

**2024**  
**JUVENILE JUSTICE AND DELINQUENCY**  
**PREVENTION**

**TITLE II GRANT APPLICATION**

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**JUVENILE JUSTICE PROGRAM CATEGORIES:**

**Alternatives to Detention**  
**Delinquency Prevention**  
**Job Training**  
**School Programs**

**Arkansas Department of Human Services**  
**Division of Youth Services**  
**and**  
**Arkansas Coalition for Juvenile Justice**

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## I. APPLICATION TIMELINE AND SPECIFICATIONS

1. Notifications posted on DHS/DYS Web Site June 3,2024
2. Letter of Intent (Via E-mail) due to Office of Procurement by 3:00 p.m. CST June 7,2024
3. Grant-writing Workshop for all applicants will be via Zoom. Information will be sent to all who submitted a Letter of Intent. June 12, 2024
4. Request For Application Deadline by 3:00 p.m. CST. July 3,2024
5. Staff Review Team Technical Review (TR) of applications July 8-10,2024
6. All amended applications must be returned to DYS/JJDP Unit no later than 2:00 p.m. CST July 12,2024
7. Staff TR application results delivered to Arkansas Coalition for Juvenile Justice (ACJJ)-SAG Board sub-committee. July 15,2024
8. Oral Presentations to Review Committee (**MANDATORY**). **Only one person will be allowed to present for a maximum of forty-five minutes** July 29-30,2024
9. The Arkansas Coalition for Juvenile Justice will determine recipients to be recommended to DYS Director for approval July 31,2024
10. Make recommendations to the Director of DYS August 1,2024

### **The anticipated grant award period is October 1, 2024 – September 30, 2025**

All applications submitted for this grant must be filed with the State Clearinghouse and the appropriate local Clearinghouse. The standard form to use (SF-424) and list of Clearinghouse offices by region are included on the CD accompanying this package. For assistance with the filing procedure, contact your local Clearinghouse.

**ARKANSAS DEPARTMENT HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
AND  
THE ARKANSAS COALITION FOR JUVENILE JUSTICE  
ANNOUNCE THE AVAILABILITY OF FUNDING FOR THE FOLLOWING PROGRAM AREAS:**

Alternatives to Detention  
Delinquency Prevention  
Job Training  
School Programs

The source of funds is 100 percent federal dollars under authority of the 1974 JJDP Act as reauthorized in 2018.

**\* In the event that some of the available funds are not awarded as specified above, the Arkansas Coalition for Juvenile Justice and the Division of Youth Services reserve the right to redistribute and award these funds among the listed categories.**

**FINAL AWARD OF FUNDS IS CONTINGENT UPON REVIEW  
OF THE ARKANSAS LEGISLATIVE COUNCIL**

For information on preparing your application, please contact:  
Ocie Hunter, Jr.  
Division of Youth Services  
Email: [ocie.hunter@dhs.arkansas.gov](mailto:ocie.hunter@dhs.arkansas.gov)

For Letter of Intent, please contact:  
Arkansas Department of Human Services – Office of Procurement  
Email: [DHS.OP.Solicitations@dhs.arkansas.gov](mailto:DHS.OP.Solicitations@dhs.arkansas.gov)

No Phone Calls will be accepted regarding the completion of any  
Title II Request for Application.

# **REQUEST FOR APPLICATION (RFA) TITLE II FORMULA GRANT**

## **II. INTRODUCTION**

The purpose of this Request for Application (RFA) is to solicit applications that establish and/or support community-based approaches to prevent juvenile delinquency and to improve the juvenile justice system. For the purposes of this RFA, we have identified funding categories from which applicants may choose to apply. The following are definitions of these four categories. In addition, an explanation is outlined showing how to address each category in your application. **Please note: An applicant may only submit one (1) application for one (1) of the four (4) categories listed below. Any application addressing multiple categories for consideration will be automatically disqualified.**

## **DEFINITIONS AND EXPLANATIONS**

**(A) Racial and Ethnic Disparities (RED): Office of Juvenile Justice and Delinquency Prevention is shifting from Disproportionate Minority Contact (DMC) to Racial and Ethnic Disparities.**

The development of a program designed primarily to address the disproportionate number of juvenile members of minority groups who encounter the juvenile justice system.

**Disproportionate:** – A rate of contact with the juvenile justice system among juveniles of a specific minority group that is significantly greater than the rate of contact for whites (i.e. non-Hispanic Caucasians) or for other minority groups.

**Race and Ethnicity Categories:** (1) White (2) American Indian or Alaska Native (3) Asian (4) Black or African American (5) Hispanic or Latino (6) Native Hawaiian or Other Pacific Islander.

**Contact:** Initial legal encounters with law enforcement (i.e. arrests). Ongoing contacts with juvenile justice such as:

- Diversions
- Referral to juvenile court
- Holding in secure detention
- Issuance of petition
- Adjudication as delinquent
- Placement on probation
- Placement in secure facilities
- Transfer to adult court
- Other processes are unique to states and localities.

**(B) Alternatives to Detention:** These are community and home-based alternatives to incarceration and institutionalization including for youth who need temporary placement such as crisis intervention, shelter, and after-care and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.

**(C) School Programs.** Education programs or supportive services in traditional public schools and detention/corrections education settings to encourage youth to remain in school; or alternative learning programs to support transition to work and self-sufficiency, and to enhance coordination between correctional programs and youth's local education programs to ensure the instruction they receive outside school is aligned with that provided in their schools, and that any identified learning problems are communicated.

**(D) Delinquency Prevention:** Comprehensive juvenile justice and delinquency prevention programs that meet needs of youth through collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies and private nonprofit agencies offering youth services.

**(E) Job Training.** Projects to enhance the employability of youth or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.

### **III. BACKGROUND**

Each year, the U.S. Department of Justice, Office of Juvenile Justice Delinquency and Prevention Programs (OJJDP), allocates funds to the Arkansas Coalition for Juvenile Justice (ACJJ) and the Division of Youth Services (DYS). These funds are used to assist local communities in their efforts to prevent or decrease juvenile delinquency. The grants as authorized by the Juvenile Justice Delinquency Prevention Act of 1974, as reauthorized in 2018, are to assist states in planning, establishing, operating, coordinating and evaluating projects directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

### **IV. ELIGIBLE APPLICANTS**

Units of local government as well as non-profit and for-profit agencies are eligible to apply for funds under these categories. **Please Note: Applicants strongly should attend the Grant Writing Workshop sponsored by the Division of Youth Services and the Arkansas Coalition for Juvenile Justice on Wednesday June 5, 2024.**

### **V. MINORITY BUSINESS POLICY**

Minority participation is encouraged in this and all other procurements by state agencies. “Minority” is defined by Arkansas Code Annotated § 1-2-503 as “black or African American, Hispanic American, American Indian or Native American, Asian, and Pacific Islander.” The Division of Minority Business Enterprise of the Department of Economic Development conducts a certification process for minority businesses. Bidders unable to include minority-owned businesses as subcontractors “may explain circumstances preventing minority inclusion.”

### **VI. AVAILABLE FUNDING**

#### **Alternatives to Detention (Title II)**

The total funding available under this category is \$100,000. Award up to four initiatives for Alternative-to-Detention funding a minimum of \$30,000.00. No matching funds are required.

#### **School Programs (Title II)**

The total funding available under this category is \$100,060. A minimum of three (3) grants will be awarded in this category. No matching funds are required.

#### **Delinquency Prevention (Title II)**

The total funding available under this category is \$102,050. A minimum of three (3) grants will be awarded in this category. No matching funds are required.

### **Job Training (Title II)**

The total funding available under this category is \$70,113. A minimum of two (2) grants will be awarded in this category. No matching funds are required.

**Please Note:** Since the ACJJ Board emphasizes the importance of Racial and Ethnic Disparities (RED), each grant applicant shall explain how they will address the issue of Racial and Ethnic Disparities (RED) in their proposal, regardless of category. All subgrant recipients will report short-term and long-term progress towards addressing DMC during the program.

## **VII. APPLICATION FORMAT AND CHARACTERISTICS**

The narrative section of the application must contain the following in the order listed below. Please be sure to check for grammatical errors and incorrectly spelled words in your application.

### **A. Table of Contents**

Provide a table of contents that shows the page number of each application component in agreement with checklist items **A through K**. Number the application pages consecutively from beginning to end. Every page of the application must be given a number, including the Appendices.

### **B. Abstract**

Please provide the information requested along with an abstract summarizing the proposed program on the Abstract form. **USE ONLY THE SPACE PROVIDED ON THE FORM.** The abstract should clearly answer the questions "who, what, where, when, why, and how." This abstract will be copied as submitted and used in a report that will be submitted to the Arkansas Coalition for Juvenile Justice.

### **C. Brief History of the Organization**

Provide a brief history of your organization and include substantiated reasons as to why your application should be awarded funds. List any relevant experiences the organization has had in carrying out similar projects.

### **D. Problem Statement**

The problem statement is the foundation of your application. It is extremely important to define the target population(s) as well as the specific geographical area to be served. State the specific parts of the community, town, or city to be served. Please include a map of the area to be served. Provide a description of the areas. You must provide strategies that you will use to impact the problem in your target program area and explain your plan to implement those strategies. **Baseline data** is also vital to the problem statement that you are addressing the needs within the area of the application. You **must** include baseline data on the risk factors your program seeks to impact.

*Examples:*

**Gender Specific Services** – Baseline data for this category may include rates of arrests, delinquent petitions filed and adjudication transfers to adult court; rates of confinement in adult jails, lock-ups and secure detention among females; gender specific services presently available in the community; the need for prevention services for females at risk of entering the juvenile justice system; or the need for neighborhood/community-based family resource and support activities.

