

CY 2022
New Jersey Juvenile Detention Alternatives Initiative
Innovations Funding

GENERAL INFORMATION

INTRODUCTION & PURPOSE

The purpose of JDAI Innovations Funding is to provide an additional resource and support to those JDAI sites that have demonstrated an active commitment to the implementation of JDAI Core Strategies. The Innovations Funding process includes two phases.

1. Completing and submitting the **Eligibility Criteria Checklist**, required attachments, and letter of intent to prepare an Innovations Application.

2. Preparing and submitting an **Innovations Application**, which includes:
 - a) Innovations Cover Page
 - b) Up to three Innovations Proposal(s)
 - c) Budget Summary & Narrative
 - d) County Council on Juvenile Justice System Improvement meeting minutes indicating approval of the Innovations Application.

Note that the Innovations Proposal is based on the overall format of the JDAI Core Strategy Framework. Sites actively using this JDAI tool to guide the development of local workplans, the identification of strategies for local systems-change, and the measurement of results, will find that the information recorded in the Framework translates directly into the preparation of an Innovations Application.

This General Information document describes the allocation of funds, application process, timeframes/due dates, application review process, use of funds, and reporting requirements. The Eligibility Criteria Checklist, Innovations Cover Page, Innovations Proposal, and Budget are included in this application packet as separate documents.

ALLOCATION OF FUNDS

The amount allocated for CY-2022 Innovations funding is \$2,520,000. Innovations funds are available to New Jersey JDAI sites active throughout 2020 that meet the required criteria presented in the Eligibility Criteria Checklist. A site that meets the Core Eligibility Criteria for Base Funding, as determined by the Innovations Subcommittee of the New Jersey Council on Juvenile Justice System Improvement, shall receive \$60,000. Sites that meet the Exceptional Eligibility Criteria for Supplemental funding, as determined by the Innovations Subcommittee, will receive an additional \$60,000 (total of \$120,000). **Sites should only request in Phase One (Eligibility) what they intend to apply for during Phase Two (Application).**

These funds are administered through the Juvenile Justice Commission (JJC) budget and are in coordination with the guidelines of the State/Community Partnership Program therefore, must follow the triennial comprehensive plan cycle stated in the N.J.A.C 13:90 3.12. Also, funds are subject to Local Public Contracts Law.

APPLICATION PROCESS

The JDAI County Council on Juvenile Justice System Improvement (County Council) should first review and complete the Eligibility Criteria Checklist to determine whether the site is eligible to apply for Innovations Funding at this time. Please note: at least one Innovations proposal must be developed through the lens of reducing racial and ethnic disparities, with proposal objectives and outcome measures reflecting this focus. Sites that meet the criteria are to submit electronically a completed Eligibility Criteria Checklist, required attachments, and letter of intent to prepare an Innovations Application to the Juvenile Justice Commission at JJCYSCGrants@jjc.nj.gov on or before **June 4, 2021**. A response regarding eligibility shall be provided to sites by **June 25, 2021**.

In those JDAI sites confirmed to be eligible, the County Council on Juvenile Justice System Improvement shall plan for the use of Innovations Funding and collaboratively prepare the Innovations Application. The County Youth Services Commission shall then mail one original copy or submit electronically to the Juvenile Justice Commission on behalf of the County Council on Juvenile Justice System Improvement on or before **August 06, 2021**.

If a site does not currently meet the Eligibility Criteria, the County Council should consider what steps should be taken in order to increase the likelihood of achieving eligibility during the next funding cycle.

Sites must apply annually for continuation funding. The recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable. Funding may be reduced in subsequent years if funding is a) reduced or not included in future state budgets and/or b) JDAI expands to additional sites.

TIMEFRAMES/DUE DATES

- 06/04/2021 Letter of Intent/Eligibility Criteria must be received electronically by the JJC by 3:00 pm.
- 06/25/2021 Notices mailed to applicants regarding their eligibility and their eligible funding amount.
- 08/06/2021 Innovations Application must be received by mail or electronically to the JJC by 3:00 pm.
- 10/08/2021 Notices mailed to applicants regarding the results of the application review.

PROJECT DURATION

The project duration will be the one-year period January 1, 2022 through December 31, 2022.

