Community Programs for Juvenile Justice Grant

Opportunity Information

Description

The Kansas Department of Corrections (KDOC) is pleased to announce that it is seeking applications for funding to provide Evidence-Based and Promising Practices Programs for Juvenile Justice Involved Youth beginning Fiscal Year 2025. The funds are awarded for a single two-year period.

Funds for this grant were made available in K.S.A. 75-52, 164 during the 2023 Kansas Legislative Session. Funding obtained will serve to support communities providing services to Kansas youth that are:
- Juvenile offenders and their families,
- Juveniles experiencing behavioral health crisis including their families, and
- Children who have been administered a risk and needs assessment and have been identified as needing services pursuant to K.S.A. 38-2292.

A definition, identical except for the use of the term "juvenile" rather than "child", is also added to the Juvenile Code and to a statute regarding juvenile crisis intervention centers.

Funds for this opportunity need to target at least one of the specific priority areas listed below:
- **Juvenile Offender** – "Juvenile offender" means a person who commits an offense while 10 or more years of age but less than 18 years of age which if committed by an adult would constitute the commission of a felony or misdemeanors defined by K.S.A. 2019 Supp. 21-5102, and amendments thereto, or who violates the provisions of K.S.A. 41-727, K.S.A. 74-8810(j) or K.S.A. 2019 Supp. 21-6301(a)(14), and amendments thereto.

- **Behavioral Health Crisis** – Services are provided to youth and/or families that are experiencing a behavioral health crisis. This is defined as: Behavioral and conduct issues that impact the safety or health of a child, members of the child's household or family or members of the community, including, but not limited to, non-life-threatening mental health and substance abuse concerns.

- **Children Exhibiting Juvenile Offender Behavior** – Children who have been identified as exhibiting juvenile offender behavior related to physical violence, aggression, damage to property, or use of life-threatening drugs during the course of a child in need of care proceeding.

Funding Information

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions
- Child welfare case management providers shall not be eligible to receive grants under this subsection.

- All Grantees are required to establish and maintain an accounting system to accurately account for all KDOC grants. Grantees are responsible for establishing policies, procedures, and internal controls for the accounting system. Note: Manual or Excel spreadsheets are discouraged for reporting documents. Bank statements are not accepted.

- Expenditures of the grant shall be for the development and implementation of Evidence-Based and Promising Practices programs for Juvenile Justice Involved Youth (as described above in specific priority areas). This would involve programs and services that have demonstrated effectiveness through scientific research and evaluation. Promising practice applications will be considered if the project is tied to a researcher and specific data points are identified.

- The funding is only available to use as a one-time bid to initiate a needed program in the community.

- Any repeat grantee requesting funding may only do so after all existing grants have been terminated and the grantee is in good standings with KDOC. They must also have been deemed to be compliant with the rules and conditions of any previous grants.

- **These funds may not be co-mingled with funds from other states or federal agencies or local funds. Refer to the** KDOC Financial Rules, Guidelines, and Reporting Instructions **for other funding restrictions.**

Eligibility Information
- **The grant is public, and applicants can be Community-Based Agencies, Government Agencies, or Service Providers.**

Award Information

Award Type: Non-Competitive: If the grantor requires additional information, the grantee will receive feedback on the submitted application and be given the opportunity to revise the application as suggested and resubmit it at the next opportunity.

Ceiling: $500,000.00

Award Period: 24 months

Matching Requirement: No

Indirect Cost Allowed: Yes, 10% of total budget

Unallowable Cost: Entertainment Costs, Independent Audit Costs, Lobbying, Late Fees/Interest Charges, and Food Purchases for Employees (does not include per diem reimbursements) State General Funds shall not be used in the purchasing of firearms, weapons, accessories, or related training for employees or contract staff. For more details consult the Fiscal Rules and Guidelines.

Submission Information

Submission Type: Rolling

Submission Deadlines: March 1, at 11:59pm
June 1, at 11:59pm
September 1, at 11:59pm
December 1, at 11:59pm

Time Zone: (UTC-06:00) Central Time (US & Canada)

Submit Application to: KDOC_Grant_Applications@ks.gov

Award Administration Information

In the event of a change to the submitted grant application KDOC must be notified thirty days prior to the change taking place. The agency must complete this form: **Grant Revision Request** and receive approval prior to the change.

Implementation- KDOC allows programs a planning period of 90 days, starting on the date of award approval. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional. If a program needs an extension of the planning period, a request may be submitted to KDOC, using the **Grant Revision Request**.

