

Disproportionate Minority Contact

Project Year 10/2015-09/2016 SUBGRANT APPLICATION

South Dakota Department of Corrections

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APPLICATION DUE: August 31, 2015

Applications with original signatures must be submitted received by the Department of Corrections by close of business August 31, 2015. Faxed and emailed applications will not be accepted.

PLEASE FILL OUT THIS FORM COMPLETELY TO AVOID DELAYS IN PROCESSING THIS APPLICATION

Section 1. Face Page

RFP Number: 2016-DMC-01

RFP Title: 2016 Disproportionate Minority Contact Intervention

Intervention Site Location:		Pennington County								
Implementation Period:		Start Date:	10/01/2015		End Date:	09/30/2016				
Grantee Agency:	Lutheran Social Services of South Dakota									
Contact Name:	Staci Jonson, Director, Arise Youth Center									
Address 1:	3505 Cambell Street									
Address 2:										
City:	Rapid City	State:	SD	Zip (+4):	57701	-	0141	Phone:	605-716-1837	
E-Mail:	Staci.Jonson@LssSD.org						Fax:	605-348-0479		
Budget:	Requested Formula Grant Funding:	\$35,000		Other Funding Support:	\$0.00					
Federal Employer or Payee Identification Number (FEIN):				46-0224731						

The proposal must include a brief and clear description of each component. It is important to follow all directions, provide complete information, and submit the material in the order requested. If you need additional room to respond to the component, please attach additional sheets. Please note that all of these steps assist in evaluating the proposal.

Section 2 – Overview of DMC Trends and Data

Subgrant Application through the South Dakota Department of Corrections

In order to ensure that data is being used to guide the local funding decisions, OJJDP requires that five steps of interpreting and analyzing relative rate index values be taken in order to drive decision-making as it relates to DMC. These steps include statistical significance, magnitude of RRI, volume of activity, comparison with other jurisdictions, and the identification of contextual considerations. Due to volume within the juvenile justice system and similarity in dispositions in South Dakota, DMC is measured for both status and delinquent offenders therefore the comparisons with jurisdictions outside of South Dakota are not appropriate.

The Department of Corrections reported the most recent review within the FY2015 Formula Grants Application Three Year Plan Update which details the statistical significance, magnitude of RRI, and volume of activity for each jurisdiction for activity in 2013. Each jurisdiction is responsible for providing data for each stage of the justice system by race for system activity in calendar year 2014. Double click the table below to open as an excel spreadsheet. A separate excel document has been attached to this application in the event there are technical difficulties opening the table below.

	White			Black or African American			Hispanic or Latino			Asian			American Indian or Alaska Native			All Other Minorities		
	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI
Population	19,745			850			2,222			443			4,915					
Juvenile Arrests	657	3.3	1.00	45	5.3	1.59		0.0	0.00	2	0.4	0.14	920	18.7	5.63	74	0.0	0.00
Refer to State's Attorney Office		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00
Cases Diverted (Pre-Adjudication)	162	2.1	1.00	14	3.3	1.56	4	0.0	0.00	4	200.0	8.11	123	13.4	0.54		0.0	0.00
Cases Involving Secure Detention	68	10.4	3.06	7	15.6	1.50		0.0	0.00		0.0	0.00	197	21.9	2.07		0.0	0.00
Cases Petitioned (Charge Filed)	316	4.8	1.00	22	48.9	10.2	46	0.0	0.00	4	200.0	4.36	485	52.7	1.10	18	24.3	1.51
Cases Resulting in Adjudication	276	3.7	1.00	18	8.8	0.94	39	84.8	0.97	3	75.0	0.85	399	87.3	0.94	16	88.9	1.00
Cases resulting in Probation	182	65.9	1.00	9	50.0	0.36	25	64.1	0.97	1	37.3	0.51	214	55.0	0.81	8	50.0	0.76
Cases Resulting in Commitment to the Department of Corrections	25	9.1	1.00	4	23.2	2.45	3	7.7	0.85		0.0	0.00	62	15.5	1.72		0.0	0.00
Meets Profile for group to be assessed?				YES			YES			YES			YES			NO		

