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ELLEN CRAWFORD
DIRECTOR

JUVENILE DEPARTMENT

June 18, 2015

JUVENILE INTAKE AND ASSESSMENT CENTER
2121 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioner
Clackamas County

Members of the Board:

Approval for Filing of Grant Application
Edward Bryne Memorial Justice Assistance Grant
2015 Local Solicitation

Purpose/Outcomes	The Clackamas County Juvenile Department (CCJD) is submitting a grant application for the Edward Bryne Memorial Justice Assistance Grant (JAG) Program 2015 Local Solicitation to continue to expand cognitive skills groups in all communities of this county and reduce transportation barriers and increase youth's ability to successfully complete juvenile jurisdiction requirements.
Dollar Amount and Fiscal Impact	\$24,237. There are no general funds required as a match.
Funding Source	Bureau of Justice – Edward Bryne Memorial Fund
Safety Impact	
Duration	October 1, 2014 through September 30, 2016
Previous Board Action	
Contact Person	Ellen Crawford, Director – Juvenile Department – 503-655-8342 ext 3171
Contract No.	

BACKGROUND:

A goal of CCJD is to involve youth offenders in opportunities to work on positive social skill development and build transferable work and life skills in their communities. The Skills Group Program provides group facilitation of cognitive and social skills development for the youth of Clackamas County and is dedicated to providing facilitated group learning opportunities which focus on expanding the competencies of the youth the Department serves. Skills Groups offered in schools and community organizations increases access to Skills Groups in all areas of the County. This grant will remove transportation barriers, provides preventative services for at-risk youth, connects youth with pro-social adults and their communities, and, as a result, reduces recidivism.

This grant application requires that the application be available for public review and comment for 30 days prior to awarding the funds.

RECOMMENDATION:

Staff requests that this application be available for public review and comments for 30 days. Staff recommends Board approval for filing this application and further recommends delegating authority to sign the application to the Juvenile Department Director.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ellen Crawford".

Ellen Crawford, Director
Juvenile Department

For more information on this issue or copies of attachments, please contact Crystal Wright at 503-655-8342 ext 7112.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
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* 3. Date Received: 06/26/2015	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
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State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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8. APPLICANT INFORMATION:

* a. Legal Name: Clackamas County, Oregon	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 93-6002286	* c. Organizational DUNS: 0969926560000

d. Address:

* Street1: 2051 Kaen Road
Street2: <input type="text"/>
* City: Oregon City
County/Parish: <input type="text"/>
* State: OR: Oregon
Province: <input type="text"/>
* Country: USA: UNITED STATES
* Zip / Postal Code: 97045-4037

e. Organizational Unit:

Department Name: Juvenile Department	Division Name: <input type="text"/>
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: Crystal
Middle Name: <input type="text"/>	
* Last Name: Wright	
Suffix: <input type="text"/>	

Title: Administrative Services Manager

Organizational Affiliation: <input type="text"/>
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* Telephone Number: 503-655-8342 ext 7112	Fax Number: 503-655-8446
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* Email: crystal@co.clackamas.or.us
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Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Justice, 2015 Local Solicitation

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant (JAG), Program: FY 2015 Local Solicitation

*** 12. Funding Opportunity Number:**

BJA-2015-4167

* Title:

BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Enhancement of evidenced-based cognitive skills group facilitation & increase participation & completion rates of pro-social/protective factor activities by removing transportation barriers for youth

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="24,237.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="24,237.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Attachment 2

Program Abstract

Applicant: Clackamas County Juvenile Department

Title of Project: Enhancement of Cognitive Behavioral Skills Intervention Services at the Community Based Prevention Site and transportation support to reduce barriers to successful completion of juvenile justice requirements.

Goals of Project:

- Provide coordinated service delivery to at risk youth.
- Reduce risk factors and increase protective factors by providing evidence based interventions.
- Intervention will include assessment, education and/or cognitive behavioral skills development of youth identified with two or more risk factors as identified by the Juvenile Crime Prevention Screening Tool.
- Address transportation barriers for youth that do not have access to public transportation or live in remote geographic areas of the county.
- Provide staff support to at-risk youth to explore participation in pro-social activities, to successfully complete treatment requirements that increase positive youth development.
- Reduce recidivism of those youth completing program services.

