

**EVIDENCE-BASED PRACTICES TO IMPROVE PUBLIC SAFETY (EBP-TIPS) PROJECT
2013/14**

SECTION I: APPLICANT INFORMATION

A. APPLICANT/DEPARTMENT IMPLEMENTING THE GRANT

APPLICANT NAME	FEDERAL EMPLOYER IDENTIFICATION NUMBER	TELEPHONE NUMBER
San Mateo County Probation Department	94-6000532	650-312-8816

STREET ADDRESS	CITY	STATE	ZIP CODE
222 Paul Scannell Drive	San Mateo	CA	94402
MAILING ADDRESS	CITY	STATE	ZIP CODE
Same as above			

B. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)

San Mateo County Probation, Juvenile Services Division is seeking to implement a new Juvenile Services Risk Assessment Tool. The ideal tool will provide staff and partner community based organizations with necessary information and training to allocate appropriate services to our clients. An informed and validated system that can be fully integrated with other systems will assist staff in managing data collection and analysis.

C. GRANT AMOUNT REQUESTED

\$250,000

D. APPLICANT PROJECT DIRECTOR

NAME AND TITLE			TELEPHONE NUMBER
Bonnie MacAskill			650-312-5337
STREET ADDRESS			FAX NUMBER
222 Paul Scannell Drive			650-638-1591
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
San Mateo	CA	94402	BMacaskill@smcgov.org

E. APPLICANT PROJECT FINANCIAL OFFICER

NAME AND TITLE			TELEPHONE NUMBER
Hong Yan Liu			650-312-8872
STREET ADDRESS			FAX NUMBER
222 Paul Scannell Drive			650-312-5333
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
San Mateo	CA	94402	Hliu@smcgov.org

F. APPLICANT DAY-TO-DAY CONTACT PERSON

NAME AND TITLE	TELEPHONE NUMBER
Bonnie MacAskill, Director Juvenile Services	650-312-5337
EMAIL ADDRESS	
BMacaskill@smcgov.org	

G.. APPLICANT'S AGREEMENT

By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT John T. Keene, Chief Probation Officer

APPLICANT'S SIGNATURE

DATE

NARRATIVE SECTIONS

Note: Sections II – VIII are to be completed in a narrative format (see instructions on page 7-8). Rating factors will be evaluated regarding the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element doesn't apply, the Applicant should say so and state the reason. Omission or lack of clarity for any section is likely to result in a reduction of allowable points.

SECTION II: OVERARCHING PLAN FOR IMPLEMENTING EVIDENCE-BASED PRACTICES THROUGH A SYSTEMS CHANGE APPROACH

Provide a description of the following:

- Department's overarching system-wide plan currently in place for implementing evidence-based practices within the agency and local jurisdiction
- Long and short term goals of this plan along with the associated timeline (past current and future) for implementation
- Strategies in this plan for developing or strengthening data collection and analysis
- How the plan addresses organizational development
- How the plan addresses collaboration
- Progress made to date in relation to the overarching system-wide plan and next steps anticipated in the implementation of the plan

The San Mateo County Probation Department is privileged to submit an application for funding under the Board of State and Community Corrections for Evidence-Based Practices To Improve Public Safety (EBP-TIPS) Project.

The Probation Department has been moving towards improving and initiating evidence-based practices for its policies and programs. The Department's goal of implementing evidence-based probation is not simply to control the risk of the client to re-offense, but to also reduce the risk of recidivism by facilitating pro-social changes in the client's attitudes and behaviors. There is much literature surrounding evidence based practices in community corrections and San Mateo

County is committed to ensuring that its tools and programs are consistent with practices across the country, at the same time, taking into consideration the population it serves.

In order to move towards a more evidence based systems change approach, the Department's short term goals include developing and implementing better tools including those that assess a client's risk and needs. In recent years, the Department has implemented a practice of requiring evidence-based programs when issuing Request for Proposals and contracts for services. It has also made progress in the implementation of a new, evidence-based case management system that will allow for increased operational efficiency through a centralized registry, automated assessment and case planning as well as integration with a risk assessment tool.