Summary of Decision Point Definitions and Sources

Stage	Definition	Sources/Notes
Population	Total number of children ages 10-17 in Pennington County	KidsCount Data Center, http://datacenter.kidscount.org
Juvenile Arrests	Youth are considered to be arrested when they are apprehended, taken into temporary custody, or otherwise cited by law enforcement agencies and suspected of having committed a status or delinquent act.	Rapid City Police Department
Refer to State's Attorney Office	Youth are considered to be referred when a case is submitted to the State's Attorney Office for having committed a status or delinquent act.	Pennington County State's Attorney's office does not document race in their office's database. The Clerk of Courts was not able to determine the number or race of referrals to the State's Attorney's office.
Cases Diverted (Pre-Adjudication)	Youth referred to juvenile court for delinquent or status offenses are often screened by the States Attorney. The States Attorney may decide to dismiss the case for lack of legal sufficiency, to resolve the matter informally (without the filing of charges), or formally (with the filing of charges). Also include Court or Court Services initiated diversions. The diversion population includes all youth referred for legal processing but handled without the filing of formal charges.	Pennington County Juvenile Diversion Coordinator
Cases Involving Secure Detention	Detention refers to youth held in secure detention facilities at some point during court processing of cases and youth held in secure detention following a court disposition.	Western S.D. Juvenile Services Center
Cases Petitioned (Charge Filed)	Formally petitioned cases that appear on in court in response to the filing of a petition, complaint, or other legal instrument requesting the court to adjudicate a youth as a Delinquent or Child in need of supervision (CHINS).	Unified Judicial System
Cases Resulting in Adjudication	Youth are found to be delinquent or Child in Need of Supervision (CHINS) during adjudicatory hearings in juvenile court. If adjudicated, youth normally proceed to disposition hearings where they may receive sanctions.	Unified Judicial System
Cases resulting in Probation	Adjudicated cases include all juveniles handled formally through the Unified Judicial System for either CHINS or Delinquent offenses	Unified Judicial System

Section 2 – Overview of DMC Trends and Data

Subgrant Application through the South Dakota Department of Corrections

Cases Resulting in Commitment to the DOC	where the disposition is placement on probation Confined cases are those in which youth are committed to the Department of Corrections as part of a court disposition	Unified Judicial System
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Review the DMC data and discuss any contextual considerations relating to the presented data and how this information guides the local selection of DMC interventions. When looking into contextual considerations, the following questions may be used to help form your response(s):

- Is the agency involved in that decision point amenable to change?
- Have there been recent events (public relations issues) that make a change in DMC patterns more or less likely?
- Are funds or resources available that might assist (or hinder, if lacking) the DMC effort at this decision point?
- Is strong leadership available that is committed to addressing DMC issues?
- Are best practices models for this decision point available and applicable?
- Is there support for DMC reduction within the affected minority group and within the political leadership of that group?
- Are there issues with the affected minority group regarding media attention at this decision point (e.g., potentially high visibility events that could generate support or resistance for DMC)?

Contextual Considerations – Please identify any contextual considerations that need to be considered as it relates to the most recent DMC data.

Since the beginning of the JDAI process in Pennington County, all partners have shown their interest and dedication to decreasing the overrepresentation of minority youth in the juvenile justice system. Both public and private agencies in Pennington County have made strides toward developing alternatives to detention and reducing the proportion of minority youth who enter the system.

Several key elements point to the county's commitment to reducing disproportional minority contact:

1. A Reception Center and Evening Report Center, funded primarily by Pennington County, is operated in partnership with Lutheran Social Services of South Dakota. The county provides space in the Juvenile Services Center.
2. The county provides space in the Juvenile Services Center for Arise Youth Center, operated by Lutheran Social Services. With county funds, Arise provides Shelter Care for youth brought in by the police who are not assessed as requiring detention, but who cannot be immediately returned to their parents. Through a U.S. Department of Health and Human Services Basic Center grant, Arise also provides shelter and case management specifically for runaway, homeless and street youth. Some additional case management hours are funded by the City of Rapid City through a Community Development Block Grant.
3. The JDAI group meets at least quarterly to analyze available data and specific cases to identify areas of need, review progress, troubleshoot solutions, and work toward expanding opportunities for DMC reduction.

The JDAI group continues to experience challenges in data collection. Juvenile justice data is held in several different types of databases at different stages in the system, not all stages routinely collect data on race, and not all databases collect race data in the same way. However, it remains clear to all JDAI partners that minority youth remain over-represented in the juvenile justice system.

Section 2 – Overview of DMC Trends and Data

Subgrant Application through the South Dakota Department of Corrections

Other Data Used – *Please discuss in detail any additional information you used in to determine what stage(s) of the justice system needed the greatest focus on reduction.*

A consistent theme of the JDAI group's ongoing discussions are the significant number of youth who escalate through the juvenile justice system because they and their parents do not follow through with diversion referrals and/or they do not show up for their court hearings. Approximately 50 to 60 of overrides that result in secure detention are related to warrants.

Although some families are simply unwilling to comply, it is apparent to us that there are a number of barriers to compliance for youth and their parents. These include:

- Transience out of the area – families move back and forth from Rapid City to reservations or other communities, making it difficult for mail to reach them and causing transportation challenges.
- Transience within Pennington County – families may be homeless, moving among different relatives and friends, or living in various motels or shelters, making it difficult for mailed notices to reach them.
- Transportation – youth and families often rely on friends and relatives for transportation to court and diversion services. When rides are unreliable, youth can often escalate through the system simply because they fail to show up.
- Lack of ability to manage processes and scheduling – parents' low literacy levels, mental health issues, substance abuse, and other issues can hamper their ability to ensure that their child complies with diversion programs and court appearances.
- Access to Medicaid in order to follow through with diversion services – diversion plans often involve individual/family counseling, substance abuse counseling, or other mental health services. These services may be delayed or inaccessible if the family does not have insurance and is not signed up for available medical programs.
- Lack of awareness of the importance of appearing and following through – the youth and/or parents do not understand the consequences of noncompliance.

