

*October 1, 2015 through September 30, 2016 Grant Funding Cycle*

**2015 Title II  
Disproportionate Minority Contact**

**Formula Grants**

**Application**

**Guidelines, Application, Directions and Rating and  
Scoring Forms**

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## **PART 1: Title II Formula Grant Funding**

### **A. Overview – Guidelines for Title II Grants**

The Kansas Advisory Group (KAG) is seeking requests for Title II Formula Grants funded by allocations from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The KAG desires to fund evidence-based approaches to system reform which address Disproportionate Minority Contact (DMC) and that are data-driven and outcome-based.

As a condition precedent to funding, the KAG will only fund initiatives which targets reducing disproportionate minority contact in the Juvenile Justice System.

Organizations may wish to review information on the OJJDP Website regarding Disproportionate Minority Contact performance measures. Additional information can also be found in The OJJDP website for DMC located at: <http://www.ojjdp.gov/dmc/index.html> . For any questions about the DMC grant application can be addressed by calling JJ Specialist Joni Cattoor at 785-296-0745 or emailing her at [jonib.cattoor@doc.ks.gov](mailto:jonib.cattoor@doc.ks.gov).

The applicant will then prepare the application as prescribed in the packet and submit to KDOC. The Kansas Advisory Group (KAG) will review applications and make funding decisions. All material submitted regarding this announcement becomes the property of the State of Kansas and subject to the terms of the KANSAS REVISED STATUTES CHAPTER 45 - PUBLIC RECORDS, DOCUMENTS AND INFORMATION.

For any questions about the DMC grant application can be addressed by calling JJ Specialist Joni Cattoor at 785-296-0745 or emailing her at [jonib.cattoor@doc.ks.gov](mailto:jonib.cattoor@doc.ks.gov).

The timeline for this process is as follows:

- |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>May 4, 2015</b>                  | Applications to apply for Title II Formula Funding will be made available to interested parties. Applicants are instructed to prepare applications as prescribed in the packet.                                                                                                                                                                                                                                                                            |
| <b>May 18, 2015</b>                 | A conference call will be held for any questions regarding grant projects and expectations. The call will take place from 2 pm to 3 pm on May 18 <sup>th</sup> . To participate in the call dial 1-866-620-7326; the conference code number is 1569331427.                                                                                                                                                                                                 |
| <b>July 2, 2015</b>                 | ALL Title II DMC Applications can be submitted on paper or electronically. They are due to KDOC <b>by 12:00 pm</b> . If applications are submitted electronically; original applications with signatures must be sent to KDOC by Thursday, July 9, 2015. You are strongly encouraged to use USPO priority mail or Federal Express to ensure your application is received on time. Any application not received on time will not be considered for funding. |
| <b>July 10-<br/>August 12, 2015</b> | Grants Committee reviews applications.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>August 26, 2015</b>              | KAG approves Title II applications for funding.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>August 27, 2015</b>              | Grantees notified of funding decisions and sent grant documents for completion.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>September 28, 2015</b>           | Grantees return signed documents to KDOC.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>October 1, 2015</b>              | Title II funding issued to grantees.                                                                                                                                                                                                                                                                                                                                                                                                                       |

Grantees will be selected through a scoring process utilizing a written grant application. Please follow the instructions contained in this packet. The scoring matrix which will be used to evaluate grant applications is located on Page 13 of this packet.

### **B. Issuing Office**

This request for Title II Formula Grants is issued for the Kansas Department of Corrections, in conjunction with the Kansas Advisory Group on Juvenile Justice and Delinquency Prevention and in accordance with the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974 (42 U.S.C. 5601), Part B, as amended. The Juvenile Services Division (JS), specifically the Juvenile Justice Specialist, Joni Cattoor, is the point of contact concerning this Request for Proposal. The contact information for Ms. Cattoor is [jonib.cattoor@doc.ks.gov](mailto:jonib.cattoor@doc.ks.gov) or 785.296.0745.

### **C. Title II Funding Priority**

The JJDP Act contains the following four core requirements: Deinstitutionalization of Status Offenders and Non-Offenders [Section 223(a) (11) (A) and (B)], Sight and Sound Separation [Section 223(a) (12)], Jail Removal [Section 223(a) (13)], and Disproportionate Minority Contact [Section 223(a) (23)].

This grant application will focus on the JJDP Act Core requirement of Disproportionate Minority Contact. Funding is available to local units of government or any community based provider including religious organizations and non- profits for projects which address Disproportionate Minority Contact at any one of the nine points of contact in which youth enter the juvenile justice system.

*Priority funding for project is heavily dependent on collaboration.*

### **D. Applicant Eligibility**

Under the Title II Formula program, any community-based service provider, including religious organizations, non-profit organizations or local private agencies are eligible to apply for funds, **if and only if, such agency requests local funds and is denied funding by a general unit of local government.** General units of local government include a city, county, town, borough, parish, village or other general purpose political subdivision of a State, and any Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior. Examples of what is not considered a general unit of local government include juvenile corrections advisory boards, school districts, extension offices, community mental health centers, universities, and community health departments. **The JJDP Act requires documentation that requests for local funding has been denied. The documentation must be within the current funding year and must be included with the application in order to be eligible for Title II Formula Grant funding.** Applicants may subcontract any or all of the required activities, such as the role of the fiscal agent, but are not required to do so. Subcontractors can be other public, state or local agencies, or private not-for-profit agencies as identified under Sect. 501(c) (3) of the Federal tax code.

Jurisdictions must be in compliance with the three federal core requirements of Deinstitutionalization of Status Offenders and Non-Offenders, Jail Removal, and Sight and Sound Separation in order to be eligible for funding; the Kansas Advisory Group is requiring that any Judicial District whom are out of compliance submit an amended Compliance Plan to the Kansas Department of Corrections for organizations within the judicial district to be eligible for funding. All plans will be reviewed by the Operations Committee and approved by the Kansas Advisory Group.

### **E. Standards for Fiscal Management Accounting System**

All grantees are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Grantee accounting systems must be sufficient to adequately track all grant funds, including the ability to prove that funds are not commingled. Such systems must also be able to allocate costs in a detailed and justifiable manner.

The records shall include all sources of funds. The grantee is responsible for establishing and maintaining an adequate system of accounting and internal controls. An acceptable and adequate accounting system shall include, but is not limited to, the following:

1. The ability to present and classify actual and projected expenditures of the grant as required for budgetary and evaluation purposes.
2. Ensure cost and property control.
3. Control funds and other resources to assure that the expenditure of funds and use of property are in conformance with any general or specific conditions that apply to the grantee.
4. Meet the prescribed requirements for periodic financial reporting of operations.
5. Provide financial data for planning, control, measurement, and evaluation of costs.
6. Provide the entity with the ability to separately track each funding source and allow for reconciliation of the sub-system to the general ledger.

The various financial and program requirements of Kansas Department of Corrections-funded programs, as well as, the need for the grantee to separately account for individual awards, require a special program account structure beyond normal classifications by type of receipts, expenditures, assets, and liabilities.