**Racial and Ethnic Disparities (RED)** - Baseline data for this category may include a comparison of minority juvenile population data as compared to minority youth involvement in rates of confinement in secure detention and placement in secure facilities or programs. If rates of Racial and Ethnic Disparities (RED) indexes are more than one-to-one in these two areas, then gather rates for as many of the following as possible: juvenile arrests, delinquent petitions filed, adjudication transfers to adult court, etc.

**Demonstrate a clear connection between what the data reveals, and the program and services being proposed.**

Make sure the program or service you are proposing responds directly to your interpretation of the data results and gaps in services. Propose a service or program that you believe is needed and show how the data supports this belief.

**E. Target Population**

Provide an in-depth description of the population to be served by the project. Tell the age, race, sex, income, types of households, type of environment, school grade level, and any other information that is needed to further define this particular group. Depending on the relevance to your proposed program, information regarding their performance in school should also be given, such as: Number failing or in danger of failing, number of dropouts, number disciplined in a given timeframe, and other similar data.

***PRIORITY STATEMENT***

***Priority will be given to programs that serve children, youth, populations and/or communities that are in greatest need of special services and/or resources. The following populations are examples of groups that may need special services and/or additional resources: At-risk children and teenagers, youth involved with the juvenile justice system, pregnant and parenting teens, and school dropouts.***

**F. Management and Organizational Capability**

The applicants' management structure and staffing must be adequate and appropriate for successful implementation of the program. Applicants must present a management plan that identifies all project staff working to accomplish the goals of the program. Provide **job descriptions** for each funded position, outlining duties and responsibilities. **Resumes** for these individuals should also be attached, but if the position(s) have not been filled please provide job description(s) with your application. **All persons who have direct contact with JJDP program youth must pass a criminal background check, child abuse registry check, adult maltreatment central registry check and a certified nursing registry check. All background checks must be submitted to the JJDP Unit office before the program begins, at the expense of the applicant. Also, we will need a copy of your latest Organization's Formation Documents from the Arkansas Secretary of State office.**

**G. Budget**

The applicant must provide a description of how the awarded funds will be used to accomplish stated goals and objectives by purchasing services and goods and leveraging other resources. **Budget justification must be included in the application. Receipt of Title II funds does not imply a commitment for continuation of funding. Funding amounts will be determined at the**



sole discretion of DYS and are for one year of funding only. Awards may be reduced as determined necessary at DYS's sole discretion. See Section IV- (Available Funding) for the maximum amount that will be awarded for selected applicants.

1. First year request – 100% JJDP funding.
2. Subsequent request – 80% of JJDP funding awarded the previous year.
3. Subsequent request – 60% of JJDP funding awarded the previous year.

In order to be considered for the award, the respondent shall use the attached budget format and must include a line-item narrative and budget justification.

Subgrantees **MUST SUBMIT** monthly reimbursement invoices and Spark Report. A **mandatory Reimbursement Invoice/Billing and Spark Report Training** will be conducted by DYS staff. The invoice and report are due no later than the 15<sup>th</sup> of the following month for the previous month. Failure to submit these reports monthly can be grounds for termination of awarded funding.

## H. Project Evaluation and Performance Measures

Applicants should develop a plan for collecting data for the measurement of performance output and outcome of project activities. **This report shall be created by the applicant and is to be used for reporting program output and outcomes. The report is to be submitted monthly to the Juvenile Justice and Delinquency Prevention Unit by the 15<sup>th</sup> of the following month.** *For example, if the award period begins on March 1, 2023, the first report is therefore due on the 15<sup>th</sup> of April; reports for September are due on the 15<sup>th</sup> of October, and so forth.*

### Reporting Requirements:

#### 1. Goals and Objectives

Goals and objectives must be clearly defined and straight-forward and describe what will be achieved. Make sure the goals and objectives are realistic and can be achieved within the timeframe of the grant and the resources received.

**Goal** - a general statement of what your application hopes to accomplish in addressing the need(s) described in the problem statement.

*Examples:*

Diversion

- (1) To provide treatment or other services needed by youths and their families. Along with improving outcomes for youths.

Racial and Ethnic Disparities (RED)

- (1) To reduce legal encounters with law enforcement (i.e. arrests) and ongoing contacts with the juvenile justice system.

#### Objectives -

*Example of specific and measurable objective:*

Diversion

- (1) To increase successful outcomes for youth – Increasing school engagement, offering opportunities for positive skill development, increasing pro-social activities, or targeting other criteria that measure success for youth.

Racial and Ethnic Disparities (RED)

- (1) Obtain and evaluate data on disproportionate minority contact in the juvenile justice system.

## **2. Performance Measurement Guidance**

Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to program performance and is less rigorous than program evaluation. All subgrant recipients are required to select performance measures from OJJDP's Performance Measurement System and develop a data collection plan that specifies which data will be collected and how they will be measured.

OJJDP has developed lists of output and outcome measures for each of these program areas. Within each program area there are performance measurement tables that present output and outcome performance measures. Outputs measure the products or changes for individuals, the juvenile justice system, or county that result from the program. Outcomes are benefits or changes as a result of the program. There are two types of outcomes:

1. Short term - those that occur during the program or by the completion of the program.
2. Long term - those that occur six months to one year after program completion.

The OJJDP performance measurement system designates some measures as mandatory, that is, they are required to be selected. Subgrant recipients are required to select all mandatory measures.

### ***ALL MANDATORY MEASURES ARE SHOWN IN BOLD PRINT***

## **3. Data Collection Plan**

Subgrantees are required to develop a Data Collection Plan that specifies each mandatory and optional performance measure selected, the source of data (such as the name of the specific survey to be used), and a timetable for collecting the data. **Subgrantees MUST COMPLETE an Annually Program Progress Report in DCTAT. All subgrantees MUST ATTEND the DCTAT Training/Billing Training.**

### **I. Letters of Agreement/Commitment/Support**

Applicants shall include letters of agreement, commitment, and support for their proposed program. Letters of agreement and/or commitment should be included to document in-kind resources and services that will be provided to the program by other agencies and/or consultants. Letters of support should also be included in this section. Label separately to show which letters document agreements or commitments and which are for support. **All copies of such letters will need to be included with the original application as well as the 7 copies of the application.**

### **J. Other Funding Sources**

This funding provides seed money for new programs and additional money for established programs that are working to reduce juvenile delinquency, violence, crime, and incarceration. However, to provide effective prevention strategies, most programs need to continue over a period of several years and to develop community linkages, support, and dependability. Those programs that have no plans for sustainability may not be as effective as those with plans.

Provide information that shows how the program will be continued after the Title II funding has ended. The **plan for sustainability MUST** show the source of the continuation funding, whether the project will be operated at the same level, and whether the target population will remain the same. Also list any fund-raising activities to be conducted.

## **K. Appendices**

The appendices must be labeled, and the pages numbered, continuing in the same sequence as the application. **Total pages should not exceed fifty-five (55) including appendices and forms.** Do not use the appendices to add to the narrative of your application. Appendix materials must not be over-sized or include videotapes or similar exhibits. **Do not staple or bind the application.**