The Department's long term goal is to have case management systems and risk assessment tools that will be able to integrate and interface with each other. This tool will provide the staff and its community based organization partners the proper resources and training to allocate services and program to their clients. An informed and validated tool that can be fully integrated with other systems will assist staff in managing data collection and analysis. The San Mateo County Probation Department, like all other public organizations in the state, is constantly faced with limited resources. Given these circumstances, one of the Department's other long term goals is to evaluate the effectiveness of our programs and services to facilitate the maximization of very limited resources.

San Mateo County Probation Department Juvenile Services is seeking to conduct research and implement a new risk assessment tool. Although evidence based, the current tool has not proven beneficial to the Department's needs due to a lack of credibility from its developers and a lack of sufficient training. It is the Department's hope that with the implementation of a new tool, it will

have a better system to help identify areas wherein juveniles are most at risk and in turn provide appropriate services to address their needs, which can lead to lower recidivism rates. These areas include gender based needs, case planning, and supervision strategies for the individual youth. The ideal tool will also be created to produce department-specific aggregate reports that will allow for the better collection of outcome data. It is the hope that with all these tools in place, San Mateo County will be able to implement more in-depth, evidence-based intervention strategies. The integration of a validated case management system and risk assessment tool will likewise allow the Department to assess effectiveness of current programs and to improve services offered.

The San Mateo County Probation Department has undergone a variety of organizational changes in the past few years. In June 2013, the Department welcomed its new Chief of Police and is currently in the process of finalizing its reorganization plans for the Department in order to improve processes and streamline procedures. The Department is looking at implementing more evidence based practices for staffing efficiencies and productivity, resource and program allocation as well as strengthening collaboration with its partners. The Department's limited resources can no longer support programs and supervision practices that are not proven effective. Change is needed because traditional methods of client supervision will not meet the current challenges facing the Department.

The Probation Department relies on its relationships with internal and external County partners to implement and evaluate its intervention programs and services. Continued collaboration with these stakeholders creates a more holistic system change. Working together with the Department's county and community partners will allow for the provision of adequate programs

and services to clients in order to effect change that will address their criminogenic needs, which can lead to lower recidivism rates.

To date, the San Mateo County Probation Department is approximately 12 to 18 months away from fully implementing a new case management system. The goal is to have a new Juvenile Risk Assessment tool that will be able to not only complement but integrate with the new case management system to allow simultaneous staff training and implementation. The new risk assessment tool will also be tailored specifically to the needs of the Department to better facilitate the data needed to evaluate its effectiveness.

SECTION III: PROJECT NEED

Provide a description of the following:

- Need for the project
- How is the need statement supported by local data
- How the need relates to reducing recidivism through evidence-based practices
- The nexus between the need for the funding and the progress made to date on the department's overarching system-wide plan currently in place for implementing evidence-based practices within your agency and local jurisdiction

Since the early 1990s, juvenile justice jurisdictions have utilized risk assessment tools to support decisions made regarding interventions and sanctions to youth offenders. In 2002, Congress approved the Juvenile Justice Delinquency and Prevention Act (JJDP A) recommending that juvenile justice agencies adopt risk assessment tools that will assist in improving intervention programming for youth to prevent and reduce delinquent behavior. San Mateo County Probation, Juvenile Services has since then implemented and used an evidence-based risk assessment tool that has provided the basic tools to assess a youth's risk and needs to prevent them from reoffending. However, the current tool has not proven beneficial to the Department's needs due to a lack of credibility from its developers and a lack of sufficient training. The assessment tool

also does not integrate well with the current case management system and is not anticipated to complement the new system that will be operational in 12 to 18 months. With the dynamic nature of the criminal justice system, the Department needs to be able to adapt to new trends such as increased involvement of females in the juvenile justice system and the need for individualized case plans, which the current tool does not provide. Additionally, it has not been tailored specifically for the Department, making it difficult to fill out and obtain data to measure outcome effectiveness. Based on feedback from staff, it has overestimated risk and needs for some groups and correspondingly underestimated for others.

