



Agenda

CITY CLERK'S OFFICE

DATE 9/10/15 TIME 11:08

SERVED BY Richard De Mella

RECEIVED BY [Signature]

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday September 17, 2015

5:15 P.M. - 6:15 P.M.

CYFD Offices

1920 FIFTH STREET

AMENDED

Item VIII

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introductions of Board Members and Guests
- V. Approval of minutes August 20th 2015
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII. Presentations:
 - A. Request for Proposal FY 16/17 CYFD
 - B. Programs for next year
 - C. Committee participation
- VIII. Matters from the Board
 - A. RFQ Restorative Justice Program Committee Recommendation
- IX. Matters from the Public
- X. Next Meeting October 15th, 2015
- XI. Adjournment

PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.



Agenda

CITY CLERK'S OFFICE

DATE 9/9/15 TIME 11:19am

SERVED BY Richard De Mella

RECEIVED BY Alicia Martinez

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday September 17th, 2015

5:15-6:15 P.M.

CYFD Offices

1920 FIFTH STREET

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**SF Regional Juvenile Justice Board
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Meeting of September 17, 2015**

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Roll Call		1
Approval of Agenda	<i>Mr. Garcia moved to approve the agenda as presented with a second by Judge Sommer which passed by unanimous voice vote.</i>	1
Introductions of Board Members and Guests		1
Approval of minutes August 20 th 2015	Correction: Hopewell Mann will be an early childhood center. <i>Judge Sommer moved to approve the minutes of August 20th, 2015 as amended with a second by Mr. Garcia which passed by unanimous voice vote.</i>	1
Financial Report – Richard De Mella		
Budget – Detailed Budget and Financial Report	Information Only	2
Approve of Financial Report	<i>Deacon Trujillo moved to approve the Financial Report as presented, with a second by Mr. Lovato which passed by unanimous voice vote</i>	2
Presentations:		
A. Request for Proposal FY 16/17 CYFD	Information Only	2
B. Programs for next year		2
C. Committee participation		3
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Adjournment	<i>Mr. Lovato moved to adjourn at 6:21 p.m., with a second from Mrs. Romero which passed by voice vote.</i>	4
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Santa Fe Regional Juvenile Justice Board Meeting
September 17, 2015
5:16 p.m. to 6:21 p.m.
CYFD Offices 1920 5th Street, Santa Fe, NM 87505

1. Call to Order

The Santa Fe Regional Juvenile Justice Board was called to order at 5:16 p.m. by Mark Dickson, Vice Chair. A quorum was established at 5:20 p.m.

2. Roll Call

Present

Mark Dickson, Vice Chair
Judge Mary Marlowe Sommer
Jennifer Romero
Sarah Jacobs
Deacon Anthony Trujillo
Aaron Garcia
Ted Lovato

Excused

Sam Jackson, Chair

Staff Present

Richard DeMella, City Liaison

Others Present

Linda Vigil, Stenographer
Maguliy Campos, ICM Intern
Richard Lindahl, Guest

3. Approval of Agenda

Mr. Garcia moved to approve the agenda as presented with a second by Judge Sommer which passed by unanimous voice vote.

4. Introductions of Board Members and Guests

Introductions were made by those who present.

5. Approval of minutes August 20th 2015

Judge Sommer moved to approve the minutes of August 20th, 2015 as amended with a second by Mr. Garcia which passed by unanimous voice vote.

6. Financial Report – Richard DeMella

A. Budget – Detailed Budget and Financial Report

Mr. DeMella presented and explained the detailed report and stated that ICM is the only provider who has reported. Starting now in September there will be more. (See Exhibit A) Any Budget Adjustment Reports will have to be done in October.

CYFD will be here next month and in January to review the application, DMC and Strategic Plan.

B. Approval of Financial Report

Deacon Trujillo moved to approve the Financial Report as presented, with a second by Mr. Lovato which passed by unanimous voice vote

7. Presentations:

A. Request for Proposal FY 16/17 CYFD

Mr. DeMella presented the Board with a comparison of Budgets that Mr. Dickson requested. This was to see each program's Budgets and the money they used and still have not used in the Fiscal Year. (See Exhibit B)

Mr. DeMella presented a blank application form to show the information needed for the Continuum Grant. (See Exhibit C) He will begin to work on it starting tomorrow. He will need it signed by all members of the Board by November 9, 2015. If there are any suggestions for which programs to keep please let him know as soon as possible. A copy of the last application was also presented (See Exhibit D).

B. Programs for next year

Mr. Garcia updated the Board on the Day Reporting Program, the County will not sign the Memorandum of Understanding and will fund the program 100% on their own. The program has been open and running well since August 31, 2015 there has not been a hire yet but there has been advertisements for the position. Mr. Garcia checks weekly on the applicants.

Mrs. Romero stated that she spoke to Mr. Cedillo at Santa Fe County and asked him to confirm with the County Manager if the MOU will be signed. Mrs. Romero and Mr. Dickson agree that there Should be a letter stating this, so that money can be allocated elsewhere.

Mr. Garcia stated the issue is because there is pending litigation on another matter.

A brief discussion was held about not having the MOU signed and how can that money be used. Mr. DeMella described the way the funds are broken down and services can be redirected. Mr. Lindahl stated it would have to be approved in a Budget Adjustment Report and that can take some time, possibly half of the school year.

Judge Sommer suggested that perhaps the program can be in conjunction with the after school tutoring program. Mr. Lovato briefly discussed the possibilities of using the current programs that are available such as the Boys and Girls Club and Girls Inc.

Mr. Lovato stated the Program Subcommittee needs to have a meeting or a retreat to discuss these matters in depth before the next Board meeting next month. It was decided that Mr. Lindahl, Mr. Lovato, Deacon Trujillo, Mr. Garcia, Mr. Dickson will be on the Programs Subcommittee.

Mr. Dickson stated it is important to get the letter from the County before the subcommittee meets. It was decided to meet Friday the 25th here at the CYFD Offices in the morning. Mr. Lovato would like for Mr. DeMella would present any existing City Contracts.

C. Committee participation

Mr. Lovato would like to know how many Committees and who sits on them. Judge Sommers would like to have the information sent out and it can be discussed next month. Mr. DeMella will gather the information and email it out.

Mr. DeMella heard from a young student named Jesus Vargas who would like to sit on the Board as the teen member. Mr. DeMella updated the Board on the issue of getting Mr. Lindahl on as a member. It has not changed. He will contact the Mayor's Office tomorrow again.

Mr. Lovato would like to have the Chair contact the Mayor's Office to get movement on these types of matters that need attention.

8. Matters from the Board

A. RFQ Restorative Justice Program Committee Recommendation

Mrs. Romero presented the Request for Qualifications for Restorative Justice from the Common Ground Mediation Services (See Exhibit E) and explained her concerns with the matter of administrative costs. The costs are above the typical amount. A brief discussion was held about the costs and how each program will need to be reviewed and monitored from this point on.

Ms. Jacobs moved to limit administrative costs to 5% for all program contracts from this date forward, with a second from Mr. Garcia the motion passed with unanimous voice vote.

Mrs. Romero reviewed the RFQ and it all looked fine. Mr. DeMella stated for the Restorative Justice position it will have to go through the RFP process. He will start working on that in the middle of March to be ready July 1st. Other positions such as ICM and CIS are good until 2018.

Deacon Trujillo updated the Board on site visit to Cesar Chavez Elementary, CIS is no longer in a portable, and there is a classroom. The Principal received a grant and was able to get books in all subjects and a few computers for the parents to use. When looking into matching grants it may be worth while to look into that as well. Also his daughter was named the new CIS Coordinator at Salazar Elementary.

9. Matters from the Public

Mr. Lindahl stated he would be happy to assist with the Programs Subcommittee, the application and the Budget.

Mr. DeMella reminded the board that CYFD will attend the next meeting to review the application.

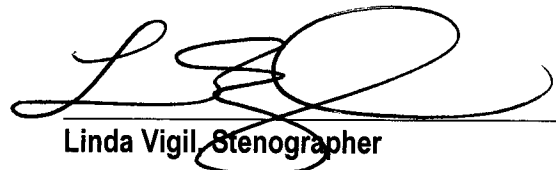
10. Next Meeting October 15th, 2015

11. Adjournment

There being no further business, Mr. Lovato moved the Santa Fe Regional Juvenile Justice Board adjourn at 6:21 p.m., with a second from Mrs. Romero which passed by voice vote.

Signatures:



Sam Jackson, Chair/Mark Dickson Vice-Chair

Linda Vigil, Stenographer

Date received by CYFD	
Date SARA Data Entered	
Date to Finance Specialist	
Date invoice paid	
Check #	

PROGRAM INVOICE

INVOICE NUMBER: 2

I.

CONTRACTOR NAME:

REMIT TO ADDRESS: Street/PO Box
City, State, Zip

AGREEMENT NUMBER:

TERM OF AGREEMENT:

VENDOR NUMBER:

PURCHASE ORDER #

City of Santa Fe

PO Box 909

Santa Fe, NM 87504

16-18436

July 1, 2015 - June 30, 2016

54360

49759

II.

BILLING PERIOD:

August 2015

TOTAL GRANT AMOUNT:

\$183,351.00

PREVIOUS BALANCE:

\$180,943.00

AMOUNT OF THIS BILLING:

\$4,648.00

GRANT BALANCE:

\$176,295.00

MATCH CONTRIBUTION THIS BILLING:

\$4,324.40

SUB-GRANTEE SIGNATURE

INVOICE DATE

PRINT NAME AND TITLE

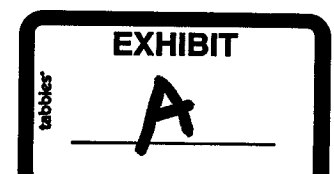
TELEPHONE

I /WE CERTIFY THAT THE INFORMATION IN THIS INVOICE IS TRUE AND CORRECT, THAT THE SERVICES PERFORMED ARE IN ACCORDANCE WITH THE SCOPE OF WORK IN THE ABOVE REFERENCED CONTRACT AND SERVICES RENDERED HAVE NOT BEEN PREVIOUSLY APPROVED.

PROGRAM MANAGER

DATE

PRINT NAME



CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: July 2015 - June 30, 2016

PROGRAM EXPENDITURE REPORT (X)

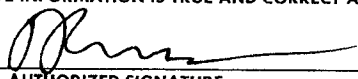
BILLING FOR PERIOD OF: August 2015

MATCH EXPENDITURE REPORT ()

Use this form to budget and request reimbursement for expenditures and to report match requirement.

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	PREVIOUS BILLINGS	BUDGET BALANCE
INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN	INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN	INSERT YOUR CURRENT BILLING IN THIS COLUMN	TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING	
Continuum - Contractual	\$1,938.00			\$1,938.00
Travel	\$1,435.00			\$1,435.00
Youth Committee	\$300.00			\$300.00
ICM - Contractual	\$42,108.00	\$4,648.00	\$2,408.00	\$35,052.00
Gender Specific Services - Contractual	\$4,785.00			\$4,785.00
Day Reporting Center - Personnel	\$47,850.00			\$47,850.00
Benefits	\$17,226.00			\$17,226.00
Contractual	\$6,699.00			\$6,699.00
Strengthening Families - Personnel	\$6,910.00			\$6,910.00
Communities in Schools - Personnel	\$25,431.00			\$25,431.00
Benefits	\$4,744.00			\$4,744.00
Restorative Justice - Contractual	\$23,925.00			\$23,925.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$183,351.00	\$4,648.00	\$2,408.00	\$176,295.00

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.


AUTHORIZED SIGNATURE

8/11/15
DATE

Oscar Rodriguez
Printed Name and Title

CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: July 2014 to June 2015

PROGRAM EXPENDITURE REPORT ()

BILLING FOR PERIOD OF: August 2015

MATCH EXPENDITURE REPORT (X)

Use this form to budget and request reimbursement for expenditures and to report match requirement.

ACCOUNT DESCRIPTION <small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS <small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	BUDGET BALANCE
Juvenile Justice Planner	\$73,340.00	\$4,324.40	\$4,324.39	\$64,691.21
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$73,340.00	\$4,324.39	\$4,324.39	\$64,691.21

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.


AUTHORIZED SIGNATURE

9/10/15
DATE

Cesar Rodriguez
Printed Name and Title



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 370252

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
MARY LOUISE ROMERO	9697	08/18/15	370252	\$2,212.00

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
81715	08/17/15		2,212.00		2,212.00

TOTALS 2,212.00 2,212.00



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 370252

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
9697	370252	08/18/15	\$*****2,212.00

VOID ONE YEAR AFTER DATE ISSUED

Pay

TWO THOUSAND TWO HUNDRED TWELVE AND 00/100*****

To
The
Order
Of

MARY LOUISE ROMERO
SANTA FE NM 87505

Mayor:

Treasurer:

00370252 1070021927318735151



Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 60157 - 000 - OP
Print Date: 2015-07-02
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: SRODRIGUEZ

3

Vendor: 9697
MARY LOUISE ROMERO
[REDACTED]
SANTA FE NM 87505

Ship 12097
To: COMMUNITY SERVICES DEPARTMENT
200 LINCOLN AVENUE
SANTA FE NM 87504

HOLD

RP

N	C	Description	Account	Qty	U	Unit	Extended	Request	Req# / Type
		Item		Ord	M	Price	Cost	Date	
1	0	Other Consulting The contractor shall receive referrals from the Santa Fe County Juvenile Probation and Parole and the First Judicial District Children's Court to place offenders in the Intensive Community Monitoring Program RFP 14/43/P Council Approved 07/30/14	22768.510340		EA	\$0.00	\$42,108.00	07/02/15	20171344 - OR

Order Total: \$42,108.00

1/17/15: \$2,212.00

I/We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated: that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

Partial
8.17.15 -
8.17.15 -
2,212.00 -

AUG 17 2016

1/17/15: OK TO PARTIAL PAY \$2,212.00

INSTRUCTIONS TO VENDORS:
ACCEPTANCE OF THIS PURCHASE ORDER WITH THE TERMS, CONDITIONS AND PRICES STATED IS A LEGAL CONTRACT. NO CHANGES, SUBSTITUTIONS, PRICE VARIANCE WILL BE ALLOWED WITHOUT PRIOR AUTHORIZATION FROM THE PURCHASING OFFICE.
THE PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)

ATTENTION RICHARD DEMELLA,
COMMUNITY SERVICES DEPT!!!

Mary Louise Romero

[REDACTED]
Santa Fe NM 87505
[REDACTED]
[REDACTED]

8/17/15

City of Santa Fe, New Mexico

Community Services Department

Attn: Richard Demella

200 Lincoln Avenue

PO Box 909

Santa Fe NM 87504-0909

Services Rendered: Intensive Community Monitoring Program
JPPO Office/ City of Santa Fe

For Services Rendered:

Home Visits

Employment visits

School Visits

JPO Visits

SFCC Tour

Court Appearances

Mediation Services

Community Service with local agencies follow-ups

Build stronger relationships with parent/client

Connect clients and parents with school

GED follow-ups

Administrative Services

Nightly phone/ check-ins

Reports for JPPO

Meetings on behalf of ICM

Services Rendered from 8/3/15-8/16/15

Total: \$2,212.00

Thank you,

Mary Louise Romero

Mary Louise Romero

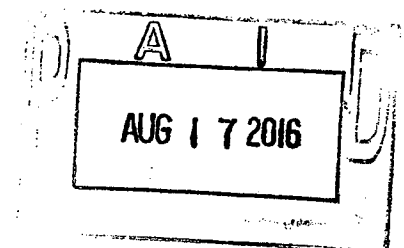


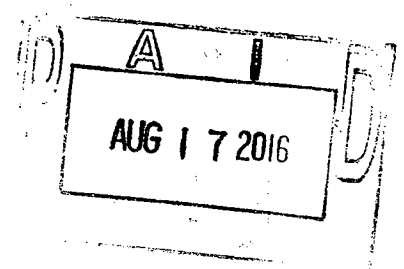
Table 1

Bi-Weekly Billing Site: Santa F

Total of Billable Hours: 86.00

Day	Date	Before 5P	After 5P	Total Hours	Odometer	Mileage	Notes	Daily Case mgmt notes
Monday	#####	4	3	7			Took students to Engage program, home visits, intervention case mgmt daily	
Tuesday	#####	2	4	6			Follow-up with program at Mountain cty with 3 juveniles home visits, case mgmt	
Wednesday	05-Aug	3	2	5			School supplies shopping with 3 students. Homevisits intervention.	
Thursday	06-Aug	2	6	8			Court Final adjudication with 2 juveniles. Both are on probation now. Homevisits case mgmt	
Friday	07-Aug	4	4	8			Meeting with Superintendent for permission to go to another school/GED etc. Homevisits etc.	
Saturday	08-Aug	2	2	4			homevisits nature walk for coping skills with 1. Case mgmt	
Sunday	09-Aug		2	2			Check-ins home visits 2	
Monday	10-Aug	4	5	9			Meeting for LGBTQ Healthy transitions program 3 students, homevisits case notes	
Tuesday	#####	3	3	6			Immigration seminar 3 students ACCESS program for GED homevisits, case mgmt	
Wednesday	12-Aug	4	1	5			GCCC comm service/ home visits checks	
Thursday	13-Aug	4	4	8			DACA meeting with 2 students, paperwork and advocacy,	
Friday	14-Aug	2	5	7			Family meetings prevention class home visits/ checks	
Saturday	15-Aug		2	2			Intervention with client and step dad nightly check ins case management	
Sunday	16-Aug		2	2			1 intervention- Nightly Check-ins	
Total hours for this page		34	45	79				