Description of Strategies:

Enhance evidence-based cognitive behavioral skill intervention curriculums provided at the Juvenile Department and within existing Community-School Based Prevention Sites in Clackamas County. Evidence-based curriculum options could include Aggression Replacement Training, Boys Council or Girls Circle. These services will be coordinated with local partners to create maximum community collaborations and develop long term relationships that create program sustainability. The site will be located in the youth's community and will be available for follow-up or additional services as necessary. The proposed service enhancement would provide evidence-based cognitive skill curriculums through hiring a .47 temporary staff. The second strategy as a part of this position would address the transportation barriers youth experience due to limited or no access to public transportation and/or live in remote portions of the county where it does not exist. By partnering with youth and families to meet transportation needs we expect to significantly increase attendance and participation in skill development classes, treatment, and pro-social activities. Services will target youth who are at risk for delinquency behavior or at risk to reoffend.

The top five project identifiers include: Community-based programs; Crime Prevention; Education; Peer Counseling; Prevention-Delinquency.

The proposed program is replicating a model used extensively in Clackamas County among public and private agencies who work with youth. Strong collaborations and networking currently exist increasing effective service implementation.

Attach 3

Bureau of Justice Assistance Justice Assistance Grant 2015

Program Narrative: Enhancement of evidenced-based cognitive skills groups to Community-School Prevention sites and at the Clackamas County Juvenile Department. Increase participation and completion rates of pro-social/protective factor activities by removing transportation barriers for youth.

The Clackamas County Juvenile Department (CCJD) is submitting a grant application for the Edward Bryne Memorial Justice Assistance Grant (JAG) Program 2015 Local Solicitation to continue to expand evidence-based (or promising practices) cognitive skills groups in all communities of this county and increase completion of developed pro-social/protective factor activities. This grant application will allow CCJD to continue the position of the part-time (16 hours per week) Skills Group Facilitator position that was funded by a Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) received in 2011. In the 2011-12 three schools were offering skills groups within the school day, co-facilitated by school personnel. In 2013, 8 schools offered skills groups and 91 youth successfully completed. In 2014 there were 12 schools and one community setting in Clackamas County offering 27 skills groups for at minimum 175 youth. School teachers and counselors have been trained to co-facilitate these groups.

The Skills Group Program Coordinator has started conversations with targeted schools and plans to establish new groups in those schools with the continued support of a part-time facilitator on board. The model of providing Skills Groups in the schools is both sustainable and efficient. CCJD has hosted trainings where at least 23 school staff members have been trained and are now actively facilitating groups in their schools. There is also one volunteer who facilitates skills groups. Training school teachers, counselors, non-profit staff, and volunteers to run groups, uses a multi-agency approach to provide these needed services to many more youth than CCJD could provide given limited staff resources. In addition, providing skills groups in the schools provides a community-based option for youth in the CCJD system thus removing the need for transportation to CCJD for skills groups. Teachers and counselors have reported satisfaction in facilitating skills groups as it gives them an opportunity to establish relationships with youth in their schools, which results in longer term relationships with supportive adults. This resource also provides youth an intervention preventing them from escalating in to the juvenile justice system.

Cognitive skills groups facilitated with evidence-based programming (or promising practices) are a primary component of any intervention strategy when working with at-risk youth. This identified intervention provides an enhancement of services administered within middle and high schools, as well as community organizations. The grant would allow us to continue to expand cognitive behavioral skill groups to serve all areas of the County. In June, 2015, the National Association of Oregon Counties awarded the "Skills Groups in Schools" program a NACo Achievement Award. In addition the program received the honor of Best in Category.

A second strategy is to remove the barrier of transportation for youth with the goal of increasing successful completion of conditions of probation. Transportation is a major barrier for youth living around the County to participate in groups offered at CCJD. Clackamas County is the third

largest county in Oregon covering 1868.17 square miles. There are approximately 375,992 residents of Clackamas County (U.S. Census, 2010 estimates), 23.3% of which are under the age of 18. The county has large urban areas that provide good access to intervention services and large rural areas that are geographically disconnected with few or no service options. Currently, 25% of the juvenile justice population served by the department lives 20 to 50 miles from the Juvenile Department .

