

**Carson City
Agenda Report**

Date Submitted: June 14, 2013

Agenda Date Requested: July 18, 2013

Time Requested: Consent Agenda

To: Board of Supervisors

From: Ben Bianchi, Chief Juvenile Probation Officer

Subject Title: Action to approve the Carson City Juvenile Probation Department receiving \$6,642.00 in state funds from the State Juvenile Justice Programs Office for The Forward Thinking Interactive Journaling Series.

Staff Summary: Through the use of supportive journaling and targeted activities, the Forward Thinking Program will provide high risk youth with an opportunity to identify and target risk/needs areas.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move that the Board of Supervisors approve of the Carson City Juvenile Probation Department to receive \$6,642.00 in State Juvenile Justice Programs funds during the 2013/2014 fiscal year.

Explanation for Recommended Board Action: The purpose of this grant is to receive state funds to help cover the cost of treatment programs for at risk youth

Applicable Statute, Code, Policy, Rule or Regulation:

Fiscal Impact: + \$6,642.00 - no local match required

Explanation of Impact: These funds will pay the costs for the consumable supplies utilized by the participants of the program.

Funding Source: Division of Child and Family Services, Nevada State Juvenile Justice Programs.

Alternatives: Disapproval of receiving state funds for direct services to at risk youth is an alternative that will not help assist our department in working to prevent and control crime and delinquency in our community.

Supporting Material:

Prepared By:

Reviewed By: Ben Bianchi Date: 7/9/13
(Department Head)
Marene Gwark Date: 7/9/13
(City Manager)
Paul J. ... Date: 7/9/13
(District Attorney)
Nancy Paulson Date: 7/9/13
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

BRIAN SANDOVAL
Governor

Amber Howell
Administrator

STATE OF NEVADA

MICHAEL J. WILLDEN
Director
Department of Health and Human Resources

Steve McBride
Deputy Administrator



PAULINE SALLA
Juvenile Justice Programs Chief

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
NEVADA STATE JUVENILE JUSTICE COMMISSION

4126 Technology Way- Third Floor, Carson City, NV 89706
Telephone: (775) 623-6555 * Fax: (775) 623-6559

June 3, 2013

Carson City Juvenile Probation
Ben Bianchi, Chief
1545 E. Fifth Street
Carson City, Nevada 89701

Dear Mr. Bianchi,

The Juvenile Justice Commission at the May 16, 2013 meeting, voted to approve your **FFY 2013 OJJDP Title II Formula Grant** in the amount of \$6,642.00 for **Forward Think Interactive Journaling**. Once assigned by OJJDP, please include the grant award number on each quarterly report that you submit. In addition, please include your State Identification number **FORMULA 2013-002 on each quarterly report submitted**.

The Division of Child and Family Services, Juvenile Justice Programs Office will release your first quarter's funds after your agency submits the first quarterly report for the FFY 2013 Title II Formula Grant. Additionally, the fourth quarter and final reports for the FFY 2012 grant must be submitted and approved by the Juvenile Justice Programs Office. Due dates for quarterly reports for FFY 2013 are as follows:

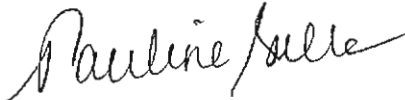
- 1st Quarter- October 15, 2013
- 2nd Quarter- January 15, 2014
- 3rd Quarter- April 15, 2014
- Final Report- July 15, 2014

The Federal Office of Juvenile Justice and Delinquency Prevention has requested that sub-grantees submit an individual quarterly report for each program that is being funded. If you are operating more than one program with your grant, please **submit individual progress reports**. Please remember to report on all mandatory performance measures, outcomes and outputs as well as the non-mandatory performance measures selected in your initial application. Your final report FFY 12 should provide a cumulative overview of the grant year.

Please note that all sub-grant funds are contingent upon the receipt of awards from the Office of Juvenile Justice and Delinquency Prevention. You will be notified in a timely manner should any change occur in your award. Finally, the current grant award number is not available at this time but will be provided to you once the final award is received by OJJDP.

If you have any questions, please feel free to contact me at 775-623-6555 or email me at psalla@dcfs.nv.gov.