## VIII. PERFORMANCE MEASURES TABLES

### PROGRAM AREA 3: ALTERNATIVES TO DETENTION

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
1	Number of MOUs developed	The number of Memoranda of Understanding (MOUs) or interagency agreements developed during the reporting period. Include all formal partnership or coordination agreements. Program records are the preferred data source.	A. Number of MOUs developed during the reporting period	
2	Number of program slots available	The number of client service slots available during the reporting period. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	A. Number of client service slots available during the reporting period	
3	Number of FTEs funded with Formula Grant funds	The number of staff funded by Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	A. Number of FTEs funded with FG funds	
4	Number of program materials developed	The number of program materials developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client-tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Number of program materials developed	
5	Number and percent of program staff trained	The number and percent of program staff trained during reporting period. Program staff includes full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of staff who participated in training B. Total number of program staff C. Percent (A/B)	
6	Number of hours of training provided to program staff	The number of training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	A. Number of hours of training provided to program staff	
7	Number of detention alternative program options available	The number of detention alternative programs created during the reporting period. If programs were lost over the reporting period, please report a negative number. Program records are the preferred data source.	A. Number of detention alternative program options	
8	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning activities undertaken	
9	Number of RAI developed	Report how many risk assessments instruments (RAI) were developed during the reporting period. RAIs are used to determine youth supervision needs.	A. Number of RAIs developed	
10	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or affect program operations.	A. Number of policies created, amended, or rescinded	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
11	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	
12	Number and percent of program youth receiving RAIs	The number and percent of program youth receiving RAIs during the reporting period to determine the level of necessary supervision. Include all youth who received at least one program service and met the program's minimum criteria for participation. Program records are the preferred data source.	A. Number and percent of program youth receiving RAIs	
13	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours	
14	Average length of stay in program	The average number of days that youth remain in the program. Include data for youth who complete program requirements prior to program exit and for those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Average (A/B)	
15	<b>Number and percent of program youth who OFFEND (short term)</b>	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period. A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc. Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be autocalculated in G.	A. Total number of program youth served during the reporting period B. Number of program youth tracked during the reporting period C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period D. Number of program youth who were committed to a juvenile facility during the reporting period E. Number of program youth who were sentenced to adult prison during the reporting period F. Number of youth who received another sentence during the reporting period  G. Percent OFFENDING (C/B)	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
16	<b>Number and percent of program youth who OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent OFFENDING (B/A)</p>	
17	<b>Number and percent of program youth who RE-OFFEND</b> (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be autocalculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
18	<b>Number and percent of program youth who RE-OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p>	
19	Number and percent of program youth returning to court for scheduled hearing	The number and percent of program youth who were placed in a detention alternative and returned to court for all scheduled hearings. Appropriate for any detention alternative program. Official records are the preferred data source.	<p>A. Number of program youth who return to all scheduled hearings</p> <p>B. Number of youth in detention-alternative program</p> <p>C. Percent (A/B)</p>	
20	Percent change in the average daily population (ADP) in secure detention	The percent change in the number of pre-adjudicated and post-adjudicated juveniles in secure detention. Official records are the preferred data source.	<p>A. ADP of juveniles in detention in the current year</p> <p>B. ADP of juveniles in detention in previous year</p> <p>C. Percent Change (A-B/B)</p>	
21	Percent change of average length of stay (ALOS) in secure detention	The percent change in the average length of stay (ALOS) in days that juveniles reside in a secure juvenile detention facility. Official records are the preferred data source.	<p>A. ALOS stay in detention in the current year</p> <p>B. ALOS stay in the previous year</p> <p>C. Percent Change (A-B/B)</p>	
22	Percent change in utilization of detention alternatives	The percent change in the utilization rate of applicable detention alternative programs, such as shelter care. Detention alternatives are services provided to offenders in the community to avoid placement in a detention facility. The utilization rate is used to examine the usage of facilities relative to their stated capacity (see the glossary for calculation of utilization). If the facility is overcrowded, the utilization rate will be more than 100 percent. Program records are the preferred data source.	<p>A. Utilization rate of detention alternative in the current year</p> <p>B. Utilization rate of detention alternative in previous year</p> <p>C. Percent Change (A-B/B)</p>	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
23	<b>Number and percent of program youth completing program requirements</b>	The number and percent of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion. The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully)  C. Percent (A/B)	
24	Number and percent of program youth satisfied with the program	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth satisfied with the program during the reporting period B. Total number of program youth served by the program during the reporting period C. Percent (A/B)	
25	Number and percent of program families satisfied with the program	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program during the reporting period B. Total number of program families served by the program during the reporting period C. Percent (A/B)	
26	Number and percent of program staff with increased knowledge of the program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of staff trained during the reporting period who report increased knowledge B. Number of staff trained during the reporting period C. Percent (A/B)	

### Additional Comments

*Please Note:* Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.



## PROGRAM AREA 6: DELINQUENCY PREVENTION

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
1	Number of MOUs developed	The number of Memoranda of Understanding (MOUs) or interagency agreements developed during the reporting period. Include all formal partnership or coordination agreements. Program records are the preferred data source.	A. Number of MOUs developed during the reporting period	
2	Number of program slots available	The number of client service slots available during the reporting period. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	A. Number of client service slots available during the reporting period	
3	Number of FTEs funded with Formula Grant funds	The number of staff funded by Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	A. Number of FTEs funded with FG funds	
4	Number of program materials developed	The number of program materials developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client-tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Number of program materials developed during reporting period	
5	Number and percent of program staff trained	The number and percent of program staff trained during reporting period. Program staff includes full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of staff who participated in training B. Total number of program staff C. Percent (A/B)	
6	Number of hours of training provided to program staff	The number of training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	A. Number of hours of training provided to program staff	
7	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning hours undertaken	
8	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or affect program operations.	A. Number of policies or procedures created, amended, or rescinded	
9	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
10	<b>Number of enrolled parents or guardians served during the reporting period</b>	An unduplicated count of the number of enrolled parents or guardians served by the program during the reporting period. Program records are the preferred data source.	A. Number of enrolled parents or guardians carried over from the previous reporting period B. New admissions during the reporting period C. Total of enrolled parents and guardians served during the reporting period (A+B)	
11	<b>Number of additional family members served during the reporting period</b>	An unduplicated count of the number of additional family members (youth and adults) served by the program during the reporting period. Program records are the preferred data source.	A. Number of additional family members carried over from the previous reporting period B. New admissions during the reporting period C. Total (A+B)	
12	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours	
13	Average length of stay in program	The average number of days that clients remain in the program. Include data for youth who complete program requirements prior to program exit and for those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Average (A/B)	
14	<b>Number and percent of program youth who OFFEND (short term)</b>	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period. A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc. Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be auto calculated in G.	A. Total number of program youth served during the reporting period B. Number of program youth tracked during the reporting period C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period D. Number of program youth who were committed to a juvenile facility during the reporting period E. Number of program youth who were sentenced to adult prison during the reporting period F. Number of youth who received another sentence during the reporting period G. Percent OFFENDING (C/B)	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
15	<b>Number and percent of program youth who OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent OFFENDING (B/A)</p>	
16	<b>Number and percent of program youth who RE-OFFEND</b> (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be auto calculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
17	<b>Number and percent of program youth who RE-OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p>	
18A	Substance use (short term)	<p>The number and percent of program youth who have exhibited a decrease in substance use during the reporting period.</p> <p>Self-report, staff rating, or urinalysis are the most likely data sources.</p>	<p>A. Number of program youth served during the reporting period with the noted behavioral change</p> <p>B. Total number of youth receiving services for target behavior during the reporting period</p> <p>C. Percent (A/B)</p>	
18A	Substance use (long term)	<p>The number and percent of program youth who exhibited a decrease in substance use 6–12 months after exiting the program.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Self-report, staff rating, or urinalysis are the most likely data sources.</p>	<p>A. Total number of program youth exiting the program 6–12 months ago tracked for the target behavior during the reporting period</p> <p>B. Of A, the number of program youth with the noted behavioral change during the reporting period</p> <p>C. B/A</p>	
18B	School attendance (short term)	<p>The number and percent of program youth who have exhibited a desired change in school attendance during the reporting period.</p> <p>Self-report or official records are the most likely data sources.</p>	<p>A. Number of program youth served during the reporting period with the noted behavioral change</p> <p>B. Total number of youth receiving services for the target behavior during the reporting period</p> <p>C. Percent (A/B)</p>	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
18b	School attendance (long term)	The number and percent of program youth who exhibited a desired change in school attendance 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or official records are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
18c	Antisocial behavior (short term)	The number and percent of program youth who have exhibited a desired change in antisocial behavior during the reporting period. Antisocial behavior is defined as a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, or failure to conform to social norms). Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for the target behavior during the reporting period C. Percent (A/B)	
18c	Antisocial behavior (long term)	The number and percent of program youth who exhibited a desired change in antisocial behavior 6–12 months after exiting the program. Antisocial behavior is defined as a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, or failure to conform to social norms). The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
18d	Family relationships (short term)	The number and percent of program youth who have exhibited a desired change in family relationships during the reporting period. Such changes are positive ones that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support. Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
18d	Family relationships (long term)	The number and percent of program youth who have exhibited a desired change in family relationships 6–12 months after exiting the program. Such changes are positive ones that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
19	<b>Number and percent of program youth completing program requirements</b>	The number and percent of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion. The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully) C. Percent (A/B)	
20	Number and percent of program families satisfied with the program	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program B. Total number of program families C. Percent (A/B)	
21	Number and percent of program youth satisfied with the program	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth satisfied with the program B. Total number of program youth C. Percent (A/B)	
22	Number and percent of program staff with increased knowledge of the program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not have to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Total number of program staff trained during the reporting period C. Percent (A/B)	

### Additional Comments

*Please Note:* Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.

## PROGRAM AREA 17: SCHOOL PROGRAMS

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
1	Number of MOUs developed	The number of Memoranda of Understanding (MOU) or interagency agreements developed during the reporting period. Include all formal partnership or coordination agreements. Program records are the preferred data source.	A. Number of MOUs developed during the reporting period	
2	Number of program slots available	The number of client service slots available during the reporting period. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	A. Number of client service slots available during the reporting period	
3	Number of FTEs funded with Formula Grant funds	The number of staff funded through Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	A. Number of FTEs funded with FG funds	
4	Number of program materials developed	The number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client-tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Number of program materials developed	
5	Number and percent of program staff trained	The number and percent of program staff who are trained during the reporting period. Program staff include full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of staff who participated in training B. Total program number of program staff C. Percent (A/B)	
6	Number of hours of program staff training provided	The number of training hours that program staff are provided during the reporting period. Training includes in-house and external trainings.	A. Number of hours of training provided to program staff	
7	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning activities undertaken	
8	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or that affect program operations.	A. Number of program/agency policies or procedures created, amended, or rescinded	
9	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	
10	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
11	Average length of stay in program	Average number of days that youth remain in the program. Include data for clients who both complete program requirements prior to program exit and who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. A/B	
12	<b>Number and percent of program youth who OFFEND</b> (short term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period. A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc. Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be auto calculated in G.	A. Total number of program youth served during the reporting period B. Number of program youth tracked during the reporting period C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period D. Number of program youth who were committed to a juvenile facility during the reporting period E. Number of program youth who were sentenced to adult prison during the reporting period F. Number of youth who received another sentence during the reporting period G. Percent OFFENDING (C/B)	
13	<b>Number and percent of program youth who OFFEND</b> (long term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses 6–12 months after exiting the program. A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc. Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.	A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period C. Number of program youth who were committed to a juvenile facility during the reporting period D. Number of program youth who were sentenced to adult prison during the reporting period E. Number of youth who received another sentence during the reporting period F. Percent OFFENDING (B/A)	