#### **F. Commingling of Funds**

The accounting systems of all grantees must ensure that Kansas Department of Corrections funds are not commingled with funds from other local, state and federal agencies. Each grant award must be accounted for separately. When a grantee's accounting system cannot comply with this requirement, the grantee shall establish a system to provide adequate fund accountability for each grant.

#### **G. Supplanting**

The use of Kansas Department of Corrections funds to replace funds appropriated for the same purpose is prohibited. The use of Kansas Department of Corrections funds to offset a reduction of KDOC funding is acceptable; however, the grantee will be required to supply documentation demonstrating that the reduction in KDOC funds occurred for reasons other than the receipt or expected receipt of KDOC funds. Potential supplanting will be the subject of application review, as well as, pre-award review, post-award monitoring and audit.

#### **H. Allowable Costs, Unallowable Costs and Indirect Costs**

- i. Allowable costs include the following: staff salaries and fringe benefits, travel, building space, maintenance, equipment, supplies, program costs, consultants and training. Salaries and benefits must be fully detailed. Computers and software will be considered only if the need is fully justified. Applications must supply a budget narrative with full explanation and detail.
- ii. **Unallowable Costs** – the following costs are not allowed:
  - I. Entertainment costs – including amusement, diversion and social activities, and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
  - II. Official Hospitality – expenses for official hospitality (food, etc.) for staff and board members, with the exception of food utilized by the program to feed program participants, but not staff.
  - III. Independent Audit Costs – KDOC will not pay for the cost of independent audit work. These costs are the responsibility of the local entity.

- IV. Late Fees: Charging late fees to KDOC funds is not allowable. If a late fee is charged for delinquent payment, it will be the grantee's responsibility to pay the charge.
- iii. **Indirect Costs:** No Title II grant funds shall be used in FFY2016 for indirect cost. Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

For additional information regarding allowable and unallowable costs please refer to the Federal Financial Guide which can be found at [http://ojp.gov/financialguide/PDFs/OCFO\\_2014Financial\\_Guide.pdf](http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf)

#### **I. Restrictions in the Use of Funds**

**Travel:** Grantees cannot exceed travel, meals and lodging rates established by the State of Kansas. Grantees are required to obtain advance approval, in writing, from the Deputy Secretary for Juvenile Services, for all out of state travel and training. Requests for out of state travel and training will be submitted at least two weeks prior to scheduling or obligating grant funds.

#### **J. Lobbying**

No grant funds shall be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended to influence a member of Congress or any other Federal, State, or local elected official to favor or oppose any Acts, bills, resolutions or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by the Congress, any State legislature, any local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to Federal, State, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

#### **K. Food and Beverages**

No OJP grant, cooperative agreement or contract funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event.

#### **L. Construction**

Title II funds cannot be used for construction which includes the acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such buildings or any combination of such activities.

#### **M. Selection Criteria**

The selection criteria and scoring sheet to be used by Grant Reviewers is found on Page 13 of this packet.

## **Part II. Application Instructions**

**A. Application Checklist** All applications need to have the following elements in them:

1. Application Information
2. Project Abstract
3. Problem Statement
4. Project Description
5. I (We) have read and agreed to the DMC performance measures in Appendix C   
\*\* By submitting the grant application for consideration your organization agrees to accept and report on performance measures stated in this grant application. \*\*
6. Budget Documents
7. JCAB Certification
8. Letters of Denial for Funding

**B. Application Instructions** Please follow the instructions below in completing your application.

### **1. Applicant Information: (5 points)**

**Applicant Agency** – Complete the name, e-mail, address, phone and fax numbers of applicant agency. The applicant agency is the agency which will be receiving funds and administering the program.

**Project Director** – Provide the name, title, e-mail, address, phone and fax numbers of the person who is responsible for directing the grant project. This cannot be the same person who serves as the official authorized to sign or financial officer. This person must sign on the appropriate line.

**Official Authorized to Sign Application** – Complete the name, title, e-mail, address, phone and fax number of the person authorized to sign the application. This may be the Chair of the County Commission, President of the Board of Directors, or the County Administrator or Executive Director, if they have been duly authorized by the governing board to commit the organization for this project. This cannot be the same person who serves as the project director or financial office. This person must sign on the appropriate line.

**Financial Officer** – Provide the name, title, address, phone and fax numbers of the person responsible for processing expenditures and completing the fiscal reports of funds related to this program. This person must sign on the appropriate line. This cannot be the same person who serves as project director or official authorized to sign.

**Project Area** – All projects funded will address disproportionate minority contact. Examples of possible resources are included on Appendix B.

**Short Title of Project** – Please provide the name to be used for this project. This name will be used on all official correspondence and transactions.

**Federal Identification Number** – Furnish the federal tax identification number for the organization requesting funding.

SAM Number – Furnish your System for Award Management (SAM) number for the organization requesting funding.

DUNS Number: Furnish your nine-digit data Universal Numbering System (DUNS) number for the organization requesting funding. If you do not have a number, you can apply for one with Dun and Bradstreet (D&B).

See Appendix A.

**2. Project Abstract: 1 Page Limit (10 points)**

Although this is the first section read by reviewers, it should be the last section written. Insure the following elements are in the Project Abstract:

- Project is summarized and clear/easy to understand. yes no
- Purpose and intended impact of project defined. yes no
- Geographic area to be served identified. yes no
- Target population identified. yes no
- Data source identified. yes no
- JCAB Comprehensive Plan last updated identified, and how this project supports that plan. yes no
- Total amount requested. yes no
- Project start/end dates. yes no

**3. Problem Statement: 2 Pages Limit (15 points)** Please answer the following:

- What specific problem does the community have with disproportionate minority contact?
- What populations of youth of color are affected by this problem?
- What data was used to identify the problem?
- Past efforts to address the problem?
- Any collaborative Memorandum of Agreement (MOA) as it relates to this grant application may be attached as an appendix and will not be included as part of the two page limit for the problem statement. If any MOA's are referenced, they should be referred to in the problem statement.

*A very descriptive problem statement will help reviewers understand the criticality of providing funds to this project.*

**4. Project Description: 2 Pages Limit (15points)** Please answer the following:

Description of proposed project requested.

- Who is involved in the project execution?
- Who will this project service?
- What problems will this project address?
- What outcomes are expected?
- What activities will be accomplished with this funding?
- What possible barriers might be encountered to prevent successful outcomes?
- Identify all stakeholders who can contribute to addressing the problem.

**5. Budget Information (5 points):** Please be as detailed as possible.

- All costs are allowable. yes no
- Line item categories are identified and justified. yes no
- Justification is reasonable and achievable. yes no

**a. Explanation of Line Item Categories (Please be detailed in your response to each item.):**

**Personnel:** Describe any personnel positions that will be funded with grant dollars. Identify the percentage of time if partially funded with grant dollars. Compensation must be reasonable and consistent with that paid for similar work in other state or local government.