Respectfully,



Pauline Salla

Juvenile Justice Specialist

Juvenile Justice Programs Office

CC: Steve McBride, Deputy Administrator, DCFS

Dawn Lozano, Chair of Grant Review Committee, JJC

John Hambrick, Chair of Nevada Juvenile Justice Commission

CARSON CITY
JUVENILE PROBATION

NEVADA JUVENILE JUSTICE COMMISSION

FORMULA GRANT


2013 - 2014

Carson City Juvenile Probation

TABLE OF CONTENTS

Application	Page 1
Description of Application Agency	Page 2
Problem Statement	Page 2
Proposed Project Overview	Page 2 & 4
Appendix B - Organizational Chart	Page 3
Community Collaboration	Page 4
Objective Sheet	Page 5
Evaluation	Page 5
Funding Continuation Plan	Page 6
Private Non Profit Denial (Attachment A)	Page 7
Evidence Based Approach (Attachment B)	Page 8
Detention Placement Instrument (Attachment C)	Page 9
Medical Screening (Attachment D)	Page 10
MAYSI II (Attachment E)	Page 11
Graduated Sanction (Attachment F)	Page 12
Sharing Records (Attachment G)	Page 13
Sharing Child Protective Records With Juvenile Justice Records (Attachment H)	Page 14
Section 472 Policy (Attachment I)	Page 15
Disaster Emergency Plan (Attachment J)	Page 16 & 17
Budget Summary	Page 18
Budget Detail	Page 19 - 22
Signatures	Page 22
Certifications Regarding Lobbying	Page 23 - 24
Assurances	Page 25 - 26
Certification & Signatures	Page 27

REQUEST FOR PROPOSAL
FORMULA GRANT
COVER SHEET FFY13

1. NAME OF AGENCY Carson City Juvenile Probation Department
ADDRESS 1545 E. Fifth Street, Carson City, Nevada 89701
PHONE (775) 887-2033 FAX (775) 887-2036
EMAIL jsimms@carson.org
2. AGENCY DIRECTOR John Simms, CPO
3. GRANT DIRECTOR John Simms, CPO
4. FINANCIAL OFFICER Valerie Hill
5. LEGAL STATUS OF AGENCY: Governmental Agency _____
Native American Tribe _____
Juvenile Probation Department X
*Non Profit _____
6. Does Agency have Board of Directors: No If yes attach list of names, affiliations and addresses as an Appendix
7. FEDERAL Tax ID No. 88-6000189
8. TITLE OF PROPOSED PROJECT The Forward Thinking Interactive Journaling Series
9. Is this a NEW grant proposal? YES X No__ Previous funding period(s) and amount awarded:___
10. AMOUNT REQUESTED \$ 6,642.00
11. PROGRAM AREA Alternatives to detention
12. Signature of Authorizing Official/Date 

Carson City Juvenile Probation

13. Description of Applicant Agency

The Carson City Juvenile Probation Department's mission is to provide a continuum of services and sanctions to at risk youth and their families in order to create a safer community. This proposed project is just one in an array of graduated sanctions designed to provide services to youth in hopes of keeping them out of correctional care and juvenile detention. See attached organizational chart.

14. Problem Statement

Carson City Juvenile Probation has failed to implement significant changes in our approach to the supervision of juvenile offenders which utilize EBP (evidence based practices), as we attempt to reduce the departments' recidivism rate. Through this grant, staff will be trained to utilize EBP consistently, and coached to achieve proficiency and evaluated to ensure long-term success.

A primary purpose of the proposal is to offer an effective, early intervention approach for both adjudicated and non-adjudicated at-risk youth and families in Carson City and Storey County. Currently, Carson City is lacking in programs that offer an immediate response, EBP, to thinking errors and impulsive dangerous behavior. In surveys from other programs offered by this department, it was revealed that many of the youth who recidivated did so because they lacked the necessary skills to adjust their behavior "on the fly" in difficult and dangerous situations. This program would offer such response in both a group setting and individual setting.