AUG 17 2016





City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: **369458**

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
MARY LOUISE ROMERO	9697	08/05/15	369458	\$2,436.00

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
8032015	08/03/15		2,436.00		2,436.00

TOTALS 2,436.00 2,436.00



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number **369458**

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
9697	369458	08/05/15	\$*****2,436.00

VOID ONE YEAR AFTER DATE ISSUED

Pay

TWO THOUSAND FOUR HUNDRED THIRTY SIX AND 00/100*****

To
The
Order
Of

MARY LOUISE ROMERO
[REDACTED]
SANTA FE NM 87505

Mayor:

[Signature]

Treasurer:

[Signature]

⑈00369458⑈ ⑆107002192⑆7318735151⑈



Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 160157 - 000 - OP
Print Date: 2015-07-02
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: SRODRIGUEZ

M

hold
Vendor: 9697
MARY LOUISE ROMERO
[REDACTED]
SANTA FE NM 87505

Ship 12097
To: COMMUNITY SERVICES DEPARTMENT
200 LINCOLN AVENUE
SANTA FE NM 87504

Item	C	Description	Account	Qty	U	Unit	Extended	Request	Req# / Type
				Ord	M	Price	Cost	Date	

1	0	Other Consulting	22768.510340		EA	\$0.00	\$42,108.00	07/02/15	20171344 - OR
The contractor shall receive referrals from the Santa Fe County Juvenile Probation and Parole and the First Judicial District Children's Court to place offenders in the Intensive Community Monitoring Program									
RFP 14/43/P									
Council Approved 07/30/14									

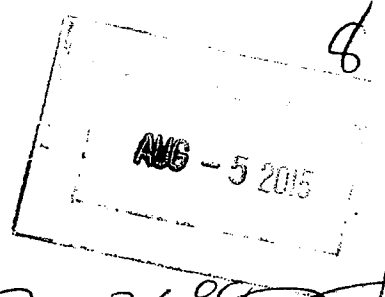
Please HOLD CK TX

13/15 \$2436.00

Order Total: \$42,108.00

I/We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated: that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

*Hold 8/3/15 2015-
8/13/15
\$2,436.00*



8/13/15: OK TO PARTIAL PAY \$2,436.00

INSTRUCTIONS TO VENDORS:
ACCEPTANCE OF THIS PURCHASE ORDER WITH THE TERMS, CONDITIONS AND PRICES STATED IS A LEGAL CONTRACT. NO CHANGES, SUBSTITUTIONS, PRICE VARIANCE WILL BE ALLOWED WITHOUT PRIOR AUTHORIZATION FROM THE PURCHASING OFFICE.
THIS PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

Robert Rodarte
Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)

ATTENTION RICHARD DEMELLA,
COMMUNITY SERVICES DEPT!!!

Mary Louise Romero

Santa Fe NM 87505

8/3/15

City of Santa Fe, New Mexico

Community Services Department

Attn: Richard Demella

200 Lincoln Avenue

PO Box 909

Santa Fe NM 87504-0909

Services Rendered: Intensive Community Monitoring Program
JPPO Office/ City of Santa Fe

For Services Rendered:

Home Visits

Employment visits

School Visits

JPO Visits

SFCC Tour

Court Appearances

Mediation Services

Community Service with local agencies follow-ups

Build stronger relationships with parent/client

Connect clients and parents with school

GED follow-ups

Administrative Services

Nightly phone/ check-ins

Reports for JPPO

Meetings on behalf of ICM

Services Rendered from 7/21/15- 8/2/15

Total: \$2,436.00 ✓

Thank you,

Mary Louise Romero

Mary Louise Romero

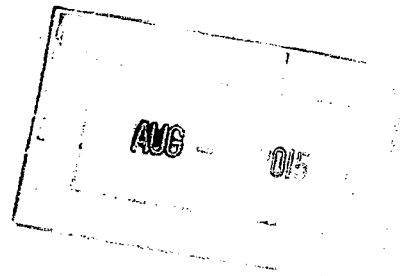
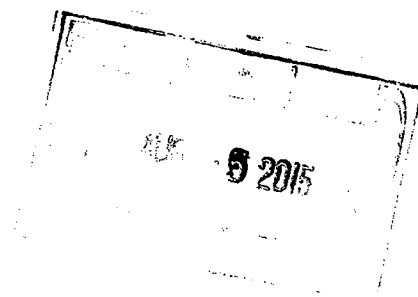


Table 1

Bi-Weekly Billing Site: Santa F

Total of Billable Hours: 86.00

Day	Date	Before 5P	After 5P	Total Hour	Odometer	Mileage	Notes	Daily Case mgmt notes
Monday	#####	4	5	8			Training at juvenile Detention. Home visits/Nightly check case mgmt every day	
Tuesday	7/21/16	3	4	7			3 new clients met with parents and clients. Home visits and checkins	
Wednesday	22-Jul	3	2	5			Community service/GCCC/ Food Depot home visits and check-ins	
Thursday	23-Jul	4	5	9			Court/ community service home visits and check-ins Family intervention	
Friday	24-Jul	4	4	9			Took 2 clients to sign up for GED at SFCC Home visits/check-ins	
Saturday	25-Jul	2	2	4			2 clients to GCCC and check-ins INTERVENTION	
Sunday	26-Jul		4	4			Check-ins home visits 2	
Monday	27-Jul	4	5	9			Mountain Center home visits and check-ins	
Tuesday	#####	3	3	6			Follow-up on comm service and home visits check ins	
Wednesday	29-Jul	3	4	7			GCCC comm service/ home visits checkins	
Thursday	30-Jul	3	4	7			Court for 2 clients. 3 new referrals. Case management	
Friday	31-Jul	3	5	8			Family meetings prevention class home visits/ checkins	
Saturday	01-Aug		2	2			Intervention with one client and mother nightly check ins case management	
Sunday	02-Aug		2	2			Nightly Check-ins	
Total hours for this page		36	51	87				



CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: July 2014 to June 2015

PROGRAM EXPENDITURE REPORT ()

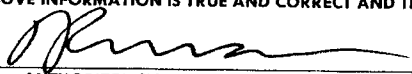
BILLING FOR PERIOD OF: July 2015

MATCH EXPENDITURE REPORT (X)

Use this form to budget and request reimbursement for expenditures and to report match requirement.

ACCOUNT DESCRIPTION <small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS <small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	BUDGET BALANCE
Juvenile Justice Planner	\$73,340.00	\$4,324.39	\$0.00	\$69,015.61
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$73,340.00	\$4,324.39	\$0.00	\$69,015.61

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.

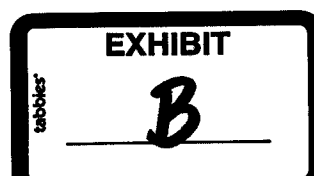

 AUTHORIZED SIGNATURE
 Sharon Rodriguez
 Printed Name and Title

9/10/15
 DATE

DIRECT DEPOSIT PAYROLL VOUCHER

SFRJJB BUDGETS
2014/2015 2015/2016

	2014/2015	2015/2016
ICM	\$46,400	\$42,108
	(Bar to \$47,600)	
VOICES	\$5,000	\$4,785
COMMUNITY IN SCHOOLS	\$31,531	\$30,175
CONSULTANT	\$15,008	\$1,938
DAY REPORTING	\$75,000	\$71,775
STRENGHTENING FAMILIES	\$7,220	\$6,910
RESTORARIVE JUSTICE.	\$25,000.	\$ 23,925





STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



TITLE PAGE

"Enter Continuum Site Name Here"

SUB-GRANTEE:

Sub-Grantee Name:
Sub-Grantee Address:
City, County, Zip:
Federal Tax ID #:
DUNS #:
State Gross Receipts Tax #:

CONTINUUM SITE (if different from fiduciary):

Continuum Name:
Continuum Address:
City, County, Zip:

CERTIFICATION:

I hereby certify that I have legal authorization to submit this application and that all information contained in this application contains no willful misrepresentation and that the information is true and correct to the best of my knowledge. I understand that the application will not be reviewed by the JJAC Committee unless the application is fully completed. If our program is funded by the Children, Youth and Families Department, I understand that my organization must keep detailed records and must meet all the guidelines required during the program year as described in this application and any further assurances, agreements or addendums.

Sub-Grantee Official's Name

Sub-Grantee Official's Signature

Sub-grantee Official's Title

Date

Continuum Coordinator's Name

Continuum Coordinator's Signature

Title

Date

Board President's Name

Board President's Signature

Title

Date

The information on this form must be completed before the application will be considered.



Form A



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



ADDITIONAL PROGRAM INFORMATION

"Enter Continuum Site Name Here"

SUB-GRANTEE CONTACT:

Name:	
Title:	
Phone:	
Email:	

CONTINUUM COORDINATOR CONTACT:

Name:	
Title:	
Phone:	
Email:	

COUNTY/COUNTIES SERVED:

PROGRAM NAMES:

IPO G	
IPO H	
IPO I	
IPO J	
IPO K	
IPO L	
IPO M	
IPO N	
IPO O	
IPO P	

CONGRESSIONAL DISTRICT:

--

**NATIONAL CENTER FOR HEALTH STATISTICS DESIGNATION
(NCHS):**

--

CONTINUUM BOARD RESOLUTION

(Type Board Name) a Continuum Board, organized and existing under the laws of the state of New Mexico (hereinafter referred as Board); that on the (type date) day of (type month), 2015, the Board met and authorized the Continuum to submit an application to the Children, Youth and Families Department's Juvenile Justice Advisory Committee (JJAC) to receive funds, and accept all agreement, grant and other responsibilities included therein for the funds and empowered (enter Board member's name) to execute said application for and on behalf of said Board; that said authority is not contrary to any provision in the Code of Bylaws of said Continuum Board; and that said authority has not been rescinded or modified.

Signature of Board Secretary

IN WITNESS WHEREOF, I have hereunto subscribed my name on the (enter date) day of (enter month), 2015.

Notary Public

NOTORIAL SEAL

CERTIFICATION OF INFORMATION AND COSTS

As the duly authorized representatives of the Continuum Board and Fiscal Agent, we certify that the enclosed JJAC funding application has been reviewed for accuracy, correctness, and completeness. We further certify that diligence was taken to ensure that the cost estimate and budget are comprehensive and based on sound estimates from reliable sources.

Applicant Name (Please type)

Date

Signature of Certifying Board Official

Title

Signature of Certifying Fiscal Agent

Title

CERTIFICATION OF CANCELLATION OF FUNDING

As the duly authorized representatives of the Continuum Board and Fiscal Agent, we certify that should the proposed programs not be initiated within 90 days after the start date of July 1, 2016, the programs will be reevaluated with the possibility that funds allocated to the program may be reallocated. Any costs incurred as a part of the project may become the responsibility of the participant.

Applicant Name (Please type)

Date

Signature of Certifying Board Official

Title

Signature of Certifying Fiscal Agent

Title



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



TABLE OF CONTENTS

"Enter Continuum Site Name Here"

FORM	DESCRIPTION
A	TITLE PAGE
B	ADDITIONAL PROGRAM INFORMATION
B2	BOARD RESOLUTION
B3	CERTIFICATIONS
C	TABLE OF CONTENTS
D	NEEDS STATEMENT
E	JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI)
F	CONTINUUM SITE AND BOARD
G-P	
Q	SITE BUDGET OVERVIEW
Q2	CASH FLOW FORECAST
R	FY15 REVERSION EXPLANATION
S	BOARD POSITIVE
T	RISK ANALYSIS



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

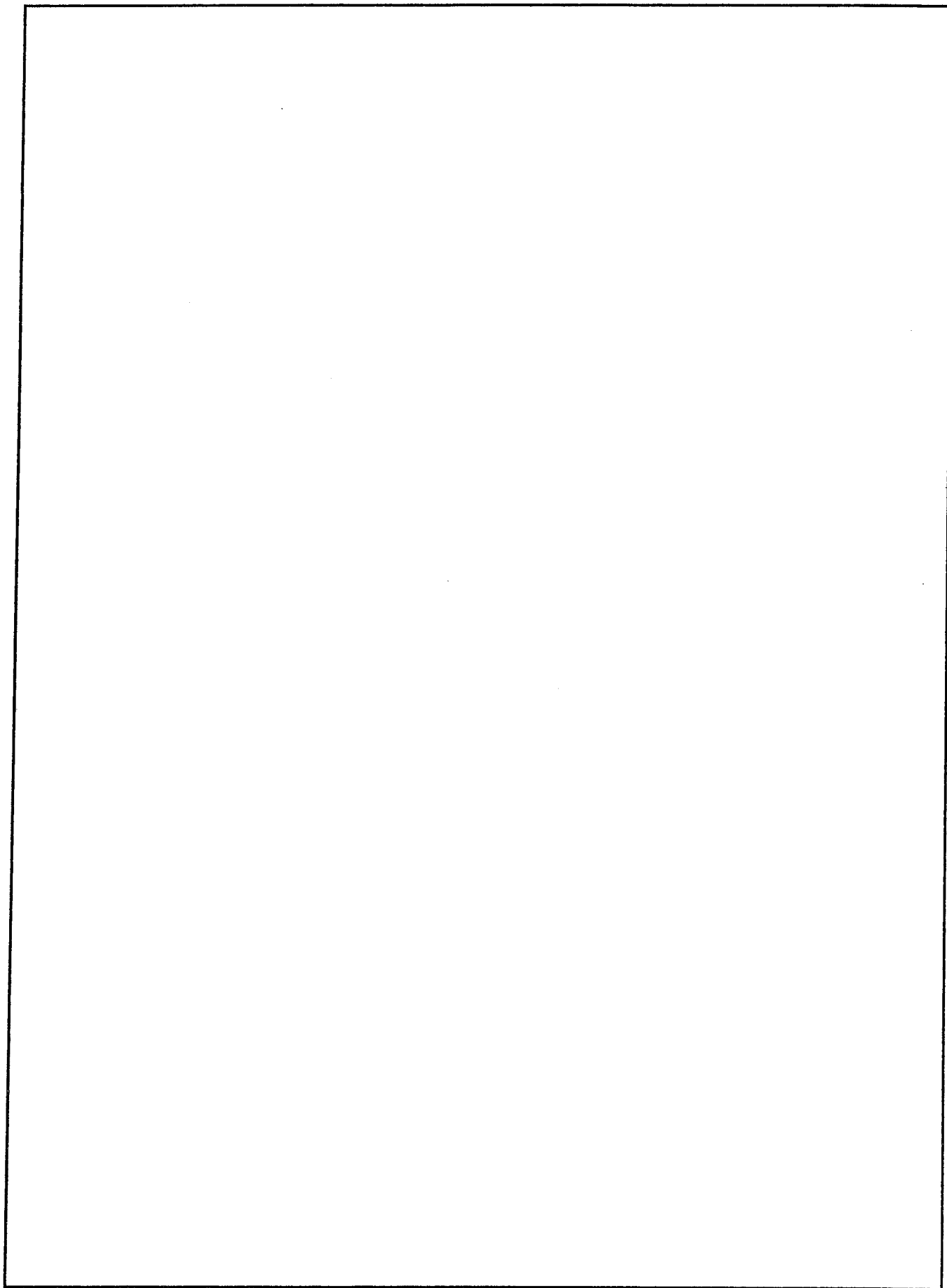


NEEDS STATEMENT

"Enter Continuum Site Name Here"

USING CURRENT DATA AND STATISTICS, PROVIDE A CLEAR AND CONCISE DESCRIPTION OF THE PROBLEM(S) OR ISSUE(S) YOUR SITE IS TRYING TO ADDRESS. THE IDENTIFIED PROBLEMS AND SUPPORTING DATA USED MUST BE SPECIFIC TO YOUR LOCAL COMMUNITY.

Continued...



WITHOUT CONTINUED FUNDING, HOW WOULD SERVICES CONTINUE? DESCRIBE THE QUANTIFIABLE EFFECTS THAT WILL BE FELT BY THE STAKEHOLDERS AND THE COMMUNITY?

WHAT OTHER RESOURCES EXIST WITHIN THE COMMUNITY THAT LEND SUPPORT TO CONTINUUM ACTIVITIES/PROGRAMS?



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI)

"Enter Continuum Site Name Here"

PLEASE ANSWER THESE QUESTIONS TO THE BEST OF YOUR KNOWLEDGE AND ABILITY. THESE QUESTIONS WILL BE USED TO ASSESS TRAINING AND TECHNICAL ASSISTANCE NEEDS. ALTHOUGH ANSWERS WILL NOT BE DIRECTLY ASSOCIATED WITH INDIVIDUAL PROGRAM EVALUATION, THEY WILL BE EVALUATED AS PART OF THE OVERALL APPLICATION.

