

# ILLINOIS JUVENILE JUSTICE COMMISSION

---

State Fiscal Year 2017 Local Juvenile Justice Funding:

Juvenile Accountability Block Grant Program

Title II Juvenile Justice Formula Grant Program

## Application for Existing Juvenile Justice Councils

*This application should only be used by applicants who have an existing juvenile justice council. If you are seeking to establish a new council, please use the Application for New Juvenile Justice Councils. If you are unsure which application to use, please email [iljjcommission@gmail.com](mailto:iljjcommission@gmail.com).*

## Introduction and Instructions

For State Fiscal Year (SFY) 2017 (July 1, 2016 through June 30, 2017), the Commission will award federal juvenile justice funds to localities with an existing juvenile justice council using this consolidated application for the Title II Program Formula Grant (Title II) and Juvenile Accountability Block Grant (JABG).

Through a separate application process, the Commission may also award funds to localities without an existing juvenile justice council and for projects at the state or multi-jurisdictional level. **Please use this application only if you are applying for a local project in conjunction with an existing juvenile justice council.**

## Juvenile Justice Councils

Since SFY 2014, the Commission has invested in local juvenile justice councils. Juvenile justice councils are defined in the Juvenile Court Act and the Commission believes such structures for local governance and collaboration are a core strategy for improving the juvenile justice system. **We require all applications for local funding to be connected to a juvenile justice council or include development of a juvenile justice council as an initial deliverable.**

Throughout this application, the terms “juvenile justice council,” “local council,” and “council” primarily mean local governance structures as defined by statute (705 ILCS 405/6-12). While the Commission’s preferred recipient of funds is such a council, in some circumstances a formal juvenile justice council may not be feasible. In such situations, alternate collaborative groups which engage in similar governance of juvenile justice activities may apply for funds; to the extent practicable, they should engage in the same activities required of councils in this application.

- The local council will be responsible for engaging an inclusive group of system and community representatives, reviewing local juvenile justice data, developing a strategic local plan, gathering resources to implement the plan, and monitoring the plan's implementation and any necessary revisions.
- A local council can represent a portion of a county or municipality and be led by non-system community groups, such as a community justice coalition or a restorative justice hub.
- Applicants must document efforts to engage juvenile justice system representatives, but ultimately a council can operate without them.
- Applicants may request funding to support the development and/or maintenance of a local council. If approved, **Juvenile Justice Council Funding Requests** will be supported with Title II funds.

## Program Funding

Local entities with existing juvenile justice councils may also apply for program and system improvement funds in addition to their requests to support their juvenile justice council. However, these awards are contingent upon the support of an existing local council or definite plans to implement a council.

These **Program Funding Requests** may be funded by JABG or Title II grants. They require a 10% local cash match. Whenever feasible, the designated recipient and fiscal agent should be a unit of local government.

The purpose of these funds is to be a resource for the council to use in implementing its strategic local plan or to test local implementation of a proven practice. Part of the application includes a plan for sustaining the initiative, if successful, using other resources.

Note that an award may result in two separate contracts, one for Title II funds and one for JABG funds. In this event, fiscal reporting must also distinguish between the two funding sources.

## Eligibility

To be eligible for funding, an existing council must:

- Have a local juvenile justice plan;
- Complete the Commission's Local Data Report on an annual basis;
- Conduct Disproportionate Minority Contact (DMC) analysis and develop DMC reduction plan;
- Participate in an annual Juvenile Justice Council grantee meeting;
- Allow Commission members and staff to visit council meetings.
- Partner with the Commission in maintaining compliance with the federal Juvenile Justice and Delinquency Prevention Act (see Appendix 1 for more information);
- Comply with the requirements contained in the Illinois Department of Human Services (IDHS) Community Services Agreement and associated program guidance.

## Scoring

Applications will be scored by the Commission, IDHS staff, and consultants. Maximum points for each section are noted throughout the application, with a total of 155 available points.