15. Proposed Project Overview

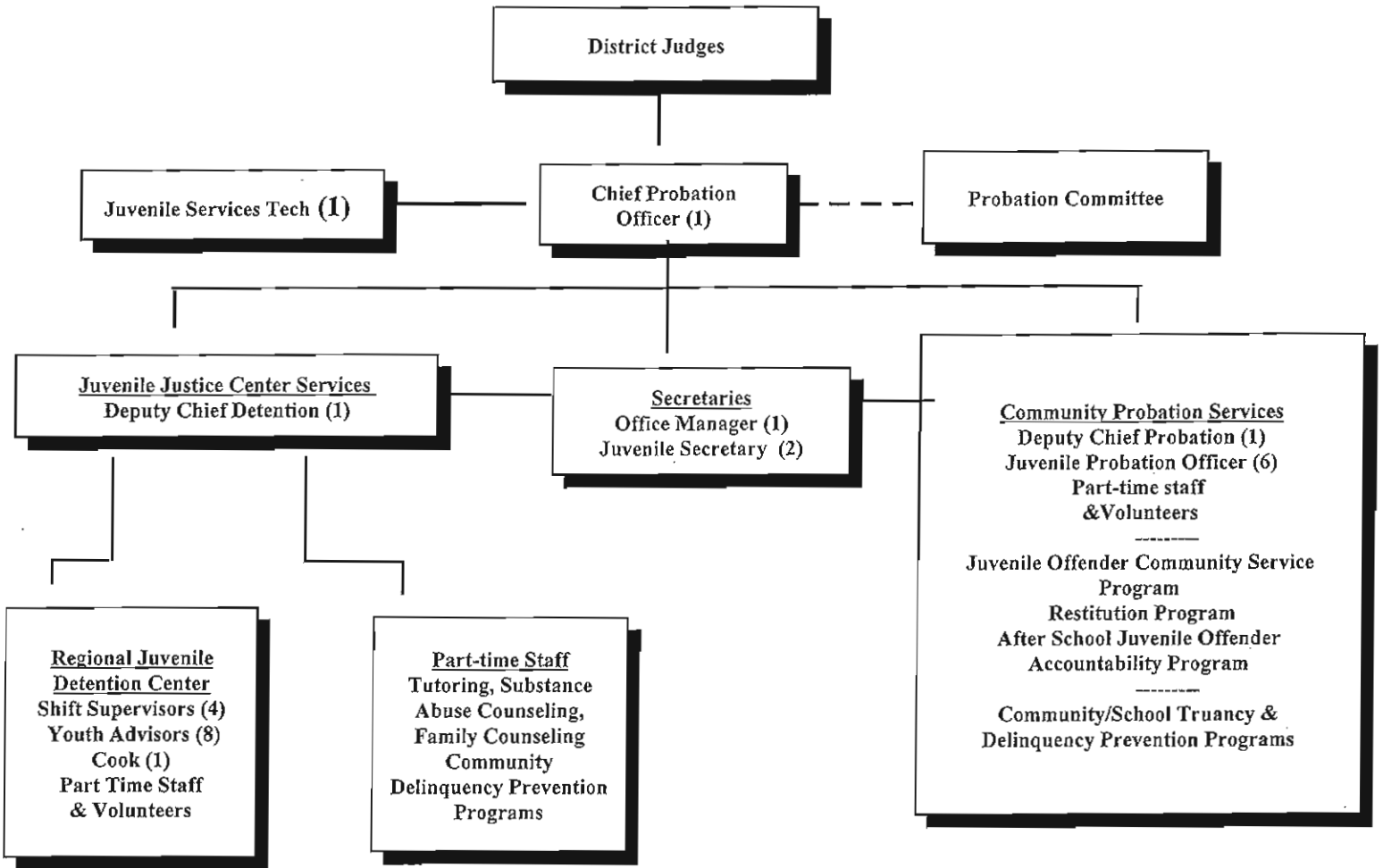
Carson City Juvenile Probation will work with The Change Company, a "nationally" recognized consulting and training company that works with leading industry experts to develop effective evidence based materials to assist individuals in making positive change. This working relationship will help provide the road map for implementation of evidence based principles throughout our departmental services.

Goal: Through the use of supportive journaling and targeted activities, the Forward Thinking program will provide high-risk youth with an opportunity to identify and target risk/needs areas. It would also focus not only on education, but also guiding juvenile high-risk populations in taking ownership of the choices and actions that lead to positive change. Training of staff for implementation would be initiated immediately. Once training is complete, staff will immediately begin utilizing new skills and techniques learned from the Change Company. Group programming will begin within 60 days of receiving the grant. Individual programming will commence within 30 days of receiving the grant.

Clients to be Served by the Proposed Project

The population to be served will be at least 100 pre and post adjudicated youth who were referred to the juvenile justice system. These services will be provided by trained staff of the Carson City Juvenile Probation Department and partners of the Carson City Juvenile probation department who will also be trained.

Organizational Chart



Carson City Juvenile Probation

Service Area

The service area for the proposed service to be delivered is the First Judicial District of Nevada

Proposed Project Staff

Staff will consist mainly of the existing personnel of the Juvenile Probation Department who will be trained in evidence based practices.