From its inception, the focus of the state Juvenile Detention Alternatives Initiative (JDAI) and systems reform efforts in New Mexico has been to formalize the implementation of the JDAI core principles statewide, and replicate alternatives to detention programs that have proven to be effective. In fact, the eight core strategies have been institutionalized in NM Children's Code 32A-2-2. (2009).

The NM JDAI & JJAC partners are currently addressing the development of systems reform and alternative to detention programming in rural counties where access to services remains a challenge. Please complete the series of questions below which will provide insight into your community accomplishments and challenges regarding implementation of JDAI/system reform and the eight (8) core strategies.

All sites begin their work by creating a collaborative that includes system and community representatives. For collaboration to be effective, participants must be able to represent their agencies or interest groups and must have authority to make decisions on behalf of the agencies they represent. To ensure continued momentum and accountability, the collaborative should be chaired or co-chaired by influential leaders who are committed to reform.

1. Please describe your Board's understanding of the JDAI values and principles?
2. Is there a consensus amongst stakeholders as to when detention should be used? If so what is it? If not what are the disagreements?

Data

JDAI sites use data to inform the development and oversight of policy, practice, and programs. Sites also rely on data for overall system management. In the course of ensuring that stakeholders have access to the data they need, new sites often discover opportunities to improve the way they have traditionally collected, stored, reported, analyzed, and used various types of juvenile justice data.

1. Do you have access to and do you use timely and reliable data in planning or implementation of your programs? If so, what types of data does your site have access?
2. Describe your Board's capacity to analyze and interpret data?

Objective Admissions

For those youth brought to the detention center, JDAI sites rely on risk assessment instruments (RAI) to screen cases for admissions. These screening instruments are objective (i.e., rely on variables that are not subject to individual interpretation), tested statistically, and designed to assign youth to appropriate risk categories. NM Statute also mandates the use of the RAI:

1. Describe your understanding of the RAI and the use of the RAI in your jurisdiction?
2. How often is the RAI overridden and what are the policies and practices that authorize and limit overrides?

Alternatives to Detention

If sites are to change the patterns of detention so that fewer youth are unnecessarily confined, they need an effective range of options for dealing with arrested youth who might otherwise fail to appear in court or re-offend while their cases are awaiting adjudication. Sites must be clear that the primary purpose of their alternative-to-detention (ATD) programs for pre-adjudicated youth is to minimize those types of failures. The most effective systems have a program continuum that both responds to the legal status of youth and ensures that they can also be safely supervised in the community.

1. Describe current Alternatives to Detention programming in your community.
2. Who controls referrals and how? Is the RAI score considered?
3. What is the average length of stay in the program?

Case Processing

Examining case processing practices, procedures, and policies to identify unnecessary delays and expedite the administration of justice is a critical component of detention reform. Reducing unnecessary delays is essential to limiting lengths of stay, ensuring efficient use of non-secure alternatives, and achieving good failure-to-appear and re-arrest rates. For this reason, understanding how cases flow through the system and identifying case processing inefficiencies are vital.

1. What is the average length of time from arrest to first court appearance for non-custody cases?
2. Are there routine detention review meetings/conferences? If so, please describe.

Special Detention Populations

Even after objective screening instruments have been implemented, case processing has been expedited, and alternatives to detention have been developed, JDAI sites have found that there are certain difficult populations that may be unaffected. In particular, violations of probation (VOPs), warrants, and youth pending placement have emerged as "special detention populations" that consume a significant number of bed days and require special reform strategies to impact.

1. Is detention used commonly for probation violations? How many?
2. Are there policies regarding detention for probation violations (e.g., is supervisory approval required before a VOP can be filed)?

Conditions of Confinement

Because youth will be detained who pose significant risks of re-offending or failing to appear in court, the conditions of confinement must be safe and humane in our juvenile detention centers. Moreover, JDAI sites should take care to understand the varying needs of detained youth and strive to align staffing and programming to meet the needs of those youth.

1. Is the juvenile detention center used by your jurisdiction frequently above the rated capacity? If so, what happens if the population exceeds the capacity?
2. What type of assessment/inspection is done to ensure sufficient conditions of confinement are maintained?

Reducing Racial and Ethnic Disparities

A fundamental objective of JDAI is to reduce racial and ethnic disparities in the detention component of the juvenile justice system. Juvenile justice stakeholders, therefore, have an affirmative obligation to ensure that all youth, regardless of race or ethnicity, are treated similarly.

1. What previous efforts to reduce racial and ethnic disparities has the site undertaken? At what decision points in the juvenile justice system to disparities exist?
2. Who are the champions of racial justice?
3. Which are the most impacted communities/neighborhoods? How have they been represented/engaged to date?

Current Program Availability

1. Describe the current programs available in your community for referring youth to keep them out of detention?
2. What is the Continuum's relationship to them?
3. How effective are they?



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



INDIVIDUAL PROGRAM/AGENCY OVERVIEW

"Enter Continuum Site Name Here"

PROGRAM NAME:

Continuum Site and Board Activities

DOES YOUR BOARD HAVE CURRENT BY-LAWS?

If so, when were they last updated?

DOES YOUR BOARD HAVE A CURRENT STRATEGIC PLAN?

If so, when was it last updated?

FUNDING AMOUNT REQUESTED FOR THIS PROGRAM ONLY:

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BOARD, ITS COMPOSITION, AND ANTICIPATED/PLANNED ACTIVITIES/MEETINGS/TRAININGS FOR NEXT YEAR.

DOES YOUR BOARD INCLUDE YOUTH MEMBERS? IF SO, PLEASE DESCRIBE. IF NOT, PLEASE OUTLINE YOUR PLAN TO RECRUIT YOUTH MEMBERSHIP.

IF THE COORDINATOR IS AN EMPLOYEE (NOT A SUB-CONTRACTOR) OF THE FIDUCIARY, PLEASE DESCRIBE THEIR JOB DUTIES. IS THE POSITION DEVOTED FULL-TIME OR PART-TIME TO THE CONTINUUM COORDINATION AND ADMINISTRATION?

BUDGET**1. 200 CATEGORY COSTS**

1a. Personnel - 200 – List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	
1a. Sub-Total Personnel					\$ -

1b. Fringe Benefits - 200 – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for those listed in the personnel budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	
1b. Sub-Total Fringe Benefits					\$ -

Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)

Total 200 Category					\$ -

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name/Position	Service Provided	Computation	Grant Funds	Match	Other Source	Total Project Cost
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	
2a. Sub-Total Contractual Services						\$ -
Justification Contractual Services (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)						
Total 300 Category						\$ -

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Other Source	Total Project Cost
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	
3a. Sub-Total Travel						\$ -

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation		Match	Other Source	Total Project Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
3b. Sub-Total Equipment			\$ -	\$ -	\$ -

Justification Equipment (Provide an explanation for the purpose of this expenditure and its relationship to the mission of the project)

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation. Must be consumed within the program year.					
Supply Item	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
3c. Sub-Total Supplies					\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. <u>*Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.</u>
--

Description	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
3f. Sub-Total Other Costs					\$ -

Justification Other Costs (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)
--

Total 400 Category \$ -	

BUDGET SUMMARY					
Budget Category	Grant Funds	Match	Other Source	Total Costs	Grant Funds Only
Personnel Services -200	\$0	\$0	\$0	\$0	#DIV/0!
Fringe Benefits - 200	\$0	\$0	\$0	\$0	#DIV/0!
200- Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
Contractual Services - 300	\$0	\$0	\$0	\$0	#DIV/0!
300 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
Travel - 400	\$0	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	\$0	#DIV/0!
400 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
TOTAL AGENCY/ PROGRAM REQUEST	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!

Source	Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
TOTAL	\$ -



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



INDIVIDUAL PROGRAM/AGENCY OVERVIEW

"Enter Continuum Site Name Here"

PROGRAM NAME:

IS THIS A NEW PROGRAM?

If "NO", what amount was program funded at last year?

PROGRAM PURPOSE AREA:

SPECIALTY AREA:

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

IS THE MODEL/CURRICULUM USED FOR THIS PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

IF "YES", PLEASE CITE MODEL PROGRAM/ CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

Continued...

--

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

--

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

PROGRAM NAME:

0

Activity	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
0				
0				
0				
0				

TARGET POPULATION

Based on your FY15 data and anticipated growth/decline, enter the number of anticipated youth this program will serve, per quarter, for the populations below.

Population	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Male				
Female				
Transgender				
11 and under				
12 to 13				
14 to 15				
16 to 17				
18 and over				
Urban				
Rural				
Frontier				
Tribal				
Mental Health				
Substance Abuse				
Status Offenders				
Truant/Dropout				
Pregnant				
New Admissions				
Carry Over				

BUDGET

1. 200 CATEGORY COSTS

1a. Personnel - 200 – List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
1a. Sub-Total Personnel					\$ -

1b. Fringe Benefits - 200 – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for those listed in the personnel budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
1b. Sub-Total Fringe Benefits					\$ -

Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project.)

Total 200 Category

\$

-

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name/Position	Service Provided	Computation	Grant Funds	Match	Other Source	Total Project Cost
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
2a. Sub-Total Contractual Services			\$ -	\$ -	\$ -	\$ -

Justification Contractual Services (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)

Total 300 Category

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Other Source	Total Project Cost
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
3a. Sub-Total Travel			\$ -	\$ -	\$ -	\$ -

Justification Travel	Provide a written justification explaining the necessity of the trip and the anticipated benefits to the agency.
-----------------------------	--

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation		Match	Other Source	Total Project Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
3b. Sub-Total Equipment			\$ -	\$ -	\$ -

Justification Equipment (Provide an explanation for the purpose of this expenditure and its relationship to the mission of the project)

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation. **Must be consumed within the program year.**

Supply Item	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
3c. Sub-Total Supplies		\$ -	\$ -	\$ -	\$ -

Justification Supplies (Provide an explanation for the purpose of this expenditure and its relationship to the mission of the project)

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Other Source	Total Project Cost
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		3f. Sub-Total Other Costs			\$ -

Justification Other Costs (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)

Total 400 Category				\$	-
--------------------	--	--	--	----	---

BUDGET SUMMARY	
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Budget Category	Grant Funds	Match	Other Source	Total Costs	Grant Funds Only
Personnel Services -200	\$0	\$0	\$0	\$0	#DIV/0!
Fringe Benefits - 200	\$0	\$0	\$0	\$0	#DIV/0!
200- Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
Contractual Services - 300	\$0	\$0	\$0	\$0	#DIV/0!
300 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
Travel - 400	\$0	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	\$0	#DIV/0!
400 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
TOTAL AGENCY/ PROGRAM REQUEST	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
TOTAL	\$ -



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



SITE BUDGET OVERVIEW

SUB-GRANTEE FISCAL AGENT:

Enter Fiscal Agent Here (City or County)

TOTAL FUNDING REQUEST:

\$

CATEGORY

200	300	400
\$ -	\$ -	\$ -
200 Match	300 Match	400 Match
\$ -	\$ -	\$ -

TOTAL ADDITIONAL FUNDING
SOURCES:

\$

[illegible]



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
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FY15 REVERSION EXPLANATION

"Enter Continuum Site Name Here"

Did the Continuum return FY15 funds to the State?
If no, do not continue

Amount of FY15 funds returned to the State:

PLEASE PROVIDE A DETAILED EXPLANATION FOR THE RETURN OF THESE FUNDS.

WHAT IS THE CONTINUUM'S PLAN FOR THIS NOT TO TAKE PLACE IN FY16.

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[illegible]

* Statutorily required to be an active member of the Continuum Board



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



RISK ANALYSIS

"Enter Continuum Site Name Here"

AS PART OF THE APPLICATION REQUIREMENTS, PLEASE ANSWER THESE QUESTIONS TO THE BEST OF YOUR KNOWLEDGE AND ABILITY. THESE QUESTIONS ARE FOR INFORMATIONAL PURPOSES ONLY AND WILL BE USED AS DISCUSSION POINTS DURING YOUR PHONE CALL/MEETING WITH JJAC STAFF THAT WILL BE CONDUCTED PRIOR TO APPLICATION SUBMISSION.

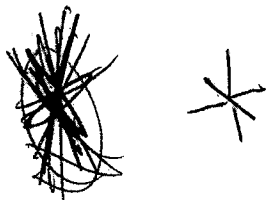
A risk analysis is a self-evaluation that identifies potential disasters and things that can go wrong, and identifies preemptive and mitigating actions that can be taken when they do. A proposal that does not recognize potential threats to the program's success does not represent a well-planned program. Participants are asked to pay special attention to these risks.

Financial

What if the costs for materials, equipment, salaries, etc. are not what the continuum assumed?

What if the cost of materials, equipment, salaries, etc. increases due to market forces?

Does the proposed budget have adequate margins?



Kenny

Regulatory

Is the proposed program in compliance with all codes, regulations and standards?

Are there any pending regulations that could affect the program?

The Unknowns of Breaking New Ground

Will the proposed program really work? Is it technically feasible?

Faulty Assumptions

Are the assumptions throughout the Program Description sound?

Were they carefully considered, and reasonably formed, using current data?

Crucial Factors

Does the success of the program depend on one event or condition?

Are there ways to compensate if the event does not happen, or does not happen when anticipated?

Cash Flow

Is the program's cash flow realistic, even a little conservative?

Are there adequate reserves, if the cash flow does not occur when anticipated?

Ability of the Organization

Will the Continuum really be able to hire the staff it has identified?

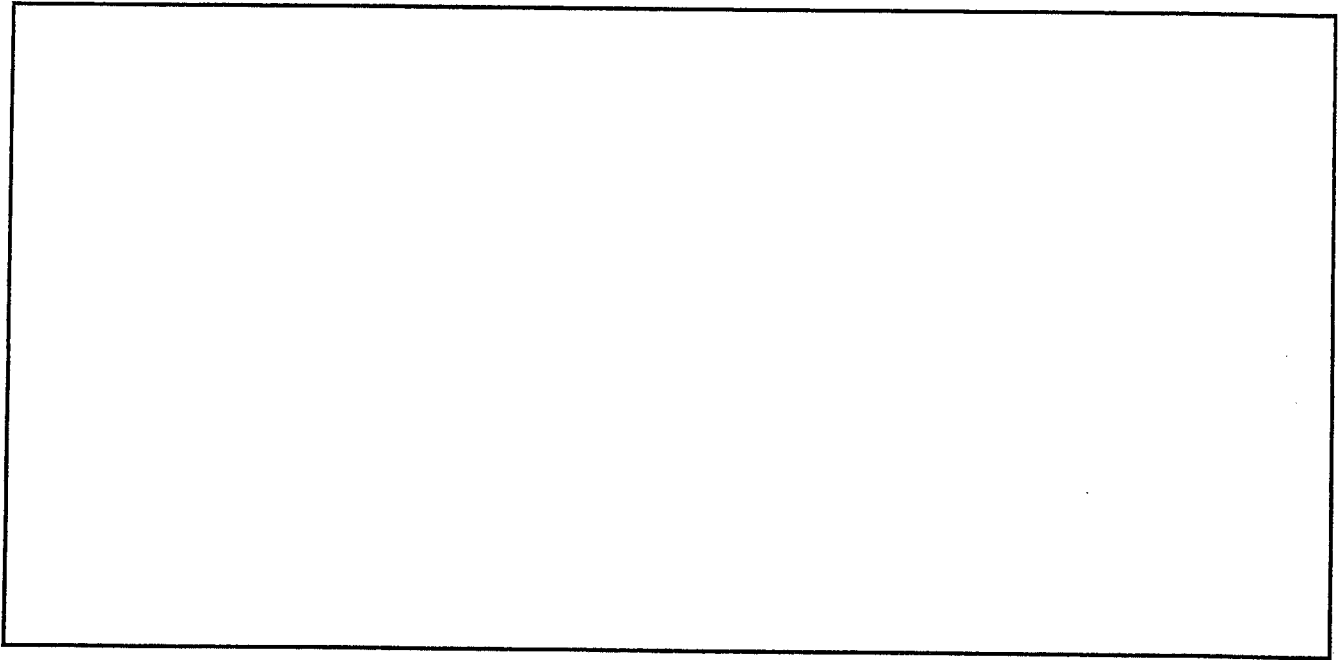
Will the current staff be able to take on the additional workload represented by the new program?

Have all the skills and experience that are needed been identified?

Schedule

If the program falls behind in its schedule, will there still be anticipated demand?

If the schedule is not met, will cost escalate dramatically?

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STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

TITLE PAGE

Santa Fe Regional Juvenile Justice Board City of Santa Fe

SUB-GRANTEE:

City of Santa Fe

PO Box 909 500 Market Street Suite 200

Santa Fe NM 87504-0909

Federal Income Tax ID # 856000168

DUNS # 069420818

State Gross Receipts Tax #: 01710541002

CONTINUUM SITE (if different from fiduciary):

Santa Fe Regional Juvenile Justice Board City of Santa Fe

"Enter Continuum Site Address Here"

"Enter County, City and Zip Code"

CERTIFICATION:

I hereby certify that I have legal authorization to submit this application and that all information contained in this proposal contains no willful misrepresentation and that the information is true and correct to the best of my knowledge. I understand that the application will not be reviewed by the JJAC Committee unless the application is fully completed. If our program is funded by the Children, Youth and Families Department, I understand that my organization must keep detailed records and must meet all the guidelines required during the program year as described in this application and any further assurances, agreements or addendums.