#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
14	<b>Number and percent of program youth who RE-OFFEND</b> (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be auto calculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	
15	<b>Number and percent of program youth who RE-OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses 6–12 months after exiting the program.</p> <p>Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p>	
16	Number and percent of program youth suspended from school (short term)	<p>The number and percent of program youth who were suspended from school. Include both in-school and out-of-school suspensions. Appropriate for any youth-serving program. Official records are the preferred data source.</p>	<p>A. Number of program youth suspended from school during the reporting period</p> <p>B. Number of youth in program during the reporting period</p> <p>C. Percent (A/B)</p>	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
17	Number and percent of program youth suspended from school (long term)	The number and percent of program youth who were suspended from school. Include both in-school and out-of-school suspensions. Appropriate for any youth-serving program. Official records are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.	A. Total number of program youth exiting the program 6-12 months ago tracked for school suspension during the reporting period B. Of A, the number of program youth suspended from school during the reporting period C. Percent (A/B)	
18A	<b>Substance use</b> (short term)	The number and percent of program youth who have exhibited a decrease in substance use during the reporting period. Self-report, staff rating, or urinalysis are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
18A	<b>Substance use</b> (long term)	The number and percent of program youth who exhibited a decrease in substance use 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report, staff rating, or urinalysis are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
18B	<b>School attendance</b> (short term)	The number and percent of program youth who have exhibited a desired change in school attendance during the reporting period. Self-report or official records are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for the target behavior during the reporting period C. Percent (A/B)	
18B	<b>School attendance</b> (long term)	The number and percent of program youth who exhibited a desired change in school attendance 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or official records are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
18c	<b>GPA</b> (short term)	The number and percent of program youth who have exhibited a desired change in GPA during the reporting period. Self-report or official records are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
18c	<b>GPA</b> (long term)	The number and percent of program youth who exhibited a desired change in GPA 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or official records are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
18d	<b>Social competence</b> (short term)	The number and percent of program youth who have exhibited a desired change in social competencies during the reporting period. Social competence is the ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations. Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for the target behavior during the reporting period C. Percent (A/B)	
18d	<b>Social competence</b> (long term)	The number and percent of program youth who exhibited a desired change in social competencies 6–12 months after exiting the program. Social competence is defined as the ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
19	<b>Number and percent of program youth completing program requirements</b>	The number and percent of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion. The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully) C. Percent (A/B)	
20	Number and percent of program families satisfied with the program	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program during the reporting period B. Total number of program families served by the program during the reporting period C. Percent (A/B)	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
21	Number and percent of program youth satisfied with the program	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth satisfied with the program during the reporting period B. Total number of program youth served by the program during the reporting period C. Percent (A/B)	
22	Number and percent of program staff with increased knowledge of the program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not have to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of staff trained during the reporting period who report increased knowledge B. Number of staff trained during the reporting period and returning surveys C. Percent (A/B)	
23	Percent change in school-related discipline incidents	The percent change in the number of incidents requiring disciplinary action. Could include assault, violence, or vandalism, may not require school suspension or expulsion. Appropriate for any school-based program. School records are the preferred data source.	A. Number of discipline incidents in the current year B. Number of discipline incidents in the past year C. Percent change (A-B/B)	

### Additional Comments

*Please Note:* Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.

## PROGRAM AREA 21. DISPROPORTIONATE MINORITY CONTACT

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
1	Number of FTEs funded with Formula Grant funds	The number of staff funded by Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	A. Number of FTEs DMC coordinators paid with FG funds	
2	Number of programs implemented	The number of new programs implemented during the reporting period.	A. Number of DMC-related programs in operation during the reporting period	
3	Number and percent of program staff trained	The number and percent of program staff trained during the reporting period. Program staff includes full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of staff who participated in training B. Total number of program staff C. Percent (A/B)	
4	Number of hours of training provided to program staff	The number of training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	A. Number of DMC-related hours of training provided to staff	
5	Number of nonprogram personnel trained	The number of nonprogram personnel trained on DMC-related issues, such as improving understanding of cultural differences, cultural context, cultural diversity, cultural awareness, bias, multicultural workplaces, etc., during the reporting period. The number is the raw number of nonprogram personnel from law enforcement, courts, other related agencies, or community members who participate in training, conferences, or workshops. Although DMC program staff may also participate in such training (e.g., statewide or local DMC conferences), do not count them here. Count them under #4.	A. Number of nonprogram personnel who participated in training	
6	Number of hours of training provided to nonprogram personnel	The number of DMC-related training hours provided to nonprogram personnel during the reporting period. Include DMC training, conferences, and workshops conducted for DMC program staff as well as for juvenile justice system personnel at large (e.g. law enforcement, court, etc.) and other related agencies and community members.	A. Number of DMC-related hours of training provided to nonprogram personnel	
7	Number of program materials developed	The number of program materials developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client- tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Number of program materials developed during the reporting period	
8	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
9	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours	
10	Average length of stay in program	The number of days that youth remain in the program. Include data for clients who complete program requirements prior to program exit and for those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all clients served B. Number of cases closed C. Average (A/B)	
11	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning activities undertaken	
12	Number of assessment studies conducted	The number of DMC assessment studies undertaken during the reporting period to determine factors contributing to DMC.	A. Number of assessment studies undertaken	
13	Number of data improvement projects implemented	The number of data improvement projects funded at the state or local levels specifically to improve the quality and completeness of DMC data.	A. Number of projects funded during the reporting period	
14	Number of objective decision-making tools developed	Report whether any objective decision-making tools were developed, such as detention risk, risk assessment, needs assessment, or mental health assessment, to determine youth supervision needs.	A. Number of tools developed	
15	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or affect program operations.	A. Number of program/agency policies or procedures created, amended, or rescinded	
16	<b>Number and percent of program youth who OFFEND</b> (short term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period. A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences." Other sentences may be community-based sanctions, such as community service, probation, etc. Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be auto calculated in G	A. Total number of program youth served during the reporting period B. Number of program youth tracked during the reporting period C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period D. Number of program youth who were committed to a juvenile facility during the reporting period E. Number of program youth who were sentenced to adult prison during the reporting period F. Number of youth who received another sentence during the reporting period G. Percent OFFENDING (C/B)	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
17	<b>Number and percent of program youth who OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent OFFENDING (B/A)</p>	
18	<b>Number and percent of program youth who RE-OFFEND</b> (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be auto calculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
19	<b>Number and percent of program youth who RE-OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p>	
20	Number of state agencies reporting improved data collection systems	The number of state-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc., during the reporting period. Data improvement project files are the preferred data source.	A. Number of improved state-level data collection systems during the reporting period	
21	Number of local agencies reporting improved data collection systems	The number of local-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc., during the reporting period. Data improvement project files are the preferred data source.	A. Number of improved local-level data collection systems during the reporting period	
22	Number of minority staff hired	The number of staff of a specific minority group hired during the reporting period.	A. Number of minority staff hired	
23A	Substance use (short term)	The number and percent of program youth who have exhibited a decrease in substance use during the reporting period. Self-report, staff rating, or urinalysis are the most likely data sources.	<p>A. Number of program youth served during the reporting period with the noted behavioral change</p> <p>B. Total number of youth receiving services for target behavior during the reporting period</p> <p>C. Percent (A/B)</p>	
23A	Substance use (long term)	The number and percent of program youth who exhibited a decrease in substance use 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report, staff rating, or urinalysis are the most likely data sources.	<p>A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period</p> <p>B. Of A, the number of program youth with the noted behavioral change during the reporting period</p> <p>C. B/A</p>	



#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
23B	School attendance (short term)	The number and percent of program youth who have exhibited a desired change in school attendance during the reporting period. Self-report or official records are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for the target behavior during the reporting period C. Percent (A/B)	
23B	School attendance (long term)	The number and percent of program youth who exhibited a desired change in school attendance 6–12 months after exiting the program. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or official records are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
23C	Family relationships (short term)	The number and percent of program youth who have exhibited a desired change in family relationships during the reporting period. Such changes are positive ones that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support. Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
23C	Family relationships (long term)	The number and percent of program youth who have exhibited a desired change in family relationships 6–12 months after exiting the program. Such changes are positive ones that could be related to increased positive interaction with family members. Examples are improved communication and increased emotional and practical support. The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
23D	Antisocial behavior (short term)	The number and percent of program youth who have exhibited a desired change in antisocial behavior during the reporting period. Antisocial behavior is defined as a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, or failure to conform to social norms). Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for the target behavior during the reporting period C. Percent (A/B)	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
23d	Antisocial behavior (long term)	The number and percent of program youth who exhibited a desired change in antisocial behavior 6–12 months after exiting the program. Antisocial behavior is defined as a pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, fighting, disruptive behavior, consistent irresponsibility, lack of remorse, or failure to conform to social norms). The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements. Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
24	<b>Number and percent of program youth completing program requirements</b>	The number and percent of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion. The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully) C. Percent (A/B)	
25	Number and percent of program families satisfied with the program	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families who report being satisfied with the program B. Total number of program families C. Percent (A/B)	
26	Number and percent of program youth satisfied with the program	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth who report being satisfied with the program B. Total number of program youth C. Percent (A/B)	
27	Number and percent of program staff with increased knowledge of the program area	The number and percent of program staff who gained a greater knowledge of the program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not have to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the period and returning surveys C. Percent (A/B)	
28	Number and percent of nonprogram personnel with increased knowledge of the program area	The number of nonprogram personnel, such as representatives from law enforcement, courts, referral agencies, or community members, who gained a greater knowledge of DMC and DMC-related topics through trainings or other formal learning opportunities. Training does not have to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of nonprogram personnel trained during the reporting period who report increased knowledge B. Number of nonprogram personnel trained during the reporting period and returning surveys C. Percent (A/B)	
29	Number of contributing factors determined from assessment studies	Assessment studies are conducted to determine the factors contributing to disproportionality at certain juvenile justice system contact points for certain racial/ethnic minority(ies). Count the number of factors in the family, the educational system, the juvenile justice system, and the socioeconomic conditions determined to have contributed to minority overrepresentation at certain juvenile justice system contact points.	A. Number of contributing factors determined from assessment studies	

#	MEASURE	DEFINITION	DATA GRANTEE REPORTS	RECORD DATE HERE
30	Number of contact points reporting reduction in disproportionality at the <b>state level</b>	Number of contact points reporting significant disproportionality at the state level during the reporting period compared with the last reporting period. Contact points include arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court.	A. Number of contact points (arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court) reporting significant disproportionality at the state level during the reporting period	
31	Number of contact points reporting reduction in disproportionality at the <b>local level</b>	Number of contact points reporting significant disproportionality at the local level during the reporting period compared with the last reporting period. Contact points include arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court.	A. Number of contact points (arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court) reporting significant disproportionality at the local level during the reporting period	
32	Number and percent of recommendations from assessment studies implemented	Assessment studies contain multiple recommendations. Count the total number of those chosen for implementation.	A. Number of recommendations chosen for implementation B. Number of recommendations made C. Percent (A/B)	

### Additional Comments

*Please Note:* Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.