Collaboration of the Proposed project.

The success of this program will be dependent upon the continued collaboration of the Probation Committee who is a citizen advisory committee appointed by the District Judges whose primary purpose is to provide community input, review and support. Also, The Community Counseling Center will be partnering with this project with the youth who participate in Drug Court and will be trained to facilitate and implement those youth in drug court.

16. DIAGRAM OF A LOGIC MODEL

To improve departmental services to high risk youth by offering a cognitive behavioral series that uses evidenced based strategies to assist youth involved in the criminal justice system in making positive changes to their thoughts, feelings, and behaviors.

<u>OBJECTIVES</u>	<u>ACTIVITIES</u>	<u>PROCESS MEASURES / PRODUCTS</u>	<u>OUTCOME MEASURES</u>
<p>To provide a program that implements leading behavioral change research and does so in a way that is accessible, meaningful, and motivational for the program participant.</p>	<p>Facilitate group and individual sessions for a minimum of 100 participants by using interactive journals that are highly graphic with color and blend core behavior change content in combination with targeted questioning designed to engage participants in exploring risk needs and skill deficits as well as strengths, resources and solutions to problem behaviors. Several modules include "What Got Me Here" "Individual change plan", "Responsible Behavior", "Handling Difficult Feelings, Relationships and Communications", "Victim Awareness", "Substance Using Behaviors", "Family and Reentry Planning". The youths individual issues will determine the module used.</p>	<p>\$6,642 of federal funds will be used to implement on-going sessions for 100 or more high risk youth referred to the Carson City Juvenile Probation Department. It is hoped that virtually all probation youth will participate in the program in one form or another. The department wide program will reach out to both court and non-court youth and may be used for diversion at initial contact with juvenile probation.</p>	<p>At the conclusion of the program it is anticipated that 0% will be committed to State correctional care. Anticipate that 80% of those participating will report improved relationships at home with parents and family members. Anticipate that 20% will reoffend. Anticipate 80% will report positive peer relationships and/or better peer selection.</p>

Carson City Juvenile Probation

17. Funding Continuation Plan

The Carson City Juvenile Probation Department will be able to offer this program with the assistance of the Nevada Juvenile Justice Commission. With increased support of the Carson City Board of Supervisors it is hoped that local funding will be available in future years. Currently budget reductions have made this difficult.

Carson City Juvenile Probation

Since the Carson City Juvenile Probation Department is not a private, non-profit applicant this does not apply.

Attachment A

Carson City Juvenile Probation

Funds awarded to Carson City Juvenile Probation will be utilized to develop a partnership with The Change Company, a nationally recognized leader in the area of program development and staff training. This partnership will provide the opportunity to begin our further immersion into evidence based principles and practices. This program is an example of that.

Attachment B

Carson City Juvenile Probation Detention Placement Instrument

Name of Minor: _____ Date: _____

Referral Source Check One: Probation Sheriff's Office Other

Most Serious Charge: _____

Risk Factors	Circle correct point value
A) Felony Crimes Against Person (includes felony sex crimes)	12
B) Possession of a firearm/ Illegal weapon/ explosive device/incendiary device	12
C) Trafficking/Sales of a Controlled Substance	12
D) Use/Possession of Controlled Substance and drug-related Probation Violations	10
E) Felony Property Crimes	8
F) Gross Misdemeanor/All Other Offenses	6
G) Misdemeanors	3
H) Status Offenses	0

Present Legal Status:	
A) Active Probation - Felony	12
B) Active Probation - Gross Misdemeanor	10
C) Active Probation - Misdemeanor	8
D) Active Probation - Status	3
E) Pending a Court Hearing	3

Other Offenses Last 12 months	
A) Number of Felony Crimes Against Person	# x 3= _____
B) Number of Felony Crimes Against Property	# x 2= _____
C) Number of Other Felony Offenses	# x 2= _____
D) Number of Gross Misdemeanors	# x 2= _____
E) Number of Misdemeanors	# x 1= _____
F) Number of Probation Violations	# x 1= _____

Enhancements:	
A) Was under the influence of drugs or alcohol at time of arrest	6
B) Gang related offense (not to include association with gang members)	3

TOTAL _____

Special Detainment Circumstance (Automatic Detainment - DO NOT SCORE):	
A) Involved use or threatened use of violence against a person with use of a firearm/weapon	
B) Bench Warrants/Judicial Orders/Traffic Warrants/Violation of Home Detention-Minor will Appear in front of special master within 48 hours	
C) Escapes from Commitments (NYTC, CYC, CSYC) or other placements, or Detention Facilities.	
D) Domestic Violence arrests	
E) Override - if the criteria is overridden and the minor is detained contrary to the outcome indicated by the numeric score, state reason(s) for override:	