All awarded agencies will be responsible for quarterly program and financial reports.

Quarterly reports are developed and distributed by KDOC after award. The progress reports will track required KDOC outcome measures and collect demographic information on youth who received services. Fiscal workbooks will be used for financial reporting. The fiscal workbook will be distributed at the same time as the award letters.

Required On-Line Training- If awarded funds from this opportunity, each community partner will be required to complete the on-line training after the award letter is received. The on-line training is an overview of several areas: the Juvenile Justice system in Kansas, Evidence Based Practices, Principles of Effective Intervention, Cognitive and Social Learning theories, and the Stages of Change. The on-line training must be completed within 90 days of the award.

Community Programs for Juvenile Justice Grant

Name of Agency Appling for Funding:

Title of the Program:

Application Information

Award Amount Requested: $

Contact Information

Executive/Administrative Contact

Name:

Title:

Address:

City/State/Zip:

Email Address:

Phone Number:

Programs Reporting Contact

Name:

Title:

Email Address:

Phone Number:

Fiscal Reporting Contact

Name:

Title:

Email Address:

Phone Number:

*An Organizational chart must be submitted with the grant. The chart should provide staff names, titles, and job duties specific to the grant.

Grantee Conditions of Agreement Signature Page

The application must be submitted with the Conditions of Agreement document reviewed and signed by all appropriate parties. Grantee Conditions of Agreement Signature Page.pdf

Program Description

Select the program's most appropriate category that is the focus of this program?

☐ **Alternatives To Detention**

☐ **Antisocial Behavior**

☐ **Crossover Youth**

☐ **Family Relationship**

☐ **Homeless Youth**

☐ **Jobs And Workforce Development**

☐ **Other** [   ]

☐ **Life Skills**

☐ **Mentorship Programs**

☐ **Restorative justice interventions**

☐ **Runaway Youth**

☐ **School Attendance**

☐ **Substance Abuse**

Identify the need for this program in your community. This information should include an analysis of why the program is needed in the community. These points should be addressed in the response:

- **Data analysis identifying the gap in service**
- **Current programs in the community that help address the need, to include what is working and what is not.**
- **Identify what the proposed program will offer differently than what is currently offered, if anything.**

Resource: Use https://idashboards.doc.ks.gov/idashboards/view?guestuser=guest1&dashID=1394 to access an interactive dashboard that provides KDOC funded programs available throughout the state, by judicial district.

Identify if this program subcontracted to another agency/organization? ☐ **YES** ☐ **NO**
If yes, provide contact information to include: name, address, email address, and phone number. If no, please enter N/A.

Clearly describe the specific day-to-day activities that will be used to achieve the goals of the program. The information should include the method of program delivery such as one-on-one, small group, etc.

Location of the program/activities, including address.

Frequency of activities (i.e. hours in program per week)

Provide a weekly program/class schedule with dates and times (maybe tentative) with application.

Timeline of the program (i.e. length of the program)

Will youth and/or families be charged a fee for participating in the program? ☐ **YES** ☐ **NO**
If yes, provide details regarding how much the fee will be and/or if the fee can be waived.

Referral Process

Identify the target population the program will support in the community by providing services to youth through which of the following fund requirements:

- ☐ **Juvenile Offender**
- ☐ **Juvenile Offender and Their Family Members**
- ☐ **Juvenile Offender Experiencing Behavioral Health Crisis**
- ☐ **Juvenile Offender Experiencing Behavioral Health Crisis and Their Family Members**
- ☐ **Children Exhibiting Juvenile Offender Behavior**

Identify the following demographic information for the target population:

Age:

Sex/gender:

Other demographic indicators:

Geographic Area to be Served- Identify what area this program will serve, (i.e. entire judicial district, one county in a multi-county district, or one school in a school district, etc.):

What risk assessment or characteristic survey will be used to determine the need for the program?

The Referral Form must be submitted with the grant.

Provide a detailed process of how youth are referred to gain access to the program. Include what agency/ organization can refer youth.

*Applicants will benefit from submitting letters of support from the judicial district in which they will operate. The letter should speak about the applicant's capacity to implement their proposed project for the benefit of the community. This could also be a Memorandum of Understanding or Agreement.

Completion Criteria

Identify the expectations of completing the program successfully based on the fidelity of the program (i.e. attendance requirement, classwork completion, etc.).

Identify any additional requirements and obligations regarding how long the youth and/or family is expected to remain in the program to meet the completion criteria. Include the attendance expectations and identify the reasons the youth would be excused/removed from the program.

