

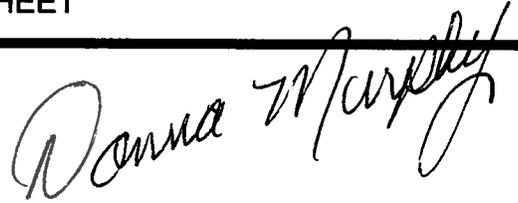
SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

Date: April 22, 2010

Agenda Item #: P-1

SUBJECT: Governor's Juvenile Justice Advisory Committee Grant
Teen Court Program

CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator



SUMMARY STATEMENT:

At the September 17, 2009 City Council meeting, Mayor Eslick informed the City Council that she and staff have looked into the possibility of partnering with the Volunteers of America to apply for a Governor's Juvenile Justice Grant.

At the October 22, 2009 City Council meeting, the Council directed staff to work with the Volunteers of America preparing a grant application.

The purpose of the grant proposal is to fund the formation of a Teen Court targeting bullying and violent behavior in school, and offering an option for school personnel and students to address the underlying issues behind such actions.

The objective is to provide early intervention when the offenses are small (smoking cigarettes) or when its a first or second offence.

The intent is to use local residents with a background in juvenile counseling including support.

The Volunteers of America are not an eligible agency to apply for this grant. Only municipal governments or Indian Tribes are eligible applicants. The City of Sultan would act as lead agency on the grant application and the Volunteers of America would operate the program, prepare and submit all quarterly and annual reports and provide the 50% in-kind match requirement.

The proposed Teen Court is for low-level behavioral problems and is different than the currently active Diversion Court. The Diversion Court located at Sultan Middle School meets monthly to hear cases referred by the Prosecuting Attorney, Leigh Kellogg.

The Prosecuting Attorney sends information regarding the student and the offence to the Diversion Court prior to hearing the case. The offending student and his/her parents appear before the Diversion Court to plea their case. Dialog takes place between the Diversion Court members and the offending student and parents. A punishment is agreed upon, such as community service, writing an essay or an apology letter, and the student has 3 months to complete.

On March 29, 2010 the City of Sultan and Volunteers of America were informed that the grant application to form a Teen Court in Sultan was awarded in the amount of \$36,500.

Dave Wood, Executive Director of the Volunteers of America will present the project scope of work, project timeline and special conditions of the project.

Attachment:

1. Governor's Juvenile Justice Advisory Committee Request for Proposals and Grant Application
2. Special Conditions and Timeline

FEB 23 2010

Attachment A

2010 Title V Community Delinquency Prevention Grants Program *Office of Juvenile Justice*

Proposal Face Sheet

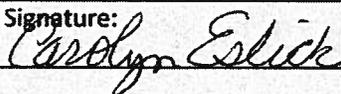
Agency/Organization:	City of Sultan
Project Title:	Sultan Teen Court
Project Director:	Dave Wood
Address:	PO Box 1199
City/County/State	Sultan, Snohomish County, WA. 98294
Email:	dwood@voaww.org donna.murphy@ci.sultan.wa.us
Telephone:	360.793.2400 360.793.1811
Legislative District:	39 th
Congressional District:	2 nd

Briefly describe your proposal:

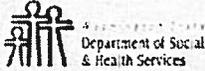
The Sultan Teen court is a prevention program designed to reduce the disproportionate number of Sultan students who favor antisocial behavior. The Teen Court specifically targets middle school students; primarily those disciplined for Harassment and Willful Disobedience. These youths plead their case before a jury of High School aged peers, and are given a sentence that allows them to make amends for any harm they have caused.

More than just a youth court, the Sultan Teen Court is also a process by which the community may identify and assess its at-risk youth, and take action to improve their lives. The process includes in-take, professional counseling assessment, reparative sentencing, and an option for continued counseling for youths and their families.

Person authorized to sign for applicant agency:

Signature: 	Date: February 22, 2010
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Print Name: Carolyn Eslick	Title: Mayor
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MSA Management Services Administration

OFFICE OF JUVENILE JUSTICE (OJJ)
FEDERAL GRANT APPLICATION
 Please read all instructions carefully.

For assistance, contact the Department of Social and Health Services (DSHS) Office of Juvenile Justice at (360) 725-3600 or FAX (360) 407-0152.

