

STATE OF ALABAMA

DEPARTMENT OF YOUTH SERVICES

KAY IVEY
GOVERNOR

POST OFFICE BOX 66
MT. MEIGS, ALABAMA 36057

STEVEN LAFRENIERE
EXECUTIVE DIRECTOR

January 26, 2023

Hello Community Stakeholders and Community Partners,

As many of you know, Mr. Pat Pendergast, who served as the Deputy Director for Community Services at the Department of Youth Services for many years, retired in 2022. Pat left quite a legacy in the Community Services Division and has worked with many of you directly or indirectly for many years throughout his tenure at DYS. His time over the Community Services Division lead to many exciting changes that have helped expand quality services across the state for juveniles. In Pat's absence, many of you leaned on Mrs. Monica Roland and Ms. Angie Toney, among others, to obtain any guidance you needed from DYS in providing services to your clients.

Within our state and communities, news often travels fast, and I anticipate that some of you may have learned that, effective January 1, 2023, I have been appointed as the new Deputy Director of the Community Services Division. While I am new in this particular role, I have been part of the DYS team for the last 19 years in various roles within the agency. During the last 12 years, my primary role at DYS was serving as the Federal Programs Coordinator for the Federal Programs Office. Through that role, I have already had contact with many of your programs and met many of the community stakeholders. I am excited to meet and work with all the community partners while serving in my new role as the Deputy Director for Community Services. Ms. Toney and Mrs. Roland have done an excellent job "holding down the fort", I will continue to rely on them over the next several months as we all walk through this RFP and Diversion Grant process together!

I hope that you will all accept my invitation to both our existing community partners and any potential community partners to either submit a Proposal for the RFP and/or apply for a Diversion Grant this year. I am thrilled to carry on with the legacy left by Mr. Pendergast and continue achieving great things with the youth in our communities as I settle into this new position. I also plan on visiting your programs in the future and anticipate working with you in the near future.

Sincerely,

Mr. Christopher Narcisse
Deputy Director of Community Services

ALABAMA DEPARTMENT OF YOUTH SERVICES
FY 23/24 – FY 24/25 DIVERSION GRANT APPLICATION

Due May 23, 2023

Program Information

Program Name: _____

Physical Address: _____

Mailing Address *(if different from physical address):* _____

Program Type: Residential* Outpatient Afterschool/Evening Day Program
 Monitoring In-Home Case Management
 Other _____

Program Status (new programs may receive grant awards if funding permits; priority consideration will be given to counties without diversion services): Existing DYS funded Diversion Program New Program

Does Program Utilize Evidenced-Based Practices: Yes No

Submitting County: _____

Counties Served (letters of support from the Juvenile Judge or CJPO must be submitted from each county in the service area):

Requested Funding Amount: *Annual:* \$ _____

Fiscal Agent (government entity authorization letter must be included): _____

Application Prepared By (additional preparers or grantee contacts may be provided on separate paper using the format below):

- Name: _____ Role: _____
Email: _____ Phone: _____

- Name: _____ Role: _____
Email: _____ Phone: _____

- Name: _____ Role: _____
Email: _____ Phone: _____

Program Contact Name: _____ **Title:** _____

Email: _____ **Phone:** _____

Court Personnel Contact Name (required JPO, Judge): _____ **Title:** _____

Email: _____ **Phone:** _____

Program Site Visit Team: (please provide the name, title, phone, and email of any person who you want to be invited to the regular site visits who is not the program contact person and/or the Leading JPO for your program. If needed, you can utilize a separate document to list the team.)

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

**If an application is submitted for residential services, a separate program description is required, including the items in Section C.*

Diversion Grant Information

Purpose:

The Alabama Department of Youth Services (DYS) is seeking to provide funding to county juvenile courts to aid in the development and operation of diversion programs to serve youth who meet the legal criteria for commitment to DHS, but the juvenile court has determined that community-based services may be a better intervention or sanction. Youth with status offenses would not be considered at risk for DHS commitment and therefore do not meet the criteria for DHS funded diversion programs. However, over the last two years, DHS has allowed a small number of CHINS (10%). This number is temporarily increased to 20% due to the Covid-19 Pandemic. DHS has also expanded non-residential Diversion Programs to include aftercare from DHS Residential Programs and Residential Diversion Program.