## PROGRAM AREA: 10 JOB TRAINING.

#	Measure	Definition	Data Grantee Reports	Record Data Here
1	Number of MOUs developed	The number of Memoranda of Understanding (MOUs) or interagency agreements developed during the reporting period. Include all formal partnership or coordination agreements. Program records are the preferred data source.	A. Number of MOUs developed during the reporting period	
2	Number of program slots available	The number of client service slots available during the reporting period. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	A. Number of client services slots available during the reporting period	
3	Number of FTEs funded with Formula Grant funds	The number of staff funded by Formula Grants (FGs), as measured through the number of full-time equivalent (FTE) staff working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	A. Number of FTEs funded with FG funds	
4	Number of program materials developed	The number of program materials developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client-tracking forms. Count the number of pieces developed. Program records are the preferred data source.	A. Number of program materials developed	
5	Number and percent of program staff trained	The number and percent of program staff who are trained during reporting period. Program staff includes full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of staff who participated in training B. Total number of program staff C. Percent (A/B)	
6	Number of hours of training provided to program staff	The number of training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	A. Number of hours of training provided to staff	
7	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning activities undertaken	
8	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include program policies that are either relevant to the topic area or affect program operations.	A. Number of program/agency policies or procedures created, amended, or rescinded	
9	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	
#	Measure	Definition	Data Grantee Reports	Record Data Here

10	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals that is dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours	
11	Number of referrals made	The number of referrals to needed services that program staff made. Program records are the preferred data source.	A. Total number of program youth referred	
12	Average length of stay in job training program	The average number of days that youth remain in the job training program. Include data for youth who complete program requirements prior to program exit and for those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Average (A/B)	
13	<b>Number and percent of program youth who OFFEND</b> (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be autocalculated in G.</p>	A. Total number of program youth served during the reporting period B. Number of program youth tracked during the reporting period C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period D. Number of program youth who were committed to a juvenile facility during the reporting period E. Number of program youth who were sentenced to adult prison during the reporting period F. Number of youth who received another sentence during the reporting period G. Percent OFFENDING (C/B)	
#	Measure	Definition	Data Grantee Reports	Record Data Here
14	<b>Number and percent of program youth who OFFEND</b> (long term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p>	A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period C. Number of program youth who were committed to a juvenile facility during the reporting period D. Number of program youth who were sentenced to adult prison during the reporting period E. Number of youth who received another sentence during the reporting period F. Percent OFFENDING (B/A)	

15	<b>Number and percent of program youth who RE-OFFEND (short term)</b>	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be autocalculated in G.</p>	<p>A. Total number of program youth served during the reporting period</p> <p>B. Number of program youth tracked during the reporting period</p> <p>C. Of B, number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>F. Number of youth who received another sentence during the reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	
#	Measure	Definition	Data Grantee Reports	Record Data Here
16	<b>Number and percent of program youth who RE-OFFEND (long term)</b>	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be autocalculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6-12 months ago</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period</p> <p>E. Number of youth who received another sentence during the reporting period</p> <p>F. Percent RECIDIVISM (B/A)</p>	
17	Number and percent of program youth committed to a correctional facility (short term)	The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility, including juvenile correctional and adult corrections facilities. Official records are the preferred data source.	<p>A. Number of youth committed to a correctional facility</p> <p>B. Number of youth in program</p> <p>C. Percent (A/B)</p>	
18	Number and percent of program youth committed to a correctional facility (long term)	<p>The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility, including juvenile correctional and adult corrections facilities. Official records are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p>	<p>A. Total number of program youth exiting the program 6-12 months ago tracked during the reporting period</p> <p>B. Of A, the number of program youth committed to a correctional facility during the reporting period</p> <p>C. Percent (B/A)</p>	

19a	<b>GED</b> (short term)	The number and percent of program youth who earned their GED during the reporting period.  Self-report or staff ratings are the most likely data sources.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
19a	<b>GED</b> (long term)	The number and percent of program youth who earned their GED 6–12 months after exiting the program.  The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.  Self-report or staff ratings are the most likely data sources.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
<b>#</b>	<b>Measure</b>	<b>Definition</b>	<b>Data Grantee Reports</b>	<b>Record Data Here</b>
19b	<b>Job skills</b> (short term)	The number and percent of program youth who exhibited an increase in job skills during the reporting period.  Self-report or staff rating is the most likely data source.	A. Number of program youth served during the reporting period with the noted behavioral change B. Total number of youth receiving services for target behavior during the reporting period C. Percent (A/B)	
19b	<b>Job skills</b> (long term)	The number and percent of program youth who exhibited an increase in job skills 6–12 months after exiting the program.  The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.  Self-report or staff rating is the most likely data source.	A. Total number of program youth exiting the program 6-12 months ago tracked for the target behavior during the reporting period B. Of A, the number of program youth with the noted behavioral change during the reporting period C. B/A	
20	Number and percent of program youth employed (short term)	The number and percent of placed youth who were employed. Self-reporting or program records are preferred data sources.	A. Number of program youth employed B. Number of youth in program C. Percent (A/B)	
21	Number and percent of program youth employed (long term)	The number and percent of placed youth who were employed who exited the program 6-12 months ago. Self-reporting or program records are preferred data sources.	A. Number of program youth who exited the program 6–12 months ago who were employed B. Number of program youth who exited the program 6–12 months earlier C. Percent (A/B)	
22	<b>Number and percent of program youth completing program requirements</b>	The number and percent of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that youth must meet before program completion.  The total number of youth (the B value) includes those youth who have exited successfully and unsuccessfully.  Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully) C. Percent (A/B)	

23	Number and percent of program families satisfied with the program	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program during the reporting period B. Total number of program families served by the program during the reporting period C. Percent (A/B)	
24	Number and percent of program youth satisfied with the program	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth who report being satisfied with the program during the reporting period B. Total number of program youth served by the program during the reporting period C. Percent (A/B)	
#	Measure	Definition	Data Grantee Reports	Record Data Here
25	Number and percent of program staff with increased knowledge of the program area	The number and percent of staff who gained a greater knowledge of the gender-specific program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to be given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of staff trained during the reporting period who report increased knowledge B. Number of staff trained during the reporting period and returning surveys C. Percent (A/B)	
26	Number and percent of employers satisfied with program	The number and percent of employers who report being satisfied with the program in areas such as staff training, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of employers during the reporting period who report being satisfied with the program B. Number of employers served by the program during the reporting period C. Percent (A/B)	

### Additional Comments

*Please Note:* Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.

### IX. SUBMISSION OF APPLICATIONS

**All applications must be received no later than 3:00 P.M. Central Standard Time (CST) Friday June 21, 2024.** Submit an original and seven (7) copies of the application to the DYS/JJDP Unit at the address listed below.

**Ocie Hunter, Jr.  
JJ Specialist**

**Mailing Address:**  
Division of Youth Services  
P. O. Box 1437, Slot 503  
Little Rock, AR 72203-1437

**Physical Office Address:**  
Department of Human Services Building  
Division of Youth Services  
700 Main Street  
Little Rock, Arkansas



Applications submitted in a form other than the specified format or submitted later than the stated deadline date and time will not be considered for approval. Remember that applications must be complete and contain **ALL INFORMATION** that the Juvenile Justice and Delinquency Prevention Unit has determined are needed for an in-depth review. Those applications that have omitted any section(s) or that have forms or sections out of order will be deemed “incomplete” and will be forwarded for further review. Letters of agreement, commitment, and/or support must be a part of the application at the time of submission. Such letters that are mailed separately to the Juvenile Justice and Delinquency Prevention Unit will not be added to the application.

**Facsimile and email submissions will not be accepted.**

## **X. CRITERIA FOR SELECTION OF APPLICATION FUNDING**

Applicants must show that they can implement the proposed program by responding to all the areas outlined in this application package. Applications that are incomplete or that do not follow the designated format will be forwarded for further review. A **CHECKLIST** has been provided to assist you with the completion and assembling of the application. Complete the **CHECKLIST** and include it with your application.

