to be funded by the grant
- Include training history for facilitators

## Goals, Objectives, and Evaluation

■ List the program goals and objectives and explain how these will be reached/evaluated

## Sustainability

- Describe how you plan to increase sustainability for your program
- Please include any local, federal, and/or federal funding support that you receive

## Previous Accomplishments

■ List your previous accomplishments related to the Juvenile Justice Incentive Grant Program

# Financial Overview

## Accepting Your Award

- Award Packet Information
  - Please remember signed award documents with original signatures are due within 45 days of receipt. We cannot issue your county's first reimbursement until the award documents and copies of any subcontracts are received.
  - Please be sure to note the Special Conditions of your award.

## Accepting Your Award (cont.)

- Documents in the award packet to complete:
  - Subgrant Award Form
  - Special Conditions
  - Reimbursement Selection Form
  - Subgrant Adjustment Request (SAR) #1
  - Subgrant Expenditure Report (SER)
  - Designation of Grant Officials
  - Delegation of Signing Authority (if applicable)

## Delegation of Signing Authority

- □ Government Agencies
  - County Commission Chair or Mayor
  - Delegating Signing Authority
    - Signature Authorization Letter
    - Delegated signing authority will specifically apply to the current grant period for this particular grant.

#### OFFICE OF THE GOVERNOR CRIMINAL JUSTICE COORDINATING COUNCIL

SUBGRANTEE:

IMPLEMENTING AGENCY: FEDERAL FUNDS: \$

PROJECT NAME: Juvenile Justice Incentive Grant SUBGRANT NUMBER: TOTAL FUNDS: \$
GRANT PERIOD: 08/01/13-06/30/14

This award is made under the State of Georgia Juvenile Justice Incentive Grant (JJIG) program and is subject to the administrative rules established by the Criminal Justice Coordinating Council. The purpose of the JJIG program is to provide funding for juvenile courts to serve youth in the community who would otherwise be committed to Georgia's Department of Juvenile Justice.

This Subgrant shall become effective on the beginning date of the grant period, provided that within forty-five (45) days of the award execution date (below) the properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council.

#### AGENCY APPROVAL

SUBGRANTEE APPROVAL

Jacqueline Bunn, Director Criminal Justice Coordinating Council Signature of Authorized Official

Date

Date Executed: 08/01/13

Typed Name & Title of Authorized Official

58-1911146-001

Employer Tax Identification Number (EIN)

\*

#### INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	A THE STATE OF THE	1	08/01/13	9		**	
OVERRIDE	ORGAN	CLASS		PROJECT		VENDO	OR CODE
2	46	4				2367	

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
1	Juvenile Justice Incentive Grant		\$

#### CRIMINAL JUSTICE COORDINATING COUNCIL REIMBURSEMENT SELECTION FORM

SUBGRANT NUMBER:						
AGENCY NAME:						
SELECT A SCHEDULE FOR SUBMITTING REIMBURSEMENTS (CHECK ONE B     MONTHLY (Requests for reimbursement are due 15 days after the end of the QUARTERLY (Requests for reimbursement are due 30 days after the end of	month) the quarter)					
2. SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK						
<ul> <li><u>ELECTRONIC FUNDS TRANSFER</u> (Reimbursements will be deposited into A voided check must be attached to ensure proper routing of funds.)</li> </ul>	the bank account listed below.					
BANK NAME:						
BANK ROUTING NUMBER:						
BANK ACCOUNT NUMBER:						
AGENCY CONTACT NAME:						
AGENCY CONTACT TELEPHONE NUMBER:						
AGENCY AUTHORIZED OFFICIAL NAME AND TITLE:						
AGENCY AUTHORIZED OFFICIAL SIGNATURE:						
□ <u>CHECK</u> (Reimbursements will be mailed in the form of a check to the addres						
MAILING ADDRESS:						
CITY, STATE & ZIP:						
ATTENTION:	ATTENTION:					
AGENCY AUTHORIZED OFFICIAL SIGNATURE:						
For CJCC Use ONLY						
CJCC Auditor:						
Phone Number:						
Grant Award Number:						
GBI Entry Initial/Date:						