## Components of a Complete Application

Each application will include:

- A completed program application (this document)
- Attachment A: Council Composition
- Attachment B: Juvenile Justice Plan
- Attachment C: Completed Local Data Template for Calendar Year 2014
- Attachment D: Juvenile Justice Council Funding Request Spreadsheet
- Attachment E: Program Funding Request Spreadsheet
- Attachment F: Principles of Effective Diversion Checklist (required only for diversion programs)

## Questions and Informational Conference Call

Questions about the application may be submitted via email to [iljjcommission@gmail.com](mailto:iljjcommission@gmail.com).

An informational conference call will be held on Thursday, January 7, at 2:00pm. The purpose of the call is to review the requirements of the application and respond to questions submitted via email. The call will address questions submitted to [iljjcommission@gmail.com](mailto:iljjcommission@gmail.com) by 5:00pm on Tuesday, January 5. Call In: 888-494-4032 Code: 5329547331#. Written responses to questions will also be posted to <http://ijjc.illinois.gov/grants/apply>.

## Submission Instructions

Applications should be submitted by email in PDF format. The fillable PDF application and all required forms for attachments may be downloaded at <http://ijjc.illinois.gov/grants/apply>.

Applications must be submitted by email to [iljjcommission@gmail.com](mailto:iljjcommission@gmail.com) by 5:00pm on Friday, February 19, 2015. Late applications will be considered only if funds remain available after all other funding decisions have been made.

The Commission may schedule brief phone interviews with finalist applicants. Interviews will be scheduled, as needed, March 2-4, 2015 and March 7-8, 2015. The purpose of an interview is to clarify information provided in the application.

Please respond to each of the items in the following sections. The answers to these questions, along with the required attachments, will be your proposal. Each response has a word limit. Grant reviewers value concise and clear responses, so there is no need to use all the allowable words.

## Section 1: Abstract (5 points)

In 100 or fewer words, describe the purposes and activities for which funding is requested. Include the amount requested to support your Juvenile Justice Council and the amount requested for Program Implementation. We ask that this description be suitable for publication on the Commission's website, if an award is made. For example:

*The 99<sup>th</sup> Judicial Circuit juvenile justice council requests \$7,500 to support a part time juvenile justice council coordinator and \$7,500 for implicit bias training for court personnel. The council coordinator is responsible for meetings, council engagement, research, and the juvenile justice plan, which includes DMC reduction work. Implicit bias training has been identified by the council as a strategy to decrease DMC.*

*Scoring Criteria for Section 1:*

- *Does the abstract clearly summarize the proposal within 100 words?*

## Section 2: Applicant Information (Not Scored)

### Agency Information

Implementing Agency:

Implementing Agency's FEIN #:

Program Title:

1. Who will be responsible for preparing and submitting quarterly fiscal reports?

Name:

Title:

Agency:

Address:

Phone:  Fax:

2. Who will be responsible for preparing and submitting quarterly data/progress reports?

Name:

Title:

Agency:

Address:

Phone:  Fax:

3. Will a separate fiscal account/fund be maintained for the program?

Yes, this account will maintain: (Choose one)

Federal funds only

Both federal and local matching funds

No, but all program funds will be identified by a specific account or fund number and recorded within the general accounting records for the Agency.

4. Where should program fund disbursements be sent?

Address:

5. What organization is listed as holder of the bank account into which program funds will be deposited and who is the contact person there?

Name:

Title:

Agency:

Address:

Phone:

Fax:

### **Section 3: Juvenile Justice Council Information**

The Commission’s understanding of a juvenile justice council reflects the definition provided by Illinois statute (705 ILCS 405/6-12); please note that this statute has been updated, effective January 1, 2016. We also expect juvenile justice councils to meet the JABG requirements for a local juvenile crime enforcement committee (see details on Attachment A). We encourage juvenile justice councils to include representatives from the court system, law enforcement, the county board, schools, social service agencies, the business community, and the faith community. We encourage councils to include parents and young people. A local council can represent a portion of a county or municipality and be led by non-system community groups, such as a community justice coalition or a restorative justice hub.

In some jurisdictions, it may not be possible to form a local council with all the system stakeholders identified by statute within the grant period. Applicants must document efforts to engage juvenile justice system representatives, but a council can operate without them.