Applications will be evaluated in three phases:

**Phase I:** After the deadline date, each application will undergo a review by the **Staff Review Team to determine technical compliance of all required information specified in the Request for Application.** Those applications that fail to meet these criteria will be removed from the review process and the contact person will receive a letter stating the reason(s) for this action. Those applications that comply with the Request for Application will be forwarded to the Arkansas Coalition for Juvenile Justice (ACJJ) Sub-Grant Committee for its review. The ACJJ is designated under the JJDP Act of 1974, as reauthorized in 2018, to administer the Title II Grant. The review criteria used is listed below in Phase III of Criteria for Selection. **(At this point the Staff Review Team may determine that additional information is needed from some applicants to clarify certain statements or portions of the application. Requests for additional information will be made to those applicants by facsimile. Applicant responses to such requests must be made within twenty-four (24) hours to allow staff time to review and report to the ACJJ; otherwise, the application will be submitted as is.)**

**Phase II:** All qualified applicants are required to make an oral presentation to the ACJJ-SAG Sub-grantees sub-committee. The date and time will be established later. All applicants will be notified of their presentation time. Applicants who fail to participate in oral presentations may be denied funding.

No more than three (3) people from each applicant’s organization may attend the oral presentation and only one (1) person will be allowed to present for a maximum of forty-five (45) minutes.

**Phase III:** Applications will be ranked according to the scores assigned by the ACJJ-SAG sub-grantees sub-committee. This committee will bring its recommendations to the full board of the ACJJ. The SAG-Board will vote to recommend applications for funding. The SAG-Board’s recommendations will be forwarded to the Director of the Division of Youth Services. The Director then approves the recommendations and forwards them to the Legislative Council or the Department of Human Services sub-grantee approval process, whichever is appropriate based on awardee type, for their review. A letter will be mailed to all applicants regarding their funding status.

All applications will be reviewed using weighted criteria. The point value for each section is as follows:

### Criteria for Selection

Application Format and Characteristics.....	05 points
Abstract .....	05 points
Problem Statement to include Data Collection and Analysis .....	10 points
Brief History of the Organization.....	10 points
Problem Statement and Target Population .....	05 points
Strategies to Address Performance Measures and Implementation.....	15 points
Project Budget & Justification.....	05 points
Evidence of Sustainability Plan .....	10 points
Project Evaluation and Performance Outcome .....	10 points
Oral Presentation .....	25 points
<b>Total Possible:</b> .....	<b>100 points</b>

#### XI. AWARDING OF FUNDS

Final award of funds is contingent on review by the Arkansas Legislative Council or the Department of Human Services sub-grantee approval process, whichever is appropriate based on awardee type.

#### XII. ADMINISTRATIVE REQUIREMENTS

After receipt of the award, local subgrant recipients will submit a required **Implementation Report within 30 days after the program starting date to the JJDP Unit staff, Division of Youth Services**, describing implementation, start date, and timeline of the program. Funds will not be reimbursed until the Implementation Report is received. Technical assistance for program implementation will be available upon request through this office.

#### XIII. RESTRICTION ON USE OF FUNDS

OJJDP funds cannot be used for construction, land acquisition, or supplanting of federal, state, or local funds supporting existing programs or activities. In addition, funding for equipment must not exceed \$500, and allocations for programs and client-related refreshments (i.e. not for *staff or personal use*) cannot exceed \$2,000. **If these amounts are exceeded, the grant payment request will not be processed. Subgrant recipients MUST utilize the funds according to the plan and the timeline submitted in the application. If funds are not being utilized appropriately and in a timely manner (Sub-grantees cannot submit reports no more than two months behind) subgrant recipients will receive on-site program review, desk review, corrective action plan, and/or of award.**

#### XIV. R.F.A. AMENDMENTS

The Arkansas Coalition for Juvenile Justice and the Division of Youth Services reserves the right to amend the Request for Application prior to the date for application submission. Amendments, addenda, and clarifications will be sent to all organizations requesting copies of the Request for Application. For additional information, please feel free to contact Ocie Hunter, Jr by email at [ocie.hunter@dhs.arkansas.gov](mailto:ocie.hunter@dhs.arkansas.gov).

## XV. CHECKLIST

This checklist has been included to assist you in assembling the application in the correct order before submission to the DYS/JJDP Unit. In order for an application to be determined complete, it must follow the approved DYS/JJDP format and must contain the sections listed below.

*Please check each box to indicate that each section is complete and in its proper sequence within the application.*

- A.** 2024 JJDP Project Application Cover Page is **properly** completed, signed, and dated by the authorized official and included with the application.
- B.** Table of Contents.
- C.** Abstract.
- D.** Brief History of the Organization.
- E.** Problem Statement
  - Service area targeted.
  - Specific risk factors cited.
  - States risk factors the project will address.
- F.** Target population is identified.
  - Characteristics of the target population are provided.
- G.** Performance Measures, Outputs and Outcomes are included.
- H.** Management Plan and Organizational Capabilities are included.
  - Job descriptions and resumes (of known staff) are provided.
  - Organization's Formation Documents (Arkansas SOS)
- I.** Budget Information Form is complete and included.
  - Detailed line-item Budget Supporting Schedule is included.
  - Budget is reduced 20 percent if 2nd- or 3rd-year funding.
  - Allocation for refreshments does not exceed \$2,000 and must be program- and client-related (i.e. not for staff or personal use).
  - Allocation for equipment does not exceed \$500.

- J.** Other Sources of Funding (sustainability) are identified and listed.
- K.** Assurances and Certification forms are completed, signed, and included.
  - Rehabilitation and Disabilities Assurance of Compliance is completed, signed, and included.
  - Equal Employment Opportunity Program Certification is completed, signed, and included.
  - Request for Taxpayer Identification Number and Certification (W-9) is completed, signed, and included.
  - Contract and Grant Disclosure and Certification Form is completed, signed and included.
  - Non-Supplant Certification
  - A completed, signed copy of the SF-424 Form is included with the application and one copy has been filed with the Area Clearinghouse.
- L.** Appendices
  - Letters of agreement, commitment and support are included with the original application only, in the appendix, separated and labeled by category.
  - Materials included are not oversized.
  - An original and seven (7) copies of the application are submitted. Letters of agreement, commitment and support are included with the original and seven (7) copies.
  - Certificate of Completion of Mandatory Training is attached to the application.
  - A copy of the submitted Letter of Intent is included.
  - Application (including assurances and certifications) does not exceed the 55-page limit.
- M.** This checklist is completed and included with the application

**ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES / ARKANSAS COALITION FOR JUVENILE JUSTICE  
2024-2025 JJDP PROJECT APPLICATION**

**FUNDS ARE CONTINGENT UPON LEGISLATIVE COUNCIL REVIEW**

1. Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone Number \_\_\_\_\_  
Cell Phone: \_\_\_\_\_
4. Fax Number \_\_\_\_\_  
E-mail address: \_\_\_\_\_
5. **Project Category/CFDA Number:**  
 Disproportionate Minority Contact/16.540  
 Alternatives to Detention/16.540  
 Delinquency Prevention/16.540  
  
 Job Training /16.540  
 School Programs/16.540
6. Federal Congressional District(s) served by this project:  
 A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_  
 E. \_\_\_\_\_ F. \_\_\_\_\_ G. \_\_\_\_\_ (Statewide)
7. Federal Employer Identification Number: \_\_\_\_\_
8. Short Title of Project \_\_\_\_\_
9. Brief Description of the Project \_\_\_\_\_  
 \_\_\_\_\_
10. Project Director \_\_\_\_\_ Phone #: \_\_\_\_\_  
  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_
11. Financial Officer: \_\_\_\_\_ Phone #: \_\_\_\_\_
12. Project Site: \_\_\_\_\_
13. Counties Served: \_\_\_\_\_
14. Project Duration: \_\_\_\_\_ Months\* Expected Start Date \_\_\_\_\_  
 Expected Number of Persons to Benefit from Project \_\_\_\_\_
15. I, the undersigned, to the best of my knowledge, believe that the data in this application is true and correct. The document has been duly authorized by the applicant and will comply with general and special conditions outlined in the application if approved for funding.

16. Type of Implementing Agency
- A. Level of Govt. or Entity  
 State  
 Local  
 Indian tribe performing law enforcement functions  
 Private, non-profit agency  
 Private, for-profit agency  
 Other: \_\_\_\_\_
- B. Function of Gov. or Entity  
 Detention  
  
 Probation  
 Social Service  
 Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Typed Name of Authorized Official

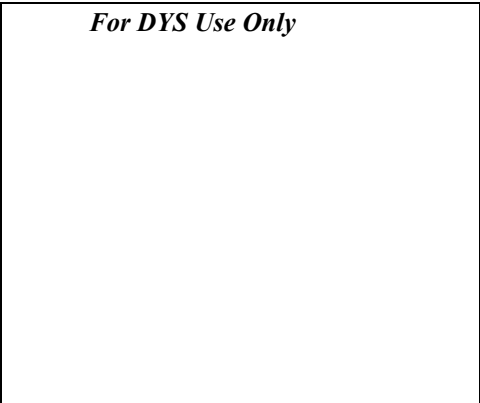
\_\_\_\_\_  
Title of Authorized Official

**FOR DYS USE ONLY**

Actual Start Date: \_\_\_\_\_ Total Amount Approved: \_\_\_\_\_ Subgrant #: \_\_\_\_\_  
 Subgrant Year:  First Year  Second Year  Third Year  Other \_\_\_\_\_  
 Pass Through:  Yes  No

**ABSTRACT**

\*\*\*\*\*



\_\_\_\_\_  
**Name of Organization**

\_\_\_\_\_  
**Name of Project Director**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_ **City/Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code**

\_\_\_\_\_ **Telephone Number** \_\_\_\_\_ **Fax Number**

\_\_\_\_\_ **Target Population** \_\_\_\_\_ **Email Address**

\_\_\_\_\_ **County of Service** \_\_\_\_\_ **Amount Requested**

**PROGRAM DESCRIPTION** *(Use no more than the space available on this page)*

## PROGRAM GOALS AND OBJECTIVES INSTRUCTIONS

A comprehensive statement of problems to be addressed, program goals, and objectives should serve as an operating guide for the program. Each goal statement should have objectives.