An effective risk assessment tool will further strengthen the mission of San Mateo County Probation, Juvenile Services Division to address community needs for protection and safety as well as provide every youth the opportunity to be successful individuals through a safe and supportive environment. In the past several years, the dynamic shift in the juvenile justice system has been to include the concept of youth development when assessing their risk and needs. The San Mateo County Probation Department has worked to integrate developmental assets into how we work with youth. There exists a need to have access to better information to help the Department focus on the clients' needs in order to develop a better intervention and prevention case plans. San Mateo County has worked to integrate developmental assets into how it works with youth.

A successful risk assessment tool can both contribute to public safety and promote youth potential. First, by providing informed input about the youth's risk and need factors, the assessment tool can assist probation officers to identify the level of intervention necessary to reduce the youth's risk of reoffending. Second, these tools can better assess how the youth can become productive members of society when they leave the juvenile justice system since more modern tools also take into consideration the factors contributing to the youth's risk of

reoffending. Third, a risk assessment tool also provides the judiciary with critical information that may affect their decisions of whether there is a need for institutional care or a community-based intervention.

There is a need for a risk assessment tool that will provide the Department with individualized case plans specific to the client's needs. Services and case planning should be catered to each of the client's risks and needs. There is no one size fits all when it comes to addressing cases involving youth within the juvenile justice system. For instance, historically, females have a higher incidence of co-occurring problems than males. Also, male and female youth may respond differently to thresholds of risk such as family dysfunction or peer pressure. With increasing rates of female referrals in the juvenile justice system, there is a need to implement a more gender-specific tool that can assess the risk and needs of girls and allow for the development of supervisory strategies based on best practices for female youth. In 2001, the San Mateo County Probation Department launched its G.I.R.L.S. (Gaining Independence and Reclaiming Lives Successfully) Program, and it is currently serving 15 clients, as of July 2013. This is a program based on gender-responsive principles and the restorative justice philosophy. Probation and community-based organizations provide multiple gender-responsive services through three stages – residential treatment, intensive supervision and less intensive supervision – according to a girl's individual service plan. Its implementation is centered on the belief that blending accountability and treatment to repair harm done will allow clients to heal personal and interpersonal relationships while forming positive connections with the larger community. The County's gender-responsive intervention addresses issues such as trauma, abuse, violence, family relationships, substance abuse and co-occurring disorders through collaborative partnerships with community based organizations. Activities in this program include The Art of Yoga, Multi-Family Groups, Rape Trauma Services, counseling, alcoholics anonymous, mentoring, play writing, field trips, book clubs and knitting. In December 2006, the residential

phase of the program transitioned to the new Margaret J. Kemp Camp (Camp Kemp) 30-bed facility. After almost five years in this facility, with a very low number of girls in the program, the Department was forced to move it into the Youth Services Center (YSC) juvenile hall, where programming continues much as it did in the Camp. The County is currently in the process of re-opening Camp Kemp as a hybrid day program and residential treatment facility on August 12, 2013. Phase I of the re-opening will include bringing the girls from the YSC for school and programming during the day and transferring them back to the YSC at night. Phase II will include opening up Camp Kemp as a Girls Empowerment Program for girls on probation, but not necessarily residents of Camp Kemp. The Department's gender-specific programs establish a clear need of a risk assessment tool that promotes gender equity by separating risk and need assessments specifically developed for girls in the juvenile justice system and tailoring recommendations based on best practices for girls, something that our current risk assessment tool does not have.

The need for a new, more informed and validated risk assessment tool will provide probation officers and supervisors individualized case plans and reassessment notifications that will allow them to focus their efforts on the youth's criminogenic needs and strengths as well as to identify the underlying reasons for their criminal behavior. This tool, together with appropriate intervention programs, ongoing community and family support and increased positive reinforcement, will reduce a youth's recidivism rate.