CONTRACT NUMBER	FOR OJJ USE ONLY
PROGRAM AREA	DATE STAMP

1. APPLICANT: DO NOT USE PERSON'S NAME

AGENCY NAME City of Sultan	TELEPHONE NUMBER 360-793-1811	FAX NUMBER 360-793-3344
STREET ADDRESS 319 Main St. Suite 200	CITY Sultan	STATE WA
MAILING ADDRESS PO Box 1199	CITY Sultan	STATE WA
		ZIP CODE 98294

2. IMPLEMENTING AGENCY: ENTER AGENCY, DEPARTMENT OR CONTRACTOR DIRECTLY IMPLEMENTING THE PROJECT (DO NOT USE PERSON'S NAME)

NAME Volunteers of America - Sky Valley Community Resource Center	TELEPHONE NUMBER (360) 793-2400
STREET ADDRESS 701 1st St / P.O. Box 268, Sult	FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER (MANDATORY FOR FEDERAL TAX PURPOSES)
CITY Sultan	STATE WA
	ZIP CODE 98294
	91-0577129

3. PROJECT TITLE: ENTER BRIEF, DESCRIPTIVE PROJECT TITLE

Sky Valley Teen Court

4. APPLICANT'S AGREEMENT

The applicant is applying for a grant award in the amount shown in the proposed BUDGET SUMMARY (Section 8 of this application) for the purposes identified in this application. By signing and submitting this application, the applicant agrees that this document, together with the STANDARD CONDITIONS AND CERTIFICATIONS (Attachment A of this application), becomes an offer to contract with Washington State Department of Social and Health Services (DSHS or the Department) which, if accepted, binds the applicant to the following:

The applicant agrees that this offer becomes a binding contract when a copy of this page is signed by the OJJ Office Chief and returned to the applicant together with an Approved Budget and Special Conditions form provided, however:

- In the event any budget category amount differs from the amount shown in Section 8 of this application, as modified by the Approved budget and Special Conditions, that amount shall be considered to be a counteroffer. The Department shall consider the counteroffer accepted by the applicant unless rejected in writing within 30 days after the date of mailing of such counteroffer by the Office of Juvenile Justice (hereinafter referred to as OJJ) to the applicant.
- Upon acceptance of this offer/counteroffer, the applicant shall be referred to as the "Contractor" and the Contractor agrees to accept and abide by the special terms and conditions.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY: COUNTY COMMISSIONERS' CHAIRMAN OF THE BOARD, MAYOR, CITY/TOWN MANAGER, AGENCY DIRECTOR)

Carolyn Eslick, Mayor

APPLICANT'S SIGNATURE
Carolyn Eslick

DATE
2/22/10

ACCEPTANCE OF OFFER/COUNTEROFFER FOR DSHS
 Acceptance Non-acceptance

OJJ CONTRACTING OFFICER'S SIGNATURE

DATE

5. PROJECT DIRECTOR: PERSON IN DIRECT CHARGE OF PROJECT (DAY-TO-DAY OPERATIONS AND PREPARATION OF REQUIRED PROGRESS REPORTS)

NAME AND TITLE Dave Wood - Director Sky Valley Community Resource Center	TELEPHONE NUMBER 360-793-2400
STREET ADDRESS 701 1st St / P.O. Box 268	FAX NUMBER 360-793-8919
CITY Sultan	E-MAIL ADDRESS dwood@voaww.org
STATE WA	ZIP CODE 98294

6. FINANCIAL OFFICER: PERSON IN CHARGE OF FISCAL MATTERS (ACCOUNTING, FUNDS MANAGEMENT, EXPENDITURE, VERIFICATIONS, FINANCIAL REPORTS)

NAME AND TITLE Laura Koenig, Deputy Finance Dir.	TELEPHONE NUMBER 360-793-1168
STREET ADDRESS 319 Main St. PO Box 1199	FAX NUMBER 360-793-3344
CITY Sultan	E-MAIL ADDRESS Laura.Koenig@ci.sultan.wa.us
STATE WA	ZIP CODE 98294

Omission of any required information or certification may be cause for denial of the application. The Department shall take a final approval/disapproval action on all applications within 90 days of receipt by the Department of a conforming application, together with all required certifications. The Department shall not consider an application conforming unless the applicant has completed all items in accordance with instructions and has submitted the necessary certifications. The applicant must submit two signed completed applications to: OFFICE OF JUVENILE JUSTICE, DEPARTMENT OF SOCIAL AND HEALTH SERVICES, PO BOX 45828, OLYMPIA WA 98504-2828.