The strong consensus of the JDAI group is that the focus of this grant needs to be case management focused on youth who are at risk or have a history of failing to appear at their hearings. DOC and Court Services representatives have agreed to refer youth and families to case management when barriers exist to their compliance with diversion programming and court appearances.

Section 3 – DMC Project Planning

Subgrant Application through the South Dakota Department of Corrections

DMC Decision Making – *Discuss how the DMC information was used to drive the local decision-making process and funding decisions for local DMC intervention as it relates to the information contained in this proposal. You are strongly encouraged to apply to implement programs that directly serve youth. Look at all providers in your jurisdiction as services can be provided through several providers.*

Although data on race has been difficult to obtain from some stages of the Pennington County juvenile justice system, it is very apparent that disproportionality continues to be an issue, primarily for American Indian youth. In particular, a disproportionate number of warrants go to minority youth. Families need support to be able to follow all of the rules and expectations of the juvenile justice system, in order to prevent minor charges from snowballing into secure detention.

Therefore, our Pennington County JDAI group has chosen to focus these grant funds on case management that will directly serve youth and their families, addressing the barriers that consistently result in noncompliance with diversion plans and court appearances.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

Projects eligible for funding may include training, technical assistance, and system change. Funds may be used in a direct services manner but only to the extent that it is used to create a change in the way the system functions as it relates to serving minority youth.

The Council will award or not award funding based on the extent to which the program design addresses a recognized need, the likelihood that program activities and programming as outlined in the proposal will address DMC, and whether the proposal is financially responsible and efficient.

Each intervention site must have at least one DMC project identified which directly relates to decreasing the overrepresentation of minority youth within the state juvenile justice system. Each project must be outlined in detail in the space provided. **Clearly identified which stage(s) of the juvenile justice system will be impacted by the DMC intervention, the target population to be addressed, and an estimate of the number of youth to be served by each project.**

Project Overview – Provide an overview of the project to include the purpose of the project and problem the project will address. If you are funding multiple projects, you should include this information for each project.

The purpose of this project is to identify youth and their families whose barriers place them at risk of noncompliance with diversion plans and court attendance, and provide case management to help them overcome these barriers.

In this project, Lutheran Social Services of South Dakota will provide a .8 FTE case manager specifically focusing on minority youth who are at risk of noncompliance and escalation within the juvenile justice system. They may have barriers that include family transience, both locally and outside the county; lack of transportation; mental health issues, health issues, substance abuse, or low literacy in the youth or parent; lack of insurance or financial ability to pay for required diversion services; or other barriers to compliance.

The case manager will connect with families by phone to ensure that they are aware of their court dates and understand the importance of appearing. The case manager will help youth and parents troubleshoot any barriers to attendance, such as transportation and scheduling. If the family is uninsured, the case manager will help them sign up for Medicaid or other medical coverage for which they may be eligible.

Staffing Plan – Provide a brief overview as to how the project(s) will be staffed and any hierarchy that will be used to make decisions or oversee the implementation of the projects outlined in this application.

Erin Wengler, who is currently on the staff of Arise Youth Center, will serve as the DMC Case Manager for this grant. Erin holds a bachelor's degree in general studies, and is currently working on her master's degree in social work. Erin has been with Arise Youth Center since January 2014, and brought an additional two years of experience in a high-risk child care center.

Erin reports to Staci Jonson, Director of Arise Youth Center. Sheila Weber, Vice President for Children & Youth Services at Lutheran Social Services of South Dakota, oversees the overall operations of Arise Youth Center and oversees expenditures of grant funds.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

DMC Reduction – Provide a brief overview as to how the project(s) will provide successful outcomes for youth AND will provide successful results as it pertains to minority over-representation within the state juvenile justice system.

Our plan to focus on case management is based on best practices from other jurisdictions involved in the Annie Casey Foundation program. In particular, we have been encouraged by the success of a jurisdiction that incorporated a two-day reminder call to all youth with scheduled court dates. The call served to remind, troubleshoot barriers, and arrange for transportation.

For our case management contacts, we plan to use checklists that track the reasons that youth are having trouble getting to their diversion program or court appearances. This data will help the JDAI group focus even more specifically on the key barriers to compliance and target measures to reduce those barriers.