In recent years, the San Mateo County Probation Department has transitioned into a new risk assessment tool for its Adult Services Division. This new tool has allowed the County to provide comprehensive, concrete and gender-specific strategies to identify underlying reasons for criminal behavior. Currently, the County is in the process of transitioning into a new juvenile case management system, which will serve the entire department. This new, evidence-based

system will allow for increased operational efficiency through a centralized registry, automated assessment and case planning as well as integration with a risk assessment tool.

SECTION IV: PROJECT DESCRIPTION

Provide a description of the following:

- How the project serves as an intervention to the need
- Project design and key components (project description, steps, procedures, resources, and services that will be used)
- How project and its implementation complies with evidence-based principles, practices, and strategies as based on research

This project is designed to improve the Juvenile Services Division of San Mateo County Probation, by providing the youth opportunities to be successful individuals that contribute to their community. This funding opportunity will allow the Juvenile Services Division to explore alternative risk assessment tools. The ideal risk assessment tool will assist in identifying areas wherein juveniles are at most risk. The new tool will also assist identifying strengths well as any protective factors that come into play, such as social and environmental supports. Ideally, this tool will also evaluate positive changes for the youth and make recommendations in the form of a case plan for different types of intervention services such as family and individual counseling, behavioral programs and supervision.

Phase I of the project will be implemented from Quarter 1 (October to December 2013) through Quarter 4 (July to September 2014), beginning with conducting research regarding the different types of risk assessment tools present in the market today. The County will then issue a Request for Inquiry (RFI), to get a better sense of what is available to meet our needs. Based on what we learn from the RFI, a Request for Proposal (RFP) will be created and issued in order to solicit proposals from interested and qualified vendors for a comprehensive Juvenile Risk Assessment Tool. A separate RFP will be issued to solicit proposals for outside evaluators.

Phase II will consist of training all staff on the chosen juvenile risk assessment tool. This will include orientation and planning session with management staff and training on qualification, intervention, supervision and case planning. Training will also be made available to County staff who will support Probation Officers and Probation Service Managers in the use of the new Risk Assessment Tool. During this phase, the County will also explore the integration of the new tool with its juvenile case management system. Motivational Interviewing training will also be offered to enhance the staff's strategic use of questions and statements to help clients find their own reasons for change.

SECTION V: PROJECT MANAGEMENT

Provide a description of the following:

- Plan for project management and oversight (staff allocation, management structure, list of service-providing staff)
- Staff qualifications and experience required to provide services
- How the plan for project management supports the scope and goals of the project

Project management and oversight will be done by the San Mateo County Probation Director of Juvenile Services, with support from the Management Analyst for Juvenile Services. The Department's Deputy Director of Administration will be the fiscal agent responsible for the disbursement of grant funds.

Staff have extensive experience with the County's probation department, particularly with the adult services risk assessment tool, bringing more than 10 years of experience combined. The evidence based tool currently being utilized for the adult services division has been effective in identifying the client's motivation for criminal behavior and identifies strategies that can assist

supervisors in evaluating the effectiveness of programs and services offered. The adult risk assessment tool is the model the Department is looking to implement for juvenile services.

The Department's commitment to implementing evidence based practices supports the goal and scope of this project. With ever shrinking resources, the Department cannot afford to carry out programs that have not been proven effective in addressing the client's criminogenic needs as well as protecting the public's safety.

SECTION VI: PROJECT EVALUATION

Provide a description of the following:

- Project evaluation goals
- Strategy for evaluating whether or not the project objectives were achieved
- Plan for collecting data that supports the evaluation goals
- Applicant's project evaluation experience and capability
- How project evaluation will be documented and reported

The goal of the project evaluation is to adopt a new, evidence-based Risk Assessment Tool that will be able to integrate with the new case management system. This integration will allow the department to provide individualized, gender specific case plans for youth who are referred to the juvenile justice system. The successful implementation of the new risk assessment tool and its integration to the new case management system will be measured by improved case plans which lead to better intervention outcomes for the clients. The Department will also issue a Request for Proposals to seek a qualified program evaluator to assess the effectiveness of reaching the project's goals as well as the disbursement of grant funds. This evaluation will be done on a quarterly basis, to coincide with the grantor's reporting periods. Project Management and the program evaluator will likewise have regular communication with department staff as the project is being implemented.

