

JUVENILE JUSTICE COMMISSION

**COMPREHENSIVE COUNTY
FUNDING APPLICATION
FOR CY 2016**

**STATE/COMMUNITY PARTNERSHIP
GRANT PROGRAM**

FAMILY COURT SERVICES PROGRAM

**APPLICATION
GENERAL INFORMATION**

JANUARY 1, 2016 - DECEMBER 31, 2016

Section I. INTRODUCTION

This application provides each of the 21 New Jersey counties with a coordinated process to apply for State/Community Partnership Grant Program funds and Family Court Services Program funds. The application is based on the 2016 Comprehensive County Youth Services Plan.

The 2016 State/Community Partnership Program and Family Court Services Program will be for one year, January 1, 2016 - December 31, 2016.

Section II. APPLICATION REQUIREMENTS

General Information

The following information and forms are provided to direct the county in the development of the application for State/Community Partnership and Family Court Services funds for January 1, 2016-December 31, 2016.

A cover letter from the Co-Chairs, on behalf of the County Youth Services Commission indicating their support for this application as submitted, must accompany one original (single sided) and six (6) copies of the application. The submission of the application must also include the County Youth Services Commission meeting minutes indicating approval of the Comprehensive Funding Application. All applications must be received at the Juvenile Justice Commission on or before September 1, 2015 at 3:00 pm.

Applications should be submitted using either of the following methods:

Courier Services, US Postal Service, Fed Ex, UPS, or Hand Delivery
Safiya L. Baker, Manager Juvenile Justice Commission Youth Services Grants Management Unit 1001 Spruce Street, Suite 202 Ewing, NJ 08638

Application Attachments for all funding sources

Cover Sheet

The cover sheet must be completed in full with the required information for the county's Chief Executive Officer, Chief Financial Officer, County Youth Services Commission Administrator and Supervisor of the County Youth Services Commission Administrator.

Attachment A – CY 2016 Programs and/or Type of Services To Be Funded

On this form, counties must list the Name, Profile Number, and Funding Source of each Program and/or Service To Be Funded that will be implemented under each point of the

continuum for all JJC funding sources for calendar year 2016.

Note: If the county's Request For Proposal (RFP) results in changes to the information submitted on the Programs and/or Services To Be Funded chart, a revised *Attachment A* must be submitted no later than 30 days after the County Freeholder has approved the contract/award.

Attachment B-1 - Allocation of Funds per Program Category & Funding Source

This form will advise the Juvenile Justice Commission on how much each county is targeting for each category and funding source. The funding amounts identified on *Attachment B-1* should indicate the monies allocated to implement the programs and/or types of services identified, at each point of the continuum, on the Programs and/or Services To Be Funded chart (*Attachment A*).

A detailed explanation of *each* program to be funded *must* be provided in *Attachment C*.

Note: If the county's RFP results in a change in how the dollars are allocated, a revised *Attachment B-1* must be submitted no later than 30 days after the County Freeholder has approved the contract/award.

Note: The Commission will not allow funds to be used toward capital expenditures.

Attachment B-2 – CY 2016 Line Item Budget, Program Management/Administrative Cost

Complete Page 1 by listing the name, title, salary and fringe benefits of each employee paid with JJC Management/Administrative funds. Also, indicate whether this is a new or existing employee.

Complete Page 2 by providing a line-item budget for management/administrative funds that will be used for non-personnel items that are allocated under each funding source. Budget Categories include:

- *Travel:* Management/Administrative funds used for travel.
- *Consumable Supplies:* Management/Administrative funds used for office supplies.
- *Equipment:* Management/Administrative funds used for communicative and office equipment.
- *Purchase of Services:* Management/Administrative funds used for fees paid to individuals or organizations for direct services.

Attachment C – Program Profile

Program Profiles **are required** at the time of Application submission for *each* program/service. All programs/services listed on the CY 2016 Programs and/or Services To Be Funded chart (*Attachment A*) must have a corresponding profile.