We believe that providing consistent and focused case management for youth and families will result in a reduction in the rate of noncompliance and failure to appear.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

Project Implementation – Provide an overview of the plan for implementation, any collaboration efforts (i.e. governments, agencies serving the target population, etc.), and any additional information pertinent to the implementation of the project. NOTE: Major Changes in the implementation plan will need to seek approval from the Department of Corrections prior to implementation changes.

- Youth will be referred for case management through their Court Services officer, Reception Center, Pennington County Juvenile Diversion, or the State's Attorney.
- The case manager will meet with the youth, along with the parents if possible, to review the youth's diversion plan and court appearance schedule to ensure they understand the requirements and comprehend the importance of complying.
- The case manager will help the family sign up for any medical benefits for which they may be eligible, to provide resources for participating in diversion services such as counseling or substance abuse treatment.
- The case manager will help the youth and parents troubleshoot barriers to compliance, such as transportation, moving out of the area, maintaining a mailing address, and arranging for child care and time off from work to attend court hearings.
- The case manager will call the youth, along with parents if possible, a couple of days before their hearing to remind them about court dates and troubleshoot any last-minute barriers to attending.
- With each contact, the case manager will document on a checklist the youth and parents' barriers to compliance. Over time, this data will help the JDAI group focus efforts on reducing the most significant barriers.

Project Barriers – Provide an overview of the barriers and obstacles to program implementation and steps that have been taken or will be taken to overcome these obstacles.

We see the main barrier to program implementation to be the difficulty of getting families to trust their case manager. They will initially see the DMC case manager as part of the "system," and not someone who is there to help them. However, many families have already come through the Reception Center with positive feelings, and understand that this is a resource to help their family solve some of their problems. Because Erin will be seen as part of the LSS Reception Center, this can help overcome initial trust barriers.

Family transience will also be an ongoing barrier. To minimize the difficulty in maintaining contact with families, Erin will meet with the family before their hearing or detention to get all of their current and future phone numbers, addresses, and friend and family contacts.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

Sustainability – Provide an overview of how the program will be sustained when this funding source is no longer available.

If we can decrease the number of warrants through this project, there will be a cost saving for the Sheriff's Office. Through the year, we will work with the Sheriff's Office and Court Services to determine whether there has been a decline in warrants for minority youth. This will provide a case for the county to continue supporting a case management position.

Last year, LSS was successful in winning a small Community Development Block Grant through the City of Rapid City to provide additional case management hours for runaway and homeless youth. Since many minority youth in the juvenile justice system fall into these categories, this is one potential ongoing revenue source.

During any year when a competition is announced, LSS plans to apply for a Street Outreach grant from the U.S. Department of Health and Human Services. These grants focus on case management and support services for youth who are runaways, homeless, or street youth. Because many of these youth also have contact with the juvenile justice system and are minorities, this multi-year grant can provide additional support for DMC case management efforts in the Rapid City area. However, these grants are highly competitive – our LSS application last year received a score of 98 out of 100 and still was chosen for funding.

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

Non-supplanting Requirements: Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds. The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

Applications may not exceed \$35,000 in federal funding.

NOTE: If there is a change in the budget, programs will need to request an amendment to their budget. All amendments must be requested in writing prior to the expenditure of funds.

Budget Worksheet

BUDGET	Federal	Other Support	TOTAL
1. Personnel			
DMC Case Manager	\$31,963	\$0.00	\$31,963
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
TOTAL	\$31,963	\$0.00	\$31,963
2. Contractual Services			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00
3. Travel and Per Diem (Federal funding may be used for travel expenses which must be directly related to the implementation at \$0.37 per mile and \$26 per diem.)			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00
4. Supplies and Equipment			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$31,963	\$0.00	\$31,963
Indirect Costs	\$ 3,037	\$0.00	\$3,037
Total Project Budget -- Combined totals for all columns	\$35,000	\$0.00	\$35,000
Share of Project Budget	100.00	0.00	100.00

NOTE: Projects funded with federal allocations may not discriminate based on race, color, religion, national origin, sex, age, or disability. However, if a project is designed to serve all juveniles, there may need to be a local match in order to help cover the costs associated with providing services to juveniles that would not be accessing services in an effort to reduce minority overrepresentation in the juvenile justice system. Federal funds may not be used to fund religious and/or spiritual activities.

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

Personnel Narrative - Explain how the compensation and expenses were calculated, duties of the position, and any other information related to personnel for the project. If proposed funding covers more than one position, you must specifically identify the duties and estimate percent of time for duties that directly relate to the successful implementation of the program.

Position #1: DMC Case Manager

Personnel Responsibilities & Duties (must directly relate to the implementation of the program)	Estimated Time
1. Case management for minority youth referred through the juvenile justice system	.8 FTE
2.	
3.	
4.	