Ultimately, the success of the new risk assessment tool can be evaluated through documented individualized case plans and reduced recidivism rates. It is the Department's objective that full integration with the case management system, coupled with better case plans and more effective intervention strategies and programs, will lead to lower recidivism rates.

Data collection will be executed through the new case management system that will be implemented in the next 12 to 18 months. The system will allow the Department to have access to the client's data case plan, which is integrated with the programs and services offered to the individual, granting the Department ability to monitor and improve the client's rehabilitation process. The project evaluation will be documented and reported by the Management Analyst for Juvenile Services.

SECTION VII: COLLABORATION

Provide a description of the following:

- Steps to establish and maintain collaboration as it relates to supporting the project
- List of collaborators involved in the project (juvenile court judge, district attorney) and their role and involvement in the project

This project will be implemented in collaboration with all the Divisions of San Mateo County Probation. Continued collaboration with internal and external stakeholders will allow the Department to move forward in creating a more holistic system of change that will support the project. The Department's final goal is to have a system-wide risk assessment intervention tool and case management system that are integrated into one system. Each of the Department's partners will benefit from the integration of the case management system and the new risk assessment tool. Internal stakeholders, which include probation officers and managers, will be part of the training and implementation of the new risk assessment tool. They will be able to utilize the tool first hand and assist in evaluating its effectiveness. The County's external partners

include the Juvenile Court Judges, District Attorney, Private Defender, Human Services Agency, Behavioral Health and Recovery Services, Sheriff's Office and community based organizations. These external partners will be at the receiving end of the case plans that will be generated by the new risk assessment tool. They will not be directly involved with the implementation of this project, however the new risk assessment tool will provide external partners with better information about behaviors, attitudes, and problems they will likely encounter with each client.

SECTION VIII: SUSTAINABILITY

Provide a description of the following:

- Department's history of sustaining similar projects
- Plan for project sustainability

The Department has had much success with the utilization of the Correctional Assessment and Intervention Systems (CAIS) risk assessment tool currently being in all of adult services. This tool is partially funded by the TRACE program from money provided under SB 678. The program's target population includes high risk offenders between the ages of 18 and 30 who may have otherwise been sent to prison. SB 678 requires data collection and sharing and that all department policies support evidenced based practices. Moving forward with implementing a new risk assessment tool for juvenile services will be consistent with the intent of SB 678 as well as the Department's recent efforts to obtain more evidence-based systems. One of the key components of the sustainability of this project is regular training of both management and line staff about the processes involved in implementing and utilizing the new juvenile risk assessment tool. Motivational Interviewing training will also be offered periodically to continually enhance an officer's ability to talk to clients in a way that increases their motivation to change.

SECTION IX: PROPOSED BUDGET

- A. BUDGET LINE ITEM TOTALS:** Complete the following table, **using whole numbers**, for the grant funds being requested (up to \$250,000). While recognizing that agencies may

use different line items in the budget process, the line items below represent how the BSCC will require grantees to report expenditures via its invoicing system. Please verify total grant funds requested as columns and rows do not auto-calculate.

Applicants must provide a **10 percent (10%) cash match** of the grant funds requested.

The federal formula for calculating the match is:

Award Amount divided by 0.9%; multiplied by 10%

Example: For an award amount of \$250,000, match would be calculated as follows:

$\$250,000 / 0.9 \text{ percent} = \$277,777$ (Total Project Cost)

$10 \text{ percent} \times \$277,777 = \$27,778$ match

Applicants are **required to allocate at least 10% of the grant funds requested toward project evaluation, and an end-of-the-project report.**

All funds shall be used consistent with the requirements of the BSCC Grant Administration and Audit Guide, July 2012: <http://www.bscc.ca.gov/resources>