These profiles provide a detailed explanation for each program and allocation, in

Attachments A and B-1. Program Profiles include Funding, Program Description, Target Population, Level of Service, Geographic Area, Goal, Outcome and Justification.

Note: If the county's RFP or open competitive process results in changes to the information submitted on a Program Profile, a revised *Attachment C* must be submitted no later than 30 days after the County Freeholder has approved the contract/award.

Attachment D – Youth Services Commission Membership

Provide a current list of members and their designees. Select the race/ethnicity of each member. Identify each Chair/Co-Chairs of the Youth Services Commission with an asterisk and new members or members filling vacancies with two asterisks. If a position is vacant, submit a copy of the letter sent to the individual requesting their representation.

State/Community Partnership Grant Program

General Instructions:

Counties are required to follow the Juvenile Justice Commission Guidelines for Purchase of Client Specific Services issued August 1, 1996.

Request for Proposal

With each triennial comprehensive plan the Youth Services Commission is required to follow the request for proposal process as stated in N.J.A.C.13: 90-3.9. In accordance with applicable law, all counties are required to follow their Local Public Contracts Law with regard to requests for proposals.

In the years when a Plan Update is due, the JJC does not require the county to go through an open competitive process for contracts originally selected through an open competitive process. These contracts may be renewed based on continued county need, outcomes achieved and positive monitoring results. The county may continue to fund a program until the next Comprehensive County Plan is submitted.

If an RFP or open competitive process is not implemented, as a part of the justification, describe why this program was not sought through an RFP. Also indicate the outcomes that have been achieved, monitoring results and any data used that would warrant funding of that program and/or service.

If a request for proposal process is implemented, every effort must be made to involve community-based organizations and agencies, including minority service providers, in the implementation of the Partnership Programs through the RFP process.

State/Community Partnership Grant Program Application Attachments:

Attachment E: Partnership 1/3 Set-Aside Justification

If a county intends to set aside 1/3 of its Partnership Program Services funds for county-operated sanctions and services, this attachment must be completed. This justification must be approved and endorsed by a 2/3 vote of the eligible members County Youth Services Commission. The following information and documentation is required and must be

completed and/or attached: Justification to support this determination, corresponding program profiles, total amount to be set-aside, line-item budget and YSC meeting minutes stating that the set aside has been approved.

Family Court Services Program

General Instructions:

Since 2003, the Application for Family Court Services Program funds has been coordinated with the application for the State/Community Partnership Grant Program. These funds are administered in coordination with the guidelines of the State Community Partnership Program established pursuant to N.J.S.A. 52:17B-179.

Request for Proposal

With each comprehensive plan the Youth Services Commission is required to follow the request for proposal process as stated in N.J.A.C.13: 90-3.9 and Local Public Contracts Law.

In the years when a Plan Update is due, the JJC does not require the county to go through an open competitive process for contracts originally selected through an open competitive process. Contracts may be renewed based on continued county need, outcomes achieved and positive monitoring results. The county may continue to fund a program until the next Comprehensive County Plan is submitted.

If a request for proposal process is implemented then every effort must be made to involve community-based organizations and agencies, including minority services providers, in the implementation of the Family Court Services Program through the RFP process. An exception to the requirement for the Request for Proposal process will be the award of Family Court Services funds for a contract which continues the funding of an existing Juvenile Family Crisis Intervention Unit which has been funded since 1996 with Family Court Services Funds.

Through the request for proposal process a county may choose to utilize the Mobile Response and Stabilization Services (MRSS) as a resource to the Family Court Intervention Unit (FCIU) or they may choose to integrate FCIU with MRSS by selecting the current MRSS provider. If a county should choose to maintain separate MRSS and FCIU programs, the two programs will be responsible for working together to confirm role definition and coordination of responsibilities. Entities selected by each county's planning process to serve as the Family Crisis Intervention Unit must execute an agreement with the Administrative Office of the Courts pursuant to N.J.S.A. 2A: 4A- 76. The entity must agree to provide services consistent with the Family Crisis Intervention Unit manual approved by Judicial Council of the New Jersey Judiciary.