**Employer Taxes & Fringe Benefits:** Identify specific fringe benefits provided and how they are calculated. Compensation must be reasonable and consistent with that paid for similar work in other state or local government. Title II Formula Grant funds shall not be allowed for indirect cost of administrative salaries.

**Travel** – Mileage and overnight trip expenses shall use the state rates. Mileage and subsistence cannot exceed current rates for state employees. Mileage reimbursement for use of a privately owned automobile is 0.56/cents per mile. Meals are not to exceed \$47.00 per day and the daily lodging rate is \$83.00. Please contact the Juvenile Justice Specialist for out-of-state rates. All rates are subject to change as authorized by the Department of Administration. The state travel information can be located at <http://admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees>

*Prior written approval is needed from KDOC at least two weeks in advance of obligating grant funds for out of state travel.*

**Equipment** – All equipment purchased with grant funds must have been included in the sub grantee’s approved budget prior to the purchase. The Kansas Department of Corrections defines equipment as assets with a useful life of one year or more and a purchase cost of \$500.00 or more.

The subgrantee shall follow its agency’s written policies and procedures in regard to purchasing approval, needs assessment, bidding, surplus, disposal, etc. when purchasing equipment. Subgrantees must provide the KDOC by mail or fax (785-296-1412) an equipment inventory form within 30 days from the purchase date. The form can be obtained from the Juvenile Justice Specialist.

**Supplies** – Defined as items having an expected service life of one year or less. Examples are office supplies, printing, postage and freight.

**Consultant:** Services being purchased from persons or agencies outside of applicant agency. Consultants are not regular salaried or hourly employees of the agency. Consultants are paid for specific units of work achieved or specific number of hours of assistance provided to the agency. Consultant services might be used for such things as technical assistance, evaluation and accounting. Compensation has to be reasonable and consistent with that paid for similar work in other activities of the state or local government. Consultant fees are limited to \$650 per day.

**Other (Specify):** All other charges to the program that cannot be entered in the specific budget categories above.

**b. Cash Match/In-Kind:** Match is not required for Title II grant funds; however it is highly recommended that full accounting to run the grant should be listed and used as match.

**c. Budget Documents:** The application must contain a budget table and budget justification in the format provided below.

**i. Budget Table:** Complete the budget form provided. Please use whole dollar amounts. Budget categories must be followed carefully. Please include all expenditures and income necessary to fund the proposed project.

	<u>GRANT REQUEST FOR FEDERAL FUNDS</u>	<u>Required Cash Match or In-Kind</u>	<u>Other Funds</u>	<u>TOTAL</u>
1. Personnel				
2. Employer Taxes & Fringe Benefits				
3. Travel				
4. Equipment				
5. Supplies				
6. Consultants				
7. Other (Specify)				
8. Other (Specify)				
9. Other (Specify)				
10. Grant Award Amount (Sum of lines 1-9)				
11. Cash Match/In- Kind (Sum of lines 1-9)				
12. TOTAL (Sum of lines 10-11)				

Provide a full accounting of the budget necessary to operate proposed project.

**ii. Budget Justification Narrative (should be detailed)**

1. **Personnel:**

2. **Employer Taxes & Fringe Benefits:**

3. **Travel:**

4. **Equipment:**

5. **Supplies:**

6. **Consultant:**

7-9. **Other** (Specify):

10. **Grant Award Amount:** Total of lines items 1-9.

11. **Cash Match\In-Kind:** If the program receives funding from other sources; please indicate what line items other funds pay for.

12. **Total:** Total of line items 10 & 11.

Justification must match the budget. Grant dollars must be clearly identified in whole dollar amounts. Contact the Federal Grant Specialist, Sandra Barnett at 785-296-4293 or email her at [sandra.barnett@doc.ks.gov](mailto:sandra.barnett@doc.ks.gov) for any questions.

**6. Performance Measures.** Selected Output and Outcome Measures are identified on page 18 in this packet.

**7. JCAB Certification (2 points):** All applications must be accompanied with a certification from the Juvenile Corrections Advisory Board (JCAB) of the district where activities will be considered if they are consistent with the community plan for the district, as adopted by the JCAB. Sample letter can be seen in Appendix D.

Eligibility of a grant award shall be conditioned upon certification by the Deputy Secretary of Juvenile Services that the composition of the JCAB for the grantee’s jurisdiction complies with K.S.A. 75-7044.

If the Deputy Secretary determines that JCAB composition is not in compliance, notice of such determination shall be sent jointly to the JCAB and the grantee-designate. Failure of the JCAB to restructure its membership in compliance with K.S.A. 75-7044 within 30 days of the Deputy Secretary’s notice, or to undertake a course of action satisfactory to the Deputy Secretary designed to bring the JCAB composition into compliance, shall result in a denial of the grant application and withdrawal of any grant award.

**8. Denial of Local Funding Letter (2 points):** Title II requires that prior to awarding any funds, a requester attempts to receive funding from its local unit of government, and that a denial letter is attached to the grant application.

Please attach a letter from a unit of local government (County Commission) on county letterhead stating that they support the project but do not have the money to fund the requested project.

**C. Application Scoring Matrix.**

All applications will be evaluated using the following scoring matrix. There are 54 total points possible to be awarded.

<b>Application Information</b>	(5 points)	<input type="checkbox"/>
<b>Project Abstract</b>	(10 points)	<input type="checkbox"/>
<b>Problem Statement</b>	(15 points)	<input type="checkbox"/>
<b>Project Description</b>	(15 points)	<input type="checkbox"/>
<b>Budget Documents</b>	(5 points)	<input type="checkbox"/>
<b>JCAB Certification</b>	(2 points)	<input type="checkbox"/>
<b>Letters of Denial of Funding</b>	(2 points)	<input type="checkbox"/>
<b>Total Points:</b>	<b>54 Points</b>	

A description of the scoring elements follows:

**Application Information (5 points)**

- Is the information complete?
- Did the application submitted have all the necessary signatures?

**Project Abstract (1 page limit) (10 points)**

- Initiative is summarized and clear/easy to understand.
- Purpose and intended impact of Initiative defined.
- Stakeholders identified.
- Disproportionate Minority Contact point of contact is identified.
- Geographic area to be served identified.
- Target population defined.
- Data source identified.
- JCAB Comprehensive Plan update information included and how project supports that plan.
- Total amount requested included
- Project start/end states included.

**Problem Statement (2 page limit) (15 points)**

- Specific Disproportionate Minority Contact problem identified.
- How many youth are impacted by this problem identified?
- Data source to define the problem is identified.
- Who are the stakeholders responsible for making decisions affecting this problem?
- Past efforts to address the problem are identified.
- Disproportionate Minority Contact point of contact identified.