REVIEW OF APPLICATIONS

Innovations Funding applications will be reviewed by New Jersey's Council on Juvenile Justice System Improvement, Innovations Funding Subcommittee. Membership on this Subcommittee will be comprised of NJ Council on Juvenile Justice System Improvement members who represent state agencies, or who are otherwise ineligible for local innovations funding, in order to avoid any conflict of interest, and JJC staff from the Office of Policy Program Research and Planning.

USE OF FUNDING

Funds shall be used in furtherance of data-driven policies and practices that are clearly consistent with the eight JDAI Core Strategies. Sites are strongly encouraged to consult the Pathways to Juvenile Detention Reform series as well as the JDAI Connect (<http://www.aecf.org/work/juvenile-justice/jdai/jdaiconnect/>) for innovative ideas. A list of areas that might serve as a starting point for developing Innovations Proposals follows. Note that while many general ideas are included but not

limited to those presented below, Innovations Proposals should be sharply focused and present a strong likelihood for achieving well-defined and measurable outcomes.

- ✓ Innovations that seek to improve the success of youth on detention alternatives. This includes innovations that help to minimize the occurrence of rule violations and/or those that seek to intervene with youth experiencing difficulty complying with basic rules of supervision in order to minimize reliance on detention in such instances.
- ✓ Other innovations designed to increase success among youth on detention alternatives.
- ✓ Innovations that incorporate, encourage, and support the voice of families, including holding educational family clinics regarding the juvenile justice process, producing and sharing educational materials/videos/pamphlets, and providing assistance to families during the court process (transportation, advice, volunteer support, etc.) (see for example p. 61 of Pathways 14).
- ✓ Innovations that incorporate, encourage, and support the voice of youth.
- ✓ Innovations that incorporate the voice of communities and promote direct community-involvement.
- ✓ Community Resource Developments to promote the success of and assist youth and families currently involved in the court process (see Pathways 14).
- ✓ Innovations that seek to improve the success of youth on probation. This includes innovations that help to minimize the occurrence of technical violations, and/or those that seek to intervene with youth experiencing difficulty complying with basic rules of supervision in order to minimize reliance on detention in such instances.
- ✓ Specialized probation caseloads with interventions that seek to increase the likelihood of success for youth in “high-violation groups,” or for other specialized groups, such as girls or youth not in school, to meet the objectives described above.
- ✓ Other probation innovations designed to increase success among youth on probation.
- ✓ Case processing innovations, including those related to expediting cases and reducing the frequency of adjournments/continuances.
- ✓ Innovations that reduce over-reliance on clinical evaluations/multiple evaluations.
- ✓ Developing incentives for staff who volunteer to take on new, additional responsibilities as a result of JDAI systems-improvement efforts, or who demonstrate exceptional initiative or commitment in implementing a new practice designed to enhance the success of youth or the success of an innovative policy/practice.
- ✓ School-based innovations, if local data suggest referrals to detention are resulting from offenses occurring at school, on school property, and/or at school-sponsored events (see for example, Pathways 14, p.71 regarding Clayton County).
- ✓ Innovations that clearly and specifically address disproportionate minority contact and racial/ethnic disparities in the detention system.
- ✓ In sites where females are highly represented in the detention system, gender-responsive innovations that reduce reliance on secure detention for girls.

Other Considerations

- Sites are encouraged to build on “what is,” enhancing something in existence and/or making a piece of the system “work smarter and better.”
- Sites are encouraged to consider multi-faceted approaches to improving an identified need/problem area. In other words, if the Core Strategy Framework identifies multiple contributors to a given problem that merit multiple solutions, the innovation might be a multi-pronged one.

- Related, sites are encouraged to consider how to locally sustain/re-allocate resources to one or more pieces of the innovation or multi-pronged approach, while requesting to use funds for another piece(s).
- Applications should demonstrate a shared responsibility for the work of strategizing regarding the application, preparing the application, and plans for implementing and evaluating the innovations for which the funds are requested.
- Sites should consider whether a proposed innovation is **truly** a) targeted toward an identified need/problem, b) doable, and c) expected to achieve the intended impact.

Restrictions on Use of Innovations Funds

Innovations Funds cannot be used for the costs or purposes listed below.