Projected Outcomes

What is the projected number of participants to be served during this grant period to reach the program/service designed capacity?

How was the number of projected youth to be served determined?

What steps will be taken by the program/agency if projected enrollment is not being achieved?

Planning Process

Evidence-Based and Best Practices: (Please list the evidence-based and best practices utilized by the program to achieve the desired behavior change and anticipated outcome for youth. Examples include, but are not limited to: behavior monitoring and reinforcement, conducting assessment of program participants, skills training, wraparound services, etc.)

The available funding is only provided to help initiate the program. Describe how the program will be upheld after termination of this grant.

Implementation Timeline: Provide a detailed description of each program's implementation timeline. Include the activities, tasks, responsibilities, and dates each will be completed by, to fully implement the program. Activities include staff recruitment, staff training, secure office, furniture and equipment, and any other additional details. To allow for the successful integration of evidence-based programs/services.

Program Evaluation

Organizations funded by this grant must be culturally responsive. Provide details of how the evidence-based program will identify and address racial, ethnic, geographics, and other biases that may exist for the youth and/or the families, staff members, and the community.

Who is responsible for annually evaluating the program and program operations? Provide their name, title, work address, phone number and email address.

To maintain fidelity of the offered program, describe the process, including specific details, that is utilized for monitoring and evaluating the program, when and how program will be evaluated, and what steps will be taken to complete the evaluation process?

14

Measurable Outcomes

Mandatory Outcome Tracking - The following outcomes must be tracked and reported to KDOC quarterly. KDOC will provide a worksheet and instructions for tracking these outcomes at the time of award notification.

>**Target: 80% of youth successfully completed program/service requirements.**
>**Target: 80% of youth with no new arrests at completion of program/service.**
>**Target: 10% increased enrollment quarterly to assist in reaching desired enrollment.**

Additional Outcomes: Please describe additional outcome measures that will be utilized to determine effectiveness of the program/service. Include what data will be measured, when it will be measured, and how it will be measured.

Accounting/Fiscal Requirements

Has your organization applied for a KDOC grant opportunity before? ☐ **YES** ☐ **NO**
If yes, please state if you were awarded a grant, what grant were you awarded, and/ or what prevented the organization from being awarded. If this is your first application, please enter "new application".

Accounting Program/Software:

An acceptable and adequate accounting system should be able to (but are not limited to):
- **Present and classify projected and historical costs of the grant as required for budgetary and evaluation purposes.**
- **Control funds and other resources to ensure the expenditures and use of property conform with any general or specific conditions applied to the grant.**
- **Meet the prescribed requirements for periodic financial reporting.**
- **Provide the grantee with the ability to separately track each funding source and allow for reconciliation of the sub-system to the general ledger.**
- **Examples: QuickBooks, Tech Soup, County Software, etc.**

If approved, what accounting system will be used to manage the KDOC evidence-based grant funding?

Describe how the agency/organization will maintain a separate fund account for each grant award to ensure that funds are not commingled with any other funds? If awarded multiple KDOC grant opportunities, each award must maintain their own fund account.

Will the agency/organization utilize a credit/bank debit card? If yes, explain the process in place for credit/bank card use and how is the credit/purchasing card being secured when not in use?

Budget

The applicant will complete the **CPJJ Application Budget Workbook.xlsx** budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide detailed calculations. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to required measurable outcomes).

Budget proposals should include the funding needed to implement the proposed activities. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocatable to, and necessary for the performance of the project funded under the conditions of the award and when they comply with the **KDOC Financial Rules, Guidelines, and Reporting Instructions**.

Has or will your agency request funding from other sources (e.g., other state EBP funds, federal grants, private foundations grants, etc.) for the grant year(s) that apply to this application? ☐ **YES** ☐ **NO**

If yes, the agency has or will receive other funds that will support/contribute/supplement the program addressed in this application. State the budget source and identify the expense category these funds will be supplementing. This should correlate with the amounts listed on the Budget Workbook as "Other Funds".

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Checklist

The following documents must accompany this application
- ☐ **Organizational Chart (Including staff name and duties as they relate to the grant.)**
- ☐ **Referral Form**
- ☐ **Weekly Program Schedule**
- ☐ **Letters of support and/or MOU's**
- ☐ **Budget**
- ☐ **Signed KDOC Grants Conditional and Agreement and Signature Page**

Key Dates and Times

Submission Deadlines: March 1, at 11:59pm
                              June 1, at 11:59pm
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Kansas
Department of Corrections