Brian K. Synder

Sub-Grantee Official's Name

Sub-Grantee Official's Signature

City Manager

Sub-grantee Official's Title

Date

Richard De Mella

Continuum Coordinator's Name

Continuum Coordinator's Signature

Juvenile Justice Planner

Title

Date

Judge Mary Marlow Sommers

Board President's Name

Board President's Signature

1st Judicial District Children's Court Judge

Title

Date

The information on this form must be completed before the proposal will be considered.

Form A

EXHIBIT

D



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



ADDITIONAL PROGRAM INFORMATION

Santa Fe Juvenile Justice Board

SUB-GRANTEE CONTACT:

Name:	Teresita Garcia
Title:	Assistant Finance Director
Phone:	505-955-6577
Email:	tmgarcla@santafenm.gov

CONTINUUM COORDINATOR CONTACT:

Name:	Richard DeMella
Title:	Juvenile Justice Planner
Phone:	505-955-6630
Email:	rmdemella@cl.santa-fe.nm.us

COUNTY/COUNTIES SERVED:

Santa Fe
"Enter County Served Here"
"Enter County Served Here"

**PARTICIPATING AGENCIES/
PROGRAMS:** These are the entities that you
will be contracting with to provide services.
To be supported or demonstrated with letters
of commitment, JPA's, MOU's, etc.

Jack Ortega
Santa Fe County
Solace Treatment Center-Common Ground
Santa Fe Public Schools
Communities in Schools
Mary Romero and New Contractor
"Enter Participating Agency/Program Here"
"Enter Participating Agency/Program Here"
"Enter Participating Agency/Program Here"
"Enter Participating Agency/Program Here"

CONGRESSIONAL DISTRICT:

NM-003

**NATIONAL CENTER FOR HEALTH STATISTICS
DESIGNATION (NCHS):**

Urban



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

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Santa Fe Juvenile Justice Board

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STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

NEEDS STATEMENT

Santa Fe Juvenile Justice Board

USING CURRENT DATA AND STATISTICS, PROVIDE A CLEAR AND CONCISE DESCRIPTION OF THE PROBLEM(S) OR ISSUE(S) YOUR SITE IS TRYING TO ADDRESS. THE IDENTIFIED PROBLEMS AND SUPPORTING DATA USED MUST BE SPECIFIC TO YOUR LOCAL COMMUNITY.

The most recent community assessment occurred in 2012 with the SFJJB identifying four risk factors that most affect our community. The OJJDP risk factors identified are: 1) Family management problems/Poor parental supervision and/or monitoring; 2) Substance Abuse; 3) Poverty; and 4) Low Academic Achievement. Family dysfunction: Children need supportive, healthy families to succeed and thrive. Over 300 students and families in the Santa Fe Public Schools are identified each year to be in need of school-based mental health services. Data is determined by the number of referrals made to behavioral health agencies. About two-thirds of those families are willing to receive school-based services from community mental health agencies. These families suffer from a variety of challenges, including child abuse and neglect, parental substance abuse, domestic violence and lack of appropriate parenting. Substance Abuse: The alarming rate of consumption of drugs and alcohol by our youth places them at risk of serious harm and potential lifelong consequences. The stressors of adolescent life and peer pressure foster substance abuse which then affects mental health, resulting in high levels of depression. According to the 2013 New Mexico Youth Risk and Resiliency Survey, 19.3% of Santa Fe high school students engaged in binge drinking as compared to 26.3% in 2011; 18.7% used marijuana, compared with 35% in 2011; 32.0% of students are currently drinking as compared to 41.3% in 2011; 26.8% were involved in a physical fight as compared to 35.2% in 2011. The data shows that our community is making improvements in these cited risk factor categories. However, we have other risk factors present that obligate the community to seek additional resources. For example, the students report a 6.6% use of meth as compared to 3.7% for the state and 6.3% use of heroin as compared to 2.9% for the state. In addition, depression and other mental illness continue to plague our students: 32.5% of Santa Fe high school students report feelings of sadness or hopelessness. In School Year 2013-14, three-quarters (76%) of Santa Fe Public School students were eligible for free and reduced priced lunches. In addition, the district's program for homeless students had 1,340 SFPS students on their caseload in 2014-15 and reports an increase of 31% in homelessness this school year. Although the overall unemployment rate in Santa Fe is relatively low, immigrant families and families with young children have been particularly impacted by the economic downturn over the past few years. School attendance and achievement are negatively correlated with juvenile delinquency. Unfortunately, both of these areas continue to be challenging for Santa Fe County youth. While the graduation rate is improving, in School Year 2013-14, the Santa Fe Public Schools reported that about 60% of students graduated, well below the state average. During the 2012-13 school year, 22.5% of the elementary, 22.9% of middle school, and 33.7% of high students were habitually truant (10 or more days of unexcused absences). The 2014 Kids Count Data Report identifies several community characteristics that affect the healthy development of our youth. The report states that only 54.2% of our third graders are proficient in reading and 48.5% tested proficient in math. In our middle schools 18% of our eighth graders are proficient in math. In Santa Fe County 24% of the children live in poverty and 34% our children live in single parent households. The data clearly indicates that a majority of our public school students live in poverty. This occurs because most middle and upper class families send their children to private schools. The social and economic disparities place our youth at risk. These risks tend to manifest as poor school performance, truancy, substance abuse, behavioral problems and mental health issues. Attempts are made to address these risk behaviors at their onset through various school and community-based programs. The community has, over the years, established a significant continuum of services to address these behaviors at their initial stage. However, some youth continue with these behaviors that transform into delinquent behavior.

Continued...

Data from the New Mexico Juvenile Justice Report, Fiscal Year 2013, Annual Report reflects the following data. The at risk population ages 10-17 is listed at 13,570 and of that number, 837 were arrested which translates to 6.1 % of the population . A total of 161 (19.2%) of the 837 arrested cases resulted in delinquent findings. This translates to 80.8% of our youth are diverted from officially entering the juvenile justice system. This compares to diversion rates for Los Alamos County of 96.4% and Rio Arriba County of 72.3% , who comprise the rest of the First Judicial District. Our three top delinquent referral age groups are: 12-13 (18.3%), 14-15 (33.4%) and 16-17 (45.2%). Our top three offenses of delinquent referrals are: Possession of Marijuana or Synthetic Cannabis; Possession of alcoholic beverages by a minor; and criminal damage to property. These behaviors then emerge into the following three top offenses for probation violation that includes: Alcohol/Drugs, General Behavior, and Reporting. The fourth, reason for probation violation is school/education, which signifies that some of high-risk youth are dropouts, expelled or long term suspended from school. This is an issue that has been worked on by our JPO staff, the Childrens Court Judge and the Santa Fe Public Schools which has resulted in an assortment of alternative educational programs.

WITHOUT CONTINUED FUNDING, HOW WOULD SERVICES CONTINUE? DESCRIBE THE QUANTIFIABLE EFFECTS THAT WILL BE FELT BY THE STAKEHOLDERS AND THE COMMUNITY?

The issues, problems and living conditions that confront our high-risk youth are multifaceted and complex. As a result,

there is no single agency that can address and resolve their problems. The resolution of individual, family and community issues is, at times, more difficult for two unique reasons. First, our community continues to grow a significant immigrant population that is isolated to assure their protection. Our native population feels the effects of economic disparity in our community, resulting in large gaps in our social, recreational, health and safe living environment domains. The families living in poverty are impacted the most by the lack of enough community resources, which severely affects their ability to seek assistance to help resolve their problems.

The SFJJB functions as the lead community entity in the areas of juvenile justice and youth development issues. Our long and rich history in the community enables us to leverage a majority of our Continuum CYFD funding to create new and needed targeted programs that address critical needs. Our ability to leverage resources with the Santa Fe Public Schools, City of Santa Fe, Santa Fe County has initially created new programs that have been integrated into the operational budgets of these major stakeholders. Continuum funds act as central planning and program development entity in our community with the ability to bring decision makers together to address a community need by coordinating existing resources. Intensive Community Monitoring and Gender Specific are leveraged by the City. The Day Reporting Program is supported by the County. The Communities In Schools program is leveraged by SFPS and the City. Strengthening Families Program has its support base with the SFPS and City.

Consequently, any decrease in funding may result in a serious reduction in services or eliminating the services altogether. Our local match funding is secure in that funds come from recurring budgets. Any reduction in service will result in a significant rise in academic failure, substance abuse, secure detention rates, increased arrest rates and JPO referrals.

WHAT OTHER RESOURCES EXIST WITHIN THE COMMUNITY THAT LEND SUPPORT TO CONTINUUM ACTIVITIES/PROGRAMS?

The Santa Fe Juvenile Justice Board (SFJJB) has placed an emphasis on school success for youth who are having a difficult time in school. One of the most important protective factors is school success. When a youth attains academic achievement he/she experiences important connections. These connections are with school, peers, and community. School success also fosters high self-esteem and emotional self-regulation. A functioning student develops a good coping and problem solving skills. School success is a lifetime protective factor that greatly reduces an individual's propensity to become involved in criminal behavior.

In the past we have partnered with the Santa Fe Public Schools on major activities such as truancy prevention, school-based behavioral health and support of the initiatives of the Office of School Wellness. A significant amount of these programs have now been incorporated in the SFPS budget. The most recent initiative is the development of alternative school settings to address the multiple learning needs of the student population. In the 2012-13 school year the SFJJB worked with the SFPS to modify the concept of the Day Reporting Center to include youth who are not in court custody, but experiencing similar difficulties with school attendance. The SFPS agreed to create the Transitional Education Program (TEP). This is a behavior support program with wraparound services to allow the student to successfully transition back to regular school. Our continued work with SFPS produced three additional programs in 2013-14.

Academy at Larrugoite is a self-paced online curriculum with dual credit options at the community college. Engage Santa Fe is learning based on student preference and offers a standard SFPS diploma. It has a flex schedule and open 13 hours a day. Twilight School allows the student to attend part-time regular school and part-time online work. Available to 9-12 graders who are less than one semester behind in school. These alternative programs are a tremendous new asset to our community and help support the work of the SFJJB.



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI)

Santa Fe Juvenile Justice Board

AS PART OF THE APPLICATION REQUIREMENTS, PLEASE ANSWER THESE QUESTIONS TO THE BEST OF YOUR KNOWLEDGE AND ABILITY. THESE QUESTIONS ARE FOR INFORMATIONAL PURPOSES ONLY AND WILL BE USED TO ASSESS TRAINING AND TECHNICAL ASSISTANCE NEEDS.

From its inception, the focus of the state Juvenile Detention Alternatives Initiative (JDAI) and systems reform efforts in New Mexico has been to formalize the implementation of the JDAI core principles statewide, and replicate alternatives to detention programs that have proven to be effective. In fact, the eight core strategies have been institutionalized in NM Children's Code 32A-2-2. (2009).

The NM JDAI & JJAC partners are currently addressing the development of systems reform and alternative to detention programming in rural counties where access to services remains a challenge. Please complete the series of questions below which will provide insight into your community accomplishments and challenges regarding implementation of JDAI/system reform and the eight (8) core strategies.

Collaboration

All sites begin their work by creating a collaborative that includes system and community representatives. For collaboration to be effective, participants must be able to represent their agencies or interest groups and must have authority to make decisions on behalf of the agencies they represent. To ensure continued momentum and accountability, the collaborative should be chaired or co-chaired by influential leaders who are committed to reform.

1. Please describe your Board's understanding of the JDAI values and principles?
2. Is there a consensus amongst stakeholders as to when detention should be used? If so what is it? If not what are the disagreements?

1. The continuum boards in the First Judicial District are comprised of the stakeholders having a direct influence on the juvenile justice system serving youth and families. Each board has direct collaboration between juvenile court officials, probation agencies, prosecutors, defense attorneys, schools, community organizations and advocates. These agencies are also members of each local board which drive the services provided and recommend and develop future programs. The Honorable Mary Marlowe-Sommer co-chairs the Rio Arriba Youth Services Partnership Continuum Board. Our Children's Court Judge and local probation office are the lead agencies that insure that we incorporate and practice JDAI principles with every youth. We employ the use of the RAI, have access to a number of detention alternatives, cases involving detention are placed on a fast track case flow process, and we use data to make detention decisions and assess our progress in reducing detention. These activities are supported by the board's awareness of DMC and monitor its progress. The Juvenile Probation Office staff participates in CYFD's Annual Certification process of our detention center. The RAI is a valuable instrument in that it provides an objective view of the client to determine if detention is required. RAI measures the current offense, past offenses, past adjudications, runaway history, and family dynamics. Juvenile Probation will also use the Family Automated Tracking System (FATS) data to make additional determinations for detention. Cases for very high risk clients that are detention candidates are placed on a Fast Track System (FTS). Their cases receive a Preliminary Inquiry within 72 hours. A decision is then made to place in detention or release with an informal plan.
2. The policies that govern the use of the three aforementioned tools are adopted and practiced by all the key stakeholders and eliminates disagreements.

Data

JDAI sites use data to inform the development and oversight of policy, practice, and programs. Sites also rely on data for overall system management. In the course of ensuring that stakeholders have access to the data they need, new sites often discover opportunities to improve the way they have traditionally collected, stored, reported, analyzed, and used various types of juvenile justice data.

1. Do you have access to and do you use timely and reliable data in planning or implementation of your programs? If so, what types of data does your site have access to?
2. Describe your Board's capacity to analyze and interpret data?

1. At start of 2014 our local juvenile probation office started to use the Gains/SS instrument at the Preliminary Inquiry stage. Gains is a 20 question document that assesses past acts of violence and substance abuse. This data will start to be matched with RAI and FATS to acquire more in-depth analysis of our detention population. Acquiring a detention population profile will assist the board in seeking new alternative programs or making recommendations to modify current programs to meet the need.

2. Our board discusses the issues of alternatives to secure detention a minimum of three times a year. JDAI core strategies planning and implementation are part of our annual strategic planning process. Because the key stakeholders in the detention process are members of SFJJB, when matters are discussed, members make decisions that result in change and have a positive impact on the system.

Objective Admissions

For those youth brought to the detention center, JDAI sites rely on risk assessment instruments (RAI) to screen cases for admissions. These screening instruments are objective (i.e., rely on variables that are not subject to individual interpretation), tested statistically, and designed to assign youth to appropriate risk categories. NM Statute also mandates the use of the RAI:

1. Describe your understanding of the RAI and the use of the RAI in your jurisdiction?
2. How often is the RAI overridden and what are the policies and practices that authorize and limit overrides?

1. Objectivity-Detention decisions should be based on neutral and objective factors rather than on the screener's subjective opinion about an individual youth. Objective criteria anchor detention decisions on ascertainable facts such as the nature and severity of the offense, the number of prior referrals, or the minor's history of flight from custody. **Uniformity-**Local criteria should be uniform in the sense that they are applied equally to all minors referred for a detention decision. To achieve the desired level of uniformity, the criteria must be in written (or electronic) format and must be incorporated into a screening process that is standardized for all referrals. **Risk Based-**The criteria should be risk-based, meaning that they should measure specific detention related risks posed by the minor. These risks are: the risk of reoffending before adjudication and the risk of failing to appear at a court hearing. **Use-**The RAI is used every time a youth faces a detention decision.

2. CYFD has policy and procedure that govern an RAI override. These policies and procedures are followed by the local JPO staff. In the case of serious crime and/or special cases of the safety of the client and/or community the RAI may be subject to an override. However, when an override is recommended, the decision must be reviewed and approved by a JPO supervisor. Overrides occur on a very limited basis in our judicial district.

Alternatives to Detention

If sites are to change the patterns of detention so that fewer youth are unnecessarily confined, they need an effective range of options for dealing with arrested youth who might otherwise fail to appear in court or re-offend while their cases are awaiting adjudication. Sites must be clear that the primary purpose of their alternative-to-detention (ATD) programs for pre-adjudicated youth is to minimize those types of failures. The most effective systems have a program continuum that both responds to the legal status of youth and ensures that they can also be safely supervised in the community.

1. Describe current Alternatives to Detention programming in your community.
2. Who controls referrals and how? Is the RAI score considered?
3. What is the average length of stay in the program?

1-3. Day Reporting Program is a program that offers half day academic instruction by a certified teacher and half day of life skills, recreation and youth development activities. Services are offered Monday-Friday from 8:00- 5:00. We project the Average Length of Stay (ALS) to be about eight weeks. Intensive Community Monitoring offers supervision of high-risk youth from the point of the PI to adjudication. These youth are at risk of committing additional delinquent offenses or not being present for the adjudicatory hearing. The focus of the service is face to face contacts during the week, home visits, phone contact done during non-traditional work hours including weekends. The ALS is from two to eight weeks. Juvenile Community Corrections Program offers academic instruction, community service and life skills. Services offered Monday-Friday, 8:30-4:30. ALS is two to four months. Electronic Monitoring offers GPS and random drug testing. Shelter Care offers short to mid-term residential services that range from 3 days to 90 days.