- Purchasing or acquiring land
- Construction or renovation costs
- Supplanting federal, state, or local funds supporting existing programs and services
- Vehicle acquisition
- Bonuses, commissions, or honorariums
- Lobbying
- Fundraising or grant writing
- County Administrative support beyond the 5%

The cost of all items will be reviewed by JJC to determine acceptability. Costs generally allowable may be rejected if in JJC's determination such costs are deemed excessive or not integral to the success of the project.

Administrative Costs

- Up to 5% of the total award to the county may be used for administration costs. Any funds allocated for administrative costs shall be used to directly support the Youth Services Commission in administering the Innovations grant program.
- Up to 5% of the total of any sub-award from the county to a contracted provider can be used for/allocated to the provider's administrative costs.

REPORTING REQUIREMENTS/MODIFICATIONS

1. As soon as this award has been executed and implementing agencies have been identified, the County must enter all contract information into the web-based Juvenile Automated Management System (JAMS) Contract Module.
2. If applicable, all client information (Intake and Discharge forms) must be entered into the Juvenile Automated Management System (JAMS).
3. The County will submit all quarterly narrative and fiscal reports required by the JJC one month after the close of the quarter into JAMS. Funds will be distributed on a reimbursement basis as costs are incurred. Payments will be generated when both programmatic and fiscal reports have been received by the JJC.
4. No amendments or contract extensions to the approved budget and program design as outlined in the Application may be made without written approval by the JJC Youth Services Commission Grants Management Unit. The County Youth Services Commission Administrator must make all amendment requests in writing, after first receiving approval for the amendment request from the County Council.

5. On an annual basis, the County Council on Juvenile Justice System Improvement must report on the process and outcome measures identified in each approved Innovations Proposal. County Councils will be sent a standardized form at the end of the project year to use when reporting on these measures.

MONITORING

1. Innovations projects shall be monitored annually and in accordance with the guidelines of the State Community Partnership Program using approved JJC's Comprehensive Monitoring tool.
2. The Research & Reform Specialist shall be notified in advance of and invited to attend the monitoring of all Innovation projects.
3. In addition to the Youth Services Commission Administrator, who may already be a member of the County Council on Juvenile Justice System Improvement, two members of the County Council shall participate in the monitoring of all Innovations projects, and shall report back to the County Council regarding the outcome of all monitoring activities.

CY 2022
STATE OF NEW JERSEY
JUVENILE JUSTICE COMMISSION
JUVENILE DETENTION ALTERNATIVE INITIATIVE (JDAI) - Innovation Funds

County: _____

Chief Executive Officer: _____

Title: County Commissioner County Executive _____

Mailing Address: _____

Telephone: () _____ Fax: () _____

Email Address: _____

Chief Financial Officer: _____

Title: _____

Mailing Address: _____

Telephone: () _____ Fax: () _____

Email Address: _____

County Youth Services Commission Administrator: _____

Title: _____

Mailing Address: _____

Telephone: () _____ Fax: () _____

Email Address: _____

**JDAI County Council on Juvenile Justice System
Improvement/Co-chair:** _____

Title: _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

**JDAI County Council on Juvenile Justice System
Improvement /Co-chair:** _____

Title: _____

Mailing Address: _____

Telephone: () _____ Email Address: _____

CY 2022
ELIGIBILITY CRITERIA CHECKLIST
COUNTY: _____

The JDAI County Council on Juvenile Justice System Improvement should review and complete this Eligibility Criteria Checklist to determine whether the site is eligible to apply for Innovations Funding. Sites that meet the criteria are to submit the completed Eligibility Criteria Checklist, required attachments, and a letter of intent to prepare an Innovations Application to the Juvenile Justice Commission. Upon receiving confirmation of eligibility, sites shall prepare and submit the Innovations Application to the JJC.

Criteria Timeframe

Eligibility criteria refer to activity in JDAI sites as of March 31, 2021 and criteria that refer to the “past year” refer to activity during the period of April 1, 2020 through March 31, 2021.

Core Eligibility Criteria for Base Funding

Sites must meet **all five** of the following Core Eligibility Criteria and be able to provide the required documentation to receive Base Innovations Funding. Check which of the following criteria are met.