FEDERAL GRANT APPLICATION

AGENCY NAME <i>City of Sullivan</i>	DATE <i>2-22-10</i>
PROJECT TITLE <i>Sky Valley Teen Court</i>	

7. PROJECT PERIOD

A project period is one year and may not exceed one year except by prior agreement with the Department.

Proposed project period is from 7-1-2010 to 6-30-2011

8. BUDGET SUMMARY

The proposed project budget is shown below. If the proposal is accepted for contracting, the budget on the Approved budget and Special conditions form supersedes the proposed budget shown below.

<p>BUDGET CATEGORIES</p> <p>Enter the category totals from Section 10. BUDGET DETAILS. The sum of categories A - F is entered as TOTAL DIRECT CHARGES. If indirect costs are claimed, enter the amount in G. These may not exceed ten (10) percent of the TOTAL DIRECT CHARGES. Add TOTAL DIRECT CHARGES and INDIRECT CHARGES, and enter the sum on TOTAL PROJECT COSTS line.</p>	A. Personnel	6,000	
	B. Supplies	3,076	
	C. Other services and charges	4,474	
	D. Capital outlay/equipment	0	
	E. Travel	1,200	
	F. Contractual services	19,000	
	TOTAL DIRECT CHARGES	33,750	
	G. Indirect charges	3,150	
	TOTAL PROJECT COST	37,500	
<p>SOURCE OF FUNDS</p> <p>1. May not exceed amount approved by the Governor's Juvenile Justice Advisory Committee.</p> <p>2. Must be funds specifically appropriated for project in applicant's budget.</p> <p>Project income must be applied to project operational costs or deducted from the grant award. It is important that all anticipated project income be included in the budget.</p>	1. Federal	37,500	100 %
	2. Match		%
			%
			%
			%
			%
			%
	TOTAL PROJECT FUNDS		%

FEDERAL GRANT APPLICATION

AGENCY NAME <i>City of Sutter</i>	DATE <i>2.22.10</i>
PROJECT TITLE <i>Stacy Valley Teen Court</i>	

10. BUDGET DETAILS: CATEGORY B. SUPPLIES

This category is for articles and commodities which are consumed or materially altered when used. The following are types of supplies.

- OFFICE SUPPLIES:** For example, office stationery, forms, small items of equipment, and maps, films, books, periodicals, and tapes.
OPERATING SUPPLIES: For example, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, food for human consumption, fuel, household and institutional supplies, and clothing.
REPAIR AND MAINTENANCE SUPPLIES: For example, building materials and supplies, paints and painting supplies, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, other repair and maintenance supplies, and small tools.

ITEMIZED LISTING (DESCRIPTION OF THE ITEM)	UNIT	UNIT COST	ITEM TOTAL
<i>Office Supplies, Cleaning Supplies,</i>			
<i>Operating Supplies</i>			<i>3,076</i>
<i>Food Beverage for Staff & Volunteer Training</i>			<i>1,200</i>
<i>Food Beverage, Activities Quarterly Meals, Mentee Activities</i>			<i>1,000</i>
CATEGORY TOTAL			<i>5,276</i>

10. BUDGET DETAILS: CATEGORY C. OTHER SERVICES AND CHARGES

This category is for services other than PERSONNEL which are required in the administration of the project. Such services may be provided by some agency of the government unit or by private business organizations. The following are types of services and charges classified under this category.

- COMMUNICATION:** For example, telephone, telegraph, and postage.
TRANSPORTATION: For example, freight and express charges, and messenger service.
ADVERTISING
PUBLIC UTILITY SERVICE
PRINTING AND BINDING
REPAIRS AND MAINTENANCE
INSURANCE
RENTALS: For example, buildings, and equipment and machinery.
MISCELLANEOUS: For example, tuition and other training fees, dues, subscriptions and memberships, and taxes.