NOTE: The County must provide the Juvenile Justice Commission with written notification at least one hundred five (105) calendar days in advance of the county's decision to renew or terminate a contract, the amount of funds available, and any changes in the contract terms and conditions. In the absence of such notification, the JJC will notify the Division of Children's System of Care to renew the contract with funding at least at the prior year's allocation. Also written notification of a county's intent to merge its FCIU and MRSS services must be submitted to the JJC.

Section III. ADMINISTRATION

General Statement:

The following grants provide a portion of the funds for administration at the county level.

State/Community Partnership Grant Program

Partnership Program Management funds may be used only for administering services and activities of the County Youth Services Commission. Program management funds are used for persons who will manage the Partnership funds received by the county and other juvenile justice programs, services and sanctions undertaken by a county in implementing its Comprehensive County Youth Services Plan. A line-item budget (Attachment B-2) for all Program Management costs must be submitted for the State/Community Partnership Grant Program. In accordance with N.J.A.C. 13-90-3.5 (C), Program Management funds are applied to salaries and/or the reasonable administrative costs that support staff to administer Partnership funds and other sanctions and services undertaken by the county in implementing the County Comprehensive Plan.

Upon the approval of the JJC Executive Director, Program Management funds may be directed into sanctions and services for juveniles adjudicated or charged as delinquent and/or delinquency prevention programs. Approval is conditioned upon the demonstration by a county that adequate program management, monitoring and administration funds are available from sources other than Partnership. State/Community Partnership Grant Program Services funds may not be used for program management, monitoring and/or administration.

Family Court Services Program

Counties that have been using a portion of Family Court Services funds for program administration may continue to do so at the same level of funding as used in the 2003 Comprehensive County Funding Application. No additional Program Administration funds will be approved from Family Court Services Program Funds. All persons hired with these funds will manage the Family Court Services Program funds received by the county and other juvenile justice programs, services and sanctions undertaken by a county implementing its Comprehensive County Youth Services Plan. A line-item budget (Attachment B-2) for all administration costs must be submitted for the Family Court Services Program.

Section IV. DEFINITION & RATIONALE

General Statement:

Defines and describes each Point of Intervention on the Continuum

PREVENTION

Delinquency Prevention Programs are strategies and services designed to increase the likelihood that youth will remain free from initial involvement with the formal or informal juvenile justice system. The goal of delinquency prevention is to prevent youth from engaging in anti-social and delinquent behavior and from taking part in other problem behaviors that are pathways to delinquency. Primary Delinquency Prevention programs are those directed at the entire juvenile population without regard to risk of involvement in the juvenile justice system. Secondary Delinquency Prevention programs are those directed at youth who are at higher risk of involvement in the juvenile justice system than the general population. Given this goal, Delinquency Prevention programs developed through the comprehensive planning process should clearly focus on providing services that address the known causes and correlates of delinquency.

Delinquency Prevention data describe trends in juvenile delinquency and in factors that reflect the causes and correlates of delinquent activity. By understanding the nature and extent of delinquent behavior and the factors associated with involvement in delinquency, Counties can better identify the content and scope of prevention programs needed. This information will help Counties make informed decisions regarding the allocation of resources to delinquency prevention, including those disseminated by the Juvenile Justice Commission (e.g., Title II, State/Community Partnership, and Family Court Services).

The Delinquency Prevention data required for this Comprehensive Plan is meant to become the foundation for prevention program planning. However, it should be noted that the typical prevention planning process requires an in-depth analysis of community, family, peer, and education factors that identify problem areas in a particular municipality or County.

This Comprehensive Plan requires only a small portion of the data that could potentially be collected at the County or municipal level. Counties are encouraged to examine all other data not provided by the JJC in its planning process.