12+ =Secure Detention Eligible for Detention: YES NO Detained: YES NO

Signature of Y.A. Completing Form

Name of On-Call Probation Officer

Carson City Regional Juvenile Detention Center

Name: _____	Sex: _____	DOB: _____	ID#: _____	Date: _____	Time: _____
Screening Officer: _____		Medical Ins. <input type="checkbox"/> Yes <input type="checkbox"/> No		Ins. Carrier: _____	

Booking Officer's Visual Observation	Yes	No	Comments
Does the subject have obvious pain, bleeding, trauma, illness, or other symptoms suggesting need for immediate emergency service or doctor's care?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the subject exhibit any signs of abnormal behavior?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there obvious fever, swollen lymph nodes, jaundice, or other evidence of infection which might spread through the center?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of body vermin or is the skin in poor condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the subject appear to be under the influence of an unknown substance?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any visible signs of alcohol/drug withdrawal symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the subject's behavior/physical appearance suggest the risk of suicide?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the subject's behavior suggest the risk of assault to staff or other detainees?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the subject carrying medication or does the detainee report being on medication which should be continuously administered or available?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the subject have minor cuts/abrasions requiring medical attention?	<input type="checkbox"/>	<input type="checkbox"/>	

Officer Questionnaire to Subject	Yes	No	Comments
Have you ever been physically or sexually abused?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever attempted suicide or engaged in any self-harm such as cutting?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever expressed, verbally or in writing, a desire to commit suicide?	<input type="checkbox"/>	<input type="checkbox"/>	
Has anyone in your family or friends attempted suicide?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever destroyed property or hurt someone while angry?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you recently seen a psychologist or counselor?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you or anyone in your family currently being treated for tuberculosis?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you or anyone in your family or friends tested positive for tuberculosis?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you presently taking medication for diabetes, heart disease, seizures, arthritis, asthma, ulcers, high blood pressure or psychiatric disorder?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a special diet prescribed by a physician?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have, or have you ever had, a sexually transmitted disease (lice, crabs etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you recently been hospitalized or seen a medical or psychiatric doctor?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a contagious or communicable disease?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you allergic to any medications and or foods?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been treated for a mental disorder?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you fainted recently or had a recent head injury?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have, or have you ever had, tuberculosis, diabetes, hepatitis or epilepsy?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a painful dental condition?	<input type="checkbox"/>	<input type="checkbox"/>	
If female, are you pregnant or on birth control? Have you recently delivered or aborted?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you recently used heroin or any other substance that may cause withdrawals?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any other medical problem we should know about?	<input type="checkbox"/>	<input type="checkbox"/>	

Distribution: Probation File Detention File, Detention Manager

Detainee's Signature _____
Attachment D

Carson City Juvenile Probation

MAYSI - II

The Carson City Juvenile Probation Department began utilizing the MAYSI - II in the detention center, on January 1, 2005. We use it exclusively as a measurement tool for suicidal ideation for placement consideration.

Attachment E

Carson City Juvenile Probation

GRADUATED SANCTIONS

The Carson City Juvenile Probation Department provides different levels of sanctions to juvenile offenders who have been referred for committing delinquent or criminal acts or violations of probation within the community. Based on the severity of the offense and past history of the youth, sanctions escalate accordingly. All cases are carefully reviewed with the Deputy Chief Probation and /or District Attorney to ascertain the level of sanctions to be imposed. A large percentage of the cases can be handled informally or with "sole sanctions".

Below is just a sampling of the sanctions imposed within the Carson Juvenile Probation Department and Court:

1. Community Service
2. Job Training/Restitution program
3. Fines
4. Home detention or house arrest
5. Drug testing
6. Life Skills
7. Alcohol and drug education
8. Out-patient counseling
9. After school counseling (group, family, individual)
10. Drug Court
11. Residential placement (mental health and/or alcohol & substance abuse, WNRVC)
12. Electronic monitoring
13. Informal and Formal Probation
14. Suspended commitment
15. Court ordered detention
16. Placement at CSYC, AP, CYC, NYTC, SVCC
17. Boys Council
18. Girls Circle
19. Certification Adult Status

The probation officers work closely with the Special Master in ensuring that the sanction is proportionate to the juvenile's offense, prior history, and special needs.