Providing transportation would increase a youth's ability to participate in pro-social activities, support a youth's treatment needs by coordinating transportation for individual and family counseling, increase attendance for individual or group treatment or extend critical services such as support groups to sustain a youths success. Many areas of the county have public transportation with minimal routes and schedules that create barriers to youth successfully completing their juvenile jurisdiction requirements. . In addition,youth will be encouraged to participate in pro-social, after school activities when families are not available to provide transportation. By addressing the transportation needs of youth it will decrease risk factors and create protective factors that will reduce the rate of recidivism in our county. This approach supports best practices in juvenile justice allowing a targeted case management approach to reduce risk and increase protective factors. The intention of the program and part-time position is to create a sustainable intervention strategy that schools and other community organizations can adopt to improve youth skills, improve behavior, and increase school attachment and attendance for youth at-risk of criminal behavior. Additionally, this will reduce the barriers youth and families face that currently prevent them from participating and benefiting from services.

Cognitive skills curriculum creates early identification and intervention by increasing protective factors and developing pro-social skills for identified at-risk youth. The Juvenile Crime Prevention Screening Tool (JCP) is used to select youth with two or more risk factors which identifies them at-risk of committing crimes. The JCP screening tool is a validated and reliable screening tool used in the State of Oregon by all County Juvenile Departments. The intervention includes the risk assessment, education and individual and/or group skill development for identified youth.

A summary of risk assessment data in 2014 demonstrated that 76.4%of youth were assessed as having behavioral issues as their primary risk factor; 67.6%of youth had negative peer and other relationships as their primary risk factor. The issues contributing to these risk factors include anti-social attitudes, poor problem solving, disruptive behavior at school and no participation in extracurricular activities. Cognitive skill group offerings directly impact these risk factors. The skills groups have shown to: improve academic success (measured by school attendance); improve problem-solving and coping skills; improve the value of having a supportive relationship with an adult; increase knowledge of how to avoid acting-out behaviors; decrease thinking barriers; and improve communication skills.

Performance measures for this grant will include: the number of youth receiving service; number of program participants who complete programming; the number of defined skills groups being offered; and the number of individuals trained to facilitate groups. Risk reduction will be measured by the JCP Assessment Tool and individual case management plans. The impact of these groups is measured by pre- and post-surveys. Program outcomes for successful completion of service will be measured by program or activity attendance. Outputs would be documented by the number of youth involved in

services and the number of successful completions of prevention/ program services and probation requirements.

DESCRIPTION OF THE SKILLS GROUP PROGRAM

A goal of CCJD is to involve youth offenders in opportunities to work on positive social skill development and build transferable work and life skills in their communities. The Skills Group Program provides group facilitation of cognitive and social skills development for the youth of Clackamas County and is dedicated to providing facilitated group learning opportunities which focus on expanding the competencies of the youth the Department serves. By having eight different curricula (several of which are evidence-based or promising practices), the Skills Group Program is able to direct youth into group learning scenarios which specifically target identified Risk and Protective factors. Skills Groups are committed to:

- using evidence-based (or promising practices) principles in all group settings;
- assisting youth in understanding the human impacts of their actions;
- providing youth with skills that will assist them in becoming contributing community members;
- providing opportunities for youth to meaningfully connect to their communities; and
- addressing Risk and Protective Factors in youth to minimize recidivism rates.

In the summer of 2010 the Skills Group Coordinator started exploring the possibility of partnering with schools in the rural areas of the county to provide skills groups to at-risk youth students, not only those already in the juvenile justice system but those at risk of dropping out of school, lacking school attachment, and/ or becoming involved with the justice system.

The Skills Group Program Coordinator and the part-time facilitator spent most of the 2010-2011 school year identifying possible schools and making connections in these schools. In the 2011-2012 school year they began targeting PreventNet sites at schools. (PreventNet was created to mirror an evidence-based ESSI model identified by OJDDP.) PreventNet is a coalition of social service agencies that are working together to create, enhance, and sustain a seamless system of care, advocacy and supports for the well-being of children, youth, and families in Clackamas County. By the 2011-2012 school year there were skills groups implemented in three middle schools. Now skills groups exist in 12 schools and one city library offering a total of 28 skills groups.

Maintaining the fidelity of the group curricula and processes from one group to another is a priority. Each school partner or agency must sign an Agreement (Memorandum of Understanding (MOU)) which outlines requirements that will maintain the fidelity of skills groups from one school to another.