DIVERSION

The Diversion stage of the juvenile justice system offers alleged juvenile offenders an opportunity to avoid arrest and/or prosecution by providing alternatives to the formal juvenile justice system process. The goal of Diversion is to provide services and/or informal sanctions to youth who have begun to engage in antisocial and low level delinquent behavior in an effort to prevent youth from continuing on a delinquent pathway. Youth who do not successfully complete a diversion program may ultimately have their case referred for formal processing by the juvenile court. Given this goal, Diversion programs developed through the comprehensive planning process should clearly focus on providing services and/or informal sanctions that address the known causes and correlates of delinquency.

Diversion Process

In New Jersey, juveniles are dealt with informally through one or more of the following: Law Enforcement Station House Adjustments, Family Crisis Intervention Units (FCIU), Family Court Juvenile Conference Committees, or Family Court Intake Service Conferences.

Law enforcement officers might divert a youth suspected of a delinquent act if, in lieu of making an arrest, the officer chooses to dismiss the youth with a warning and reprimand, or to refer the youth to a social service agency. This process is known as a station house adjustment.

Youth who are accused of committing a delinquent act directly tied to family dysfunction may be diverted, with their families, to the Family Crisis Intervention Unit. The FCIU can provide services to youth and their families to resolve the immediate crisis leading to delinquency, thereby preventing the juvenile and his or her family from entering the formal court system.

Diversions within Family Court occur after a complaint has been filed, but prior to the case being formally heard by a judge. At this point, youth may be diverted to either a Juvenile Conference Committee (JCC) or to an Intake Services Conference (ISC). First and second time offenders charged with low level delinquent offenses may be diverted first to the JCC - a committee of volunteers from the community who attempt to settle the complaint. Complaints not resolved at the JCC level are referred to an Intake Service Conference. An ISC is a meeting between the youth and an intake officer who attempts to settle the case. Complaints not resolved at the ISC may be referred to a judge for formal processing.

Diversion Programs

Diversion programs are the structured services and sanctions typically provided to youth and/or their families at any point in the Diversion process. A law enforcement agency or the court might operate a Diversion program directly or the youth might participate in a program operated by a contracted service provider.

Diversion data describe trends in the extent and nature of cases diverted in your county that reflect the causes and correlates of delinquent activity. By understanding the volume of the existing types of diversion cases and the factors associated with involvement in delinquency, counties can more effectively plan the content and scope of Diversion programs. This information will help counties make informed decisions regarding the allocation of resources to Diversion programming, including those disseminated by the Juvenile Justice Commission (e.g., State/Community Partnership, Family Court Services and Title II).

DETENTION

The Detention phase/component of juvenile justice includes detention, the temporary care of juveniles and the provision of Detention Alternative Programs.

Detention

“Detention” is defined as the temporary care of juveniles in physically restricting facilities pending court disposition (N.J.A.C. 13:92-1.2).

An objective of detention is to provide secure custody for those juveniles who are deemed a threat to

the physical safety of the community and/or whose confinement is necessary to insure their presence at the next court hearing (N.J.A.C. 13:92-1.3). For the purpose of this plan a limited amount of funding may be provided to support court ordered evaluations for adjudicated youth who reside in the detention center, if all other resources have been exhausted.

Detention Alternatives

Detention Alternative Programs provide supervision to juveniles who would otherwise be placed in a secure detention facility while awaiting final disposition of their case, expanding the array of pre-disposition placement options available to the judiciary. Detention Alternative Programs/Services are not to be provided in the detention center. These programs are designed to provide short-term (30 – 60 days) supervision sufficient to safely maintain appropriate youth in the community while awaiting the final disposition of their case. As such, these programs help to reduce the overall detention population and relieve detention overcrowding and its related problems where it exists.