**Project Description (2 page limit) (15 points)**

- Description of requested project is clear/easy to understand.
- Who is involved identified.
- Who will it help identified.
- What problem will be addressed identified.
- What outcomes are expected identified.
- What activities will be accomplished identified.
- How will the project address Disproportionate Minority Contact as identified in your jurisdiction?
- What possible barriers might be encountered to prevent successful outcomes identified?
- Are the appropriate stakeholders involved?
- Do stakeholders represent a cross-section of the community who has an interest in addressing the problem; i.e. schools, civil rights groups, community and/or advocacy groups, clergy, etc.?
- Identify Leadership – are agency heads participating in this project, or lower level agency personnel.
- Are duties and responsibilities for each participant in project identified?

**Budget (5 points).**

- All costs are allowable.
- Line item categories are identified and justified.
- Justification is reasonable and achievable.

**JCAB Certification (2 points)**

**Denial of Local Funding letters (2points)**

## D. Goals and Objectives

Goals: Broad statements (i.e. written in general terms) that convey a program's overall intent to change; reduce or eliminate the problem described. Goals identify the program's intended short and long term results.

Objectives: Derived from the program Goals and explain how the program Goals will be accomplished. Objectives are well-defined, specific, quantifiable statements of the program's desired results and they should include the target level of accomplishment, thereby further defining Goals and providing the means to measure performance. Objectives need to be SMART: Specific, Measurable, Attainable, Realistic, and Time bound.

Goals and Objectives will be reported in a narrative format either quarterly (due on January 10th, April 10th, July 10th and October 10<sup>th</sup>) for projects longer than 3 months, or at the conclusion of the project for projects shorter than 3 months.

For Disproportionate Minority Contact projects, in addition to Goals, and Objectives, applicants must identify which contact point in the continuum the project is addressing, and the Goals and Objectives for that contact point activity.

### a. Data Collection

Grantees are required to complete a Data Collection Plan. The Kansas Advisory Group (KAG) has selected specific Output and Outcome measures as required by OJJDP for all projects, which will enable us to aggregate data at the state level. All Title II applicants who are proposing a project are required to report on the Outputs and Outcomes identified with that project.

Performance measures/performance indicators are particular values used to measure program Outputs and Outcomes. They represent the data/information that will be collected at the program level to measure the specific Outputs and Outcomes a program is designed to achieve.

Output Indicators: Measure the product of the project's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, systems developed, sessions conducted, materials developed, policies or procedures developed or rescinded.

Outcome Indicators: Measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the project. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions or other attributes. There are two levels of Outcomes:

- Short-term Outcomes – defined as the benefits or changes that participants experience that by the time a youth leaves or completes a program, or an activity has been completed. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
- Long-term Outcomes – defined as the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. They are measured within 6-12 months after a project is complete. They should relate back to the program's goals.

### See Appendix A for the Subgrantee Data Collection Form

**Project Outputs and Outcomes:** For each Disproportionate Minority Contact project, data on the following OJJDP-mandated Outputs and Outcomes along with specifically chosen measures will be collected and submitted as a report to DIVISION OF JUVENILE SERVICES, KANSAS DEPARTMENT OF CORRECTIONS, in addition to a narrative which details how Goals and Objectives have been/are being accomplished. For explanations of Outputs and Outcomes, see Direct Service Performance Measures taken from the OJJDP Data Collection Matrices can be found in Appendix C. The Direct Service Performance Measures are required to be used to submit the data (Outputs and Outcomes) collected and included as part of the report submitted to DIVISION OF JUVENILE SERVICES, KANSAS DEPARTMENT OF

CORRECTIONS. An additional Outcome Measure will be required of sub grantee if training of others is part of the proposed project.

Reports are to be completed at the conclusion of the project, unless the project is longer than 3 months; then reports need to be submitted quarterly and due on **January 10<sup>th</sup>**, **April 10<sup>th</sup>**, **July 10<sup>th</sup>**, and **October 10<sup>th</sup>**, until project completion. Reports should be submitted to [JJAGrants@doc.ks.gov](mailto:JJAGrants@doc.ks.gov)

### Definitions of Performance Measures and Indicators

**Performance measures/performance indicators:** Particular values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Therefore, they must be developed for each program objective. There are two types of performance indicators:

*Output indicators* measure the products of a program's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, procedures, and/or legislation created. Examples include number of juveniles served, number of hours of service provided to participants, number of staff trained, number of detention beds added, number of materials distributed, number of reports written, and number of site visits conducted. They may also be referred to as *process measures*.

*Outcome indicators* measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. Examples are changes in the academic performance of program participants, changes in the recidivism rate of program participants, changes in client satisfaction level, changes in the conditions of confinement in detention, and changes in the county-level juvenile crime rate. There are two levels of outcomes:

- *Short-term outcomes* are the benefits or changes that a participant experience that by the time a youth's leaves or completes the program. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills and knowledge. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
- *Long-term outcomes* are the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behavior, attitude, skills, and knowledge. They also include changes in practice, policy, or decision-making in the juvenile justice system, they are measured within 6-12 months after a youth leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).



## Appendix B

### **DMC Service Guide for Title II DMC Funding**

**Purpose:** This document contains resources that are available for federal funding for communities and Judicial Districts in addressing Disproportionate Minority Contact (DMC). This Guide is published and maintained by the Kansas Department of Corrections – Juvenile Services.

#### Juvenile Justice and Delinquency Prevention Act

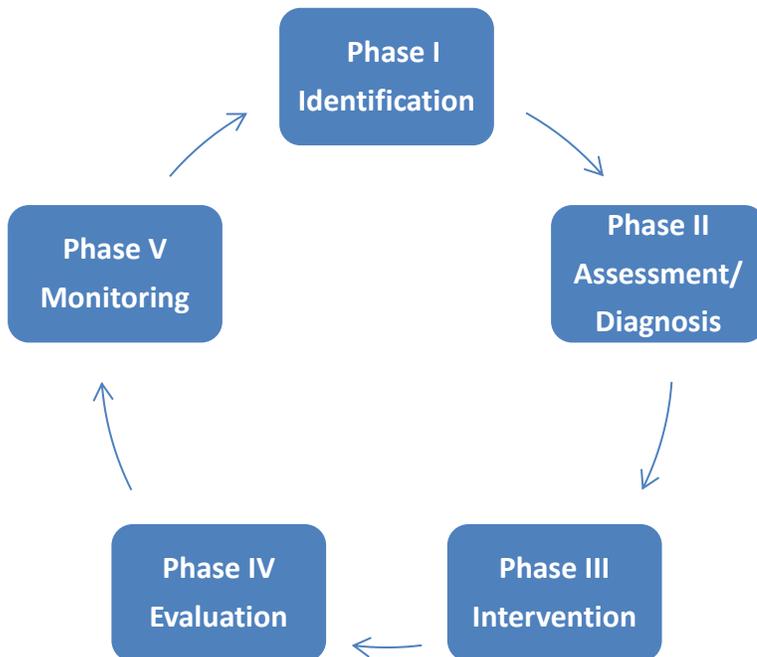
The Juvenile Justice and Delinquency Prevention Act has four core protections which states must comply with as a condition of receiving federal juvenile justice funding:

- **Deinstitutionalization of Status Offenders (DSO)** – status offenders may not be held in secure detention or confinement
- **Jail Removal** – juveniles may not be detained in adult jails for more than six hours before release or transport to an appropriate juvenile placement
- **Sight and Sound Separation** – when juveniles are held in adult jails for the exception above, they may not have any sight or sound contact with adult inmates
- **Disproportionate Minority Contact (DMC)** – states must assess and address the disproportionate contact of youth of color at key decision points in the juvenile justice system

The State of Kansas is in substantial compliance with the three core protections. As such, the Kansas Advisory Group and KDOC (formally the Juvenile Justice Authority) made the decision in 2012 to prioritize Title II Formula Grant funding towards DMC. This grant solicitation is prepared under this shift in strategy focusing on system improvements and reforms that impact disproportionate minority confinement.