Outlined in this Agreement are:

- An evaluation process for partners,
- The commitment of support from the CCJD and the commitment expected of the partner schools,
- Expectations of communications between partners and the CCJD,
- The required Skills Group Facilitator Training.

Each school is also provided with:

- Information about the Skills Group Program and the specific groups possible
- Curriculum for the group(s) to be offered
- The MOU
- A Group Facilitator Reminder List

- Fidelity Checklists for each specific group offered
- The Pre- and Post-Survey tools
- An Attendance tool
- Partnering agency feedback form

Relevant Skills Group Curricula

Aggression Replacement Training (ART): Aggression Replacement Training is an evidenced-based curriculum designed to provide youth with skills on what to do in anger producing situations, while making the escalation of anger a less frequent occurrence. In ART, youth will practice specific skills, discuss moral reasoning scenarios and respond by recognizing their physical and emotional reactions in conflict situations.

The following Risk Domains and Protective Factors are addressed in the ART curriculum and logic model:

Risk Domains & Factors

Behavior

Expected outcomes: 1. Youth will report an increase in competency in the use of ART social skills techniques and report value in the skills they learned, 2. Youth's knowledge on how to avoid acting-out behavior will increase, 3. 70% of participating youth who complete the skills group will not receive a second charge involving aggressive behavior.

Girls Circle & Boys Council: Girls Circle strives to encourage girls to hold on to their voices and stay true to themselves. It enhances judgment and critical thinking skills for wise and healthy choices and counters trends towards self-doubt while improving self-esteem. The mission of the Boys Council is to offer adolescent young men a solid pathway toward healthy identity development, recognizing their strengths and capacities, challenging stereotypes, questioning unsafe attitudes and encouraging solidarity through personal and collective responsibility.

The following Risk Domains and Protective Factors are addressed in the Girls Circle and Boys Council curricula and logic models:

Risk Domains & Factors

Attitudes, Values & Beliefs

Behavior

Protective Factors

- Significant school attachment.
- Has friends who are academic achievers.
- There is an adult in youth's life (other than parent) she/he can talk to.
- Involved in constructive extracurricular activities (sports, clubs, music, theater, arts, etc.).

Expected outcomes: 1. Youth empathy awareness will be enhanced, 2. Youth optimism about the future will increase, 3. Youth recognize the value of a relationship with a pro-social peer, 4. Youth problem-solving and coping skills will improve, 5. Youth will be, or desire to be, positively associated with a community organization, and 6. The value of a supportive relationship with an adult will increase.

Individual and Community Empathy (ICE): The mission of ICE is to provide youth with an opportunity to build empathy and community awareness in a positive way, while taking responsibility for their behaviors and looking at their effect on our community. ICE is designed to help youth develop competencies that will enable them to be more successful community members.

The following Risk Domains and Protective Factors are addressed in the ICE curriculum and logic model:

Risk Domains & Factors

Attitudes, Values and Beliefs

Protective Factors

- There is an adult in youth's life (other than parent) she/he can talk to.
- Involved in constructive extracurricular activities (sports, clubs, music, theater, arts, etc.).

Expected outcomes: 1. Youth empathy awareness will be enhanced, 2. Youth optimism about the future will increase, 3. Youth will be, or desire to be, positively associated with a community organization, and 4. The value of a supportive relationship with an adult will increase.

TruThought: *Charting a New Course*: TruThought addresses numerous thinking barriers and tactics which interfere with the decision making process. Allowing youth to practice identifying these barriers and identify ways to intervene prior to trouble will contribute to more successful outcomes.

The following Risk Domains and Protective Factors are addressed in the TruThought curriculum and logic model:

Risk Domains & Factors

Attitudes, Values and Beliefs

Behavior

School

Protective Factors

- There is an adult in youth's life (other than parent) she/he can talk to.
- Communicates effectively with family members (both verbal and nonverbal shared communication with healthy relationship boundaries).

Expected outcomes: 1. A decrease in thinking barrier patterns, 2. Youth empathy awareness will be enhanced, 3. Youth optimism about the future will increase, 4. Youth problem-solving and coping skills will improve, 5. Youth communication skills will improve.