Compensation for services was calculated as follows (if a position is established to cover multiple duties for this project, you will need to estimate compensation for each duty):

Wage/Salary:

\$15.81 per hour

Benefits:

22 of salary, to cover health and life insurance, retirement, Employee Assistance Program, and payroll taxes

Position #2:

Personnel Responsibilities & Duties (must directly relate to the implementation of the program)	Estimated Time
1.	
2.	
3.	
4.	

Compensation for services was calculated as follows (if a position is established to cover multiple duties for this project, you will need to estimate compensation for each duty):

Wage/Salary:

Benefits:

Position #3:

Personnel Responsibilities & Duties (must directly relate to the implementation of the program)	Estimated Time
1.	
2.	
3.	
4.	

Compensation for services was calculated as follows (if a position is established to cover multiple duties for this project, you will need to estimate compensation for each duty):

Wage/Salary:

Benefits:

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

For the purpose of this application subcontracted services should be considered to be any services provided under a contract between an individual or organization and the applicant as outlined in this proposal. All individuals or organizations that provide the contractual services as outlined in this budget (or future budget amendments) must be approved by the Department of Corrections as service providers.

NOTE: Reimbursement for subcontractor services will only be reimbursable where a formal contract, proof of insurance, and a signed conditions and assurances document are on file with the Department of Corrections **prior to service delivery.**

Contractual Services Narrative – Explain the costs associated with consultant fees and services provided under contract. Please note that funding under this budget category will not fund organization/agency staff or other duties that resemble an employer/employee relationship as those costs must be identified under personnel. If contractors have already been identified, identify the name of the contractor, service to be provided, and fees associated with the service delivery.

NOTE: Stipends for service delivery will **NOT** be accepted as part of this application. Services but must either be covered through an employer/employee relationship as personnel or under a formal subcontract agreement.

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

Travel and Per Diem Narrative – Explain the calculation of travel costs for travel *outside the home jurisdiction*. Travel must be calculated at current state rates (\$0.37 per mile and \$26 per diem), how the expenses are directly related to the implementation of the project, and if out-of-state travel is anticipated, give particulars (i.e., location, state, dates, purpose, cost).

Purpose of Travel:

[Mileage] x \$0.37 =
[Number of Travel Days for per diem] x \$26.00 =

Please note: The case manager's local travel will be covered through existing contracts, but cannot be easily quantified in relation to this particular grant.

Purpose of Travel:

[Mileage] x \$0.37 =
[Number of Travel Days for per diem] x \$26.00 =

Purpose of Travel:

[Mileage] x \$0.37 =
[Number of Travel Days for per diem] x \$26.00 =

Supplies and Equipment Narrative – Explain the supplies and equipment costs related to the implementation of the project and any identified which must be *directly related to the implementation of the program or project*. You must be specific regarding the items in which you intend to use federal funding. For example, a budget item of "office expenses" will not be accepted as these items must be detailed. You need to identify what you anticipate for office expenses and list each item and the estimated costs. Items not specifically outlined will not be eligible for reimbursement.

Equipment – List nonexpendable items that are to be purchased and show how you calculated these costs. Nonexpendable equipment is tangible property having a useful life of more than 2 years.

Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment) and show how you calculated these costs. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Indirect Costs

Indirect costs at 9.5% of total direct costs (rate negotiated with the U.S. Department of Health & Human Services)

Section 6 – DMC Intervention Project Program Strategic Plan and Performance Reporting

Subgrant Application through the South Dakota Department of Corrections

Strategic Plan for Reducing DMC and Evaluation Requirements

Each approved subgrantee will be required to report quarterly on the performance measures consistent with individual program goals, federal reporting requirements, and any information identified by the Council of Juvenile Services and the Department of Corrections. Please note that the subgrantee will be required to report on the progress of these goals as part of their performance evaluation. Each program is responsible for ensuring that information is maintained to complete and submit timely reports.

The following measures will be MANDATORY for all subgrantees that provide direct services to youth and/or their families. Each subgrantee is responsible for collection and reporting this information on a quarterly basis.

Input Measures	Outcome Measures
Number of program youth served	Number and percent of program youth who offend or reoffend
Number of service hours completed (by youth)	Number and percent of program youth exhibiting desired change in targeted behavior
Average length of stay in program	Number and percent of program youth completing program requirements
Number of planning activities conducted	Number and percent of program families satisfied with program
	Number and percent of program youth satisfied with program

The subgrantee must complete the following strategic plan for a minimum of 3 goals. The strategic plan should be considered the program work plan and should outline all major components of the project implementation with projected completion timelines for completion. This plan requires the subgrantee to identify the action steps, those responsible for completing the action step, amount of staff time dedicated to the completion of the action step, and the expected completion date.

To add additional action steps to a table, place your cursor in the completion date in the right and lower most box in the table and hit the "Tab" key.

Goal 1 – Increase number of juveniles who attend their court hearings.