ITEMIZED LISTING (WORD OR WORDS DESCRIBING THE COST ITEM, I.E., POSTAGE)	UNIT	UNIT COST	ITEM TOTAL
<i>Insurance</i>			<i>2,274</i>
<i>Training for mentor supervision</i>			<i>500</i>
<i>Training for mentors</i>			<i>1,600</i>
CATEGORY TOTAL			<i>4,374</i>

FEDERAL GRANT APPLICATION

AGENCY NAME <i>City of Sullens</i>	DATE <i>2-22-10</i>
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PROJECT TITLE <i>Sky Valley Teen Court</i>

10. BUDGET DETAILS: CATEGORY D. CAPITAL OUTLAY/EQUIPMENT

This category is for nonexpendable outlays which result in the acquisition of, rights to, or additions to fixed assets, other than structures. The following are some of the types of charges under this category. NOTE: Exclude small tools.

MACHINERY AND EQUIPMENT: For example, communications equipment (typewriter, microcomputer), janitorial; laboratory, office furniture and equipment, heavy duty work equipment, and other machinery and equipment.

ITEMIZED LISTING (DESCRIBE THE COST ITEM)	UNIT	UNIT COST	ITEM TOTAL
<i>N/A</i>			
CATEGORY TOTAL			<i>0</i>

10. BUDGET DETAILS: CATEGORY E. TRAVEL

Travel costs are for domestic travel. Contractors may follow their own established rate for staff travel as long as the rate does not exceed the allowable state rate.

The allowable state rate for mileage will be used. Air fare should be the lowest coach fare.

ITEMIZED LISTING	UNIT	UNIT COST	ITEM TOTAL
<i>Mileage reimbursement</i>	<i>1 mile</i>	<i>.375</i>	<i>1200</i>
CATEGORY TOTAL			<i>1200</i>

FEDERAL GRANT APPLICATION

AGENCY NAME City of Sullian	DATE 5-22-10
PROJECT TITLE Sky Valley Teen Court	

11.I. ABSTRACT SUMMARY

Please provide a brief description of the proposed project in the space provided below. Include the need this project is designed to alleviate and indicate why other community resources are not adequate to meet the need.

See attached

Please also complete the following:

- The proposed project is (select one):
 New Continuation of an existing program Expansion Enhancement

Funds requested from the GJJAC: \$ 37,500-

Total funds from other sources: \$ _____

• In-kind donations: 22,726

• Cash donations: _____

Total number of unduplicated youth to be served in the grant year: 120

Total number of new staff for the proposed project (with grant funds): 1

Total number of staff involved in working on the project: 4

Source(s) and total number(s) of anticipated referrals:

<u>Sullian middle school</u>	<u>90</u>	<u>Sullian Elementary</u>	<u>10</u>
<u>Sullian Police</u>	<u>20</u>		

Budget for Teen Court OJJDP Grant:

1. Admin Expense to VOA	\$3,750
2. Americorps Staff	6,000
3. Professional Services:	
a. Substance Abuse Counseling	
b. Family Counseling	
c. Intake screening	
d. Anger Management Counseling	16,900
4. Mentor Training by COP* Staff	1,600
5. Americorps Training by COP* Staff	500
6. Phone, printing, copying, Office Supplies	3,076
7. Mileage	1,200
8. Volunteer, staff support – food beverage trainings	1,200
9. Quarterly Mentor/Mentee activities	1,000
10. Insurance	2,274
Total	\$37,500

In Kind

1. Donated Office Space for Professional Services	\$7,200
2. Donated Space for Teen court	3,000
3. Space for Training and meetings of Teen Volunteers & Prevention Policy Advisor Board	1,575
4. Volunteer Hours generated by teens and volunteers 400 Hours @ value of \$16.50 an hour	6,600
5. Volunteer Training for Teen Volunteers & Prevention Policy Advisory Board (15 hours @ \$20 Hr)	300
6. VOA Staffing (Director & Admin Staff)	3,976
Total	\$22,726

Note:

- a. Volunteer Hours value listed in Independent Sector.org lists Washington's volunteer hour value rate at \$20.00 – so we were conservative at \$16.50 – and are using \$20 for the volunteer hour value rate for training by accountability board.
- b. All space donated is at the Sky Valley Community Resource Center – and we are calculating the use of office space at \$44 an hour and the use of the large community room for the teen court meeting at \$84 an hour. We expect Professional service office space at about 14 hours a month,

We expect Training Space for Teen Volunteers training and meetings to average about 3 hours a month. We expect the Teen Court to meet monthly at least initially for about 3 hours a month.