#### **DESIGNATION OF GRANT OFFICIALS**

LEGAL NAME OF AGENCY:		
PROJECT TITLE:		
∐ Mr. ∐ Ms.		
PROJECT DIRECTOR NAME (Type or Print		
Title and Agency		
Official Agency Mailing Address	City	Zip
Daytime Telephone Number	Fax Number	
E-Mail Address		
☐ Mr. ☐ N6.		
FINANCIAL OFFICER (Type or Print)		
Title and Agency		· · · · · · · · · · · · · · · · · · ·
Official Agency Mailing Address	City	Δio
Daytime Tolephone Number	Fex Number	
E-Meil Addrese		
☐ Mr. ☐ Ms.		
AUTHORIZED OF FICIAL (Type or Print)		-
Title and Agency	****	
Official Agency Malling Address	City	Zip
Daytime Telephone Number	Fax Number	
C. Mail Address		

## Subgrant Adjustment Request (SAR)

- □ Submit SAR #1 with your Award Packet
- □ Submit a Budget Detail Worksheet with each SAR
- □ A formal request (SAR) must be submitted whenever you are requesting revisions for the following:
  - Budget Adjustments
  - Change of Project Officials/Addresses
  - Project Personnel
  - Goals and Objectives of the program

PRINT DATE: 05/14/13 GMIS DOCUMENT 3A

#### CRIMINAL JUSTICE COORDINATING COUNCIL SUBGRANT ADJUSTMENT REQUEST FEDERAL GRANT #

PAGE 1 OF 2

ADJ REQUEST #: 1

	REQUEST DATE:	
SUBGRANTEE:		SUBGRANT #: A13-8-
PROJECT NAME:		
NATURE OF ADJUSTMENT:		Go To , SECTION I
Mark ell that apply.		NSION. Go To SECTION II
Adjustments of each type shown should be entered in the section indicated.	PROJECT PERSONNEL GOALS AND OBJECTIVES	Go To SECTION III Go To SECTION III Go To SECTION III
MOST BE JUSTIFIED AND EXPLAIMED	MOROUGHLY IN SECTION IV.	
SECTION I. REQUEST FOR BUT	GET CHANGE - JUSTIFY IN SECTION IV.	
	CURRENT APPROVED REVISIONS +/-	REVISED BUDGET
PERSONNEL	\$ 55,187	
EQUIPMENT	0	
SUPPLIES	0	
TRAVEL	0	
PRINTING	0	
OTHER	0	
TOTAL	\$ 55,187	
Federa	1 5 55,187	
Match	s0	2 0
SECTION II. REQUEST FOR C	HANGE IN PROJECT PERIOD - JUSTIFY IN	SECTION IV.
CURRENT GRANT PERIO	D REQUESTED GRANT PER	RIOD FOR EXTENSION,
Start Date: 07/01 End Date: 06/30		A CONTRACTOR OF
NOTE: The maximum extension re-	uest cannot exceed 12 months.	

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL, GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES (JUSTIFY IN SECTION IV.)

#### **Budget Detail Worksheet for State Grants**

Applicant Agency:

Position 7 Position 8 Position 9 Position 10

Purpose: The Budget Detail Worksheet shall be used to prepare your budget. In addition to this document, you must also complete and submit a budget narrative.

percentage of time to be dev	ion by title and name of employee, if available. Show the annua oted to the project. Compensation paid for employees engaged paid for similar work within the applicant organization.	
Name/Position	Computation	Cost
Position1		
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
Position 7		
Position 8		
Position 9		
Position 10		
	SUB-TOTAL	\$0.00
	nefits should be based on actual known costs or an established I listed in budget category (A) and only for the percentage of ti	
project. Name/Position	Computation	me devoted to the
500		
Name/Position		
Name/Position Position 1		
Name/Position Position 1 Position 2		
Name/Position Position 1 Position 2 Position 3		

\$0.00

\$0.00

SUB-TOTAL

**Total Personnel & Fringe Benefits** 

## Subgrant Expenditure Reports (SERs)

- □ All grant-related expenses incurred for the quarter must be listed on SERs to obtain reimbursement.
- □ Expenses must be incurred during the grant period.
- □ If an item is not included in your approved budget, you cannot claim it on a SER for reimbursement.
- □ SERs must be signed by the authorized official or the appropriate designee and mailed to CJCC. Email submissions cannot be accepted.
- □ SERs must be submitted with the "JJ Unit SER Cover Form."