#### **5-Step Approach to Addressing DMC**

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) recommend a 5-step process for addressing Disproportionate Minority Contact (DMC). The five steps are: Identification, Assessment, Intervention, Evaluation, and Monitoring. Below are excerpts from [OJJDP's DMC Technical Assistance Manual](#) for each phase.



### **Phase I: Identification** (DMC TA Manual 1-1)

When a jurisdiction enters into an effort to identify where disproportionate minority contact (DMC) may exist within its juvenile justice system, there are at least three reasons to do so:

- To describe the extent to which minority youth are overrepresented in that jurisdiction's juvenile justice system.
- To begin to describe the nature of that overrepresentation. By collecting and examining data on the volumes of occurrence at major decision points in the juvenile justice system (e.g., arrest, referral, diversion, detention, petition/charges filed, delinquent findings, probation, confinement in secure correctional facilities, and transfer to adult court), one can determine whether overrepresentation exists, where it exists within the jurisdictions, and the degree of overrepresentation at those points within the juvenile justice system.
- To create a foundation for ongoing measurement of DMC and provide the basis for monitoring activity. This is an ongoing process that is repeated—preferably annually, but at a minimum of at least every 3 years.

KDOC and some local jurisdictions have been capturing data at the 9 contact points in the juvenile justice system on an annual basis to populate DMC Matrices for each judicial district and statewide to identify disproportionalities. This data is available from KDOC upon request to Joni Cattoor.

### **Phase II: Assessment/Diagnosis** (DMC TA Manual 2-1)

Although the identification stage of the DMC process provides jurisdictions with a description or an account of the extent of minority overrepresentation, the assessment stage is an in-depth examination of how DMC occurs. The assessment process looks more carefully at the decision points that the identification process has targeted to determine how DMC is created or amplified, specifying the mechanisms at work in a particular jurisdiction. The outcome of the assessment study should result in an understanding of the DMC process that will permit policymakers to make choices about strategies for reducing DMC.

The Kansas Advisory Group, through the Kansas Department of Corrections – Juvenile Services (KDOC-JS), commissioned a Statewide DMC Assessment in 2011 in an effort to identify where and to what degree overrepresentation of youth of color exists in the Kansas juvenile justice system. Based on data availability, the study examined DMC at three key decision points: arrest, secure detention and case management placements. The [final report](#) issued in July 2013 provided key findings and recommendations including an executive summary for data driven approaches to addressing overrepresentation of youth of color in the Kansas Juvenile Justice System.

### **Phase III: Intervention** (DMC TA Manual 4-1)

Once a jurisdiction completes its initial assessment activities and conducts readiness events to prepare local stakeholders, it can select and implement intervention strategies to reduce DMC. A jurisdiction initiates this intervention phase by developing an intervention plan that serves as a road map for how the jurisdiction will proceed to reduce minority overrepresentation in its juvenile justice system. Although the state and/or OJJDP often support this phase through financial and technical assistance, the jurisdiction carries out the majority of the activities in targeted local communities because the factors or combinations of factors that emerge as important are most likely to be jurisdiction specific or community specific.

A jurisdiction's goal at the intervention phase is to address the DMC factors that it identified during the assessment phase by developing a comprehensive set of interrelated intervention strategies to reduce minority overrepresentation in its juvenile justice system.

**Phase IV: Evaluation** (DMC TA Manual 5-1)

Two common approaches to assessing the performance of an intervention are performance measurement and evaluation, both of which are important when examining DMC. OJJDP requires states to submit annual performance measurement data in the area of DMC; these measures can be used in a more extensive evaluation of minority representation in the juvenile justice system.

Performance measurement is a subset of evaluation concerned with collecting information to determine whether an intervention is achieving its objectives. It uses output measures and outcome measures to report on program implementation and outcomes and data to improve the operation and/or design of a selected intervention. Output measures are data used to demonstrate the implementation of activities; they include products of activities and indicators of services provided. Outcome measures are data used to assess the achievement of objectives and goals.

Evaluation is similar to performance measurement in that it, too, uses output and outcome measures to track progress. Evaluation, however, focuses on how an intervention achieves outcomes. That is, evaluation attempts to determine whether outcomes can be attributed to the intervention itself or to factors external to it. An evaluation assesses the effectiveness of an intervention in achieving its goals and/or objectives, uses methods to determine whether outcomes can be attributed to the program or other factors, and helps determine whether modifications to the program are necessary. Sometimes, the same data can be used for both performance measurement and evaluation. However, evaluation entails significantly more extensive analysis, requires more resources, and deals with more complex issues of causality.

**Phase V: Monitoring** (DMC TA Manual 1-29)

The purpose of the monitoring activity is at least threefold:

- The ultimate question that jurisdictions must answer is: Has DMC been reduced? Whether such a change is directly attributable to specific DMC efforts is a secondary issue that requires a specific evaluation, but the first issue for any community is determining whether a high rate of DMC has been reduced and whether the rate of DMC is increasing or decreasing over time.
- When rates of DMC change, adjustments can be made in the intervention strategies—selecting the next targets and making sure that past gains in DMC reduction are not lost and that the system is managed in a consistent manner.
- Monitoring and providing feedback of simple data may encourage change. Positive results may provide tremendous encouragement for DMC efforts. The ongoing monitoring of DMC rates keeps the issue alive and fuels the urgency to reverse DMC.

## **Funding Consideration**

The following resources have been identified as projects for potential funding in FFY 2016. Proposals that incorporate any of the listed elements in a detailed proposal to address DMC will be considered for funding. Sub grantees should contact service providers to determine cost of service.

### **Assessment**

- **Explanation of DMC Assessment Data;**  
[Objective Advantage](#)

The researcher group who performed the Statewide DMC Assessment have staff that are available to come to a judicial district to train small or large groups on how to read and understand the data in the Assessment, and where the data originated from.

**KDOC Requirement:** After reviewing the data with Objective Advantage, a detailed action plan with next steps in addressing DMC shall be submitted by the final grant reporting date. Plans should include targeted goals and identify the system stakeholders that are responsible for and key actions to pursuing and reporting progress on each goal.