- c. The VOA Director and Admin staff is moved to "in kind". The 10% Admin fee is our regular charge to contracts which reflects overhead by our Administrative offices for Volunteers of America Western Washington covering financial office support in accounts receivable and payable, annual audits, senior VOA staff, etc.
- d. COP – is the VOA Children of Promise Mentoring Program. This is a nationally recognized mentoring program to children of families who have a parent in prison. It is a best practice program. Our intent is to duplicate this program and its practices into East Snohomish County.

Addendum to the City of Sultan Teen Court Proposal

In consideration of questions posed by the Governor's Juvenile Justice Advisory Committee Grant Procedures and Evaluation Subcommittee (2/8/2010)

1. Concerning the nature of the program model as it relates to existing youth justice systems:
 - a. The Sultan Teen Court will have no overlap in service with the existing Snohomish County Juvenile Court. As a part of the intake process, potential clients will be screened to ensure they are not already involved in County Juvenile Court.
 - b. The Sultan Teen Court is a *prevention* program targeting gateway behavior. If a youth is already involved in the Criminal Justice system, they have progressed beyond the Sultan Teen Court's scope of operation.

2. Concerning the Sultan Teen Court as a process through which middle school students who are engaging in bullying and defiant behaviors in school may access best practice and model programs, and parental involvement in the process.
 - a. Accessing additional resources is one potential pathway in the Teen Court process, but we recognize that not every youth who is referred for these behaviors will require additional services. In cases where in-take interviews do not indicate any further action than a reparative sentence is necessary, no further action will be taken. A list of potential sentences will be recommended to the peer jurors, and a sentence will be handed down without recommendation for further anger management, counseling, or mental health services.
 - b. To be effective, the entire process of the Sultan Teen Court requires parental and youth consent from the very beginning. If a youth is referred to the court, the first step is an in-take interview with parents, youth, and a court representative. The following will be discussed/assessed:
 - i. Required consent to participate and abide by court decisions
 - ii. Behavioral history of the youth
 - iii. Potential outcomes
 - iv. Court procedures
 - v. Is a professional counseling interview necessary to assess risk factors contributing to the youth's behavior?
 - vi. Failure to meet obligations results in diverting the case back to the school.
 1. If parents do not meet obligations, every effort will be made to assist the youth in meeting court obligations. Where there is good will on the youths behalf, cases will not revert back to school discipline solely based on poor parent outcomes.

**CITY OF SULTAN
TEEN COURT PROJECT
SPECIAL CONDITIONS AND TIMELINE**

1. The City of Sultan shall enter into written working agreements (memoranda of understanding) with each project partner detailing each partner's role and responsibilities. **This must be accomplished within the first 60 days of the contract start date.**
2. The City of Sultan shall enter subcontracts with each partner that will receive payment. The contracts will define contracted services, beginning and ending dates of the contract, payment points, reporting, and the name and contact information for the contract signing authorities. Subcontractors for this project are subject to the same general terms and conditions as the contractor. **This must be accomplished within the first 60 days of the contract start date.**
3. Copies of fully executed working agreements and subcontracts will be submitted to the Office of Juvenile Justice on or before June 30, 2010.
4. Develop written client referral criteria on or before **July 1, 2010.**
5. The project must develop a data collection system that includes, but is not limited to, the following: **This must be in place prior to the first Teen Court and by no later than July 1, 2010.**
 - Project youth identifier
 - Project youth name, age, grade, race/ethnicity, living situation, referral source, reason for referral
 - Intake assessment-Including past school disciplinary referrals
 - Service tracking record-services provided, dates of service
 - Assessment at completion of service
 - Six-month post services following up
6. Assure client confidentiality agreements are on file for every youth/family served by Teen Court. **Client confidentiality agreement form must be selected by August 1, 2010.**
7. Recruit, screen and train Teen Court volunteers **by August 15, 2010.**
8. Project must be ready to conduct the first Teen Court by **September 1, 2010.**
9. Project must complete **monthly progress reports** for at least the first six month or until the Office of Juvenile Justice instructs the project that monthly reports are no longer necessary.
10. Volunteers of America, Sky Valley, will submit a copy of its most recent financial audit (not more than two years old) to the Office of Juvenile Justice no later than **May 1, 2010.**
11. Office of Juvenile Justice staff will conduct project visits no less frequently than every other month.
12. The Juvenile Justice Advisory Committee will review the project's progress toward meeting the "Special Conditions" at its Fall 2010 meeting. At that time and based on the project's progress, the JJAC will decide whether or not to continue funding the project through June 2011.