## Subgrant Expenditure Reports (SERs)

#### □ Reporting:

- Quarterly reports are due 30 days after the end of each quarter.
- Monthly reports are due 30 days after the end of each month.
- ■Invoices more than 30 days outside of the reporting period should not be included as part of the SER.

10/12/11

#### CRIMINAL JUSTICE COORDINATING COUNCIL

BUBGRANT #:

DOCSH SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS # 1 FEDERAL GRANT # 2011-VA-GX-0010 EXPENDITURES FOR THE PERIOD OF \_\_\_\_\_\_ THRU \_\_\_\_\_ FINAL RPT? (Y/N) SUBGRANTEE: FUNDING CATEGORY: PROJECT PERIOD: 10/01/11 to 09/30/12 COMBINED FEDERAL & MATCH EXPENDITURES PREVIOUSLY APPROVED EXPENDITURES REMAINING N/A THIS RPT N/A THIS RPT BALANCE EXPENDED APPROVED THIS PERIOD 0 0 5 PERSONNEL 0 0 0 EQUIPMENT D 0 0 0 SUPPLIES 0 0 0 0 TRAVEL 0 0 0 0 PRINTING 0 0 0 0 OTHER 0 0 TOTAL 0 0 FEDERAL 0 EARNED PROJECT STATUS INCOME FOR THE PERIOD: EARNED PROJECT INCOME FOR THE PERIOD: OTHER \$ EXPENDED \$ UNEXPENDED \$ FORFEITED \$ CERTIFICATION: I certify that the above statements are accurate based on official records, that expenditures shown have been made for the purpose of, and in accordance with, applicable grant terms and conditions, and that appropriate supportive documentation relative to all expenditures is attached. SUBGRANTEE OFFICIAL APPROVAL: PREPARED BY: OFFICIAL'S SIGNATURE DATE PHONE NUMBER: TYPED NAME & TITLE FOR CRIMINAL JUSTICE COORDINATING COUNCIL USE ONLY AMOUNT REQUESTED THIS REPORT: SUBGRANT #: SUBGRANT AWARD: REVIEWED BY (INITIALS & DATE): REQUESTED TO DATE: BALANCE: \_\_ AUTHORIZED BY DATE \* Substantiated Advanced

FOR ACCOUNTING U	SE ONLY	TIFET - D			DISCOUNT	PO/AUTH	PAY DATE
DEFARTHENT FUND SOURCE	PROJECT	FROGRAH	CLASS	ACCOUNT	INVOICE		AMOUNT
710606000 13104	13139	0630104	315	707002			



#### <u>Subgrant</u> <u>Expenditure</u> <u>R</u>eporting Form Juvenile Justice Unit

Subgrant #:	SER #
Subgrantee:	START DATE:
Project Name:	END DATE:
	EXPENDED THIS PERIOD:
Personnel Equipment Supplies Travel Printing Other Total Project	\$ - Federal \$ - Match* \$ - Match*  \$ - Total Project \$ - S - S - S - S - S - S - S - S - S -
Comments:	

#### Meal Expense Example

Meal for Strengthening Families	11/17/15
Cost	\$40
Food	Pizza
Number of program participants	9
Location-	1 Blueberry Street, Atlanta, GA 30303
Signature	Billy Joe
Name	Billy Joe

#### Travel Expense Example

Billy Joe Home Location	1 Strawberry Street, Atlanta, GA 30303	
Programming Location	1 Blueberry Street, Atlanta, GA 30303	
Date	Location	Miles
11/02/15	1 Strawberry Street, Atlanta, GA 30303 - 1 Blueberry Street, Atlanta, GA 30303	10
11/07/15	1 Strawberry Street, Atlanta, GA 30303 - 1 Blueberry Street, Atlanta, GA 30303	10
11/17/15	1 Strawberry Street, Atlanta, GA 30303 - 1 Blueberry Street, Atlanta, GA 30303	10
	Total Miles	30
Signature	Billy Joe	
Name	Billy Joe	

## Waiver Request Form

- □ It is expected that you will expend 25% of funds in the  $1^{st}$  quarter, 50% in the  $2^{nd}$ , and 75% in the  $3^{rd}$  quarter.
- □ If you anticipate not meeting the spending requirement for the first or second quarter, you may submit a waiver requesting extension.
- However, waivers may not be submitted for the 3rd and final quarters.