#### **Council Composition (20 points)**

Attach your council’s membership structure using the form provided as Attachment A.

Describe the process by which your council has recruited and engaged members. (100 words)

Identify your council's structure, the responsibilities of the chair and any other officers, whether there is an identified council coordinator, and the council's meeting schedule. (250 words)

A large empty rectangular box with a black border, intended for the user to provide their response to the question above.

Describe the level and type of participation by council members (250 words)



**Juvenile Justice Plan (30 points)**

Development of a local juvenile justice plan is a responsibility of juvenile justice councils pursuant to 705 ILCS 405/6-12. Minimally, a juvenile justice plan should include the priorities of the council, goals for priority areas, and action steps to meet these goals. A strong juvenile justice plan is driven by data and evidence based practices.

Attach your juvenile justice plan labeled as Attachment B.

Describe how your plan was developed. (250 words)

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above. The box is currently blank.

Discuss the activities completed by your local council and progress meeting your plan's goals over the past two years. Include information on council meetings, community events, programs implemented or improved, and grant applications and awards. For each activity or group of activities, highlight the impact on the local juvenile justice system and community. (500 words)

Discuss “what’s next” for your council: are there emerging issues, activities, and/or priorities? (250 words)

**DMC Reduction Efforts (35 points)**

The federal Juvenile Justice and Delinquency Prevention Act, which provides the funding for juvenile justice councils, includes a requirement that states address Disproportionate Minority Contact (DMC). This involves identification of racial and ethnic disparities, assessment of the causes of disparities, and intervention to reduce disparities. We require grantees to submit local data, conduct an analysis of local disparities, develop strategies with local partners, and implement a plan to address DMC.

1. Identification

Attach completed local data template (Attachment C) for calendar year 2014.

If unable to submit the data as part of the application for funding, please provide an explanation and a timeline for submitting the data. (100 words)

Provide an explanation for any missing decision point data. (100 words)

Based on the data, which decision points have the largest disparities? What demographic groups experience the highest rates of contact? If 2014 data is not yet available, use 2013 data. (100 words)

2. Assessment

Describe how your juvenile justice council has reviewed local data. (100 words)

What conclusions has the council drawn from the data about the factors contributing to disparities?  
Review Appendix 2 - Contributing Mechanisms and Intervention Strategies for examples. (250 words)

### 3. Intervention

What are your proposed strategies for addressing those priorities? How do these strategies address identified disparities? What obstacles do you face in accomplishing these strategies? What resources are available to support these strategies? (500 words)

### **Juvenile Justice Council Funding Request (25 points)**

Appropriate uses for Juvenile Justice Council Funding Requests may include, but are not limited to: a council coordinator; an outside facilitator for planning processes; data collection and analysis; other training and technical assistance to meet a local need. Funding may not be used for food or other refreshments for meetings. Costs associated with program implementation should be made as a Program Funding Request.

Describe any funding request to support your local juvenile justice council. (500 words)

Attach your budget in the spreadsheet labeled Attachment D, “Juvenile Justice Funding Request.”

*Scoring Criteria for Section 3:*

- *Does the application indicate the person(s) responsible for coordinating the proposed work?*
- *Does the council have required membership? Reference Attachment A*
- *Does the application indicate strong level of participation by members?*
- *Is a plan attached with priorities, goals, and action steps?*
- *Rate the level of progress toward meeting the plan’s goals.*
- *Rate the impact of the council’s activities on the local system and community.*
- *Rate vision for what’s next – will impact be meaningful and in line with Commission goals?*
- *Was 2014 local data template included? If no, is there a specific commitment to submitting in the near future?*
- *Rate whether application identifies disparities at specific decision points.*
- *Has council reviewed local data? Does application assess disparities and identify decision points to address?*
- *Does the application include a plausible set of strategies to address disparities?*
- *Rate whether the application clearly links the funding request to the juvenile justice plan and proposed “next steps.”*
- *Evaluate whether the submitted budget for this funding request describes expenditures that are necessary/reasonable for the council’s work and allowable (not for food or indirect costs).*

## **Section 4: Program Funding Request (30 points)**

Program Funding Requests include any program implementation or operation expenses. Program Funding Requests require a 10% local match.