2. Depending on the circumstance, it will either be the judge or JPO who makes the decision for placement in one of our alternatives to secure detention. If the judge makes the decision, it could be made at a detention hearing or probation violation hearing. A JPO could make the decision when the client's behavior warrants this intervention to fend off a probation or parole violation. The RAI score is always taken into consideration.

Case Processing

Examining case processing practices, procedures, and policies to identify unnecessary delays and expedite the administration of justice is a critical component of detention reform. Reducing unnecessary delays is essential to limiting lengths of stay, ensuring efficient use of non-secure alternatives, and achieving good failure-to-appear and re-arrest rates. For this reason, understanding how cases flow through the system and identifying case processing inefficiencies are vital.

1. What is the average length of time from arrest to first court appearance for non-custody cases?
2. Are there routine detention review meetings/conferences? If so, please describe.

1. Citing the New Mexico Juvenile Justice Services, FY 13, Annual Report it takes about 85 days for non-custody cases to be adjudicated.

2. Every Thursday the Children's Court judge conducts detention review hearings. The case is reviewed by the court assessing information from JPO, detention center staff, public defender, district attorney and other relevant parties. The judge then makes a determination of release from detention or a continued stay. JPO staff meet with detention center staff every Monday to assess the progress of detention cases.

Special Detention Populations

Even after objective screening instruments have been implemented, case processing has been expedited, and alternatives to detention have been developed, JDAI sites have found that there are certain difficult populations that may be unaffected. In particular, violations of probation (VOPs), warrants, and youth pending placement have emerged as "special detention populations" that consume a significant number of bed days and require special reform strategies to impact.

1. Is detention used commonly for probation violations? How many?
2. Are there policies regarding detention for probation violations (e.g., is supervisory approval required before a VOP can be filed)?

1. Probation violations are each assessed on the merits of the situation. Each decision is based on what is in the best interest of the child. Alternatives to detention are used when they benefit the youth. Our juvenile probation office could not offer any data on the use of detention for probation violations. However, if detention is used it is because the youth is a risk to self or others.

2. The policies and procedures cited in other sub-sections of the JDAI response apply to potential detention resulting from a probation violation. However, all probation violations are given a hearing within 48 working hours before the Children's Court Judge. At the conclusion of the hearing, the judge will make a determination whether to detain or release to the community with special conditions.

Conditions of Confinement

Because youth will be detained who pose significant risks of re-offending or failing to appear in court, the conditions of confinement must be safe and humane in our juvenile detention centers. Moreover, JDAI sites should take care to understand the varying needs of detained youth and strive to align staffing and programming to meet the needs of those youth.

1. Is the juvenile detention center used by your jurisdiction frequently above the rated capacity? If so, what happens if the population exceeds the capacity?
2. What type of assessment/inspection is done to ensure sufficient conditions of confinement are maintained?

1. Our juvenile detention center has never operated above capacity.

2. Our detention recently was reviewed by CYFD staff as part of an annual facility audit. The findings of our audit cited the facility for meeting or exceeding all the standards. The facility has a certified educational program and access to a nurse and physician.

Reducing Racial and Ethnic Disparities

A fundamental objective of JDAI is to reduce racial and ethnic disparities in the detention component of the juvenile justice system. Juvenile justice stakeholders, therefore, have an affirmative obligation to ensure that all youth, regardless of race or ethnicity, are treated similarly.

1. What previous efforts to reduce racial and ethnic disparities has the site undertaken? At what decision points in the juvenile justice system to disparities exist?
2. Who are the champions of racial justice?
3. Which are the most impacted communities/neighborhoods? How have they been represented/engaged to date?

1. DMC is a related topic in board discussions that focus on delinquent behavior, adjudications and detention. This topic is incorporated into our FY 14 strategic plan. Data from New Mexico Juvenile Justice Services, FY 13, Annual Report, page 85, Table A-2 reflects that overall most decision points are cited as: 1) results are not statistically significant; 2) group is less than 1% of the youth population; 3) insufficient number of cases for analysis. However, we have significant results in the areas of arrests, referrals to juvenile court and cases diverted. The data dictates that the SFJJB continue its DMC awareness and monitor the data.

2. All the continuum board members are champions of not only racial justice but social disparities. Being a person of color in and of itself is not a precursor of delinquent behavior. However social disparities often place youth at higher risk of pre-delinquent and/or delinquent behavior. These disparities include low income, poor housing, high crime neighborhoods, poor educational settings, lack of community involvement, health care, adequate transportation, parental supervision and/or involvement, and access to extracurricular activities. Our board members attempt to address not only DMC, but the social disparities that exist in our community.

3. Our community lacks the technical resources to conduct community mapping to identify high crime areas or areas where youth with delinquent history reside. However, we attempt to have a positive impact in our community by engaging in proactive activities in the areas of health care, youth development, family support and educational enhancements.



CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

Continuum Site and Board Activities

DOES YOUR BOARD HAVE CURRENT BY-LAWS?
If so, when were they last updated?

YES

Jan-14

DOES YOUR BOARD HAVE A CURRENT
STRATEGIC PLAN?
If so, when was it last updated?

YES

Jan-14

FUNDING AMOUNT REQUESTED FOR THIS
AGENCY/PROGRAM ONLY:

\$3,525

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR BOARD, ITS COMPOSITION, AND
ANTICIPATED/PLANNED ACTIVITIES/MEETINGS/TRAININGS FOR NEXT YEAR.

The Santa Fe Juvenile Justice Board (SFJJB) continuum site board has been sanctioned by the City of Santa Fe since 2003. The City of Santa Fe provides administrative and fiscal support for the grant. Our board membership consists of:

Judge Mary Marlowe-Sommer

Ted Lovato-Juvenile Probation

Deacon Anthony Trujillo-Faith Community

Linda Trujillo-Santa Fe School Board

Jennifer Romero-Teen Court

Mark Dickson-Public Defender

Sarah Jacobs-Assistant District Attorney

Mary Ellen Gonzales-Community Provider

Sam Jackson-Community Member

The (SFJJB) continuum board is one of the original continuum boards established by current Supreme Court Justice, Barbara Vigil. The core agencies of the board have been Childrens Court, District Attorney, Public Defender, Santa Fe Public Schools and Santa Fe County. SFJJB meets monthly, on the third Thursday of the month at five in the afternoon. Meetings are held in the Juvenile Probation Office, Santa Fe, New Mexico. The City of Santa Fe provides a professional recorder of minutes as required by city ordinance for meetings sanctioned by the city. The meeting functions under open meetings act as per city policy.

Over past the 24 months Judge Marlowe-Sommer and Ted Lovato, JPO Supervisor, have lead the board to work with the Santa Fe Public Schools to create educational alternatives. The board feels strongly that one of the most important protective factors is school success. When a youth attains academic achievement he/she experiences important connections. These connections are with school, peers, and community. School success also fosters high self-esteem and emotional self-regulation. A functioning student develops good coping and problem solving skills. School success is a lifetime protective factor that greatly reduces an individual's propensity to become involved in criminal behavior. The SFJJB offers supports to youth in school settings who exhibit behaviors that place them at risk of referral to juvenile probation. SFJJB school support programs include Communities in Schools, Strengthening Families Program, and in cases that involve out of school suspension or expulsion, restorative justice services apply. All of these school-based programs are supported by truancy prevention services at all the middle schools and school-based behavioral health services. The SFJJB is committed to the maintenance and expansion of the aforementioned student support services. Our second primary community activity is our continued commitment to our JDAI process. With leadership of Judge Mary Marlowe-Sommer and Ted Lovato, Chief JPO, First Judicial District detention is very limited. Our JPOs with their expertise and access to CYFD services, are the main reason our detention stays are low. They work closely with our local shelter care facility as our first option for delinquent related out of home care. Our day reporting center is a critical component of our JDAI continuum. In FY 15 the SFJJB and the City of Santa Fe started an effort to enhance the life skills portion of the program. We have a two part enhancement plan. First, we will use City of Santa Fe community-contractors to provide some of the services. Second, in FY15 we are requesting the continuum grant to fund the remaining 50% of the life skills program.

OUTLINE YOUR PLAN TO RECRUIT YOUTH MEMBERSHIP.

Our board will employ the youth involved in our ICM and gender specific programs to make two presentations during the program year. The focus of the presentations will be four fold. First, for board to listen to the youth about their experience in their respective program. Second, to have the youth share both positive and negative experiences they are having in the community. Third, to have the board ask questions to acquire a better understanding of what the youth are presenting. Fourth, to instruct staff, or create a sub-committee, to provide follow-up work on particular matters that require more in-depth review.

The SFJJB has made a decision to use the process cited above. In the past we have been successful in recruiting youth as board members. However, most youth only lasted about four months so retention and continuity have been a problem for us. The only youth member that gave us nine months of service was a student from Santa Fe Prep, who did to complete his college application for community service. While his attendance was his participation perspective was different as he offered information from an upper middle class family.

Having youth who are experiencing problems and participating in the services offer the board more indepth information on a scheduled basis this works for us.

IF THE COORDINATOR IS AN EMPLOYEE (NOT A CONTRACTOR) OF THE FIDUCIARY, PLEASE DESCRIBE THEIR JOB DUTIES. IS THE POSITION DEVOTED FULL-TIME OR PART-TIME TO THE CONTINUUM COORDINATION AND ADMINISTRATION?

Richard Demila, Planner-City of Santa Fe performs and manages the following duties as a full-time coordinator for Santa Fe Continuum. Arranges space for meetings, develops and distributes meeting agenda, ensures that city contract staff attend all meetings to take minutes, attends all required JJAC/CYFD meetings, assists with program development and assessment, budget development, contract development with continuum sub-contractors, receives, reviews and approves all sub-contractor invoices, submits sub-contractors invoices to city finance department for processing, submits all required CYFD reports as listed in the contract, attends meetings that are relevant to the board, request budget adjustments from CYFD, attend sub-committee meetings, perform all other duties as need by the board.

Program consultant will assist the board with program development, program planning and development of the FY 17 funding proposal. He will be available to board to respond and address any special board, community or program issues.

BUDGET

1. 200 CATEGORY COSTS

1a. Personnel - 200 – List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Grant Funds	Match	Cost
Richard DeMella, Planner Senior, City of Santa Fe	\$38,537 annual salary for SFJJB functions		\$ 38,837	\$ 38,837
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
			<u>\$ 38,837</u>	
1a. Sub-Total Personnel				\$ 38,837

1b. Fringe Benefits - 200 – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for those listed in the personnel budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Type	Computation	Grant Funds	Match	Cost
City of Santa Fe total salary package benefits rate is 45%		\$ -	\$ 17,341	\$ 17,341
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	<u>\$ 17,341</u>	
1b. Sub-Total Fringe Benefits				\$ 17,341

Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)

Total 200 Category \$ 56,178

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 - For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
Jack Ortega 37 hours @ 54.75 an hour		Hourly rate plus, 8.175 NM-GRT, 28% Federal Tax, 4.9 State Tax, 12.4 FICA, 2.90 Medicare	\$ 2,025		\$ 2,025
			\$ -		\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ 2,025	\$ -	
2a. Sub-Total Contractual Services					\$ 2,025
Rate					
Total 300 Category					\$ 2,025

3. 400 CATEGORY COSTS

3a. Travel - 400 - For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
City of Santa Fe, Juvenile Justice Planner to attend CYFD Trainings and JJAC meetings.		2,200 miles @ \$.45 a mile	\$ 990	\$ -	\$ 990
City of Santa Fe, Juvenile Justice Planner to attend CYFD Trainings and JJAC meetings.		Six nights at \$85 per night.	\$ 510	\$ -	\$ 510
			\$ -	\$ -	\$ -
			\$ 1,500	\$ -	
3a. Sub-Total Travel					\$ 1,500

Justification Travel (Provide a written justification explaining the mission of the project): The City of Santa Fe has not budgeted for per diem for this FTE. Currently the FTE is paying these expenses out his own pocket.

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3b. Sub-Total Equipment				\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3c. Sub-Total Supplies				\$ -

Justification Supplies (provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to the PD on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

3f. Sub-Total Other Costs \$ -

Justification Other Costs (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

Total 400 Category \$ 1,500

BUDGET SUMMARY

Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services - 200	\$0	\$38,837	\$38,837	0%
Fringe Benefits - 200	\$0	\$17,341	\$17,341	0%
200- Category Total	\$0	\$56,178	\$56,178	0%
Contractual Services - 300	\$2,025	\$0	\$2,025	100%
300 - Category Total	\$2,025	\$0	\$2,025	100%
Travel - 400	\$1,500	\$0	\$1,500	100%
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	#DIV/0!
400 - Category Total	\$1,500	\$0	\$1,500	100%
TOTAL AGENCY/ PROGRAM REQUEST	\$3,525	\$56,178		1594%

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$ -



1

2



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

Santa Fe County-Day Reporting Program

IS THIS A NEW PROGRAM?

NO

If "NO", what amount was program funded at last year?

\$75,000

PROGRAM PURPOSE AREA:

Alternatives to Detention - Continuum

SPECIALTY AREA:

School Attendance

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

\$99,965

IS THE MODEL/CURRICULUM USED BY THIS AGENCY/PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

YES

IF "YES", PLEASE CITE MODEL PROGRAM/CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of some model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

Day Reporting

Annie E. Casey: A Day Reporting Program as cited in the Pathways to Juvenile Detention Reform, Consider the Alternatives.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

Santa Fe County has operated the Day Reporting Program (DRP) as part of its Youth Development Program (YDP) since 2005. DRP is a non-secure alternative to secure detention for youth 12-18 years old who have violated their probation or parole. The program averages from 6-9 nine youth a day. The per day capacity is 12 and the program runs at capacity about 10% of the time. The youth are required to report to the DRP from 8:30 a.m. to 4:30 p.m. every day the DRP is open (250 days per year). Clients must be brought to the program and picked up by a parent or guardian. The practice of having a parent provide transportation stimulates parental involvement and support. This practice also eliminates the excuse for youth not to attend DRP. Santa Fe County, through their Youth Development Program facility staff that offers the security segment of the program. The Santa Fe Public Schools provide a certified teacher to offer academic instruction in the morning. The teacher is supported by YDP staff member for additional security. The afternoon is devoted to life skills instruction that will be offered by various community based agencies. Some of the instruction will occur in the facility, in which case YDP staff will offer additional security. At other times the life skills or youth development activity will be offered at a community-based site away from the YDP facility. These services include art, music, group counseling, recreation, gender specific life skills, and field trips. Access to different activities and adult role models will enhance the overall experience the youth have while attending the DRP.

Continued...

A total of 37 youth were placed in day reporting in the full school semester. Completion of the program resulted in clients being placed back in the public school system, and alternative school placement or in a GED prep class.

The goal of the DRP is to provide a safe and youth-accommodating environment where they are supervised and kept safe for the term of their stay. DRP works closely with the Family Court Judge, juvenile probation, Santa Fe Public Schools, Santa Fe Youth Shelters and community-based programs.

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

The referrals to the DRP will come from our Children's Court Judge, the Honorable Mary Marlowe-Sommer. Our secondary referral source will be our local Juvenile Probation Office. Referrals for the use of DRP can and will also be made by the Assistant District Attorney and the Public Defender. Youth eligible for the service are those who have committed a delinquent act or youth who are on probation or parole.

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

The target population is pre and post-adjudicated youth who have committed a delinquent act and are in need of a local alternative to secure detention. The services offered by the DRP can also be accessed by a youth who in detention, is allowed early release to participate in the DRP. All pre and post-adjudicated youth from Santa Fe County are eligible participants for the DRP. This program is an alternative to secure detention as required by the continuum statute.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

DRP is heavily supported by Santa Fe County, Youth Development Program and the Santa Fe Public Schools. These entities provide about 65% of the entire cost of the DRP. This is a bare bones budget that is well supported by other community partners. We cannot afford any budget cuts to this program.

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	Establish an alternative to a secure detention placement to address long-term suspended, expelled or drop out youth who have violated probation for not attending school and face detention.
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	Offer a half day education and half day life skills program at the Day Reporting Program. Santa Fe public Schools provide half day education and City of Santa Fe community programs offer the life skills.
ACTIVITY: <i>(How will you track progress and completion?)</i>	Progress will be tracked by taking daily attendance. All non-compliant clients will be reported to JPO. Academic progress will be tracked by the teacher using individual progress reports. Life skills are measured by attendance and participation.
ACTIVITY: <i>(How will you track progress and completion?)</i>	Program completion is verified by the Court and/or JPO by making a determination that the client is no longer in need of the service.
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	Our education component is a certified teacher. Life skills are offered by experienced community-based providers.
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	I-Alternative to Detention: This service complies with the JJAC plan as system improvement as it acts as an alternative to secure detention.