JACQUELINE BUNN EXECUTIVE DIRECTOR

#### Juvenile Justice Waiver Request Form Reporting Period: \_\_\_\_\_\_ thru \_\_\_\_\_

Per the Special Conditions of the Juvenile Justice grant award(s)	
"25% of the awarded funding must be expended each will be retained by the Council to be managed by the Committee."	
As such, if your court did not expend <u>and</u> request reimbursement for the current quarter, any unexpended funds for the quarter will ensure optimal utilization of appropriated state grant funds.	
If your agency expended grant funds during the quarter that have your reimbursement request, or if there are extenuating circumstanust submit this form, along with a Subgrant Adjustment Request documentation to substantiate your request to retain any unexpendence.	ances that warrant consideration, you st (SAR), and any supporting
This waiver request and the supporting documentation should be monthly/quarterly expenditure report. The submission deadline request forms will be the same for each reporting period. An for the respective reporting period will not be considered. The sua detailed explanation of the event(s) that prevented the grantee original award amount. Waivers will not be accepted for 3rd and 4	for expenditure reports and waive y waivers submitted after the deadlin apporting documentation must provid from fully expending 25% of the
Please note: All waivers will be reviewed and/or granted at the d Funding Committee	fiscretion of the Juvenile Justice
Please check one of the following:    Funds encumbered during the quarter (supporting documentationvoices)   Other (delayed implementation, etc.) Please provide an explanation of the control of the con	10 E
Waiver Amount \$	
Project Name:	Subgrant Number:
Signature of Authorized Official or Project Director* Title "By signing this document, I am certifying that the information listed above is true and acc	Date Date
Approval Disapproval Reviewer Signa Reviewed by: Authorized by:	

# Financial Compliance Monitoring

- □ All reviews for FY17 will be conducted through on-site visits
- □ Common findings include:
  - Grant expenditures
    - Deficient/Non-existing documentation monitoring contracted services
  - Policies and Procedures
    - Deficient/Non-existing E-verify system numbers for each employee
    - Deficient/Non-existing documentation evidencing compliance with procurement policy
  - Accounting system
    - Deficient/Non-existing tracking of CJCC grant expenses and revenue through General Ledger reports

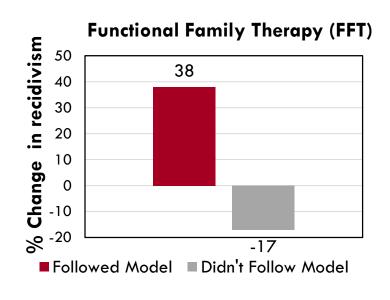
# Model Fidelity Evaluation and Overview

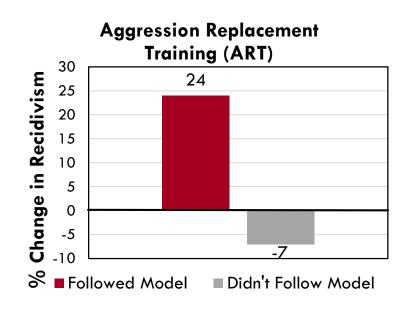
# Importance of Model Fidelity

- □ Efforts to support model fidelity are essential in order to realize the recidivism reductions reported in the research
- Program models that deviate from the original design of the model should not expect these outcomes and may cause harm to program participants
- □ "Fidelity" what does it really mean?

# Importance of Model Fidelity

Research has shown that when a program is delivered with fidelity to the model, recidivism rates can be significantly decreased





# Importance of Model Fidelity

- Implementation of new programs does not end after program staff have been trained and are facilitating groups
- Quality assurance mechanisms must be introduced before the first group begins, and must be maintained
- □ Model fidelity is not limited to script adherence:
  - Coaching staff through observations of groups
  - Model prosocial behavior and attitudes
  - Feedback to staff and active listening skills
  - Data to measure adherence to the model and participant outcomes

#### Fundamentals of EBPs

- □ Aggression Replacement Training (ART)
- □ Thinking for a Change (T4C)
- □ Functional Family Therapy (FFT)
- □ Multisystemic Therapy (MST)
- □ Seven Challenges (7C)
- □ Brief Strategic Family Therapy (BSFT)