The Commission will fund programs that advance one or more of the following goals

1. Keeping youth out of the system when possible;
2. Providing effective, developmentally appropriate support and services if in the system;
3. Placing young people on a trajectory for positive outcomes that enhance public safety

The Commission will prioritize requests that address racial and ethnic disparities (DMC). The Commission also gives priority to projects that address one of the following:

1. Alternatives to arrest, secure confinement, and system involvement.
2. Strategic planning, training, reduction of racial and ethnic disparities in the juvenile justice system
3. Implementation of trauma-informed training, practices and programming
4. Implementation of evidence-based behavioral health programming (mental health, substance abuse, employment, educational)
5. Implementation of validated risk-assessment instruments to drive decision making
6. Implementation of specialized community-based programming for youth adjudicated delinquent for sex offenses and training for professionals working with these youth.
7. Training for law enforcement and court personnel that support the Commission’s overarching

goals.

8. Information sharing between agencies to support diversion and effective services without jeopardizing confidentiality or creating opportunities for “net widening.”

Priority will be given to programs that implement innovative practices for the first time, fill an important service gap identified by the council, test a new approach, or leverage other resources. The Commission will give less weight to funding for program maintenance. Note that federal funds cannot supplant existing local funds.

Describe the program(s) you would like funded, clearly connecting the program approach with the Commission's overarching goals and priorities. (500 words)

[Empty response box for describing the program(s) to be funded.]

Attach the budget using the spreadsheet labeled Attachment E, "Program Funding Request."

For any diversion programs, also complete Attachment F, "Principles of Effective Diversion" and attach.

Describe the process to identify the program(s) included in this request.

- How was your council involved?
- What outcomes are you seeking and how are they tied to your council's priorities?
- Why have you selected these strategies and activities?
- What evidence links these activities with the results you seek?
- Will they reduce DMC? How?

(250 words)

How will you measure the impact of this program? How will your council monitor outcomes? (100 words)

Since the Commission cannot fund programs and services on a long-term basis, how will you sustain successful activities and /or programs? (100 words)

*Note that each grantee is responsible for collecting and reporting federal performance measures according to purpose areas. Purpose areas and related performance measures will be determined following awards.*

## Section 5: Progress Review (10 points)

For existing grantees only: Please identify the goals of previous funding and your progress toward meeting them. Also, describe the impact federal funds have had on your juvenile justice system. (500 words)

## Appendix 1:

### Juvenile Justice & Delinquency Prevention Act Core Requirements<sup>1</sup>

Under the JJDP, all states, territories, and the District of Columbia must comply with the following core protections:

#### *1. Deinstitutionalization of Status Offenders (DSO)*

Status offenses are offenses that only apply to minors whose actions would not be considered offenses if they were adults. The most common are skipping school, running away, breaking curfew, and possession or use of alcohol. Under the JJDP, status offenders may not be held in secure detention or confinement. There are, however, several exceptions to this rule, including allowing some status offenders to be detained for up to 24 hours. The DSO provision seeks to ensure that status offenders who have not committed a criminal offense are not held in secure juvenile facilities for extended periods of time or in secure adult facilities for any length of time. These children, instead, should receive community-based services, such as day treatment or residential home treatment, counseling, mentoring, family support, and alternative education.

#### *2. Adult Jail and Lock-Up Removal (Jail Removal)*

Youth may not be detained in adult jails and lock-ups except for limited times before or after a court hearing (6 hours), in rural areas (24 hours plus weekends and holidays), or in unsafe travel conditions. This provision does not apply to children who are tried or convicted in adult criminal court of a felony level offense. This provision is designed to protect children from psychological abuse, physical assault, and isolation. Children housed in adult jails and lock-ups have been found to be eight times more likely to commit suicide, two times more likely to be assaulted by staff, and 50 percent more likely to be attacked with a weapon than children in juvenile facilities, according to U.S. Department of Justice Studies.