Action Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date
Case management	Erin Wengler	.68 FTE	Juveniles receiving case management attend their court hearings.	9/30/2016
Reminder calls	Erin Wengler	.04 FTE	Juveniles receiving reminder calls attend their court hearings.	9/30/2016

Section 6 – DMC Intervention Project Program Strategic Plan and Performance Reporting

Grant Application through the South Dakota Department of Corrections

Strategic Plan for Reducing DMC and Evaluation Requirements (continued)

Goal 2 – Identify and quantify the barriers to attending court hearings to inform future efforts.

Initiation Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date
Use a checklist during youth/family contacts to track reasons/barriers noted for noncompliance or non-attendance.	Erin Wengler	.04 FTE	Data is available on the key barriers to compliance and attendance.	9/30/2016

Goal 3 – Increase youth/family access to community-based diversion services.

Initiation Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date
Case manager helps families set up appointments for diversion services. Case manager helps families sign up for any medical assistance for which they are eligible, to help pay for diversion services.	Erin Wengler	.04 FTE	Youth comply with their diversion plans.	9/30/2016

Goal 4 –

Initiation Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
Subgrant Application through the South Dakota Department of Corrections

The following information contains the general conditions and assurances as necessary for recipients of funding awarded under this application. Please note that final assurances and conditions may be different than those stated below based on the composition of the individual program. Your signature under this section indicates that the applying agency understands that a successful subgrant award under this application will be subject to the conditions and awards comparable to those as follows.

General Award Conditions:

1. The Subgrantee agrees to comply with all Formula Grant program requirements.
2. The Subgrantee agrees to obligate and expend the grant amount within the subgrant award period.
3. The Subgrantee agrees to provide all program reports that are requested by the SD Department of Corrections or the Office of Juvenile Justice and Delinquency Prevention by their due date as requested.
4. The Subgrantee agrees to provide all Performance Measure Data and Program Specific data to the SD Department of Corrections.
5. The Subgrantee agrees to request reimbursement on a monthly basis and for only those expenditures outlined in the application approved by the SD Department of Corrections. Claims sheets and all supporting documentation must be submitted within 30 days of the end of the month that the services were paid.

Assurances: The Subgrantee hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements), 28 C.F.R. pt. 69 (Anti-lobbying), 28 C.F.R. pt. 83 (Drug-free workplace), and 2 C.F.R. pt 2867 (Nonprocurement suspension and debarment). The Subgrantee also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. The Subgrantee will comply with all federal, state, and local laws, regulations, ordinances, guidelines, permits, and requirements applicable to providing services pursuant to this Agreement and will be solely responsible for obtaining current information on such requirements. It will comply with all lawful requirements imposed by the awarding agency, specifically including applicable regulations 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 72, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); The Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disability Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
Subgrant Application through the South Dakota Department of Corrections

7. If a governmental entity -

- a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Equal Employment Opportunity Plan (EEOP): Pursuant to 28 C.F.R. §§ 42.301-.301, applicant must take one of the following actions: either submit an EEOP to the SDDOC for submission to the Office for Civil Rights (OCR) for review, maintain an EEOP on file, or submit an EEOP Certification form to the SDDOC for submission to the OCR in order to monitor the subrecipients compliance with the EEOP requirement.

Non-supplanting Requirements: Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds. The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

Audit Requirement: Acceptance of this grant award requires the subgrantee organization or governmental entity to include this subgrant in the scope of their regularly scheduled annual or biennial audit. The audit must be conducted in accordance with the appropriate OMB Circular (A-128, A-133, A-102/Common Rule).

Termination Provision: This Agreement may be terminated by the SDDOC hereto upon thirty-(30) days written notice. In the event the applicant/subgrantee breaches any of the terms or conditions hereof, the SDDOC may terminate this Agreement at any time with or without notice. If termination for such default impacts the SDDOC, any payments due to the applicant/subgrantee at the time of termination may be adjusted to cover any additional costs to the SDDOC because of the applicant/subgrantee's default. Upon termination, the SDDOC may assume the responsibility for the project or may award another party funds to complete the work under this Agreement. If after termination for default by the applicant/subgrantee it is determined that the applicant/subgrantee was not at fault, then the applicant/subgrantee shall be paid for eligible services rendered and expenses incurred up to the date of termination.

Insurance Provision: The Subgrantee, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

- o Commercial General Liability Insurance: The Subgrantee shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than **\$1 million** for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.
- o Professional Liability Insurance or Miscellaneous Professional Liability Insurance: The Subgrantee agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than **\$1 million**.
- o Business Automobile Liability Insurance: The Subgrantee shall maintain business automobile liability insurance or equivalent form with a limit not less than **\$1 million** for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.
- o Worker's Compensation Insurance: The Subgrantee shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, the Subgrantee shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement and which provide that such insurance may not be canceled, except on 30 days prior written notice to the State. The Subgrantee shall furnish copies of insurance policies if requested by the State. Such insurance shall contain no special limitations or exclusions as they may relate to this agreement.