Proposed Budget Line Items	Grant Funds	Cash/In-kind Match	Total
1. Salaries and Benefits	\$51,722	\$27,778	\$79,500
2. Services and Supplies	\$78,278	\$0.00	\$78,278
3. Professional Services	\$82,500	\$0.00	\$82,500
4. CBO Contracts	\$0.00	\$0.00	\$0.00
5. Administrative Costs (may not exceed 5% of grant award)	\$12,500	\$0.00	\$12,500
6. Fixed Assets/Equipment	\$0.00	\$0.00	\$0.00
7. Data Collection	\$0.00	\$0.00	\$0.00
8. Program Evaluation/ End-of-the-Project Report	\$25,000	\$0.00	\$25,000
9. Other	\$00.00	\$0.00	\$0.00
TOTAL	\$250,000	\$27,778	\$277,778

- B. BUDGET LINE ITEM DETAILS:** Provide narrative detail in each category below to sufficiently explain how the grant and local match funds will be used based on the requested funds in the above table. Use the fields provided to submit your responses. Match funds may be expended in any line item and are to be identified as to their respective dollar amounts, and source of the match. The 'other' category funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other travel.

1. SALARIES AND BENEFITS (e.g., number of staff, classification/title, salary and benefits)

This funding will support all Juvenile Deputy Probation Officers and their supervisors being trained in the use of a new assessment tool, approximately 65 employees. We are requesting a

total of \$79,500 to cover salary and benefits of the employees being trained. Our In-kind match for salary and benefits will be \$27,778 and we are requesting \$51,722 in grant funding to cover the additional salary and benefits. We are estimating 40 hours of training for every staff and an additional 12-16 hours of training for each of our staff who will become trainers.

2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)

The assessment tool vendor will need to train all juvenile probation staff. The training they will need to provide includes; orientation and planning sessions with Management, vendor systems qualification training for all probation officers and supervisors, command staff training, case plan training, training the trainers, and technical assistance training. We anticipate this costing \$75,500, which will be paid to the vendor. We will also need office supplies in the amount of \$778 to support this project.

3. PROFESSIONAL SERVICES: (e.g., consultative services - include name of consultants or providers)

Professional services in the amount of \$82,500 for a 2-year subscription for a risk assessment tool and costs for integrating the tool into our case management system

4. COMMUNITY-BASED ORGANIZATIONS (e.g., detail of services - provide name of CBO)

N/A

5. ADMINISTRATIVE OVERHEAD: Indicate percentage and methodology for calculation. In the "Grant Funds" column of the previous table, this total may not exceed 5% of the total funds requested. In the "Match Funds" column of the previous table, agencies may expend up to their Indirect Cost Rate (over and above 5%) for match funds supported by state or local dollars.

Administrative Overhead budget of \$12,500 includes general operating expenses to be used when carrying out this project such as utilities and office space management.

6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)

7. DATA COLLECTION (e.g., programming services, data analysis)

N/A

8. PROGRAM EVALUATION (e.g., evaluator, materials report writing)

The San Mateo County Probation Department will issue a Request for Proposals to solicit information from outside evaluators and contract with them for \$25,000.

9. OTHER (e.g., travel expenses)

N/A

SECTION X: PROPOSED TIMELINE

Provide a timeline for the major activities to be accomplished or obstacles to be cleared in order to begin the project (e.g., recruiting, selecting staff, contracting with an expert consultant or provider, analyzing data, conducting training sessions, development of project evaluation, etc.).

Activity	Timeframe
Research web-based, evidence-based risk assessment tools and develop a Request for Information (RFI)	October to November 2013
Release a Request for Proposal (RFP) for outside program evaluator	November to December 2013

Conduct and submit audit of expenditures	December 2013 to January 2014
Evaluate RFP for outside program evaluator and choose an outside evaluator	January 2014
Submit Qtr. 1 report	February 2014
Release a Request for Information (RFI)	January to March 2014
Evaluate submitted RFI's	April 2014
Submit Qtr. 2 report	May 2014
Develop and Release an RFP for juvenile risk assessment tool	May to July 2014
Evaluate submitted RFP's	July to August 2014
Submit Qtr. 3 report	August 2014
Choose a vendor; execute contract with vendor	September to October 2014
Orientation and Planning Session with vendor and Management Staff	November 2014
Submit Qtr. 4 report	November 2014
Vendor System Qualification Training with Probation Officers and Probation Services Manager	December 2014
Command Staff Training with Vendor	January 2015
Submit Qtr. 5 report	February 2015
Meet and conduct a mid-project evaluation with outside program evaluator	February 2015
Case Planning Training	March to April 2015