#### *3. "Sight and Sound" Separation*

When children are placed in an adult jail or lock-up, as in exceptions listed above, "sight and sound" contact with adults is prohibited. This provision seeks to prevent children from psychological abuse and physical assault. Under "sight and sound," children cannot be housed next to adult cells, share dining halls, recreations areas, or any other common spaces with adults, or be placed in any circumstances that could expose them to threats or abuse from adult offenders.

#### *4. Disproportionate Minority Contact (DMC)*

States are required to assess and address the disproportionate contact of youth of color at all points in the justice system - from arrest to detention to confinement. Studies indicate that youth of color receive tougher sentences and are more likely to be incarcerated than white youth for the same offenses. With youth of color making up one-third of the youth population, but two-thirds of youth in the juvenile justice system, this provision requires states to gather information and assess the reason for disproportionate minority contact.

---

<sup>1</sup> Summary of Core Requirements taken from Act 4 Juvenile Justice, <http://act4jj.org/our-work/member-engagement>

## Appendix 2: Contributing Mechanisms and Intervention Strategies



### Intervention Strategies

Intervention	Type
Direct services	-Prevention and early intervention -Diversion -Alternatives to secure confinement -Advocacy
Training and technical assistance	-Implicit Bias Training and Program Development -Culturally competent staffing practices
Systems change	-Legislative reforms -Administrative, policy, and procedural changes -Structured decision-making

5-2



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



#### Intervention Categories:

- ⇒ **Direct services** address the requirements of youth. They focus on giving at-risk and delinquent minority youth greater access to appropriate prevention and early intervention programs so that they receive needed services to build skills, improve social functioning, and form healthy relationships with family members, other adults, and peers. Direct services include prevention and early intervention programs, diversion programs, alternatives to secure confinement, and advocacy.
- ⇒ **Training and technical assistance** focus on the needs of law enforcement and juvenile justice personnel to provide the knowledge and skills they need to work effectively with culturally diverse minority youth and to address indirect (particularly unintentional) racial bias.
- ⇒ **Systems change** involves altering aspects of the juvenile justice system itself that may contribute to DMC. Systems change strategies seek to alter the basic procedures, policies, and rules that define how a juvenile justice system operates to address DMC.



## Intervention Strategies and Contributing Mechanisms

Contributing Mechanisms		Direct Services	Training & Technical Assistance	Systems Change
	Differential Offending	X		
	Mobility	X	X	X
	Indirect Effects	X		X
	Differential Opportunities	X	X	X
	Differential Handling/ Inappropriate Criteria		X	X
	Justice by Geography		X	X
	Accumulated Disadvantage	X	X	X
	Legislation, Policies, & legal factors		X	X
Statistical Aberrations		X	X	

5-12



U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



OJJDP  
Serving Children, Families, and Communities

### Contributing Mechanisms:

- ⇒ **Differential Offending:** In offenses reported to the police, do descriptions of an offender's race indicate that minorities and non-minorities commit offenses at different rates?
- ⇒ **Mobility:** Is there an influx of juveniles that temporarily changes the demographic composition of the population?
- ⇒ **Indirect Effects:** What are the risk factors for involvement in the juvenile justice system? To what extent do risk factors differ for minority youth?
- ⇒ **Differential Opportunities:** Do minorities and non-minorities have the same access to preventative and treatment services?
- ⇒ **Differential Handling/Inappropriate Criteria:** Is DMC caused by intentional or unintentional bias? Are criteria for system involvement and diversion applied consistently across all groups of youth?
- ⇒ **Justice by Geography:** To what extent, do different neighborhoods, communities, or regions have different rates of arrest, different sensitivity to types of offenses, different definitions of severity or other juvenile justice decisions?
- ⇒ **Accumulated Disadvantage:** Do small to moderate differences at each stage compound into a disadvantage for minority youth?
- ⇒ **Legislation, Policies & Legal Factors:** Are there rules or policies that disproportionately impact minorities? E.g. rules governing indigent defense or procedures for releasing youth after an initial detention hearing.
- ⇒ **Statistical Aberrations:** Do classification and recording issues related to racial/ethnic identification lead to substantial uncertainty about the rates of system activity?