**Please know that OJJDP requires those performance measures that are in bold print to be mandatory under each program areas. You can possibly use those as you goal for you to have a successful program.**

### GOAL:

The ultimate desired outcome of the program: The goal is usually written in a general statement which must be made specific by the objectives. A goal statement may address the solution of a perceived problem, or may state a realistic, desirable condition toward which people can work.

### OBJECTIVE:

A specific statement describing an activity/action to be performed which is measurable and time bound.

### MEASUREMENT TOOL:

The instrument or process which will be used to measure the degree of completeness of the objective

### PERSONS RESPONSIBLE:

The person(s)/group that is accountable for completing the objective.

### TARGET GROUP:

The specific group or population at which the objective is aimed

### TARGET COMPLETION DATE:

The date at which time the objective is to be completed.

### STANDARD FOR SUCCESSFUL COMPLETION:

The measurement of "Projected Outcome" selected by your program which serves as an evaluation component

## PROGRAM GOALS AND OBJECTIVES

Although only one goal statement should be addressed on each sheet, additional sheets may be used if needed to list the necessary objectives to meet a particular goal.

<b>PROBLEM TO BE ADDRESSED:</b>				
<b>GOAL STATEMENT:</b>				
Performance Indicator	Measurement Tool	Person Responsible	Target Completion Date	Standard for Successful Completion



## PROGRAM GOALS AND OBJECTIVES

Although only one goal statement should be addressed on each sheet, additional sheets may be used if needed to list the necessary objectives to meet a particular goal.

<b>PROBLEM TO BE ADDRESSED:</b>				
<b>GOAL STATEMENT:</b>				
Performance Indicator(s)	Measurement Tool	Person Responsible	Target Completion Date	Standard for Successful Completion

## **XVI. PROBLEM STATEMENT TO INCLUDE DATA COLLECTION & ANALYSIS**

1. Identification of local problem related to: Examples are:
  - a. Racial and Ethnic Disparities (RED) (Title II) - arrests and confinement of minorities; or
  - b. School Programs (Title II) – prevention or reduction of suspensions and expulsions of students from school, as contributory to delinquency and involvement with the juvenile justice system
2. Supporting data collection, baseline data, and analysis of data.
3. Description of how the proposed program will address the identified problem(s).
4. Assessment of gaps in needed resources.
5. Description of how the proposed program will address these gaps.

## **XVII. BUDGET**

1. Describe how awarded funds and matching resources will be used to accomplish stated goals and objectives by purchasing services and goods and leveraging other resources.
2. The attached budget formats must be used.
3. There must be a line-item narrative budget justification for each entry. Be sure to justify the use of funds.
4. Job descriptions for all staff associated with the subgrant must also be included.

**DETAILED LINE-ITEM BUDGET INSTRUCTIONS**  
**(Budget Summary Calculations Must be Shown)**

**EXAMPLES:**

Salaries should indicate rate of pay and hours or percentage of time worked.

Fringe benefits show what is included (FICA, health insurance, retirement benefits, etc.) and should indicate percentage of total salaries.

Materials and supplies should list items charged, cost per item, and how cost was determined.

Staff travel, meals and lodging should list estimated cost of each conference, workshops, etc. and indicate miles and rate per mile (not to exceed 43 cents per mile) or cost per trip for air, bus/train costs.

Professional services should list each fee charged.

Purchase of equipment should list each piece of equipment to be purchased (limit \$500).

Client-related program refreshments must be listed (maximum \$2000, and not for staff or personal use).

**EXAMPLES**

If the salary for a “Program Director” is listed, the proposal must include references to a Program Director and support the need for this line item.

If “Hired Speakers” are listed, the use of speakers must be described in the program narrative.

**EXCEPTIONS:** The need for bookkeeping, accounting, clerical and janitorial services as well as some office equipment may be shown as line items with justification listed solely on the budget as long as costs appear to be reasonable in relation to the size of the grant/contract.

The total shown on the **Detailed Line-Item Budget – Supporting Schedule** must match totals shown on the **Budget Summary**.

Identify In-Kind Funds, if any, for each line-item category using the criteria listed above.

GRANTEE:

**DETAILED LINE ITEM BUDGET – SUPPORTING SCHEDULE**

*(Use additional page if necessary)*

Describe in detail the line items listed on Budget Summary to provide justification for the items and an explanation of how costs were computed.



**ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
BUDGET INFORMATION**



**APPLICANT**

**GRANT PERIOD: October 1,2024 – September 30,2025**

**SECTION A - BUDGET SUMMARY  
JUVENILE JUSTICE AND DELINQUENCY PREVENTION FUNDS**

<b>Budget Categories</b>	<b>ALTERNATIVES TO DETENTION</b>	<b>DISPROPORTIONATE MINORITY CONTACT</b>	<b>Job Training</b>	<b>DELINQUENCY PREVENTION</b>	<b>SCHOOL PROGRAMS</b>		<b>TOTAL</b>
1. Personnel							
2. Fringe Benefits ( <b>FICA, SUTA, WORKMAN'S COMP, Insurance</b> )							
3. Travel ( <b>Meals, Lodging, Airfare, Mileage</b> )							
4. Equipment							
5. Materials & Supplies							
6. Professional Services							
7. Other ( <b>Telephone, Rent, Etc.</b> )							
8. Program Refreshments							
9. Total Costs							

## **XVIII. OTHER REQUIRED FORMS**

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Please sign and submit the following forms with your application. Any applications submitted without these signed forms will not be considered for review.

- **Assurances and Certification**
- **Non-Supplant Certification**
- **Rehabilitation and Disabilities Assurance of Compliance**
- **Equal Employment Opportunity Program Certification**
- **Request for Taxpayer Identification Number and Certification (W-9)** (Included as Acrobat file accompanying this packet on CD.)
- **Contract and Grant Disclosure and Certification Forms**
- **SF-424 Form and Instructions** (Included as Acrobat file accompanying this packet on CD.)



## ASSURANCES AND CERTIFICATION FORM

### **JJDP Grant Assurances**

Grant applicant assures and certifies that he/she has read and will comply with the following:

1. The Grantee shall provide the services under the terms of this and in accordance with their application for OJJDP grant funding and any approved addendum.
2. The Applicant possesses the legal authority to apply for this grant.
3. Facilities, programs, and services supported through these funds will be located as to be readily accessible, available, and responsive to the needs of the population without discrimination because of sex, creed, race, or duration of residence.
4. Safeguards will be established to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. The Arkansas Department of Human Services, Division of Youth Services (DYS), through any authorized representative or any duly authorized representative of the Federal government, will have access to and the right to examine all records, books, papers, or documents relating to the grant funding.
6. The Grantee understands that failure to establish or operate the funded program in accordance with the terms of the funded application, in the opinion of DHS, may result in the awarded funds being withdrawn.



7. An annual audit for the fiscal period of the grant shall be conducted by a Certified Public Accountant (CPA) in accordance with the generally accepted governmental audit standards. Sub-recipients under this agreement will comply with the guidelines of the relevant OMB audit circular in effect at the close of the fiscal year of the sub-recipient. State and local government sub-recipients should follow the guidelines of OMB Circular A-128 or its successor. Non-profit organizations and educational institutions should follow the guidelines of the provisions of OMB Circular A-133. Audit reports should be submitted within 120 days following the end of the sub-grantee's fiscal year. One (1) original and two (2) copies of the audit report should be submitted to the following address: Assistant Director, Office of Chief Counsel/Audit Section, Department of Human Services, Slot 900, P.O. Box 1437, Little Rock, AR 72203-1437.
8. The Grantee will provide such program reports as requested, as well as a Final Report, to DYS within 90 days of the end of the grant period or the end of the proposed activities, whichever is sooner.
9. The Grantee will provide Monthly/Quarterly Expenditure Reports to the Division of Youth Services JJDP Unit. Failure to submit these reports will delay the processing of requests for reimbursement grant payments.
10. The Grantee will provide Monthly Activity Reports to the Division of Youth Services/JJDP Unit by the 15<sup>th</sup> of the following month. Any report received after the 15<sup>th</sup> will be considered delinquent (unless the 15<sup>th</sup> falls on a weekend or a holiday). The request for funds form will not be processed until both the financial and sub-grant activity reports have been received and approved by the DYS JJDP Unit.

11. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds will clearly state:

- a. the percentage of the total costs of the program or project which will be financed with federal money.
- b. the dollar amount of federal funds for the project or program: and
- c. the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

12. Recipient will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act) (to 34 U.S.C. § 10228(c)); the Victims of Crime Act (34 U.S.C. § 20110 (e)); the JJDP Act to 34 U.S.C. § 11182(b); the Civil Rights Acts of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 -34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and other neighborhood organizations); and 28 C.F.R. pt. 38 (Partnerships with Faith-Based and Other Neighborhood Organizations). 28 C.F.R. pt. 35 (U.S. Department of

Justice Regulations – Nondiscrimination on the Basis of Disability in State and Local Government Services) and 28 C.F.R. pt. 54 (U.S. Department of Justice Regulations – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance).