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

Participating Agency/Program:	Santa Fe County-Day Reporting Program

Security Officer Salary @ Santa Fe County benefits package rate of 35.5%					
Youth Services Administrator	35.5% of \$23,250	\$ -	\$ 8,254	\$	8,254
		\$ -	\$ -	\$	-
		<u>\$ 19,795</u>	<u>\$ 16,203</u>		
1b. Sub-Total Fringe Benefits				\$	35,998
Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)					
Total 200 Category				\$	142,448

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
Santa Fe Youth Shelter		210 hours of individual, group counseling and life skill at \$45 and hour	\$ 9,450	\$ -	\$ 9,450
Therapeutic Riding Program		150 hours of riding @ \$40 an hour. One hour includes 2-4 clients.	\$ 6,000	\$ -	\$ 6,000
Santa Fe Youth Works		224 hours at \$40 and hour, GED prep, GED, job readiness.	\$ 8,960	\$ -	\$ 8,960
			\$ -	\$ -	\$ -
			<u>\$ 24,410</u>	<u>\$ -</u>	
2a. Sub-Total Contractual Services				\$	24,410
All the listed hours for each contractor are inclusive of state and federal tax, NM-GRT, FICA and Medicare. The SF Youth Shelter will provide group counseling. Currently no counseling are available youth in the DRC. Life skills instruction will also be provided. Therapeutic horseback riding is an experiential learning program that improves physical, mental and social wellbeing. Care for the horse by grooming, tacking, walking teach the youth how to care for the horse. Santa Fe Youth Work will conduct job readiness training and GED prep. All of the above is new funding for FY 16.					
Total 300 Category				\$	24,410

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	
			3a. Sub-Total Travel		\$ -

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
		3b. Sub-Total Equipment		\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3c. Sub-Total Supplies				\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the purpose of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to VED on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
Half-time teacher from Santa Fe Public Schools.	100% salary of \$28,000 and 100% of 40% benefits,		\$ 39,200	\$ 39,200
Rent of Day Reporting Center	\$1,300 per month	\$ -	\$ 15,600	\$ 15,600
City of Santa Fe life skills services from City's Community Services providers.	20 hours a month for 12 months @ \$30 an hour.	\$ -	\$ 7,200	\$ 7,200
		\$ -	\$ -	\$ -
		\$ -	\$ 62,000	
3d. Sub-Total Other Costs				\$ 62,000

Justification Other Costs (Provide a written justification explaining the purpose of this expenditure and its relationship to the purpose of the project):

Total 400 Category	\$	62,000
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BUDGET SUMMARY				
Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services -200	\$55,760	\$50,690	\$106,450	52%
Fringe Benefits - 200	\$19,795	\$16,203	\$35,998	55%
200- Category Total	<u>\$75,555</u>	<u>\$66,893</u>	<u>\$142,448</u>	53%
Contractual Services - 300	\$24,410	\$0	\$24,410	100%
300 - Category Total	<u>\$24,410</u>	<u>\$0</u>	<u>\$24,410</u>	100%
Travel - 400	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$62,000	\$62,000	0%
400 - Category Total	<u>\$0</u>	<u>\$62,000</u>	<u>\$62,000</u>	0%
TOTAL AGENCY/ PROGRAM REQUEST	<u>\$99,965</u>	<u>\$128,893</u>		129%

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

City of Santa Fe-Intensive Community Monitoring

IS THIS A NEW PROGRAM?

NO

If "NO", what amount was program funded at last year?

\$46,400

PROGRAM PURPOSE AREA:

Alternatives to Detention - Continuum

SPECIALTY AREA:

Antisocial Behavior

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

\$72,000

IS THE MODEL/CURRICULUM USED BY THIS AGENCY/PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

YES

IF "YES", PLEASE CITE MODEL PROGRAM/ CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of some model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

Intensive Community Monitoring
Annie E. Casey: Community/Home Detention Program as cited the Pathways to Juvenile Detention Reform, Consider the Alternatives.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

Intensive Community Monitoring(ICM) receives all of its referrals from the Children's Court Judge or the Juvenile Probation Office. A majority of cases are those that are in pre-disposition status and the remainder are probation cases with significant issues in areas of education, special conditions or behavior. At other times the court will request that the ICM worker be present at detention hearings as ICM services will be used to deter a youth from detention. The pre-disposition clients present unique problems to JPOs because the clients can only receive cursory supervision as they are pending final disposition. This means that no real conditions of supervision can be imposed on the client. Clients that are identified as high risk in the pre-disposition phase are referred to ICM. The program design of ICM is to prepare the client for probation conditions that will be followed when adjudication occurs. Client support is provided in the areas of school attendance, academic performance, family issues, peer relationships and other issues identified by the client. Within one day of receiving a referral, the ICM worker meets the client and his/her family and establishes a service plan. Pre-disposition and probation clients are provided ICM services for a two to eight week time period, on average. Clients are seen face-to-face three times a week, with daily phone contact and one to two weekly collateral contacts at school, home or community. Our most effective program activity is the home visit during non-traditional work hours. Home visits provide the opportunity to establish a relationship with the client's family and address family issues with all persons present in a home setting

Continued...

Our experience with home visits is that parents feel supported and are empowered to provide consistent and positive supervision of the client. This type of parental involvement is a protective factor in the future development of the client. The other significant factor in the success of ICM is that, while the court/JPO may recommend the services clients and parents receive the service on a volunteer basis. Our public defender supports the ICM program and advises clients to participate in ICM. The volunteer aspect of the program is a primary indicator that client and family want to receive services.

In FY 14 ICM served a total of 57 youth with 12 of those being carry-over from FY13. 45 cases were closed and all 45 completed the program successfully. Detention stays for Santa Fe average 10 days and cost \$1,430 for the time period. We estimate that at very least we divert 30 youth a year from detention for a cost savings of \$43,900. Over the past three years our success rate for clients to complete ICM is 98%. With SARA we will be able to track their success while on probation in FY15 and going forward.

Youth who are referred to ICM as probation violators or from detention hearings are given specific conditions for their release. In all cases the youth must report to the ICM worker with specific conditions which in most cases require more face-to-face contacts, home visits and non-traditional hours type of contacts. JPO may conduct drug testing and have additional contacts with the client and family as ordered by the court. With the assistance from ICM, our JPO staff have more time to devote to other cases.

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

All ICM referrals are received from the Children's Court Judge or Juvenile Probation. All referrals are supported by District Attorney and the Office of the Public Defender.

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

The pre-disposition clients are all high risk youth who without the services, run the risk of additional delinquent behavior, which would result in detention. Probation violators and detention hearing clients are referred by the Children's Court Judge. The three listed client groups are all residents of Santa Fe County and services are provided primarily in the City of Santa Fe. In a few cases the services are offered outside the city limits as requested by the judge or JPO. ICM is an alternative to secure detention. ICM complies with the statute in that ICM provides an alternative to secure detention.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

This is a stand alone program that offers a unique service that is not duplicated in Santa Fe. It is a valued support service of our Juvenile Probation Office and Childrens Court Judge. Any reduction in funding will cause a like reduction in service. A significant reduction in funding will result in the elimination of the program.

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	Offer intensive non-traditional hours of community supervision for delinquent youth awaiting adjudication. Emphasis on face-to-face contacts and home/school visits.
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	Hire intensive community monitoring worker who receives referrals from the Court and/or JPO for youth from Santa Fe County. The services deter youth from committing additional delinquent acts while awaiting adjudication.
ACTIVITY: <i>(How will you track progress and completion?)</i>	ICM conducts a case closure report that documents the life and results of the case.
ACTIVITY: <i>(How will you track progress and completion?)</i>	Completion will be verified by the Court and/or JPO by making a determination that the client is no longer in need of the service. All case activity is reported to the City of Santa Fe monthly to meet CYFD contract requirements.
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	Our ICM has mastered the tasks associated with the job. She attends local trainings as they occur and as time allows.
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	I-Alternative to Detention: This service complies with the JJAC plan as system improvement as an alternative to secure detention.

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

Participating Agency/Program:	City of Santa Fe-Intensive Community Monitoring
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Activity	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Finalize contracts between CYFD and the City of Santa Fe. Finalize contract between the City of Santa Fe and ICM worker.	July-August			
Submit monthly program invoice and expenditure reports to the City of Santa Fe.	>>>>>>>>>>>>>> >	>>>>>>>>>>>>>> >	>>>>>>>>>>>>>> >	>>>>>>>>>>>>>>
Conduct quarterly program reviews and present findings to SFJJB, Program Sub-Committee	September	December	March	June
Conduct end of year report for submission to the SFJJB.				May and June

1. 200 CATEGORY COSTS

Name/Position	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
1a. Sub-Total Personnel				\$ -

Type	Computation	Grant Funds	Match	Cost
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			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
1b. Sub-Total Fringe Benefits				\$ -
Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)				
Total 200 Category				\$ -

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
Mary Romero	ICM	2,000 hours @ \$36 an hour	\$ 72,000	\$ -	\$ 72,000
				\$ -	\$ -
				\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ 72,000	\$ -	
2a. Sub-Total Contractual Services					\$ 72,000

The hourly rate listed is inclusive of individual state and federal tax, NM-GRT, FICA and Medicare. In FY15 this highly used service was moved to an hourly wage and work hours are projected to be exhausted in March. As a result services will be stopped due to a lack of funding. With new hourly rate the contractor will commit to offer services throughout the duration the program year in FY 16.

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on Approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
					\$ -
			\$ -		\$ -
			\$ -		\$ -
teacher			\$ -	\$ -	
3a. Sub-Total Travel					\$ -

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3b. Sub-Total Equipment				\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		3c. Sub-Total Supplies		\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the completion of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to [redacted] on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		3d. Sub-Total Other Costs		\$ -

Justification Other Costs (Provide a written justification explaining the purpose of the project):

Total 400 Category \$

BUDGET SUMMARY				
Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services - 200	\$0	\$0	\$0	#DIV/0!
Fringe Benefits - 200	\$0	\$0	\$0	#DIV/0!
200- Category Total	\$0	\$0	\$0	#DIV/0!
Contractual Services - 300	\$72,000	\$0	\$72,000	100%
300 - Category Total	\$72,000	\$0	\$72,000	100%
Travel - 400	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	#DIV/0!
400 - Category Total	\$0	\$0	\$0	#DIV/0!
TOTAL AGENCY/ PROGRAM REQUEST	\$72,000	\$0		0%

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

Solace-CommonGround-Restorative Justice

IS THIS A NEW PROGRAM?

NO

If "NO", what amount was program funded at last year?

\$25,000

PROGRAM PURPOSE AREA:

Graduated Sanctions - Formula

SPECIALTY AREA:

Social Competence

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

\$26,975

IS THE MODEL/CURRICULUM USED BY THIS AGENCY/PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

YES

IF "YES", PLEASE CITE MODEL PROGRAM/CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of some model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

Restorative Justice is model based program. It is cited in the OJJDP Model Programs Guide.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

The City of Santa Fe will contract with the Solace Crises Treatment Center. Solace will then contract with Common Ground to provide the Restorative Justice (RJ) services. Solace provides office/conference space and professional liability insurance to Common Ground. RJ offers alternatives to our traditional juvenile justice and criminal justice systems and harsh school discipline process. Rather than focusing on punishment, restorative justice seeks to repair the harm done. At its best, through face-to-face dialogue, restorative justice results in consensus-based plans that meet victim-identified needs in the wake of a crime. This can take many forms, most notably conferencing models, victim-offender dialogue, and circle process applications with youth, it can prevent or reduce both contact with the juvenile justice system and school expulsions and suspensions. Santa Fe will employ the conferencing model which has three major goals. First, providing an opportunity for the victim and offender to be directly involved in the discussion of the offense and in decisions regarding appropriate sanctions to be placed on the offender. Second, increasing the offender's awareness of the human impact of his/her behavior and providing the offender an opportunity to take full responsibility for it. Third, engaging the collective responsibility of the offender's support system and community for making amends and shaping the offender's future behavior. The conference will include the offender, offender's family support group, victim, interested parties such as the arresting officer, school staff, etc. In the Conference, the Person of Concern hears how his or her thoughtless decision has hurt the Harmed Party, his or her parents, and the Community at large. They are always astounded. The Harmed Party gets an answer to "Why me?" and other questions. They learn about the special challenges facing the particular young person who harmed them.

Continued...

Parents develop a broader, deeper understanding of their young person. Often they are not heard the whole story. Everyone develops empathy for each other. If the crime has been an assault, this can be particularly poignant. After all the hurts and harms have been revealed, the group figures out how the young person can repair the harm. This is particularly helpful for the Person of Concern because they learn that they have the power to clean up the messes they made; taking accountability is not a dead end activity! We are careful to make sure that the Agreement to repair the harm is doable by the young person. It cannot take too much time or money. If at all possible, it needs to be completed before the young person is finished his or her probation. Comments about the crime and reparation are made by all parties. Consensus is reached on reparation and RJ follow-up to assure reparation is concluded as agreed in the conference. Restorative justice also holds the potential for victims and their offender families to have a direct voice in determining just outcomes, and reestablishes the role of the community in supporting all parties affected by the crime. Restorative models have been shown to reduce recidivism and embraced as a larger-scale solution to wrongdoing, and can minimize the social and fiscal costs of crime. The RJ conferencing model is composed of five components: 1) intake, 2) planning, 3) conferencing, 4) follow-up, and 5) de-briefing. All five components are critical for the success of the program.

In FY 14 Common Ground received 19 referrals and 15 of them were accepted for service. Fifteen of the 19 clients agreed to complete RJ agreements. Two of the fifteen re-offended before completing the agreement. For the last 6 years, Common Ground has used the Community Group Conferencing model, funded directly by CYFD. Recidivism rate was an average of 12.5% over the 6 year period.

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

Referrals come from three sources:

1. JPO referrals can be for either formal or informal clients--serious or not so serious crimes. We have received referrals for children as young as 10 that puzzle the JPO. Children this young really don't understand the Juvenile Justice system or why they are in it. But they can understand the harm they have caused.
2. District Court--These referrals are always for more serious offenses. Often, there is a real need for reparations, and just how to decide what is fair is difficult. In these cases our process is ideal. These youngsters are often so confused because of the complexities of their situation that this process helps them develop clarity.
3. Local schools--These clients are most often having trouble navigating the challenges teens face. We like to get them early before they acquire a police record and before they have hardened some perspectives.

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

Our target population are youth who have committed a delinquent act or who have committed a serious infraction at school that may warrant out of school suspension, expulsion and/or referral to JPO. In the case of youth committing delinquent act, a JPO may make a referral to RJ to avoid a formal processing of the case. In the event of a court referral the judge may make a RJ referral and place the youth on probation. In this case, RJ complies with the statute in that it offers services to youth who are at risk of placement on probation.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

This is a stand alone program that offers a unique service that is not duplicated in Santa Fe. More importantly, this program is a valued support service of our Juvenile Probation Office and Childrens Court Judge. Any reduction in funding will cause a like reduction in service. A significant reduction in funding will result in the elimination of the program.

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	Establish a Restorative Justice (RJ) program that receives referrals for delinquent acts in the community and serious misconduct referrals from the schools to deter youth from formal
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	Referrals are received from the court, JPO and public schools. We offer RJ services as alternative to formal court referral. Services are offered to youth from the City of Santa Fe.
ACTIVITY: <i>(How will you track progress and completion?)</i>	RJ staff maintain a case file on each conference that lists all the related activity. It also includes the final decision made on the case with additional documentation that the offender completed all the requirements.
ACTIVITY: <i>(How will you track progress and completion?)</i>	RJ will submit monthly reports to the City of Santa Fe to comply with CYFD contract requirements.
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	All RJ staff are trained and certified to offer the services.
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	I-Graduated Sanctions and Interventions: Restorative Justice services comply with the JJAC plan in that area systems improvement service that is a graduated sanction and intervention. It also helps reduce DMC involvement at the formal disposition decision point.

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

Participating Agency/Program:	Solace-CommonGround-Restorative Justice
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Activity	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Await contact between CYFD and City of Santa Fe to be finalized. Wait for contract between City of SF and Solace to be final. Services start	July-August			
Solace will submit monthly reports to the City of Santa Fe to comply with CYFD contract reporting requirements.	>>>>>>>>>>>>>>	>>>>>>>>>>>>>>	>>>>>>>>>>>>>>	>>>>>>>>>>>>>>
SFJJB will conduct quarterly program reviews. JPO will assist in the review.	September	December	March	June
Solace will submit an end of year report to the SFJJB.				June

1. 200 CATEGORY COSTS

Name/Position	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
1a. Sub-Total Personnel				\$ -

Type	Computation	Grant Funds	Match	Cost
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		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
1b. Sub-Total Fringe Benefits				\$ -
Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)				
Total 200 Category				\$ -

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
Five part-time RJ contract staff		461 hours @ \$55 an hour	\$ 25,355	\$ -	\$ 25,355
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ 25,355	\$ -	
2a. Sub-Total Contractual Services				\$	25,355

Justification Contractual Services (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project): The hourly rate is inclusive of individual federal (21%) and state(4.9%) tax, NM-GRT (8.1785%) , FICA (12.4%), Medicare (2.90%).