### Fundamentals of ART

- Cognitive behavioral program based in social learning theory
- □ Youth ages 11 to 17 years old
  - Deficiency in prosocial skills, anger control, and moral reasoning capacity
- □ Typically offered as a 10 week, close-ended program with three sessions a week to cover the full 30 sessions
- □ Recommend no more than 12 participants with no less than eight participants
- □ Recommended a co-facilitated group

### Fundamentals of ART

- Curriculum contains session evaluation checklists for ART components
- Contains three integrated and coordinated components
  - Social skills training behavioral component designed to teach new prosocial behaviors
  - Anger control training affective component designed to teach participants what not to do
  - Moral reasoning cognitive component designed to increase levels of fairness, justice, and concern for others

## Fundamentals of T4C

- Cognitive behavioral and cognitive restructuring program
- □ Appropriate referrals include:
  - History of aggression
  - Oppositional or defiant disorders
  - Impulsive and disruptive behaviors
  - Suppression of anger, difficulty expressing emotion
- Program is group-based and is to be operated as close-ended
- Group size should be limited to 8 to 12 participants
- □ Contains 25 lessons in the curriculum; Version 4.0 just released 2016
- □ Aftercare options available

## Fundamentals of T4C

- Groups are expected to last one to two hours in length
  - Flexibility to meet program operations without jeopardizing session content
- □ Three components that are intended to build upon one another
  - Cognitive self change
  - Social skills
  - Problem solving

## Fundamentals of FFT

- □ Family-based intervention program for high-risk youth
  - Ages 11 to 18
  - Delinquency, substance abuse, Conduct Disorder, Oppositional Defiant Disorder, or Disruptive Behavior Disorder
- □ The model focuses particularly on familial risk and protective factors that directly affect youth
- □ Services are conducted in both clinic and home settings as the structure is flexible as to accommodate diverse family units
- □ Programming typically last 3 to 4 months
  - 12 to 14 one-hour, weekly sessions

## Fundamentals of MST

- □ Family and community-based treatment program used to identify practical issues impacting youth's serious antisocial behavior within environment
  - Youth ages 12 to 17 years old
  - Serious antisocial and problem behavior
- □ Therapists available 24 hours a day, 7 days a week
- □ MST clinicians go where the child lives, socializes, and attends school
- Intensive treatment with parents and caregivers
- □ Average treatment time is four months
  - Contact be everyday to once a week

## Fundamentals of BSFT

- Problem-focused approach to treatment of youth with behavioral problems
  - Youth ages 6 to 17 years old
  - Rebelliousness, truancy, delinquent, early substance use, and association with problem peers
- Involves all family members; seeks to change the way they act toward each other
- Based on the premise that family interactions play an instrumental role in the evolution of behavior in youth
- □ Therapists coach the family on interactions as they occur during the session in effort to improve relations and create more functional interactions
- □ Average length of treatment is 12 to 15 sessions over 3 to 4 months, with sessions lasting 60 to 90 minutes
- Can be implemented in a variety of settings, including a home-based intervention

## Fundamentals of 7C

- Designed specifically for youth with substance use problems
- □ Appropriate for ages 13 to 25 years old
  - Drug problems, co-occurring mental health issues, trauma, and family issues
- Goal is to motivate change, and support success in implanting changes
- □ Can be conducted in individual or group sessions
- Workbooks

# Model Fidelity Evaluation

- □ Site visit preparation
  - Initial interview call with Program Director
  - Review of program materials
- On-site activities
  - Individual interviews with key staff
  - File review
  - Group observations
- □ Report
- □ Technical assistance

# Model Fidelity Overview

- □ Fidelity is a crucial component of the implementation process
- Model fidelity is an on-going process aimed at achieving the best possible results from programming
- Training, on-going coaching and support critical in sustainability
- Next steps: Principles of Effective Intervention (PEI) training, monthly fidelity calls, annual site visits

# Documenting Impact: Grantee Evaluation and Data Reporting Expectation

Carl Vinson Institute of Government

## Questions?

Samantha Wolf, Program Director

Samantha.Wolf@cjcc.ga.gov

Stephanie Larrick, Planner

Stephanie.Larrick@cjcc.ga.gov

Rachel Gage, Model Fidelity Coordinator

Rachel.Gage@cjcc.ga.gov

Rachel Furbee, Grant Specialist

Rachel.Furbee@cjcc.ga.gov

Carl Vinson Institute of Government evalhelp@uga.edu

Austin Mayberry, OIG amayberry@oig.ga.gov