Detention data describe the number of juveniles placed in detention, the characteristics of those juveniles, and the types of offenses for which they are detained. By understanding the nature and extent of the detained population and the extent to which detention is used and the characteristics of the youth, planners can better identify the content and scope of Detention Alternative Programs needed in their counties. As such, counties will be better equipped to make informed decisions regarding the allocation of resources to Detention Alternative Programs, including those disseminated by the Juvenile Justice Commission (State/Community Partnership, Family Court Services, Juvenile Detention Alternatives Initiatives, and Title II).

DISPOSITION

Disposition is the phase of the juvenile justice system where youth adjudicated delinquent are ordered by the court to comply with specific sanctions, supervision, and services as a consequence for their delinquent behavior. In New Jersey, the range of dispositions available to the court includes but is not limited to restitution/fines, community service, probation, and commitment to the Juvenile Justice Commission. For youth disposed to a term of probation supervision, among the conditions of probation that might be imposed by the court is the completion of a Dispositional Option Program. The structure of these Dispositional Option Programs are varied, but common among these options are intensive supervision programs, day and evening reporting centers, and structured day and residential programs. Given this goal, Disposition programs developed through the comprehensive planning process should clearly focus on providing sanctions, supervision, and services that address the known causes and correlates of delinquency.

When determining the appropriate disposition in a given case, the court faces the complex task of considering multiple goals, including promoting public safety, ensuring offender accountability, and providing juveniles with opportunities for personal growth and skill development through rehabilitative efforts. By developing and enhancing local Dispositional Option Programs, counties can facilitate the achievement of these goals by providing the court with the range of options that matches best the supervision and service needs of youth in their communities. Research and experience indicate that well developed community-based Dispositional Option Programs can effectively reduce the likelihood of continued delinquency, improving the lives of the youth they serve, and the quality and safety of the local community and its citizens.

Disposition data describe the number of youth adjudicated delinquent and disposed by the court, as well as the characteristics of these juveniles that reflect the causes and correlates of delinquent activity. By understanding the nature and extent of the juvenile population facing disposition and the factors associated with involvement in delinquency, planners can better identify the content and scope of Dispositional Option Programs needed in their counties. As such, counties will be better equipped to make informed decisions regarding the allocation of resources to Dispositional Option Programs, including those resources disseminated by the Juvenile Justice Commission (State/Community Partnership, Family Court Services, Juvenile Detention Alternatives Initiatives and Title II).

REENTRY

In the juvenile justice system Reentry generally refers to the period of community-based supervision and services that follows a juvenile's release from a secure facility, residential program, or other structured dispositional placement.

However, for the purposes of this plan, the use of the term Reentry only applies to committed youth paroled from a Juvenile Justice Commission (JJC) facility and supervised by the JJC's Office of Juvenile Parole and Transitional Services and to juveniles disposed to a JJC program as a condition of probation and supervised by the Juvenile Probation Division. Reentry is a mechanism for providing the additional support during this transitional period that is necessary to foster the successful reintegration of juveniles into their communities. Given this goal, Reentry programs developed through the comprehensive planning process should clearly focus on providing services to youth, regardless of their age, that address the known causes and correlates of delinquency.

By developing Reentry services that compliment the supervision provided by the JJC and Probation, Counties can increase the likelihood that juveniles returning to their communities will reintegrate successfully. This type of cooperative effort in the delivery of Reentry services and supervision improves each youth's chance of becoming productive, law-abiding citizens, which in turn enhances the safety and quality of the local communities in which these juveniles reside.

Reentry data describe the number of committed youth and probationers returning to the community from JJC facilities and programs, as well as the demographic and offense characteristics of these juveniles that reflect the causes and correlates of delinquent activity. By understanding the nature and extent of the population released to Reentry and the factors associated with involvement in delinquency, planners can better identify the content and scope of Reentry services and programs needed in their counties. As such, counties will be better equipped to make informed decisions regarding the allocation of resources to Reentry services, including those resources disseminated by the Juvenile Justice Commission (State/Community Partnership, Family Court Services, and Title II).