Default Provision: This Agreement depends upon the continued availability of federal funds awarded to the SDDOC and appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds rejections, this Agreement will be terminated by the State. Termination for any of these

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
Subgrant Application through the South Dakota Department of Corrections

reasons is not default by the State nor does it give rise to a claim against the State. Failing to provide monthly reimbursement and quarterly progress reports may result in termination of the subgrant award.

Amendment Provision: This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.

Venue Clause: This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

Subcontractors Provision: The Subgrantee may only use subcontractors to perform the services as outlined in their approved grant proposal. Any additional subcontracts or awards may only be granted with the express prior written consent of the State. The Subgrantee will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Subgrantee will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

Subgrantee Agreement: It is understood and agreed by the Subgrantee that any grant received as a result of this application shall be subject to the Special Assurances and Conditions and other policies, regulations, and rules issued by the Department of Justice for the administration of grant projects under (P.L. 100-690) including, but not limited to, the following:

1. Competitive bids must be obtained for all equipment, construction and contracted services applications, as required by applicable local, state, or federal law or regulations.
2. If any agency other than the applicant is to contribute supporting or local funds, the Applicant must document the contribution.
3. Any funds awarded under one subgrant cannot be used in another.
4. Expenses or expenditures for items not listed in the original budget will not be reimbursed. Variances from the approved budget will require a budget amendment approved in advance by SDDOC.
5. All applicants are subject to federal, state, and local laws and regulations.
6. The Subgrantee shall not obligate any funds until the SDDOC formally awards subgrant.
7. Reimbursement of expenses is contingent upon submission of monthly financial reports and quarterly progress reports.
8. The Subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of SDDOC and OJP.
9. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state: 1) the percentage of the total cost of the program or project which will be financed with federal money, and 2) the dollar amount of federal funds for the project or program.
10. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs and to the SD Department of Corrections.

The Subgrantee agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of performing services hereunder. This section does not require the Subgrantee to be responsible for or defend against claims of damages arising solely from acts or omissions of the State, its officers or employees. Nothing in this Agreement shall be construed as a waiver of sovereign immunity or consent to jurisdiction in any court other than the courts of the Unified Judicial System of the State of South Dakota.

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
 Subgrant Application through the South Dakota Department of Corrections

Only completed proposals will be considered for funding. To prevent your proposal from being eliminated, please ensure that the following sections are completed and all signatures are obtained for inclusion in the submission packet:

- Section 1 – Face Page
- Section 2 – Overview of DMC Trends and Data
- Section 3 – DMC Project Planning
- Section 4 – DMC Intervention Project Overview
- Section 5 – DMC Intervention Project Budget
- Section 6 – DMC Intervention Project Program Strategic Plan and Performance Reporting
- Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures

The officials that certify this document agree that the information contained in the preceding pages outline the plans as approved by the local Steering Committees overseeing the Alternatives to Detention Initiatives and understand that funding is contingent on following those activities contained within this document. Certifying this document also indicates the understanding that evaluation of the DMC Intervention Site will be based on the information contained within this document unless written amendments are submitted and approved by the Department of Corrections prior to the implementation of program changes.

Original Signatures are Required

A. Project Director #1 (Person overseeing the implementation of day to day project activities)

Name	Staci Jonson	Title	Director, Arise Youth Center
Address	3505 Cambell Street	City/State/Zip	Rapid City, SD 57701-0141
E-mail	Staci.Jonson@LssSD.org	Phone	605-716-1837
			Fax 605-348-0479
Signature	Staci Jonson		
		Date	8/24/15

B. Project Director #2 (Person overseeing the implementation of day to day project activities, if applicable)

Name	Title		
Address	City/State/Zip		
E-mail	Phone	Fax	
Signature	Date		

C. Project Director #3 (Person overseeing the implementation of day to day project activities)

Name	Title		
Address	City/State/Zip		
E-mail	Phone	Fax	
Signature	Date		

D. Project Director #4 (Person overseeing the implementation of day to day project activities)

Name	Title		
Address	City/State/Zip		
E-mail	Phone	Fax	
Signature	Date		

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
 Subgrant Application through the South Dakota Department of Corrections

Original Signatures are Required (continued)

E. Coordinator (Person overseeing the implementation of day to day DMC activities, if applicable)

Name	Title	
Address	City/State/Zip	
E-mail	Phone	Fax
Signature	Date	

F. Coordinator (Person overseeing the implementation of day to day DMC activities, if applicable)

Name	Title	
Address	City/State/Zip	
E-mail	Phone	Fax
Signature	Date	

G. Financial Officer (County/Organization Officer Overseeing Financial Aspects of Award)

Name Jenn Tanno	Title Director, Accounting	
Address 705 E. 41 st St., Ste. 200	City/State/Zip Sioux Falls, SD 57105-6048	
E-mail Jenn.Tanno@LssSD.org	Phone 605-444-7509	Fax 605-444-7540
Signature <i>Jenn Tanno</i>	Date 8/19/2015	

H. Other Representative (Optional)

Name Kim Morsching	Title Juvenile Diversion Coordinator	
Address 130 Kansas City Street	City/State/Zip Rapid City, SD 57701	
E-mail	Phone 605 394 2191	Fax
Signature <i>Kim Morsching</i>	Date 8-26-15	

Applications must be submitted received by mail to the Department of Corrections by August 31, 2015.