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on an approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
Travel for 5 part-time RJ facilitators		300 miles a month at \$.45 a mile	\$ 1,620	\$ -	\$ 1,620
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ 1,620	\$ -	
3a. Sub-Total Travel					\$ 1,620

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3b. Sub-Total Equipment				\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
3c. Sub-Total Supplies				\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to AFD on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
3f. Sub-Total Other Costs				\$ -

Justification Other Costs (provide a written justification explaining the purpose of this trip and the value of the project):		
<div style="height: 150px;"></div>		
Total 400 Category		\$ 1,620

BUDGET SUMMARY				
Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services -200	\$0	\$0	\$0	#DIV/0!
Fringe Benefits - 200	\$0	\$0	\$0	#DIV/0!
200- Category Total	\$0	\$0	\$0	#DIV/0!
Contractual Services - 300	\$25,355	\$0	\$25,355	100%
300 - Category Total	\$25,355	\$0	\$25,355	100%
Travel - 400	\$1,620	\$0	\$1,620	100%
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	#DIV/0!
400 - Category Total	\$1,620	\$0	\$1,620	100%
TOTAL AGENCY/ PROGRAM REQUEST	\$26,975	\$0		0%

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$ -



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

Santa Fe Public Schools-Strengthen Families

IS THIS A NEW PROGRAM?

NO

If "NO", what amount was program funded at last year?

\$7,220

PROGRAM PURPOSE AREA:

General Prevention - Continuum

SPECIALTY AREA:

Social Competence

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

\$14,319

IS THE MODEL/CURRICULUM USED BY THIS AGENCY/PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

YES

IF "YES", PLEASE CITE MODEL PROGRAM/CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of some model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

Strengthening Families Program is recognized as a "Model Program" by SAMHSA. Cited as an exemplary program by OJJDP.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

The SFJJB will contract with the Santa Fe Public Schools to provide five educational groups utilizing curriculum from the best practice model Strengthening Families Program (SFP) for middle school youth (12-14) and their families. The program does not specifically target any particular substance abuse. It targets risk and protective factors that affect substance use, such as knowledge of negative consequences of drug use, causes of substance abuse, family discussions of expectations not to use, or family contracting not to use.

HOW IT WORKS: SFP is a 7-session behavioral skill training program instruction of 2 hours each. These two hours of instruction are supported by adjusting the curriculum based on the progress of the group, prep work, de-briefing of staff, follow-up with parents, Teen Court staff, and school staff. It also includes meeting logistics such finding meeting space, meeting supplies etc. Parents meet separately with a group leader for an hour to learn to increase desired behaviors in children by increasing attention and rewards for positive behavior. They also learn about clear communication, effective discipline, substance use, problem solving, and limit setting. Children meet separately with a facilitator for an hour, to learn how to understand feelings, control their anger, resist peer pressure, comply with parent rules, solve problems and communicate effectively. Children also develop their social skills and learn about the consequences of substance abuse. During the second half of the session, families engage in structured family activities, practice therapeutic child play, conduct family meetings, learn communication skills, practice effective discipline, reinforce positive behaviors in each other, and plan family activities. The parents or caretakers are the primary target

Continued...

In FY 15 this program was funded for half a year. It is scheduled to commence in January 2017. Assessment data to present at this time.

We expect the program to be viewed by parents as a support system. Many of the expected parents will have experienced a lack or loss of communication with their children and struggle to guide them to make appropriate life choices. Parents are relieved to learn that they are not the only parents dealing with difficult teen issues. Parents will often question their parenting skills, but may not want to openly suggest they may not be parenting adequately. We feel parents will enjoy conversation around feelings of inadequacy with other parents while learning alongside one another on the best practices on how to handle likely situations they have and will be faced with. Our projected acceptance of the program is important because the parents, not the youth, are the primary focus of the services that are offered by the Strengthening Families Program.

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

The schools are allowed to refer school-based misdemeanors to the TEEN Court to receive SFP thus avoiding a JPO referral. This process deters youth from the juvenile justice system and helps reduce DMC contact with law enforcement.

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

The youth that are referred to the program are Santa Fe Public School students on a system wide basis are in the 12-14 age group. These are students who display initial signs of substance abuse. This program meets the statute standard of youth who are at risk of referral to the juvenile justice system.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

The funding amounts listed are for two sessions. Any reduction of requested funds will result in the cancellation of one or both sessions.

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	Provide a prevention and intervention program for parents of youth who exhibit negative behaviors in school.
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	Parents of middle school students from the Santa Fe Public Schools will be referred to the program. Referrals are a result of the youth violating rule of the school code of conduct or by committing a delinquent act.
ACTIVITY: <i>(How will you track progress and completion?)</i>	Attendance will tracked at each family-student session. All families that fail to appear will be reported back to Santa Fe Public Schools.
ACTIVITY: <i>(How will you track progress and completion?)</i>	The program will submit montly reports that meet CYFD contract requirements to the City of Santa Fe.
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	The Strengthening Families program staff are trained and certified to offer the service. They will attend service related training when offered by the Santa Fe Public Schools or some other local agency.
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	I-Graduated Sanctions and Interventions: The Strengthening Families program complies with the JJAC plan of system improvement in offering graduated sanctions and interventions.

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

Participating Agency/Program:	Santa Fe Public Schools-Strengthen Families
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Activity	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Finalize contract between CYFD and City of Santa Fe. Finalize contract between City of SF and SF Public Schools.	July-August			
The program will submit montly reports that meet CYFD contract requirements to the City of Santa Fe.	On-going	On-going	On-going	On-going
Attend quarterly program reviews with the Program Sub-Committee of the SFJJB.	September	December	March	June
Submit an end of year report				June

BUDGET

1. 200 CATEGORY COSTS

1a. Personnel - 200 – List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Grant Funds	Match	Cost
Facilitator 4 hours per session (2 hours of instruction, 1 for prep, 1 hour de-brief & clean up). Two facilitators per session.	\$26 an hour x 4 hours x 7 sessions =1 group for 3 groups x 2 (facilitators)	\$ 4,368	\$ -	\$ 4,368
Lead Facilitator Per session: 2 hours instruction, 1 prep, 1 hour de-brief & clean up, 2 hours assess/adjust curriculum based on group progress.	\$26 an hour x 6 hours per session x 7 sessions =1 group. Total of 3 groups.	\$ 3,276	\$ -	\$ 3,276
Coordinator, accepts/processes referrals, weekly follow-up with families, Teen Court/school staff. Meeting space and meeting extras, power point etc.	\$25 an hour x 7 hours per session, x 7 sessions =1 group. Total of 3 groups	\$ 3,675	\$ -	\$ 3,675
		\$ 11,319	\$ -	
1a. Sub-Total Personnel				\$ 11,319

1b. Fringe Benefits - 200 – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for those listed in the personnel budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Type	Computation	Grant Funds	Match	Cost
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Facilitators are school employees whose rate is set by salary schedule. Benefit rate is set at 20%.	20% of \$3,276	\$ 656	\$ -	\$ 656
Lead facilitator is a school employee whose rate is set by salary schedule. Benefit rate is set at 20%.	20% of \$3,276	\$ 656	\$ -	\$ 656
Coordinator is a school employee whose rate is set by salary schedule. Benefit rate is set at 40%.	40% of \$3,675	\$ 1,470	\$ -	\$ 1,470
		\$ -	\$ -	\$ -
		\$ 3,000	\$ -	\$ 3,000
1b. Sub-Total Fringe Benefits				\$ 3,000
Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)				
Total 200 Category				\$ 14,319

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
2a. Sub-Total Contractual Services					\$ -
Justification Contractual Services (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):					

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	
3a. Sub-Total Travel					\$ -

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3b. Sub-Total Equipment				\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3c. Sub-Total Supplies				\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to WFPD on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3d. Sub-Total Other Costs				\$ -

Justification Other Costs (provide a written justification explaining the purpose of this expenditure in relation of the project).
Total 400 Category \$ -

BUDGET SUMMARY				
Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services -200	\$11,319	\$0	\$11,319	100%
Fringe Benefits - 200	\$3,000	\$0	\$3,000	100%
200- Category Total	<u>\$14,319</u>	<u>\$0</u>	<u>\$14,319</u>	100%
Contractual Services - 300	\$0	\$0	\$0	#DIV/0!
300 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
Travel - 400	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	#DIV/0!
400 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
TOTAL AGENCY/ PROGRAM REQUEST	<u>\$14,319</u>	<u>\$0</u>		0%

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$ -



STATE OF NEW MEXICO
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION

CYFD

INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

Communities in Schools-New Mexico

IS THIS A NEW PROGRAM?

NO

If "NO", what amount was program funded at last year?

PROGRAM PURPOSE AREA:

General Prevention - Continuum

SPECIALTY AREA:

Social Competence

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

\$31,541

IS THE MODEL/CURRICULUM USED BY THIS AGENCY/PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

YES

IF "YES", PLEASE CITE MODEL PROGRAM/CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of some model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

Communities in Schools is cited by OJJDP as truancy prevention model.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

CIS New Mexico and CIS National - Agency Program
Communities In Schools of New Mexico (CIS) is an independent 501(c)3 affiliate of Communities In Schools - the nation's leading dropout prevention organization established 36 years ago with the mission to surround students with a community of support, empowering them to stay in school and achieve in life. Working in partnership with the Santa Fe Public Schools - CIS provides integrated student services support at ten Santa Fe public schools, all of which have the highest low-income populations and currently have the lowest achievement rates within the Santa Fe Public School System. Funding will be used to support our qualified, MSW Social Work/CIS trained Site Coordinator at Cesar Chavez Community Magnet School where students, families and school staff are in need of the integrated student service support and guidance provided by the nationally recognized Communities In Schools framework for student success. CIS's overarching goal is to ensure that the CIS framework will be integrated effectively into the school enabling CIS to provide rigorous/relevant school-wide services as well as individual Case Management Intervention/Prevention support to the school's highest need students on an ongoing basis.

Continued...

CISNM works at ten Santa Fe public schools all of which qualify for the Federal Reduced Lunch Program indicating that the between 80 and 100% of students attending each school live at or below poverty. The only specific "requirements" for a student to work with the CIS Site Coordinator are that the student needs support, care and guidance to help them stay in school, be healthy and successful in school and on track to graduate from high school. The CIS Site Coordinator works closely with the Cesar Chavez Community School Leadership and Wellness Teams to identify those students most in need of Case Managed support. Students identified meet one or all of CIS's key indicators - low academic performance, attendance/truancy, behavior challenges, parental engagement, basic needs. Once a student is identified as needing support, parental permission/consent is required. Case Managed Intervention/Prevention programs are designed to meet the specific, unique needs of each participating student and his/her family and will be active for as long as the student is in need. CIS staff will work with a student for as long as the student is in need. Should a student transition to a new CIS school, that school's Site Coordinator will continue to work with the student.

In FY 14 CIS served a total of 42 students with ten carry-over from FY13. All 42 cases were closed in FY14. Every CIS student completed the program successfully in FY14. Cesar Chavez has a total school student population of 558. Of that number 487 are Hispanic; 196 English Language Learners and 100% live in poverty.

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

The Communities in Schools program receives its referrals from school administrators and counselors. At times the school will receive self-referrals from parents and/or students.

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

This is an elementary school population that is located in a high crime neighborhood. Youth are referred to the program for violations to the school's code of conduct. Some behaviors are school related such as truancy, disobedience, disrespectful, bullying, etc. Other behaviors are delinquent such as fighting, destruction of property, drug related activity, gang involvement, etc. The services are provided to target high-risk youth that exhibit behaviors that place them at risk of referral to juvenile probation.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

This program is funded in part by the local Communities in Schools (CIS) program and the Continuum and CIS funding.

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	Establish a CIS school-based work site to provide student intervention services and family support services.
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	The CIS work site is Cesar Chavez Community School located in a high crime neighborhood. Services are provided during the school day to offer access to protective factors in the early years to deter youth from referral to JPO.
ACTIVITY: <i>(How will you track progress and completion?)</i>	CIS has an established case management system that documents work done with the student, family and school.
ACTIVITY: <i>(How will you track progress and completion?)</i>	CIS will submit monthly program reports to the City of Santa Fe to meet CYFD contract requirements.
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	CIS is a recognized national school-based prevention and intervention model. Staff is trained on how services are to be delivered and documented. CIS conducts training during the school year. In addition, CIS attends training offered by the Santa Fe Public Schools when it is available.
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	I-Graduated Sanctions and Interventions: CIS offers graduated sanctions and prevention services to elementary school students who exhibit behaviors that place them at risk of referral to juvenile probation. This program addresses the JJAC plan of system improvement.

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

Participating Agency/Program:

Communities in Schools-New Mexico

Activity	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Finalize contract between the City of Santa Fe and CYFD. Finalize contract between the City of SF and CIS.	July-August			
CIS will submit monthly program reports to the City of Santa Fe to meet CYFD contract requirements.	>>>>>>>>>>>>	>>>>>>>>>>>>	>>>>>>>>>>>>	>>>>>>>>>>>>
The City of Santa Fe and the SFJJB Program Sub-committee will conduct quartely reviews of the CIS program	September	December	March	June
CIS will submit an end of year report to the SFJJB				June

BUDGET

1. 200 CATEGORY COSTS

1a. Personnel - 200 – List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Grant Funds	Match	Cost
CIS site coordinator at Cesar Chavez Community School	\$41,200 salary based on CIS-NM schedule	\$ 26,574	\$ 14,626	\$ 41,200
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
1a. Sub-Total Personnel		\$ 26,574	\$ 14,626	\$ 41,200

1b. Fringe Benefits - 200 – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for those listed in the personnel budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Type	Computation	Grant Funds	Match	Cost
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Workers Compensation	CIS-NM rate is 2.93%	\$ 788	\$ 430	\$ 1,218
Unemployment Compensation	CIS-Nm rate is 1.71%	\$ 253	\$ 147	\$ 400
Health Insurance	Avg CIS-NM permium	\$ 1,893	\$ 1,047	\$ 2,940
		<u>\$ 4,967</u>	<u>\$ 2,743</u>	
1b. Sub-Total Fringe Benefits				\$ 7,710
Justificatio				
Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project): The Site Coordinator is the only staff person employed by CISNM at Cesar Chavez Community School that is responsible for providing the service, as identified in the narrative section of the proposal. FICA taxes, Workers Compensation and Unemployment Compensation are all mandated costs as an employer. Additional benefits provided to staff are health insurance as CISNM strives to offer competitive salaries and benefits to retain satisfied staff.				
Total 200 Category				\$ 48,910

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>	
2a. Sub-Total Contractual Services					\$ -
Justification Contractual Services (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):					

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	
			3a. Sub-Total Travel		\$ -

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
		3b. Sub-Total Equipment		\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
		3c. Sub-Total Supplies		\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to AED on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
		3f. Sub-Total Other Costs		\$ -

...tion of the project):

Total 400 Category \$ -

BUDGET SUMMARY

Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services - 200	\$26,574	\$14,626	\$41,200	65%
Fringe Benefits - 200	\$4,967	\$2,743	\$7,710	64%
200- Category Total	<u>\$31,541</u>	<u>\$17,369</u>	<u>\$48,910</u>	64%
Contractual Services - 300	\$0	\$0	\$0	#DIV/0!
300 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
Travel - 400	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	#DIV/0!
400 - Category Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	#DIV/0!
TOTAL AGENCY/ PROGRAM REQUEST	<u>\$31,541</u>	<u>\$17,369</u>		55%

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$ -



CHILDREN, YOUTH AND FAMILIES DEPARTMENT
REQUEST FOR INFORMATION



INDIVIDUAL PROGRAM/AGENCY OVERVIEW

Santa Fe Juvenile Justice Board

PARTICIPATING AGENCY/PROGRAM:

Mary Romero and New Contractor-Gender Specific

IS THIS A NEW PROGRAM?

NO

If "NO", what amount was program funded at last year?

\$5,000

PROGRAM PURPOSE AREA:

Gender-Specific Services - Formula

SPECIALTY AREA:

Social Competence

FUNDING AMOUNT REQUESTED FOR THIS AGENCY/PROGRAM ONLY:

\$12,060

IS THE MODEL/CURRICULUM USED BY THIS AGENCY/PROGRAM DESIGNATED AS A BEST PRACTICE OR PROMISING APPROACH?

YES

IF "YES", PLEASE CITE MODEL PROGRAM/ CURRICULUM. (Priority will be given to proposals that have implemented, or intend to implement, programs that have been evaluated and found to be successful in improving results for their target populations. Examples of some model programs can be found at: www.ojjdp.gov/mpg or www.crimesolutions.gov).

Voices is cited by SAMHSA as evidenced based program. Boys Council is best practice model of the OneCircleFoundation.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE AGENCY/PROGRAM. DESCRIBE HOW THIS PROGRAM WILL ADDRESS THE ISSUE DESCRIBED IN THE NEEDS STATEMENT (NEEDS STATEMENT D). USE DATA TO SUPPORT SUCCESS OF THE PROGRAM.