Attachment F

Carson City Juvenile Probation

The Carson City Juvenile Probation Department participates in monthly multi-disciplinary meetings in cooperation with local social service agencies, child protective services, school counselors, and representatives from the Juvenile Justice system. Youth are staffed and information is shared to assist in the development of a case plan for the youth. All measures are taken to ensure the health and safety of our youth.

Attachment G

FIRST JUDICIAL DISTRICT COURT

JUVENILE DIVISION
CARSON CITY AND STOREY COUNTY
1545 EAST FIFTH STREET
CARSON CITY, NV 89701
(775)887-2038

JAMES T. RUSSELL
District Judge Dept. I
JAMES E. WILSON, JR.
District Judge Dept. II

KRISTIN N. LUIS
Special Master
MARIBEL GUTIERREZ
Juvenile Judicial Assistant

May 3, 2011

John Simms
Chief Juvenile Probation Officer
1545 East Fifth Street
Carson City, Nevada 89701

Re: DCFS Records

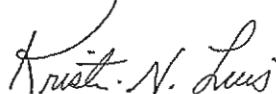
Dear Mr. Simms:

The juvenile court often conducts proceedings in cases of juvenile delinquency where the child is in the custody of the Division of Child and Family Services. In such cases, the juvenile court is authorized to review information in the Division's possession relating to the child in order to determine an appropriate placement or treatment plan for the child. Records which are appropriately admitted into evidence and used to determine the placement of a child are made available to the parties and their attorneys for examination. In addition, the Division of Child and Family Services is always permitted to address the court regarding the appropriate disposition of the delinquency case.

While the juvenile court and the relevant parties may examine the documents admitted into evidence or relied upon by the court for disposition, there are safeguards to protect the confidentiality of other information relating to the child. Individuals who report the abuse or neglect of a child are not identified. Further, the juvenile court will not consider inadmissible or irrelevant information in its determination of whether a child committed the delinquent act or is in need of supervision.

If you have any questions regarding our policies and procedures, please feel free to contact me.

Sincerely,



Kristin N. Luis
Special Master Juvenile Court

ATTACHMENT H

Carson City Juvenile Probation

The Carson City Juvenile Probation Department, in compliance with Section 472 of the Social Security Act, assures that all juvenile offenders whose placement is funded through Section 472 will receive protection as outlined in Section 471. Additionally in accordance with Section 475 a case plan review will be assured.

Attachment I

CARSON CITY JUVENILE PROBATION DEPARTMENT DETENTION MANUAL		APPROVED BY: J. Simms DATE ISSUED: 10-1-87 DATE REVISED: 8-20-2010
VOLUME: I	SECTION: 6	PAGE: 96
TITLE: SECURITY, CONTROL AND CRISIS SITUATIONS		

continued:

6. If the system malfunctions and cannot be reset or is inoperable, contact alarm company immediately.

EVACUATION DUE TO FIRE OR BOMB THREAT:

It is the responsibility of detention staff to ensure the safety and welfare of youth in our care and custody. The following procedures will be used in the event of a fire or bomb threat:

FIRE:

1. Whenever the fire alarm sounds (and if it is determined not to be a false alarm), the Shift Supervisor or designated supervisor will remove all youth from the detention facility and lead them to the South-east corner of the recreation field.
2. If possible, allow youth to clothe themselves and take blankets with them.
3. A roll call will be taken from the daily bed roster to determine that all youth are accounted for.
4. Once the youth have been evacuated, the Shift Supervisor will take the following action:
 - A. Immediately notify the Carson City Sheriff's Office and the Fire Department by either dialing 911 or by using the red phone in control. (This can be done with mobile phone during evacuation period.)
 - B. Notify the Chief Probation Officer and Deputy Chief-Detention.

IN THE EVENT OF A BOMB THREAT THE FOLLOWING ACTION WILL BE TAKEN:

1. Immediately follow the evacuation plan: remove all youths to the designated assembly area.

CARSON CITY JUVENILE PROBATION DEPARTMENT DETENTION MANUAL		APPROVED BY: J. Simms DATE ISSUED: 10-1-87 DATE REVISED: 8-20-2010
VOLUME: I	SECTION: 6	PAGE: 97
TITLE: SECURITY, CONTROL AND CRISIS SITUATIONS		

continued:

2. Conduct a roll call of all youth.
3. Notify the Carson City Sheriff's Office and the Carson Fire Department by dialing 911.
4. Notify the Chief Probation Officer and the Deputy Chief-Detention.