- **Local Jurisdiction Assessment of DMC Capacity and Will to Address;**  
**Readiness Assessment Consultation (RAC);**  
[Burns Institute \(BI\)](#)

The RAC is a thorough evaluation of a local jurisdiction's overall will and capacity to effectively address racial and ethnic disparities. The BI evaluates a series of internal and external factors that impact a local jurisdiction's "readiness" to positively impact racial and ethnic disparities in its system. Included in those factors are:

- Understanding of DMC
- Purpose of detention and detention utilization
- Community engagement and collaboration
- Data collection and analysis capacity

Upon completion of the assessment, the BI provides the jurisdiction with a report on the RAC findings, which includes a corresponding set of recommendations. Once system stakeholders have received the report, the BI facilitates an on-site debriefing to discuss the report and potential next steps for the site.

**KDOC Requirement:** After completing the readiness assessment with the Burns Institute the sub grantee shall submit to KDOC the RAC report, any recommendations and a detailed summary of the system stakeholders' next steps in their DMC Plan based on the RAC. This information shall be submitted by the final grant reporting date.

### **Training and Technical Assistance**

- **JTIP: Juvenile Training Immersion Program**  
[National Juvenile Defender Center](#)

A Curriculum for Developing a Specialty in Juvenile Defense. Training is a composed of 40 Lessons in juvenile defense. It would introduce new attorneys or defenders new to juvenile work to the practice of advocating at delinquency proceedings. Sessions are based on the organization's Delinquency Notebook, providing a

comprehensive foundation for zealous advocacy. Organizations interested in this curriculum can request additional flyer information from Juvenile Justice Specialist Joni Cattoor at [jonib.cattoor@doc.ks.gov](mailto:jonib.cattoor@doc.ks.gov).

**KDOC Requirement:** Sub grantee shall submit a report on the training indicating how many attorneys were trained. Evaluations will be done to see if there is an increased understanding of advocacy for youth at delinquency proceedings. Evaluations should also identify any barriers identified by attorneys. Evaluations and report shall be submitted with final grant reporting.

- **DMC Training for Stakeholders**  
**[Burns Institute \(BI\)](#)**

Innovative trainings developed for youth-servers including probation, prosecutors, law enforcement, indigent defenders and judges aimed at increasing the understanding of disparities in the juvenile justice system. BI provides trainings on various issue areas including but not limited to:

- Using Data
- Community Engagement
- Community Engagement and Using Data (basic or advanced)
- Facilitation specific to DMC
- Developing the DMC Collaborative

Available to contract with jurisdictions engaging this effort for the first time, as well as, those already involved with other initiatives including JDAI and Models for Change.

**KDOC Requirement:** After completing the training with the Burns Institute, the sub grantee will submit a report on who from what part of the system were trained and how the sub grantee and system stakeholders plan to move forward in their work regarding DMC. A detailed plan of the jurisdictions next steps for addressing DMC shall be submitted by the final grant reporting date.

- **Juvenile Court Training Curriculum, 2<sup>nd</sup>. Ed.**  
**[MacArthur Foundation Models for Change](#)**

Targeted audience could include juvenile court judges, defense attorneys, prosecutors and probation staff, the curriculum provides in-depth training materials on the most up-to-date adolescent development research and its application to juvenile court practice. This curriculum is available to jurisdictions across the country to enhance the capacity for professionals to make high-quality, developmentally appropriate decisions about the court-involved youth with whom they work.

Each module contains an estimate of presentation timing, a list of learning objectives, a summary of key concepts and substantive material. To encourage trainings to be interactive, the authors have included several exercises, including hypothetical case scenarios, discussion guides for video clips, and other training tools.

**KDOC Requirement:** After completing the training Juvenile Court Training; the sub grantee will submit a report on whom from what part of the system were trained and how the sub grantee and system stakeholders will use adolescent development in policy and/or procedural changes in court room practice. The report shall be submitted by the final grant reporting date.

- **Multi-System Integration Certificate Program**  
[Georgetown University's Public Policy Institute](#)

The **Juvenile Justice and Child Welfare: Multi-System Integration Certificate Program** conducted by the Center for Juvenile Justice Reform (CJJR) at Georgetown University's McCourt School of Public Policy is a weeklong program of intensive study designed for those who want to improve outcomes for crossover youth by improving multi-systems integration and collaboration. The Certificate Program focuses on policies, programs and practices related to crossover youth (children and youth who are known to multiple systems of care, particularly juvenile justice and child welfare).

The purpose of the Multi-System Integration Certificate Program is to bring together current and future leaders to increase their knowledge about multi-system reform efforts related to crossover youth, improve the operation of their organizations in serving this population, provide an opportunity for the development of collaborative leadership skills, and create a mutually supportive network of individuals across the country committed to systems reform.

As part of the program requirements, participants develop a [Capstone Project](#). The Capstone Project is a set of actions each participant will design to initiate or continue multi-systems reform efforts during the twelve-month period following the completion of their Certificate Program session. After the Capstone Project is developed and approved by Georgetown University, participants receive an Executive Certificate from the university and are offered technical assistance from [instructors](#) to aid in the implementation of their project. Additionally, alumni of the Certificate Program become part of the CJJR [Fellows Network](#). For information on past participant experiences, please visit the [Testimonials](#) page.

In the past, the Center offered separate Certificate Programs for individuals and teams, and separate programs for public and private sector leaders. These programs are now combined as one program to accommodate leaders from both sectors and foster better multi-systems work across public and private domains. . Participants are encouraged to form teams made up of a mix of public and private sector leaders to attend the program.

Date of Certification Program: October 29 to November 4, 2015

Additional information can be obtained regarding contacts/costs on the [CJJR](#) website.

**KDOC Requirement:** The sub grantee shall submit the final capstone report developed with the jurisdictional collaborative for the reduction of DMC by the final grant reporting date.

- **Diversion Certificate Program**  
[Georgetown University's Public Policy Institute](#)

The creation of the [Juvenile Diversion Guidebook](#), published in 2011 as part of the [Models for Change](#) initiative, generated great interest nationwide in juvenile diversion. The Guidebook was created based upon the demand for training and in-depth learning opportunities to aid jurisdictions in implementing and/or improving their juvenile diversion programs or systems. In response, CJJR, a partner in the Models for Change initiative and co-authors of the Juvenile Diversion Guidebook, is joining with [Juvenile Law Center](#), and [National League of Cities](#) to conduct a new certificate program on juvenile diversion practices and programming.

The Juvenile Diversion Certificate Program, modeled after CJJR's other successful certificate programs, will bring together individuals and teams of prosecutors, law enforcement officers, probation staff and other local leaders who are committed to strengthening their diversion efforts. It seeks to promote a juvenile justice system that:

1. Is comprehensive and collaborative,
2. Is balanced around public safety, offender accountability and competency development,
3. Is trauma-informed,
4. Uses the least-restrictive option that is necessary for the safety of the youth and the community,
5. Is community-based,
6. Is individualized and developmentally appropriate,
7. Engages families and communities,
8. Is outcome-driven.