Results from a 2010 five-state study of Adverse Childhood Experiences, in which New Mexico was included, show that adverse trauma experiences in children are underlying factors for chronic depression, suicide attempts, serious and persistent mental health challenges, addictions and victimization of rape and domestic violence. Dr Stephanie Covington has developed a trauma-informed system for treating children and adolescents so that treatment providers can learn to reduce the risk of new/additional trauma in youth. Through her work with the Institute for Relational Development and the Center for Gender and Justice, her model suggests that girls process trauma differently than boys, making them more at risk for the conditions listed above. She had developed the Trauma-informed Approach for girls at risk for ongoing trauma. In support of this approach, Dr. Covington developed the VOICES curriculum as a tool for youth service providers to facilitate recovery in girls. VOICES was created to address the unique needs of adolescent girls and young women. It encourages them to seek and celebrate "themselves" by providing a safe space, encouragement, structure and the support they need to embrace their journey of self-discovery. The 36-hours of instruction includes modules on self, connecting with others, healthy living and Journey ahead. The VOICES curriculum advocates a strength-based approach and uses a variety of therapeutic approaches, including psycho-educational, cognitive-behavioral, and expressive arts. Each hour session is supported by a half hour prep time by the instructor and half hour summary time which assesses the group's progress. Time is required to establish the group as well as to provide a summary report.

Continued...

Activity	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Finalize contract between CYFD and the City of Santa Fe. Finalize contract between City of SF and gender contractors.	July-August			
The Contractor will submit monthly invoice and back-up documents that meet CYFD contract reporting requirements.	On-going	On-going	On-going	On-going
Submit program summary reports to the City of Santa Fe within 30 days of the conclusion of each session.	As they occur	As they occur	As they occur	As they occur
Conduct outreach and recruitment of clients.	On-going	On-going	On-going	On-going

BUDGET

1. 200 CATEGORY COSTS

1a. Personnel - 200 – List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
1a. Sub-Total Personnel				\$ -

1b. Fringe Benefits - 200 – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for those listed in the personnel budget category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Type	Computation	Grant Funds	Match	Cost
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it not funded by the continuum then this service will not be available.

GOALS, OBJECTIVES, AND ACTIVITIES

GOAL #1: <i>(What do you ultimately want to achieve?)</i>	To provide youth from each gender access to information about the specific gender issues associated with their healthy development as an individual.
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	JPO and public school administrators refer youth who exhibit at-risk behavior and are in need of access to positive adult role models to improve their behavior and/or address their personal issues.
ACTIVITY: <i>(How will you track progress and completion?)</i>	Each individual will be tracked through an attendance process when they attend each work session.
ACTIVITY: <i>(How will you track progress and completion?)</i>	The contractor will submit documentation that meets CYFD contract reporting requirements.
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	The contractor will be trained and certified in each of the listed gender programs.
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	I-Gender: Voices and Boys Council meet the JJAC plan by offering a juvenile justice system improvement program in the are a gender specific services.

GOAL #2: <i>(What do you ultimately want to achieve?)</i>	
OBJECTIVE: <i>(Who, What When, Where, Why)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
ACTIVITY: <i>(How will you track progress and completion?)</i>	
RESOURCES: <i>(What training, experience, resources, or people are needed to accomplish the goal?)</i>	
RELEVANCE: <i>(Does the goal align with our strategic plan?)</i>	

TIMELINE

Participating Agency/Program:	Mary Romero and New Contractor-Gender Specific
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translated into .5 school credit. Growth in term of self-esteem, efficacy, self-worth was pronounced in a vast majority of the group. A great amount of healing took place in our group whom had been molested, raped, violated, conflicted or mistreated had a story to share. They learned about their value system, coping skills, healing, forgiveness, and tolerance all which were empowering to their emotional growth. They recognized that what happened to them would not define them, instead it would shape them to be self-efficient, stronger, better, and worthy of productive individuals they would become.

Boys Council is a new program for FY16. We will employ the "Living A Legacy: A Rite of Passage" curriculum. The curriculum provides for young men to gain skills and knowledge to navigate growing up male in today's society through the introduction of topics and experiential activities that address a myriad of relevant challenges safely, powerfully, and within a spirit of "council" connection. Boys will explore: relationships, conflict resolution, community service, diversity, mass media messages, personal values, integrity, and future goals. We have identified three persons who have been to Boys Council training and are certified to offer the curriculum. We will offer one, ten-week session with a group of 8 to 10 boys. The model recommends that we not exceed ten individuals per group.

WHERE DOES THIS AGENCY/PROGRAM RECEIVE REFERRALS FROM?

The primary referral sources for these programs are the Juvenile Probation Office and our public school referring high-risk youth.

DESCRIBE YOUR TARGET POPULATION (AS IT RELATES TO THE CONTINUUM STATUTE) AND THE GEOGRAPHIC AREA/LOCATION WHERE SERVICES WILL BE PROVIDED.

The target population will be a mix of females and males who are on probation or who are exhibiting high-risk behavior. They reside in the greater Espanola Valley. They meet the continuum statute criteria of prevention and working with youth who are at risk. **Voices** and **Boys Council** are programs that address youth who are at-risk of referral to juvenile probation.

IF FULL FUNDING IS NOT ACHIEVED, WHAT MODIFICATIONS WILL YOU MAKE TO YOUR PROGRAM?

		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
1b. Sub-Total Fringe Benefits				\$ -
Justification Personnel and Fringe Benefits (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project)				
Total 200 Category				\$ -

2. 300 CATEGORY COSTS

2a. Contractual Services - 300 – For each contractor enter the name, if known, service to be provided, hourly or daily fee, and estimated time on the project.

Name of Contractor	Service Provided	Computation	Grant Funds	Match	Cost
Mary Romero-Voces , Three session each @ \$3,000 x 3 = \$9,000		36 hours (HRS) of instruction, 9 hours of prep, 4 HRS logistics to develop group, 2 HRS final report, @ 58.82 an hour	\$ 9,000	\$ -	\$ 9,000
To Be Hired-Boys Council, two sessions each @ \$1,530		15 hours (HRS) of instruction, 5 HRS of prep, 4 hours to develop group, 2 HRS final report. 26 HRS @ 58.82 an hour.	\$ 3,060	\$ -	\$ 3,060
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			<u>\$ 12,060</u>	<u>\$ -</u>	
2a. Sub-Total Contractual Services					\$ 12,060

Each Voices cohort has 18, two hours of instruction. .5 hours of prep for each of the 18 sessions. Each Boys Council cohort has 10, 1.5 hours of instruction. .5 hours of prep for each of the 10 sessions. The hourly rate is for trained and certified instructor for Voices and Boys Council. The rate is inclusive of individual state and federal tax, NM-GRT, FICA and Medicare. The Boys Council is a new program for FY 16.

3. 400 CATEGORY COSTS

3a. Travel - 400 – For Purposes of the Grant application budget, enter the total budgetary costs for travel anticipated for the grant term. Travel expenses include staff trainings, field interviews, advisory group meetings, airfare, lodging, subsistence etc. Identify the location of travel, if known. Registration fees should be included in the "Other Costs Category" not the "Travel Costs Category". Training/ travel requests must be submitted to CYFD on the approved Training Request Form prior to travel.

Purpose	Location	Computation	Grant Funds	Match	Cost
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
3a. Sub-Total Travel			\$ -	\$ -	\$ -

Justification Travel (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3b. Equipment – 400 – List non-expendable items that are to be purchased. Equipment is tangible property having a useful life of more than one year and/or an acquisition cost of \$5,000 or more per unit. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. All equipment will be bar-coded by the CYFD for tracking purposes.

Item	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
3b. Sub-Total Equipment		\$ -	\$ -	\$ -

Justification Equipment (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3c. Supplies – 400 – List items by type (office supplies, postage, training materials, etc.) and show the basis for computation.

Supply Item	Computation	Grant Funds	Match	Cost
			\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3c. Sub-Total Supplies				\$ -

Justification Supplies (Provide a written justification explaining the purpose of this expenditure and its relationship to the mission of the project):

3d. Other Costs – 400 – List items (e.g., telecommunication, vehicle maintenance, equipment maintenance, janitorial or security services, registration fees) by major type and the basis of the computation. For example, telecommunication costs, provide number of phone lines, monthly cost, and number of months. *Training/ travel requests must be submitted to CDDP on the approved Training Request Form prior to travel.

Description	Computation	Grant Funds	Match	Cost
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	
3f. Sub-Total Other Costs				\$ -

the mission of the project:

Total 400 Category \$ -

BUDGET SUMMARY

Budget Category	Grant Funds	Match	Costs	Grant Funds Only
Personnel Services - 200	\$0	\$0	\$0	#DIV/0!
Fringe Benefits - 200	\$0	\$0	\$0	#DIV/0!
200- Category Total	\$0	\$0	\$0	#DIV/0!
Contractual Services - 300	\$12,060	\$0	\$12,060	100%
300 - Category Total	\$12,060	\$0	\$12,060	100%
Travel - 400	\$0	\$0	\$0	#DIV/0!
Equipment - 400	\$0	\$0	\$0	#DIV/0!
Supplies - 400	\$0	\$0	\$0	#DIV/0!
Other Costs - 400	\$0	\$0	\$0	#DIV/0!
400 - Category Total	\$0	\$0	\$0	#DIV/0!
TOTAL AGENCY/ PROGRAM REQUEST	\$12,060	\$0		0%

ADDITIONAL FUNDING SOURCES: (Funding sources other than those provided by CYFD.)

Source	Amount	
	\$ -	
	\$ -	
	\$ -	
TOTAL		\$

Guidance on Day Reporting for FY 15

Please refer to Item "A" that lists the program and corresponding amounts/line items.

Note that DRC is limited to:

- \$50,000 in personnel (salary)
- \$18,000 benefits related to salary
- \$7,000 in supplies

I spoke to CYFD this morning and we can assign as many FTE percentages of time to the "personnel" line item. This decision is up to the Detention Center (DC) with these caveats. 1) All such identified staff must be DRC assigned. 2) There should be some carry-over of these job duties in to FY16. For example, in FY15 the DC may identify three FTEs in order to draw down the funds. Then in FY16 only two of the three will be claimed since we will have twelve months to expend the funds.

To Do List #1: The DC needs to assess the time remaining (six months) and the number of staff assigned to DRC in order to draw down the \$68,000.

Who at the County will be responsible to make this decision on the identified FTEs. By when will the city receive this information?

Who at the County is responsible to submit the necessary invoice and back-up documentation to City to claim reimbursement for DRC services?

To Do List#2: Richard Demella will forward a copy of the CYFD instructions for reimbursement to Ms. Deaderick by December 23, 2014.

The county needs to advise when they will identify the person responsible to submit the required fiscal information to the city. When will this task be accomplished?

The County has nine (9) required forms that must be completed by each individual volunteer that will offer life skills services at the DRC. These are listed in an email from Ms. Nicole Deaderick to Richard DeMella and 12-9-14. I am attaching a copy of the "Pre-Employment" from which states the County may request some additional background information. A review of the forms from the county makes no explicit request for any type of official background check. Therefore, there should be no lengthy delay in getting these life skills folks approved by the county.

To Do List#3: The city needs to identify which city programs are going to be available to provide Life Skills service. The city needs to submit a date when this will be accomplished. The list of providers will be submitted to Ms. Nicole Deaderick. The county needs to advise how long it will take the county to review and approve or disapprove each application. The county needs to identify the person(s) who will receive the packet as well as person(s) who will approve it. The city will identify the person who will receive the information on approvals/disapprovals and maintain a log of all such actions.

Side Note: Life skills will be provided by persons employed by a local community-based agency. It seems that a significant number of these folks already have a positive background in their possession and that can be provided to the county on request.

The supply list of \$7,000 is for educational and office related items directly related to the DRC. It cannot purchase food or equipment. Please check with the city prior to purchase to ensure reimbursement.

Guidance for FY16

A copy of the DRC program proposal was provided to county staff at the December 18th, Juvenile Justice Board meeting. We are requesting the county to assess the information listed for personnel/benefits and update with current information.

CITY OF SANTA FE

Community Services Department

P.P. Box 909

500 Market Station

~~Suite~~ Suite 200

Santa Fe, NM 87507-0909

REQUEST FOR QUALIFICATIONS:

Restorative Justice

Attention: Richard De Mella

500 Market Station

Suite 200

Santa Fe NM 87504-0909

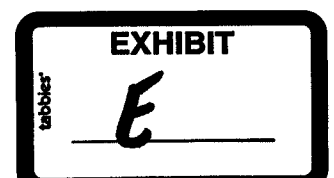
Submitted by:

Common Ground Mediation Services

620 ½ Alto St.

Santa Fe NM 87501

505.983.3344



Overview of Qualifications

Common Ground Mediation Services (CGMS) is hereby responding to a Request for Qualifications to serve in the capacity of the Restorative Justice Program to be managed by the Community Services Department's Juvenile Justice Planner.

CGMS is uniquely qualified to fulfill this contract, especially in the light of the goals established by the ~~Santa Fe~~ Regional Juvenile Justice Board (SFRJJB) and the Juvenile Justice Advisory Committee (JJAC).

CGMS successfully provided Restorative Justice (RJ) services for the City of Santa Fe for fiscal year 2014-15 and has successfully provided RJ services for CYFD for the preceding seven years.

The RJ Team for CGMS consists of five diverse providers, two of whom are fluently bilingual in Spanish and English. This Team has a combined total of 1,468 hours in specialized training in mediation, facilitation, restorative justice and other circle processes. Together, they have successfully handled a total of 359 RJ cases for CYFD and the City of Santa Fe.

The type of RJ process most practiced by CGMS is Community Group Conferencing (CGC), which is the only restorative practice in Santa Fe that, in addition to teaching young offenders empathy and accountability, also addresses the needs of Harmed Parties who were victimized by a given crime, often including financial restitution. Therefore, both the needs of offending juveniles and the needs of their adult (or juvenile) victims are met by this process.

Scope of Work

1. GOAL:

CGMS has a proven track record of diverting youth who have committed either a misdemeanor *and/or* felony offense from further involvement in the juvenile justice system. In our first year of the CYFD contract, our recidivism rate was 25%. But in the last three years, our recidivism rate was 10%, 12% and 0% respectively.

2. OBJECTIVES:

CGMS will continue to provide RJ programming to youth in order to help them acknowledge their behavior and effects on those around them; identify alternate appropriate choices and become accountable for their actions through

participation in CGC, thus will engaging youth in the practice of RJ principles, which include:

- A) Understanding that their behavior affected other individuals and the surrounding community
- B) Acknowledging that their behavior resulted from choices that could have been made differently
- C) Acknowledging to all affected that their behavior was harmful to others
- D) Taking action to repair the harm where possible
- E) Making changes necessary to avoid such behavior in the future, including focusing on improved educational outcomes
- F) To provide CGC for youth who have been referred by Juvenile Probation, First Judicial District Court and Santa Fe Public Schools for low level offenses and who have been screened and assessed for appropriate placement in the RJ process.

3. PERFORMANCE MEASURES:

A) Number of youth who successfully completed the program in FY 2015.

In FY 2015, we only had five months on the contract because of a late start date. We had 13 referrals. One referral was returned to the JPO because the youth referred had such severe behavioral health challenges, she was unable to participate. Of the other 12 referrals, 12 youth successfully completed our program.

B) Number of youth who did not reoffend within one year of the first offense.

Since our 2015 contract only extended over a five month period, we do not have data for a full year. However, over the five month period and the additional two months since the expiration of our contract, all 12 youth who participated in our RJ CGC did not re-offend since participating in our process.

C) Number of accountability processes completed by the youth.

35 accountability processes have been completed, with six additional processes still pending within the allowable time frame.

D) *Number of reparations (monetary payments) received by CGMS.*

Three payments have been collected by CGMS to date, with several more to be made within the allowable time frame.

E) *Number of youth who demonstrate an understanding of restorative justice principles after the successful completion of the RJ process?*

Twelve of the 12 youth who participated in the RJ process demonstrate an understanding of restorative justice principles after successful completion of the process.

F) *Number of youth who have been referred to the program (FY2015)*

Thirteen youth were referred to the program during the five month period of our last contract; 12 youth participated in the program and one was returned to the JPO because severe behavioral health challenges prevented her from participation.

G) *Number of youth who are screened and assessed and are accepted into the program?*

CGMS screens and assesses all youth who are referred to the program. Ninety-two percent of youth who were screened and assessed through our intake process were accepted into the program in FY 2015.

H) *Number of referrals for youth and families to community based agencies for youth not accepted into the program.*

One youth and her family were not accepted into our program in FY 2015. We did refer her to a community based agency for behavioral health treatment. Therefore, 100% of those not accepted into our program were referred to a community based agency.

I) *Number of youth and their families who complete the program?*

In FY 2015, 12 youth and their families completed the program.

J) *Number of youth who do not re-offend in one year post-program?*

CGMS had only five months in FY2015, not one year. During the contract period and the two supervening months since the contract expired, 12 youth who completed the program did not re-offend, or 100% of the youth who completed the program.

4. PROGRAM EVALUATION PROCESS

For every CGC Common Ground has performed, all participants (youth, their families, harmed parties and community members) have filled out Post Conference Questionnaires to evaluate our program and the process. Copies of these evaluations can be made available upon request. Over the six year period that Common Ground has done comprehensive statistical annual reports, there is an aggregate ~~response rate~~ of 71.3% "very satisfied" with how Common Ground performed CGC's and 21.8% "satisfied" with how Common Ground performed CC's in all categories of participants.