Life Skills/Independent Living Program (ILP): The Life Skills Program is designed to encourage youth to understand and access the resources and information Clackamas County has to offer. The goal of this program is to equip youth with the basic knowledge they will need to successfully live on their own, plan for their future, and make a positive contribution to the community.

The following Risk Domains and Protective Factors are addressed in the Life Skills curriculum and logic model:

Risk Domains & Factors

Attitudes, Values and Beliefs

Expected outcomes: 1. Youth empathy awareness will be enhanced, 2. Youth optimism about the future will increase; 3. Youth will endorse pro-social attitudes, values and beliefs, 4. Youth accept responsibility for their behavior.

PROBLEM/NEED FOR THE PROGRAM

Youth who have become (or are at risk of becoming) involved in the juvenile justice system face significant barriers to obtaining positive life skills, education, and employment. These youth have more and greater risk factors (such as school dropout, using alcohol and drugs, lack of connections with positive peers and community members, and experiencing significant family conflict) than the general youth population... increasing skills improves classroom behavior and school attachment, and reduces the likelihood of involvement in the juvenile justice system.

CCJD strives to keep communities safe through restorative services for youth offenders, victims, and communities. The Department targets interventions in order to hold youth meaningfully accountable and teach them new skills, while at the same time addressing the harm done to victims and community.

Central to our continued success is our engagement with community partners. CCJD collaborates with community partners to assist in positive youth development and strengthening families. These partnerships empower communities to have a role in holding their youth accountable, expand the opportunities for at-risk youth to feel connected with their local communities, while also giving youth positive life and social skills. Youth also participate in meaningful service-learning work projects while earning stipends, or volunteer hours to repay victims and communities.

Skills Groups offered in schools and community organizations increases access to Skills Groups in all areas of the County. The program removes transportation barriers, provides preventative services for at-risk youth, connects youth with pro-social adults and their communities, and, as a result, reduces recidivism.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Vacant	Human Services Assistant	\$1,325.23	Year	100.00	12	\$15,903
FEDERAL TOTAL						\$15,903

PERSONNEL NARRATIVE (FEDERAL)

The person hired for this position will facilitate evidenced based cognitive skill group skills classes in Clackamas County as described in the program narrative.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

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TOTAL PERSONNEL	\$15,903
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Fringe benefits (see below)	\$15,903.00	0.2574	\$4,093
FEDERAL TOTAL			\$4,093

FRINGE BENEFITS NARRATIVE (FEDERAL)

OPSRP - ER - 11.37%
 OPSRP - EE - 6%
 FICA (SS) - 6.20 %
 FICA (Med) - 1.45%
 Tri-Met - .72%

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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TOTAL FRINGE BENEFITS	\$4,093
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C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:						
				Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
								\$0.00
		Subtotal						\$0.00
FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. To View an Example, Click Here

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
supplies including paper, postage, printing, purchasing curriculum	1	\$41.00	\$41
FEDERAL TOTAL			\$41

SUPPLIES NARRATIVE (FEDERAL)

offices supplies including paper, postage, printing, purchasing curriculum, etc.

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$41
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
	NON-FEDERAL TOTAL	\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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	TOTAL CONSTRUCTION	\$0
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G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. To View an Example, Click Here

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation						Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips		Cost
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
								\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	
								SUBTOTAL	\$0
								FEDERAL TOTAL	\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

TOTAL CONSULTANTS	\$0
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Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. Other Costs – List items (e.g., rent (arms-length transaction only), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
lease county car	1	monthly	\$350	12	\$4,200
FEDERAL TOTAL					\$4,200

OTHER COSTS NARRATIVE (FEDERAL)

Use of County owned vehicle to provide groups in all areas of County. Expense would pay for monthly lease payment, mileage, fuel and maintenance of vehicle.

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$4,200
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I. Indirect Costs – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency , which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) **To View an Example, Click Here**

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$15,903	\$0	\$15,903
B. Fringe Benefits	\$4,093	\$0	\$4,093
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$41	\$0	\$41
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$4,200	\$0	\$4,200
Total Direct Costs	\$24,237	\$0	\$24,237
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$24,237	\$0	\$24,237

Federal Request	\$24,237
Non-Federal Amount	\$0
Total Project Cost	\$24,237

Public Reporting Burden

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 average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Attach 5
Budget Narrative

Personnel salary and fringe

.44 FTE Human Services Assistant

The person hired for this position will facilitate evidenced based cognitive skill group skills classes in Clackamas County and provide transportation for youth offenders as needed to attend classes, pro-social activities, treatment, etc. as described in the program narrative.