The diversion grant process continues to evolve as the needs of youth and juvenile courts change. The significance of the familial involvement and the benefits of evidence-based programs and interventions have become more apparent. Therefore, counties proposing the use of **evidence-based programs and/or interventions may be given additional evaluative ratings and considerations.** For additional information regarding evidence-based programs refer to <https://www.samhsa.gov/resource-search/ebp> or similar resource. Program models utilizing evidence-based interventions and have been proven effective through prior outcome measures will also be considered. For information on model programs that utilize evidence-based interventions refer to <http://www.ojjdp.gov/mpg> or similar resource.

Responses to the questions herein, subsequent communications, and executed grant agreements will be incorporated into the evaluation process for counties awarded monies to implement diversion grant programs. Such evaluative criteria will include special emphasis on the number of youth served by the program throughout the fiscal year and the length of stay for youth participating in the diversion program. To ensure resources are distributed based on need and utilization, census numbers for each diversion program will be monitored monthly, and programs that fail to meet the agreed upon census numbers may face a reduction in funding based on a formula established by DHS. Although diversion grant program applications are on a two-year cycle, grant agreements must be executed each fiscal year.

Schedule:

- *Diversion Grant Application Announced:* **January 27, 2023**
- *Letter of Intent from Interested Counties:* **April 14, 2023**
- *Deadline to submit grant application questions to monica.rowland@dys.alabama.gov:* **April 21, 2023 by 10am**
- *Teleconference (for invitation send request to monica.rowland@dys.alabama.gov):*
April 26, 2023 at 2:00 pm
- *Deadline to request information from AOC (mandi.hall@alacourt.gov):* **April 28, 2023**
- *Grant Applications Due:* **May 23 by 3pm** (send one copy to the address below)

Alabama Department of Youth Services

Attn: Chris Narcisse

Mailing Address: P.O. Box 66, Mt. Meigs, AL 36057

Courier Delivery Address (UPS, FedEx, etc.): 1000 Industrial School Rd., Montgomery, AL 36117

- *Award Notification: After June 29, 2023*

Application Information

Section A: Data

1. Each county seeking diversion grant funding (this includes counties that will be part of a multi-county effort) must contact Mandi Hall (mandi.hall@alacourt.gov) at the Administrative Office of Courts to obtain the youth data below from October 1, 2021 to September 30, 2022. This data will allow each county to assess the demographics of youth involved in the system to determine the most appropriate services for youth.
 - Total number of delinquent complaints and petitions from the county (unduplicated number of faces and cases)
 - Breakdown of offense type
 - Age
 - Gender
2. Existing diversion grant programs are also required to analyze the outcome data of all youth served by the program from October 1, 2021 to September 30, 2022. Programs should submit the Outcome Measures Report contained in the GIMS database.
3. Analyze the data that these reports provide. (How can #2 positively impact #1)
4. Counties that have not participated in Diversion Grants previously, should include 5 years of historical data regarding the number and pattern of DYS commitments from the county. Contact Monica Rowland for this information. Additionally, in a brief narrative, please provide information that will help explain particular needs in the community that can be improved through the availability of a DYS Diversion Grant. The Children’s Policy Council Annual Needs Assessment may be utilized as part of the plan.
5. If there is no existing diversion program in the county or if you are seeking expansion of an existing program in the county, contact Monica Roland (monica.rowland@dys.alabama.gov) for additional information.

Section B: Define the Population

1. According to the data analyzed in Section A, how would define the target population for the proposed/existing diversion program?
 - a. Age Range
_____ to _____
 - b. Gender
Males _____ Females _____ Both _____
 - c. Most Common Offense Type (select all that apply):
 - Sex Offense _____
 - Domestic Violence _____
 - Substance Abuse _____

- Property Offense _____
- Probation Violations _____
- Weapons _____
- Other (specify) _____

d. Identify Risk Level	How is this Supported by the Data?
Low Risk	1.
Moderate Risk	2.
High Risk	3.

e. Exclusions to Program Services (select all that apply):

- Sex Offenses _____
- Low Risk _____
- Moderate Risk _____
- High Risk _____
- Males _____
- Females _____
- Age range _____
- Violent Adjudications _____
- Low Level Substance Abuse _____
- High Level Substance Abuse _____
- Other (specify) _____

Section C: Program Description: *For the questions below please describe the proposed program and changes made (if any); including modifications to program name, memorandums of understanding from community support and partners, goals etc. The information provided may be included in any subsequent grant agreements, used as the parameters for which the program will be assessed, and added to program summaries distributed by DYS. Responses are required for each question.*

1. Based on program history (when applicable), current data, and the defined population, describe the program. At a minimum, the description should address the following questions.
 - a. What is the goal of the program? Using commitment data as a guide, consider what the county would like to achieve and/or maintain.
 - b. Describe the program referral process? Include court documentation that will be submitted at the time of referral. As part of the application process, describe how the county will ensure the three required documents (JUPITIR PO Report/Social Evaluation, Current Risk Assessment (within the last calendar year), and Court Order/Consent Decree/Informal Adjustment) are included as part of the youth’s file.