By participating in this intensive and interactive program, attendees will be equipped to implement or improve juvenile diversion programming in their jurisdiction, and thereby reduce the use of formal processing and incarceration, avoid wasteful spending, reduce the collateral consequences youth encounter from exposure to the juvenile justice system, and improve outcomes for youth and families. Upon completion of the Juvenile Diversion Certificate Program, participants will apply what they have learned to develop a [Capstone project](#) - a set of actions to undertake within their organization or community to initiate or enrich collaborative efforts related to improving outcomes for youth. After the capstone project is developed and approved by Georgetown University, participants will receive an Executive Certificate from the Georgetown University and will be offered technical assistance from instructors to aid in the implementation of their project. Additionally, alumni of the certificate program will be enrolled in the CJJR [Fellows Network](#).

Date of Certification Program: December 15-18, 2015

Additional information can be obtained regarding contacts/costs on the CJJR website.

**KDOC Requirement:** The sub grantee shall submit the final capstone report developed with the jurisdictional collaborative for the reduction of DMC by the final grant reporting date.

- **Standard Crisis Intervention Team Youth Training**

- ★ **8 Hours of Training: 40 Participant Cap**

- [Collaborative for Change \(CFC\): National Center for Mental Health and Juvenile Justice](#)

- \*\*Prerequisite for Law Enforcement Participants: Crisis Intervention Training as provided by The University of Memphis\*\***

Both trainings provided by CFC will cover important areas such as:

- Adolescent Development
    - Common Psychiatric Disorders among Juveniles
    - Crisis Response Techniques
    - Family Experience
    - Legal Issues
    - Community Options for Youth

For either of the scenarios CFC will provide

- Expert trainers who will lead the session and provide comprehensive guidance and assistance
    - All training materials, including Trainer Guides and Participant Guides
    - Pre-training consultation
    - Assistance in evaluation the impact of the training
    - Ongoing updates to the curriculum through an online private train the trainers portal

It was developed by the [National Center for Mental Health and Juvenile Justice](#), with support from the John D. and Catherine T. MacArthur Foundation, and in conjunction with a number of States and a group of expert consultants with specialized knowledge in law enforcement, adolescent development and mental health.

**KDOC Requirement:** Sub grantee shall provide agenda of training presented and the number of team members trained. Evaluations will be done to see if there is an increased understanding on the information provided during the training. Evaluations should also identify any barriers identified by system partners in using information gained in their day to day work with youth. Evaluations and report shall be submitted with final grant reporting.

- **Train the Trainer Crisis Intervention Team Police Officers Training Program**

- ★ **1.5 day Training: 40 Participant Cap**

- [Collaborative for Change \(CFC\): National Center for Mental Health and Juvenile Justice](#)

- \*\*Prerequisite for Law Enforcement Participants: Crisis Intervention Training as provided by The University of Memphis\*\***

Both trainings provided by CFC will cover important areas such as:

- Adolescent Development
    - Common Psychiatric Disorders among Juveniles
    - Crisis Response Techniques
    - Family Experience
    - Legal Issues
    - Community Options for Youth

For either of the scenarios CFC will provide

- Expert trainers who will lead the session and provide comprehensive guidance and assistance
- All training materials, including Trainer Guides and Participant Guides
- Pre-training consultation
- Assistance in evaluation the impact of the training
- Ongoing updates to the curriculum through an online private train the trainers portal

It was developed by the [National Center for Mental Health and Juvenile Justice](#), with support from the John D. and Catherine T. MacArthur Foundation, and in conjunction with a number of States and a group of expert consultants with specialized knowledge in law enforcement, adolescent development and mental health.

**KDOC Requirement:** Sub grantee shall provide agenda of training presented and the number of team members trained. Evaluations will be done to see if there is an increased understanding on the information provided during the training. Evaluations should also identify any barriers identified by system partners in using information gained in their day to day work with youth. Evaluations and report shall be submitted with final grant reporting.

- **Intensive Site Engagement;**  
**[Burns Institute \(BI\)](#)**

ISE is a 1-3 year consultation that requires the full commitment and active participation of traditional and non-traditional stakeholders including judges, prosecutors, public defenders, police, probation, school officials, political leaders, service providers and community groups.

BI staff leads such a diverse collaborative through a strategic, data-driven and consensus-based process to reduce disproportionality. The process includes the identifying and targeting of populations of securely detained youth who stakeholders could instead safely supervise in alternative community-based settings.

The consultation requires that BI staff attend monthly meetings at the site, provide the jurisdiction with a work plan that utilizes core strategies to achieve measurable results, and provide support with ongoing data analysis in order to ensure that sites stay focused and maintain fidelity and intentionality toward disparities reduction. The jurisdiction must also provide a coordinator to work with BI staff to coordinate the overall effort.

**KDOC Requirement:** After stakeholders have worked with the Burns Institute on ISE the sub grantee will submit the ISE report, recommendations and a detailed DMC Plan of the jurisdiction's next steps in. All documentation shall be submitted by the final grant reporting date. Sub grantee will also identify how they will continue to carry out plan if more than one year is needed; to include other identified funding sources to sustain the ISE process in the event additional Title II funding is not available.

## **Policy Reform**

- **School to Prison Pipeline**  
**[National Council of Juvenile and Family Court Judges](#)**

NCJJ would address the topic of the school to prison pipeline through a judicially-led collaboration model. Once a jurisdiction decides to focus on this issue, NCJJ would work with the judge/court to convene stakeholders from multiple systems (school, police, community providers, social service agency, probation, attorneys, etc.) NCJJ would also complete a data assessment and describe the issue locally, using available data such as kids arrested in school, kids referred to court from school based offenses, kids detained as a result of school based offenses, suspension/expulsion rates, etc. NCJJ would help the jurisdiction to analyze the information by race, gender, offense, and other social indicators. NCJJ would also collect and analyze existing school and court policies (for example, zero tolerance policies, codes of conduct, and detention admission policies). Then, NCJJ could facilitate

a discussion with the stakeholders (this may also include focus groups) to describe the issue nationally as well as locally and help them to develop an action plan with measurable goals and objectives. This might include implementing data sharing agreements or protocols, implementing tailored training on topics such as adolescent development, or helping the jurisdiction identify strategies for improving responses to problem behaviors among other responses. It may also include identifying specific offenses/behaviors for which schools will not address through the courts and helping the jurisdiction to identify what responses (positive behavior supports or community based programs) could be applied instead. NCJJ would be able to inform these decisions by providing examples of how other jurisdictions have addressed issues and providing other resources (example policies, research briefs, etc.). NCJJ would encourage the collaborative to meet regularly and help them to design and implement a plan to measure, monitor, and publicize their work. A jurisdiction could select specific pieces of the process if they are aware of their needs.

**KDOC Required:** The policy or policies developed aimed at reducing youth entering into the juvenile justice system shall be submitted by the final grant reporting date by sub grantee. Sub grantees should also submit any policy that is being replaced with the new policy or policies developed. Policies shall be submitted with final grant reporting.