13. Recipient will designate a civil right contact person who has lead responsibility in insuring that all applicable civil rights requirements, assurances, and conditions are met and who shall act as a liaison in all civil rights matters with the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, and the Office for Civil Rights (OCR) Office of Justice Programs.
14. Recipient will inform the public and subgrantees of affected persons' rights to file a complaint of discrimination with the OCR for investigation, or with DHS pursuant to DHS Policy 1009 and Executive Directive 2013-01 for referral to the appropriate investigative agency.
15. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the OCR and the Division of Youth Services (DYS), Arkansas Department of Human Services.
16. The subrecipient should submit either the EEOP or a certification that they are exempt from the requirement electronically, preferably through the online tool available at <https://ojp.gov/about/ocr/eeop.htm>.

If / Then	Does the recipient need to submit a Certification Form to OCR?	Does the recipient need to develop an EEOP?	Must the recipient submit an EEOP Utilization Report to OCR?
Recipient is a Medical or Educational Institution, Indian Tribe, or Nonprofit	YES	NO	NO
Largest individual grant received is less than \$25,000	YES	NO	NO
Recipient has less than 50 employees	YES	NO	NO
None of the above	YES	YES	YES

17. As clarified by Executive Order 13166, Improving Access to Service for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Safe Streets Act and Title VI of the Civil Rights Act of 1964, Recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs and activities. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its

programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.

18. Grantee shall receive civil rights training from the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights within 120 days of grant approval. <https://www.ojp.gov/program/civil-rights/video-training-grantees/overview>

These assurances are part of the project grant application. An official who is a duly authorized representative of the applicant must certify by his/her signature that the organization will comply with the provisions of the applicable laws, regulations, and policies related to the project. By signing in the designated area below, the applicant agrees to abide by the stipulation contained in this application. Further, by virtue of these signatures, the applicant assures that this application was presented to the applicant organization governing board and received approval.

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

Date \_\_\_\_\_



**ARKANSAS DEPARTMENT OF HUMAN SERVICES**

**DIVISION OF YOUTH SERVICES**

**NON-SUPLANT CERTIFICATION**

The \_\_\_\_\_ (Applicant) that hereby assures that, Federal funds will not be used to supplant State or Local funds and those federal funds will be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.

**Signature: (Chief Executive Officer)** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*ASSURANCES*

**DEPARTMENT OF HUMAN SERVICES  
ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE  
REHABILITATION ACT OF 1973, AS AMENDED, AND THE AMERICANS WITH DISABILITIES  
ACT OF 1990, AS AMENDED**

The undersigned (hereinafter called "the provider") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C, 794]; the Americans With Disabilities Act of 1990, as amended; all requirements imposed by the applicable HHS regulation [45 CFR Part 84]; and all guidelines and interpretations issued pursuant thereto.

Pursuant to S84.5(a) of the regulation [45 CFR 84.5(a)], the provider gives this assurance in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Human Services after the date of this assurance, including payments or other assistance made after such date on applications for federal financial assistance that were approved before such date. The provider recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States will have the right to enforce this assurance through lawful means. This assurance is binding on the provider, its successors, transferees, and assignees, and the person or persons whose signatures appear below who are authorized to sign this assurance on behalf of the provider.

This assurance obligates the provider for the period during which federal financial assistance is extended to it by the Department of Human Services or, where the assistance is in the form of real or personal property, for the period provided for in S84.5(b) of the regulation [45 CFR 84.5(b)].

The provider: (Check A or B below)

A.  employs fewer than 15 persons;

B.  employs 15 or more persons and, pursuant to S84.7(a) of the regulation [45 CFR 84.7(a)], has designated the following person(s) to coordinate its efforts to comply with the HHS regulations:

Name of Designee(s) (Type or Print): \_\_\_\_\_

Name of provider/agency: \_\_\_\_\_ IRS Employer ID #: \_\_\_\_\_

Street address or P.O. Box:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I certify that the above information is complete and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of Authorized Official

If there has been a change in agency name or ownership within the last year, please print the former name below:

**CERTIFICATION FORM**  
**Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements**

To complete this form, please click on <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>

**INSTRUCTIONS**

**Completing the Certification Form**

**Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements**

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

**Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.**

**Section A**

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

**Section B**

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the



limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

### **Section C**

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

### **Section D**

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D

### **Submission Process**

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

### **Public Reporting Burden Statement**

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

OMB Approval No. 1121-0340 Expiration Date: 12/31/15

# CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

## INSTRUCTIONS

**SUBCONTRACTOR:** Mark the “yes” box if the disclosing entity is a **subcontractor** to the entity with which DHS is contracting. Mark the “no” box if the disclosing entity is the one with which DHS is contracting and proceed to TAXPAYER ID NAME

**SUBCONTRACTOR NAME:** If the disclosing entity is a subcontractor, indicate subcontractor’s legal name.

**Contractor for which this is a subcontract:** If the disclosing entity is a subcontractor, indicate the name of the contractor for which this is a subcontractor. If the disclosing entity is the one with which DHHS is contracting, leave this section blank.

**Estimated dollar amount of subcontract:** If the disclosing entity is a subcontractor, indicate the estimated dollar amount of the subcontract. If the disclosing entity is the one with which DHHS is contracting, leave this section blank.

**TAXPAYER ID NAME:** If the disclosing entity is the one with which DHHS is contracting, enter the disclosing entity’s legal name. If disclosing entity is a subcontractor, leave this section blank.

**GOODS? SERVICES? BOTH?** Mark "X" in the appropriate box to indicate that which DHHS is purchasing from the disclosing entity.

**YOUR LAST NAME, FIRST NAME, M.I.:** Enter the last name, first name, and middle initial of individual completing the disclosure form.

**ADDRESS, CITY STATE, ZIP CODE, COUNTRY:** Enter the complete mailing address of the disclosing entity.

**FOR INDIVIDUALS:** This section is to be completed if disclosing entity is an individual. If the disclosing entity is a business, leave this section blank.

- Indicate with a check mark in the applicable spaces (current or former) if the individual, or the spouse, brother, sister, parent, or child of the individual or spouse holds (or has held) any of the positions listed.
- “Former” is defined as being within two years of the effective date of the contract for which disclosure is being made.
- If there are any positions disclosed, give **full explanation**, including name of position of job held, dates, person’s name, and relationship.
- **NONE OF THE ABOVE APPLIES:** Mark "X" in the box if there are no disclosures made by the individual.

**FOR AN ENTITY (BUSINESS):** This section is to be completed if the disclosing entity is a business. If the disclosing entity is an individual, leave this section blank.

- Indicate with a check mark in the applicable spaces (current or former) if any persons in control or authority of the business, or those persons’ spouse, brother, sister, parent, or child holds (or has held) any of the positions listed.
- “Former” is defined as being within two years of the effective date of the contract for which disclosure is being made.
- If there are any positions disclosed, give full explanation, including name of position of job held, dates, person’s name, % of ownership interest and position of control.
- **NONE OF THE ABOVE APPLIES:** Mark "X" in the box if there are no disclosures made by the business entity.

**SIGNATURE, TITLE, DATE, ENTITY CONTACT PERSON, TITLE, PHONE NUMBER:** (To be completed by individual completing form.) Sign, date, and enter the requested information.

**AGENCY USE ONLY:** (To be completed by Office of Finance and Administration or divisional staff developing the contract or sub-grant.) Enter the requested information.

**Note:** If the contract proposal for greater than \$10,000.00 is **NOT** competitively procured and includes contractor disclosure entries on the PCS-D, prior written approval from the Chief Fiscal officer of the State is required IF the identified entity currently holds a position of ownership of at least 10%. Prior approval of Office of State Procurement, Department of Finance and Administration is required on all contracts and sub-grants with constitutional officers or their spouses. The DFA-approval document must be included in the proposal submitted to Contract Support Section.

Contract/sub-grant developer is responsible for determining:

- the PCS-D is completed, signed and included in the contract/sub-grant
- none of the identified disclosures are prohibited by EO-98-04
- prior approval of DFA has been obtained, if applicable

Failure to complete all the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

<b>SUBCONTRACTOR:</b>	<b>SUBCONTRACTOR NAME:</b>	<b>Contractor for which this is a subcontractor:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<b>Estimated dollar amount of subcontract:</b>

IS THIS FOR:

**TAXPAYER ID NAME:**  Goods?  Services  Both?

**YOUR LAST NAME:** **FIRST NAME:** **MI:**

**ADDRESS:**

**CITY:** **STATE:** **ZIP CODE:** — **COUNTRY:** UNITED STATES OF AMERICA

**AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:**

**For Individuals\***

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: **Member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:**

Position Held	Mark (✓)	Name of Position of Job Held [senator, representative, name of	For How Long?	What is the person(s) name and how are they related to you? (i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)
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	Current	Former	board/commission, data entry, etc.]	From MM/YY	To MM/YY	Person's name(s)	Relation
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

None of the above applies

**For an Entity (Business)\***

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/commission, data entry, etc.)	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's name(s)	Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

None of the above applies

**\* NOTE: PLEASE LIST ADDITIONAL DISCLOSURES ON SEPARATE SHEET OF PAPER IF MORE SPACE IS NEEDED**

**PAGE 1 OF 2**

**01/06**

# Contract and Grant Disclosure and Certification Form

F-2

**Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.**

**As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:**

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

**I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vendor Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

**AGENCY USE ONLY**

Agency Number \_\_\_\_\_ Agency Name \_\_\_\_\_ Agency Contact Person \_\_\_\_\_ Contact Phone No. \_\_\_\_\_ Contract or Grant No. \_\_\_\_\_

\* NOTE: PLEASE LIST ADDITIONAL DISCLOSURES ON SEPARATE SHEET OF PAPER IF MORE SPACE IS NEEDED