Attempt to obtain all information possible from the person making the threat so that you may assist the Sheriff's Office or the Fire Department when they arrive.

NOTE: Take the available portable radios with you.

At the earliest possible time after the incident is under control, each staff member involved in the evacuation will submit an Incident Report describing the incident.

Also, Carson City Juvenile Probation is part of a larger city-wide emergency plan.

Emergency Equipment:

The Youth Advisor conducting the bi-monthly security check will be responsible to ascertain that the fire extinguishers are in their proper location and are not discharged. Any discharged extinguishers shall be reported immediately to the Deputy Chief-Detention.

Staff are to practice fire alarm drills and building evacuation drills with juveniles at least once a quarter.

Bi-monthly fire and safety equipment inspections are to be performed.

18. Budget Summary

Category	Total Costs	Total Requested	Total Requested from Other Funding Sources	Total Revenue Received from Other Funding Sources
I. Personnel Costs				
a) Salaries and Wages				
b) Fringe Benefits				
c) Consultants Contract Services				
TOTAL				
II. Non-Personnel Costs				
a) Space Costs				
b) Rental, Lease or Purchase of Equip				
c) Consumable Supplies	\$6,642.00	\$6,642.00		
d) Travel				
E) Telephone				
f) Other Costs (specify) Training				\$2,000 will be spent for training from existing JPO training funds. This training will be initiated prior to the beginning of the next fiscal year in hopes of initiating the grant sooner.
TOTAL	\$6,642.00	\$6,642.00		

19. BUDGET DETAIL

Project The Forward Thinking Interactive Journaling Series

Will the applicant agency receive any other funds or resources for this proposed plan? YES NO

If Yes, describe the specific nature and amount of the other funds or resources. \$2,000 from Carson City general fund or training.

PERSONNEL COSTS

List each employee by job title or classification and salary rate. Use additional sheets as necessary.

JOB TITLE/ CLASSIFICATION	HOURS PER WEEK	HOURLY SALARY	TOTAL SALARY REQUIRED FOR THIS CALENDAR YEAR

TOTAL PERSONNEL COSTS \$ _____

What are the job duties for each employee, if not apparent in the project overview. (Use additional sheets as necessary.)

JOB TITLE/ CLASSIFICATION	JOB DUTIES

Show the actual rates and amounts for each of the following:

RATE	ANNUAL AMOUNT	AMOUNT REQUIRED THIS CALENDAR YEAR
FICA		
Worker's Comp		
Unemployment Insurance		
Health Insurance		
Other Insurance		
Other Benefits (specify)		

TOTAL EMPLOYEE RELATED BENEFITS \$ _____

CONTRACT SERVICES

. Will any contract services be used? _____ YES X NO

. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS CALENDAR YEAR

TOTAL CONTRACT SERVICES \$ _____

3. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.

NON PERSONNEL COSTS

1. Complete the following:

Travel (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS CALENDAR YEAR
Auto Mileage: miles at /mile	
Air Transportation	
Subsistence	
Other (describe)	

TOTAL IN-STATE TRAVEL \$ _____

2. Explain why the proposed travel is needed if not apparent from the project overview.

Operating Expenses

3. List anticipated expenses by category

	AMOUNT REQUIRED THIS CALENDAR YEAR
Postage	
Telephone	
Lease/Rental	
Printing	
Maintenance	
Consumable Supplies (specify)	\$6,642.00
Other Costs	

TOTAL OPERATING EXPENSES \$ 6,642.00

JUSTIFICATION OF OPERATING EXPENSES:

Consumable supplies will be the actual forms and journals that the participants utilize.

The undersigned agrees to fully comply with all the provisions established in the Request for Proposal of the Division of Child and Family Services for the acceptance of the Grant.