**Regional Development:** (NCJJ would be available to do regional work or combined jurisdictions with similar DMC issues.)

- **Evaluability Assessment**

- **[The National Center for Juvenile Justice \(NCJJ\):](#)**

NCJJ are experts at conducting Evaluability Assessments. An evaluability assessment would look at enhancing system responses: MCJJ can do gap analysis/needs assessments of single jurisdictions, regions to determine what programs, services, or processes are missing from the service continuum. Similarly, NCJJ assesses current data collection practices and capacity and develop plans to help jurisdictions improve their data for making decisions. NCJJ is able to assist with implementation of continuous quality improvement processes to help juvenile justice agencies and programs collect, analyze, and apply data from interventions and programs.

**KDOC Required:** After completing the evaluability assessment with the NCJJ the sub grantee will submit their evaluability assess report and any recommendations for the community stakeholders. Stakeholders should identify their next steps in steps towards reducing DMC. Reports, recommendations and next steps shall be submitted by the final grant reporting date.

- **Evidence-Building through Continuous Quality Improvement**

- **[National Center for Juvenile Justice \(NCJJ\)](#)**

Analyzing DMC data: NJJ staff can do trainings (online or in person) for staff at all levels on how to understand DMC data and how to use it to make changes to practices. More specifically, NCJJ can help jurisdictions implement systems to collect quality data on the races and ethnicity of youth in their system and to analyze it not only by decision point, but by a variety of characteristics, including offense, gender, geography and social economic status. Then, NCJJ can help the jurisdictions apply and learn from the data and monitor trends over time.

**KDOC Required:** Sub grantees will report changes in policy and procedures that shows how their program or practice have changed and/or improved. Subgrantees shall also submit any policy and procedural changes replaced as a result of these changes.

## Appendix C

### Direct Service Disproportionate Minority Contact Performance Measures

**\*all measures require reporting unless otherwise noted\***

Agency Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Program Area: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

#	Output Measure	Definition	Data Grantee Reports	Record Data Here
8	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	A.
35	<b>Number of policies or procedures in place to ensure accurate DMC data are being collected.</b>	Polices or procedures in place to ensure accurate DMC data are being collected; could be data checks, or ensuring there are adequate racial and ethnic categories in demographics data being collected.	A. Number of policies or procedures in place during the current reporting period to ensure accurate DMC Data collection. <b>(Developed policy must be submitted included in the quarterly report in which it was developed.)</b>	A.
36	<b>Number of DMC programs or initiatives with active partners,</b>	Number of DMC programs or initiatives with active partners from law enforcement, the judiciary and other service providers. Partnerships can be formal (with MOU's present) or informal, with the goal being to reduce DMC	A. Number of DMC programs or initiatives with Active Partners during the current reporting period.	A.

#	Outcome Measure	Definition	Data Grantee Provides	Record Data Here
16	<b>Number and percent of program youth who OFFEND during the reporting period (short term)</b>	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during this reporting period. Ex. If I am serving 100 youth in my program, A would be 100. If I am following up with 50 of them, B would be 50. Of these 50 program youth I'm tracking, if 25 of them were arrested or had a delinquent offense during this reporting period, then C would be 25.	A.Total number of program youth served B. Number of program youth tracked during this reporting period C. Of B, the number of program youth who had a new arrest or delinquent offense during this reporting period D.Number of program youth who were recommitted to a juvenile facility during this reporting period E. Number of program youth who were sentenced to adult prison during this reporting period F. Number of youth who received another sentence during this reporting period G.Percent OFFENDING (C/B)	A. B. C. D. E. F. G.(C/B)

#	Outcome Measure	Definition	Data Grantee Provides	Record Data Here
17	<b>Number and percent of program youth who OFFEND during the reporting period</b> (long term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses 6-12 months after exiting the program. Ex. I have a lot of youth who exited my program 6-12 months ago, but we are only tracking 100 of them, so A is 100. Of these 100 program youth that exited the program 6-12 months ago 65 had a new arrest or delinquent offense during this reporting period, so B is 65.	A. Number of program youth who exited the program 6-12 months ago that you are tracking B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period C. Number of program youth who were recommitted to a juvenile facility during this reporting period D. Number of program youth who were sentenced to adult prison during this reporting period E. Number of youth who received another sentence during this reporting period F. Percent of Long Term RECIDIVISM (B/A)	A. B. C. D. E. F.(B/A)
18	<b>Number and percent of program youth who RE-OFFEND</b> (short term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during this reporting period. Ex. If I am serving 100 youth in my program, A would be 100. If I am following up with 50 of them, B would be 50. Of these 50 program youth I'm tracking, if 25 of them were arrested or had a delinquent offense during this reporting period, then C would be 25.	A. Total number of program youth served B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period C. Number of program youth who were recommitted to a juvenile facility during this reporting period D. Number of program youth who were sentenced to adult prison during this reporting period E. Number of youth who received another sentence during this reporting period F. Percent of Long Term RECIDIVISM (B/A)	A. B. C. D. E. F.(B/A)
19	<b>Number and percent of program youth who RE-OFFEND</b> (long term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for new arrests or offenses 6-12 months after exiting the program. Ex. I have a lot of youth who exited my program 6-12 months ago, but we are only tracking 100 of them, so A is 100. Of these 100 program youth that exited the program 6-12 months ago 65 had a new arrest or delinquent offense during this reporting period, so B is 65.	A. Number of program youth who exited the program 6-12 months ago that you are tracking B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period C. Number of program youth who were recommitted to a juvenile facility during this reporting period D. Number of program youth who were sentenced to adult prison during this reporting period E. Number of youth who received another sentence during this reporting period F. Percent of Long Term RECIDIVISM (B/A)	A. B. C. D. E. F.(B/A)

**Please use the additional Outcome Measure below *if training* of others is done as part of your proposal regardless of the number of participants**

#	Outcome Measure	Definition	Data Grantee Provides	Record Data Here
41	Percent of training participants exhibiting increased knowledge of DMC	This measure represents the number of people who exhibit an increased knowledge of the DMC after participating in training. Use of pre and posttests is preferred.	<p>A. Number of organizations (law enforcement, other justice and community organizations) reporting improvements in DMC based on training and technical assistance.</p> <p>B. During the current reporting period, the number of individuals completing both pre- and post-technical assistance/training tests/evaluations that demonstrate an Improved understanding of strategies to address DMC. <i>(Please circle which methods used.)</i></p> <p>C. Number of participants Reporting</p>	<p>A.</p> <p>B.</p> <p>C.</p>

**Appendix D**

**Sample JCAB Certification Letter (on Agency Letterhead)**

**Date:**

**To:** Joni Cattoor, Juvenile Justice Specialist

**From:** JCAB Chair

**Subject:** JCAB Certification of Community Plan

The Juvenile Corrections Advisory Board (JCAB) of the \_\_\_\_ District certifies that (name of proposed project) is consistent with the community comprehensive plan for the district as adopted by the JCAB.

\_\_\_\_\_  
JCAB Chair Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date