- c. Describe the method and frequency that program updates will be shared with designated juvenile court personnel. Updates should include at a minimum, census numbers, admissions and completions, areas of concern, etc.
- d. What is the length of time youth will be in the program? How was the length of stay determined and what is the rationale? (*Respond in months or days, ranges for each line below is not an acceptable response*)
 - Minimum length of stay _____
 - Maximum length of stay _____
 - Average length of stay _____
- e. What is the anticipated number of diversion grant youth to be served annually? (*Ranges will not be accepted*)
- f. What is the maximum number of diversion grant youth that can be served at one time? (*Ranges will not be accepted*)
- g. How will the program be structured (ex: daily schedule)?
- h. Discuss what services will be provided. Describe the service types, implementation and frequency of program services, including, but not limited to individual sessions, group sessions, mentoring services, education groups, case management, family involvement, etc. To the extent possible, programs should utilize trauma-informed, trauma-responsive techniques. Describe how the program will implement those type of techniques.
- i. Describe plans for familial involvement throughout youth engagement with the diversion program.
- j. What research, evidence-based practice, and/or evidence-based model was utilized? How did it shape and influence the proposal?
- k. Describe the program's criteria for successful completion, including the desired successful completion percentage.
- l. How will the program address youth noncompliance without increasing commitments for VOP's?
- m. What are the transportation needs? How will the program be accessible to youth, youth families, and staff? What is the location of the program and how will participants get there?
- n. Discuss in-kind services anticipated to be provided by agencies/entities in the local community. Provide specifics regarding the resources provided, including estimated value/cost of such services.
- o. What is the staffing structure and hiring requirements? Job descriptions, including degree requirements, should be included for all positions reflected in the budget.

- p. Does this program require contracting with an additional provider(s)? If so, identify potential providers explain why they were selected, what services they will provide, and list the estimated contract cost.
- q. If the program will provide educational services, provide a description of the proposed services and the program’s relationship with the local education agency (LEA).

Section D: Reduced Commitments to DYS

1. Discuss how the proposed program has impacted or will impact commitments to DYS and enabled at-risk youth to remain in the community. If applicable, discuss how the program met, exceeded, or did not meet the estimated reduction in commitments projected in the previous grant application.
2. Considering the estimated number of diversion grant youth served annually in the program, proposed successful completion percentage, and county commitment trends, indicate the number of youth the program will divert from DYS commitment and the impact on overall commitments from this county/counties during the this grant application cycle.
3. Describe how DYS commitment numbers will be monitored throughout the fiscal year, and discuss how this information will be communicated between the juvenile court and program staff.

Section E: Budget

Please complete and submit the separate budget form, which can be found on the DYS website, in the grants section.

List all additional funding sources that support this program:

Source: _____ Amount: _____ Budget Item: _____

Source: _____ Amount: _____ Budget Item: _____

Source: _____ Amount: _____ Budget Item: _____

Source: _____ Amount: _____ Budget Item: _____

Section F: Results / Outcomes and Quality Assurance: *New programs applying should describe plans for data tracking and quality assurance measures.*

1. The outcome data below must be collected at the time of youth exit from the program and again at 6 months post-program completion. Describe any additional measures the program plans to track.
 - Destination/Youth Living Arrangement
 - Youth Educational Status
 - Youth Employment Status
 - Compliance with Court Supervision/No New Complaints
 - Commitment to DYS
 - Re-offense

2. Identify at least two quality assurance measures your program has and will continue to use to maintain program integrity. Discuss the rationale for using each measure.

Youth & Parent/Legal Guardian Satisfaction Surveys _____
Periodic Review of Files/Progress Notes _____
Observation of Clinical Activities _____
Pre- and Post-Testing _____
External Evaluation _____
Re-assessment of Youth Progress (Specify) _____
School Attendance/Academic Success _____
Peer Review _____
Other (list): _____

3. List the program and/or court personnel responsible for overseeing the program's quality assurance measures:

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

4. List all program and/or court personnel responsible for updating the Grantee Information Management System (GIMS). Create additional lines if needed. **GIMS updates must be completed at least monthly.**

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____