GRANT DIRECTOR

Name [Signature] Date 4/24/2013
Title Chief Juvenile Probation Officer

AUTHORIZING OFFICIAL

Name [Signature] Date 4/23/2013
Title Honorable District Judge James Russell

Name [Signature] Date 4/23/13
Title Honorable District Judge James Wilson

Name [Signature] Date 4/23/13
Title City Manager - Carson City

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicant should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice Determines to award the covered transactions, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment or modification of any federal grant or cooperative agreement:

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL "Disclosure of Lobbying Activities", in accordance with its instructions:

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Public (Federal, State, or local) transaction or contract under a public transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free workplace Act of 1988, and implemented at 28 CFR Part 67 Sections 67.515 and 67.520-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace:

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the Statement and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 0 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Department of Justice, Office of Justice Programs, ATTN: control desk, 633 Indiana Avenue N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended: or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street, address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may select to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free workplace Act of 1988, and implemented at 28 CFR, subpart F, for grantees, as defined at 28 CFR part 67; Sections 67.615 and 67.620-

A. As a condition of the grant I certify that I will not engage is the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Carson City Juvenile Probation

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

Forward Thinking Interactive Journaling Series

4. Typed Name and Title of Authorized Representative

John B Simms

Chief Juvenile Probation Officer

5. Signature



6. Date

4/24/13

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB circular No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project. Also the applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provision of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P. L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grant. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standard Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly that with whom they have family, business or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for any listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purpose for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects on such properties.
11. It will comply, and assure the compliance of all subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provision of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure, Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30,

Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures, and Federal laws or regulations applicable to Federal assistance programs.

13. It will comply, and all its contractor will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the American with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations and disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one - the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.), which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

17. It will comply with:

- (A) Funds granted as a result of this contract are to be expended for the purposes as set forth in the grant application for the Juvenile Justice and Delinquency Prevention Act and in accordance with all applicable laws, regulations, policies, and procedures of the State of Nevada and the US Department of Justice.
- (B) No expenditures will be eligible for inclusion of occurring prior to the effective date of the original starting date of the contract; and
- (C) The project must be operational within 60 days of the original starting date of the grant period, or the subgrantee must submit documentation to the Division of Child and Family Services (DCFS) setting forth the reasons for the delay, the steps taken to initiate the project, and the expected starting

date. If the project is not operational within 90 days of the original starting date of the grant period, the subgrantee must submit further documentation explaining the delay. DCFS may at this time cancel the project, or extend the implementation date; and

- (D) Funds awarded by DCFS may be terminated at any time for non-compliance with any terms and requirements of this agreement.

18. I will insure that the funds will be used so as to enhance and increase, but not supplant, the level of the State, local, and other non-federal funds that would in the absence of the funds be made available for programs, and will in no event replace such State, local and other non-federal funds.

19. It will comply with fund accounting procedures, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the DCFS shall prescribe will be provided to assure fiscal control, proper management, and efficient distribution of funds received under the Juvenile Justice and Delinquency Prevention Act. Accounting procedures shall provide for accurate and timely recording of receipt of funds, and unexpended balances. Controls must be adequate to ensure that expenditures charged to grant activities are for allowable purposes and documentation is readily available to verify that such charges are accurate.

20. It will maintain such data and documentation and submit such reports, in such form, at such times, and containing such information as the DCFS may require reasonable.

21. It will provide performance reports that will be submitted to DCFS in accordance with such procedures as required by that office.

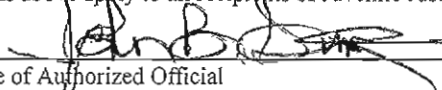
22. It will insure that procedures have been established to ensure that programs funded under the Juvenile Justice and Delinquency Prevention Act shall not disclose any records containing the identity of individual juveniles. Exceptions to this requirement:

- (A) Authorization by law;
- (B) The consent of either the juvenile or his legally authorized representative; or
- (C) Justification that otherwise the functions of this title cannot be performed. Under no circumstances may public project reports or findings contain names of actual juveniles.

23. In the event an audit report disallows costs, the grantee will forward the amount of the disallowed costs to DCFS within ninety days of such notification. Failure to do so will result in such deficiency being reported to the State Budget Division.

CERTIFICATION

I certify that the program(s) proposed in this grant meet applicable requirements of the Juvenile Justice and Delinquency Prevention Act, that all the information presented is correct, and that the grantee will comply with the provisions of the act and all other applicable federal laws. By appropriate language incorporated in each grant, subgrant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions above apply to all recipients of Juvenile Justice and Delinquency Prevention Act Funds.


Signature of Authorized Official _____ Date 4/27/13

Address: 740 S Saliman
Carson City NV 89701

Telephone Number: 775-887-2033


Signature of Authorized Official _____ Date 4/23/13

Address: 885 Musser Ste 3061
Carson City NV 89701

Telephone Number: 775-882-1996


Signature of Authorized Official _____ Date 4/23/13

Address: 201 N Carson St
Carson City NV 89701

Telephone Number: 775-887-2100