Cost: \$19,996.00

Supplies

Purchase of office supplies, including paper, postage, etc., and/or curriculum for class facilitation

Cost: \$ 41.00

Other Costs

Use of County owned vehicle to provide groups in all areas of County. Expense would pay for monthly lease payment, mileage, fuel and maintenance of vehicle.

\$350/month for 12 months = \$4,200.00

Total Costs: \$24,237.00

Attach 6

Applicant Disclosure of High Risk Status

This Applicant, Clackamas County Juvenile Department, is not designated as high risk by any federal grant making agency, including any status requiring additional oversight by a federal agency due to past programmatic or financial concerns.

Attach 7

Review Narrative

- On April 6, 2009 the Clackamas County Public Safety Departments met with County Commissioners to discuss opportunities for dollars allocated through the Recovery Act. It was determined that the local allocation of the Edward Byrne grant would be pursued by the Juvenile Department for gang prevention and intervention services.
- On April 29, 2009 Clackamas County developed a web site to track the allocation outcome for stimulus dollars. Specific program services and projects are posted and described on this site for public viewing and comment.
- On June 4, 2015 the Clackamas County Administrator approved the Juvenile Department to apply for the FY 2015 Local Solicitation.
- On June 26, 2015 the Board of County Commissioners will approve the application submission.
- Due to the late release of these funds by the Federal government, we were unable to get the 30 days review of the application before the citizens; therefore, upon submission of the application the application will be available for public viewing and comment by the citizens for 30 days.

Attach 8

DISCLOSURE OF PENDING APPLICATIONS

Clackamas County Juvenile Department does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet under this solicitation.



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP Financial Guide.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated (<i>month, day, year</i>) 07/05/1843	b. Principle officers Don Krupp	Titles County Administrator
c. Employer Identification Number: 93-6002286	Laurel Butman	Deputy County Administrator
d. Number of Employees Full Time: 1789 Part Time: 512	Marc Gonzales	Finance Director

2. Is the firm affiliated with any other firm: Yes No
 If "yes", provide details: this is the first line
 this is the second line

3. Total Sales/Revenues in most recent accounting period. (*12 months*)
 \$ 448,205,000.00

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No

a. If yes, provide name, and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.
Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.	

2. Which of the following best describes the accounting system: Manual Automated Combination

3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant? Yes No Not Sure

4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? Yes No Not Sure

5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? Yes No Not Sure

6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? Yes No Not Sure

7. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

a. Total funds available for a grant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Sure

8. Is the firm generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants? Yes No Not Sure

SECTION D: FUNDS CONTROL

1. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? Yes No Not Sure

SECTION E: FINANCIAL STATEMENTS

1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No

2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. Enclosed N/A *link provided below*

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

Link for financial statements:
<http://www.clackamas.us/finance/documents/2014ClackamasCountyCAFR.pdf>

SECTION F: ADDITIONAL INFORMATION

1. Use this space for any additional information (Indicate section and item numbers if a continuation)

SECTION G: APPLICANT CERTIFICATION

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

<p>1. Signature </p>	<p>b. Firm Name, Address, and Telephone Number <i>Clackamas County 503-742-5407</i> <i>Dept of Finance</i> <i>2051 Kaen Rd</i> <i>Oregon City, OR 97045</i></p>
<p>a. Title <i>Audit Manager</i></p>	

SECTION H: CPA CERTIFICATION

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly. If the audit report requested in Section E 2 above is not enclosed, then completion of this section is required.

<p>1. Signature</p>	<p>b. Firm Name, Address, and Telephone Number</p>
<p>a. Title</p>	

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 4 HOURS (OR MINUTES) PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECTS OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO OFFICE OF JUSTICE PROGRAMS, OFFICE OF THE COMPTROLLER, 810- 7TH STREET, NW, WASHINGTON, DC 20531; AND TO THE PUBLIC USE REPORTS PROJECT, 1121-7120, OFFICE OF INFORMATION AND REGULATORY AFFAIRS, OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.