APPENDIX A
SAMPLE RESOLUTION OF THE GOVERNING BOARD

Each grantee must submit a resolution from their Governing Board that includes, at a minimum, the assurances outlined in the sample below. Applicants are highly encouraged to submit the Resolution with their proposal. Should an award be tentatively offered pending the receipt of a Resolution, the tentative award will be withdrawn if the Resolution has not been submitted to BSCC by 5:00 pm on or before September 16, 2013.

WHEREAS the *(insert county probation department)* desires to participate in the Evidence-Based Practices To Improve Public Safety Project supported by federal Juvenile Accountability Block Grant funding and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of this Governing Board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that *(insert county probation department)* agrees to provide all matching funds required for said project and abide by the statutes and regulations governing the federal Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the Governing Board of *(name of board))* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____

<p style="text-align: center;">APPENDIX B EXAMPLES OF FEDERAL PERFORMANCE MEASURES COMMONLY REQUIRED</p>

PERFORMANCE MEASURES

(Collected on a quarterly basis and submitted via BSCC Progress Reports)

- Number of new participant admissions
- Number of program youth served
- Number and percent of program youth who offend or re-offend after program admission (short term and long term)
- Number of days detained on a new offense or re-offense
- Number of program youth receiving a sustained petition due to new offense or re-offense after program admission
- Number of sustained petitions due to new offense or re-offense after program admission
- Number and percent of program youth committed to a correctional facility (short term and long term)
- Number and percent of program youth successfully completing program requirements
- Number of program youth exiting the program, both successfully and unsuccessfully
- Number of program youth served for substance abuse
- Number and percent of program youth who have exhibited a decrease in substance abuse
- Number of program youth who have exhibited an increase in school attendance, employment status, social competencies and family relationships during the reporting period
- Number of program youth who have exhibited a decrease in antisocial behavior during the reporting period
- Number of service hours completed by program youth
- Average length of stay in the program
- Number and percent of program staff trained in program area
- Number of hours of program staff training provided
- Number of program materials developed
- Number of Full Time Equivalent Positions funded by grant dollars
- Number and percent of program families satisfied with the program
- Number and percent of program youth satisfied with the program

APPENDIX C

JABG PROGRAM PURPOSE AREAS

- 1) **Graduated sanctions:** Developing, implementing, and administering graduated sanctions for juvenile offenders.
- 2) **Corrections/detention facilities:** Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention or community corrections facilities.
- 3) **Court staffing and pretrial services:** Hiring juvenile court judges, probation officers, and special advocates, and funding pretrial services (including mental health screening/assessment) for juvenile offenders to promote the effective and expeditious administration of the juvenile justice system.
- 4) **Prosecutors (staffing):** Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.
- 5) **Prosecutors (funding):** Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders.
- 6) **Training for law enforcement and court personnel:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
- 7) **Juvenile gun courts:** Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
- 8) **Juvenile drug courts:** Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders.
- 9) **Juvenile records system:** Establishing and maintaining a system of juvenile records designed to promote public safety.
- 10) **Information sharing:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
- 11) **Accountability:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
- 12) **Risk and needs assessment:** Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders.
- 13) **School safety:** Establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs.
- 14) **Restorative justice:** Establishing and maintaining restorative justice programs.
- 15) **Juvenile courts and probation:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
- 16) **Detention/corrections personnel:** Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming, including activities to address the requirements of the Prison Rape Elimination Act (PREA)
- 17) **Reentry systems and programs:** Establishing, improving and coordinating pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from state and local custody in the community.
- 18) **Hiring court-appointed defenders:** Provide training, coordination, and innovative strategies for indigent defense services.