Collaboration

1. An active JDAI site in **2020** (attach current County Council membership list to checklist).
2. The JDAI site has held a combined total of ten **well-attended** Council / Subcommittee meetings in the past year. At least four of these meetings must have been full Council meetings, and at least four of these meetings must have been Subcommittee meetings (the balance may be of either type). Provide a list of the ten meetings, title of the meeting, and dates that the meetings were held. Of the ten meetings listed, submit minutes for four Council meetings and one subcommittee meeting.

Reliance On Data

3. The JDAI site has demonstrated a commitment to the Core Strategy of relying on data to drive system-improvement, in that the site a) produces the data minimally required to conduct such systems-analysis (i.e., monthly ADP, admissions, LOS, and nature of admitting offense, disaggregated by race/ethnicity and gender), as evidenced by inclusion in the NJ JDAI quarterly data reports; and that the site b) has put in place mechanisms that rely on local participation for producing the data, as evidenced by a written policy/procedure or other brief, written description of the process by which the data are maintained and collected. (Attach only b. to checklist. Do not attach the quarterly report, as the JJC will provide one copy of that report to Innovations Subcommittee members during the review process).

Detention Alternative Data

4. The JDAI site regularly produces **detention alternative outcome data** in a format that allows for consistent measurement of JDAI outcomes statewide, as evidenced by inclusion in the NJ JDAI quarterly data reports. (Do not attach the quarterly report, as the JJC will provide one copy of that report to Innovations Subcommittee members during the review process).
5. The County Council on Juvenile Justice System Improvement regularly produces and reviews ADP, admissions, and LOS **data for the full continuum of detention alternatives**, disaggregated by race/ethnicity and gender, as evidenced by inclusion in the NJ JDAI quarterly

data report. (Do not attach the quarterly report, as the JJC will provide one copy of that report to Innovations Subcommittee members during the review process).

All five of the above Base Criteria are met and the required documentation can be provided (check one).

- YES** Proceed to Exceptional Eligibility Criteria below.
- NO** Stop here. The county is not currently eligible for Innovations Funding.

Exceptional Eligibility Criteria for Supplemental Funding

Sites must meet **all four** of the following Supplemental Funding Criteria and be able to provide the required documentation. Indicate which of the following criteria are met by checking the box (). Be sure to indicate which of the sub-criteria are met by checking the additional, smaller boxes (.

1. The County Council on Juvenile Justice System Improvement has demonstrated commitment to implementing JDAI Core Strategies, as evidenced by (must meet both):
 - Subsequent to January 1, 2018, having fully implemented at least **one clear policy/practice change** in the following Core Strategy areas: Detention Admissions Policies/Practice, Case Processing/ Reducing Delay, Special Cases/Violations, Effective Detention Alternatives, Ethnic/Racial Disparities/DMC, Conditions of Confinement or in the front end (e.g., school, police, diversion, etc.) or deep end (out of home placements/commitments, probation, etc.) of the system.
 - Data that demonstrate the need for each policy/practice change and/or data that demonstrate the impact of each policy/practice change.

The following format/headings must be used to describe each policy/practice change:

- **Core Strategy Area**
- **Date Policy/Practice Implemented**
- **Brief Description of Policy/Practice Implemented**
- **Data Describing the Need for the Policy/Practice**
- **Data Describing the Impact of the Policy/Practice Change**

2. The County Council on Juvenile Justice System Improvement has demonstrated commitment to implementing JDAI Core Strategies, as evidenced by:
 - Subsequent to January 1, 2018, having fully implemented at least **one clear policy/practice change** that actively engages families in system reform efforts and/or made clear and documented policy or practice changes explicitly designed to make the juvenile justice system more “family- friendly.” Submit a 300-500 word description of the family engagement/family-friendly activities.

3. The County Council on Juvenile Justice System Improvement has demonstrated commitment to implementing JDAI Core Strategies, as evidenced by:
 - Subsequent to January 1, 2018, having fully implemented at least **one clear policy/practice change** that created partnerships with communities and/or youth that ensure their perspectives are reflected in reform efforts; and/or has made clear policy or

practice changes that engage communities in supporting youth and/or that engage youth in decisions that impact them. Submit a 300-500 word description of the community and/or youth partnerships.

4. The County Council on Juvenile Justice System Improvement has successfully addressed the core strategy related to reducing length of stay (LOS) in detention, as evidenced by:
- A total average or median LOS in 2020 that was less than the average or median LOS (by at least one day) in either 2019 or 2018 or in the site's Pre-JDAI year.
- OR-
- An average or median LOS for youth released to detention alternatives or to dispositional placement in 2020 that was less than that (by at least one day) in either 2019 or 2018 or in the site's earliest available year of data included in the JDAI Quarterly data report (see table labeled "Average LOS by Departure Type").
- OR-
- Sites unable to provide the required evidence regarding changes in LOS can submit a plan endorsed by the County's CJJSI that describes what actions will be taken to reduce LOS this year.

The **five** mandatory criteria have been met and four additional criteria have been met, and the required documentation can be provided (check one).

- YES** County can demonstrate with required evidence that it meets both Base and Exceptional Criteria and intends to submit an Innovations Application for up to \$120,000.
- NO** County can demonstrate with required evidence that it meets the Base Criteria and intends to submit an Innovations Application for up to \$60,000.

NOTE: ONLY SUBMIT DOCUMENTATION FOR THE EXCEPTIONAL CRITERIA IF THE COUNTY INTENDS TO APPLY FOR FUNDING THAT EXCEEDS THE BASE AMOUNT OF \$60,000.

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INNOVATION PROPOSAL

COUNTY: _____

- Project Type: (check one)
- New
- If checked, submit the new proposal
- Renewal (No changes to last year's final approved proposal or RFP)
- If checked, submit a copy of last year's final approved proposal and the most recent monitoring report
- Renewal with Modifications* (Changes to last year's final approved proposal or RFP)
- If checked, submit modified proposal and the most recent monitoring report
-

- Original or Revision: (check one)
- Original Proposal Submitted for CY 2022
- Revised Proposal Submitted for CY 2022**
- Revision Date: _____
-

- Proposal addresses DMC***
- The objectives and outcome measures of this proposal were developed through the lens of reducing racial and ethnic disparities

* If "Renewal with Modifications" is checked, please use a formatting change such as shading, highlighting, or underlining to draw attention to all information that represents a change from last year's proposal. Information intended for deletion should in fact be deleted (i.e., do not use strikethroughs or other formatting to indicate intended deletions).

** Similarly, if the proposal originally submitted is revised as a result of the review process or as a result of a future amendment/modification request made by the county, please use a formatting change such as shading, highlighting, or underlining to draw attention to all information that represents a change from the original proposal or most recent revision. Information intended for deletion should in fact be deleted (i.e., do not use strikethroughs or other formatting to indicate intended deletions).

*** Please note: at least one Innovations proposal must be developed through the lens of reducing racial and ethnic disparities, with proposal objectives and outcome measures reflecting this focus.

General Instructions

Sites should follow this application strictly and avoid providing extra information that is not directly requested. Sites must use this proposal format, typing directly into this document. Any site seeking to use these funds for more than one innovative purpose must complete a separate Innovation Proposal for each of these proposed innovations. However, a maximum of three innovations proposals per site are allowed.

Innovation Proposal Summary Information

Innovation Proposal # _____ of _____

Project Title for this
Innovation Proposal _____

Requested Amount for this
Innovation Proposal \$ _____

Purpose

Provide a brief overview of the innovation for which the funds will be used.

Identification of Problem/Systems-Improvement Need

Briefly describe the problem/systems-improvement need the innovation will address within the context of the one or two JDAI core strategies most relevant to the proposed use of funds. Briefly describe how this problem affects detention utilization (Admissions, LOS, ADP, etc.).

- ✓ Problem/Need as it Relates to the Most Relevant Core Strategy(ies)

- ✓ Impact of Problem/Need on Detention Utilization

Specific Nature of Problem

Identify the primary factors contributing to the problem in this site. Briefly describe these factors, how the factors affect detention utilization, and the data used to assess each factor's presence in the site.

- ✓ Contributing Factor #1

- ✓ Description & Data Regarding Factor #1

- ✓ Contributing Factor #2

- ✓ Description & Data Regarding Factor #2

- ✓ Contributing Factor #3

- ✓ Description & Data Regarding Factor #3

Proposed Solution To Identified Problem

(Action words for this section might include create, establish, serve, implement, etc.) Describe the solution to the identified problem and how the requested funds will be used to implement this solution. List the specific objectives this solution seeks to achieve, and where possible, describe these objectives in terms of the JDAI core strategies and the contributing factors described earlier. Describe the specific elements/components of the solution.

- ✓ Proposed Solution

- ✓ Objective #1

- ✓ Objective #2

- ✓ Objective #3

- ✓ Objective #4

- ✓ Specific Elements/Components

Tracking Implementation of the Solution/Process Measures

Describe the various measures that will be used to track the implementation of the solution and how this information will be collected/maintained. (These are the “process” or “output” measures, and should reflect the steps taken to actually implement the project and its components. As general examples, process measures include things like: number of youth served, number/type of service hours provided, number/type of incentives awarded, mentors/employers recruited, beds/units acquired, reports produced, etc.)

- ✓ Process/Output/Implementation Measures

- ✓ Methods for Maintaining/Collecting Data Regarding Process/Output/Implementation Measures

Impact of Proposed Solution & Outcome Measures

Briefly state the anticipated impact of the proposed solution in terms of the contributing factors described earlier and their effect on the detention system (action words include reduce, increase, etc.). Describe the various measures that will be used to evaluate these anticipated outcomes. Then, briefly describe the potential unintended consequences of the solution, and the measures/methods that will be used to monitor the occurrence of these unintended outcomes. Finally, describe how the data needed to report all of these outcome measures will be maintained/collected.

- ✓ Expected Impact

- ✓ Outcome Measures to Gauge Expected Impact

- ✓ Potential Unintended Consequences

- ✓ Outcome Measures to Monitor Unintended Consequences

- ✓ Maintaining/Collecting Data Needed to Report on All of the Above Outcomes

CY 2022
New Jersey Juvenile Detention Alternatives Initiative
Innovations Funding

County:

BUDGET SUMMARY & NARRATIVE

Original or Revision: (check one) Original Budget
 Revised Budget* Revision Date: _____

***If the budget originally submitted is revised as a result of the review process or as a result of a future amendment/modification request made by the county, please use a formatting change such as shading, highlighting, or underlining to draw attention to all information that represents a change from the original budget or most recent revision. Information intended for deletion should in fact be deleted (i.e., do not use strikethroughs or other formatting to indicate intended deletions).*

Budget Summary

TOTAL INNOVATIONS FUNDING REQUESTED		\$
5% COUNTY ADMINISTRATION		\$
BALANCE FOR INNOVATIONS PROJECTS		\$
Innovation Proposal #	Innovation Project Title	Funds Requested
1		\$
2		\$
3		\$
INNOVATIONS PROJECT SUBTOTAL		\$

* Up to 5% of the total award to the county may be used for administration costs. Any funds allocated for administrative costs shall be used to directly support the Youth Services Commission in administering the Innovations grant program.

* Up to 5% of the total of any sub-award from the county to a contracted provider can be used for/allocated to the provider's administrative costs.

* If funds are used for salary include the percent of time working on grant and provide fringe where applicable.

Budget Narrative

Administration Costs Budget Narrative: If 5% is being allocated to support the YSC in administering the Innovations grant program, describe the specifics of how the administration funds will be used. If the funds will be used for staff, provide the name, title, and a description of the staff's role in the administration of the Innovation funds.

Funds will be used towards:

Proposal # : _____ Project Title: _____

Budget Narrative

Will provider/service be sought through an open competitive process (Yes/No)? If No, please explain process below^.

Proposal # : _____ Project Title: _____

Budget Narrative

Will provider/service be sought through an open competitive process (Yes/No)? If No, please explain process below^.

Proposal # : _____ Project Title: _____

Budget Narrative

Will provider/service be sought through an open competitive process (Yes/No)? If No, please explain process below^.

^ If this is a renewal proposal and an open competitive process was not followed, the explanation should include information regarding outcomes achieved and monitoring results to date, and any other supporting data, that collectively justify continued funding of the current provider.