Disproportionate Minority Contact

Project Year 10/2015-09/2016 SUBGRANT APPLICATION

South Dakota Department of Corrections

3200 E Highway 34
c/o 500 E Capital Ave
Pierre, SD 57501
Phone: (605) 773-3478
Fax: (605) 773-3194

APPLICATION DUE: August 31, 2015

Applications with original signatures must be submitted received by the Department of Corrections by close of business August 31, 2015. Faxed and emailed applications will not be accepted.

PLEASE FILL OUT THIS FORM COMPLETELY TO AVOID DELAYS IN PROCESSING THIS APPLICATION

Section 1. Face Page

RFP Number: 2016-DMC-01

RFP Title: 2016 Disproportionate Minority Contact Intervention

Intervention Site Location:		Minnehaha County									
Implementation Period:		Start Date:	10/01/2015	End Date:	09/30/2016						
Grantee Agency:	Lutheran Social Services of South Dakota										
Contact Name:	Rebecca Kiesow-Knudsen, Vice President, Community Services										
Address 1:	705 E. 41 st St., Ste. 200										
Address 2:											
City:	Sioux Falls	State:	SD	Zip (+4):	57105	-	6048	Phone:	605-444-7561		
E-Mail:	Rebecca.Knudsen@LssSD.org						Fax:	605-444-7540			
Budget:	Requested Formula Grant Funding:		\$35,000		Other Funding Support:		\$20,270				
Federal Employer or Payee Identification Number (FEIN):				46-0224731							

The proposal must include a brief and clear description of each component. It is important to follow all directions, provide complete information, and submit the material in the order requested. If you need additional room to respond to the component, please attach additional sheets. Please note that all of these steps assist in evaluating the proposal.

Section 2 – Overview of DMC Trends and Data

Subgrant Application through the South Dakota Department of Corrections

In order to ensure that data is being used to guide the local funding decisions, OJJDP requires that five steps of interpreting and analyzing relative rate index values be taken in order to drive decision-making as it relates to DMC. These steps include statistical significance, magnitude of RRI, volume of activity, comparison with other jurisdictions, and the identification of contextual considerations. Due to volume within the juvenile justice system and similarity in dispositions in South Dakota, DMC is measured for both status and delinquent offenders therefore the comparisons with jurisdictions outside of South Dakota are not appropriate.

The Department of Corrections reported the most recent review within the FY2015 Formula Grants Application Three Year Plan Update which details the statistical significance, magnitude of RRI, and volume of activity for each jurisdiction for activity in 2013. Each jurisdiction is responsible for providing data for each stage of the justice system by race for system activity in calendar year 2014. Double click the table below to open as an excel spreadsheet. A separate excel document has been attached to this application in the event there are technical difficulties opening the table below.

	White			Black or African-American			Hispanic or Latino			Asian			American Indian or Alaska Native			All Other Minorities			
	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	#	Rate	RRI	
Population	15,654			1,414			1,226			523			840						
Juvenile Arrests	926	59.2	1.00	455	321.8	5.44	117	95.4	1.61	33	63.1	1.07	481	572.6	9.68	39	0.0	0.00	
Refer to State's Attorney Office		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00	
Cases Diverted (Pre-Adjudication)		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00		0.0	0.00	
Cases Involving Secure Detention	225	24.1	1.00	104	22.9	0.94		0.0	0.00	2	5.1	0.23	201	41.8	1.72	59	151.3	6.23	
Cases Petitioned (Charge Filed)	996	107.6	1.00	297	65.3	0.61	85	72.6	0.68	21	63.6	0.59	450	93.6	0.87	142	364.3	3.30	
Cases Resulting in Adjudication	448	45.0	1.00	115	38.7	0.86	32	37.6	0.84	13	61.9	1.38	174	38.7	0.86	47	33.1	0.74	
Cases resulting in Probation	421	34.0	1.00	107	35.0	0.99	28	37.5	0.93	11	34.6	0.90	151	36.8	0.92	45	95.7	1.02	
Cases Resulting in Commitment to the Department of Corrections	29	6.3	1.00	10	8.7	1.34	2	6.3	0.97	3	21.1	1.56	25	14.4	2.22	3	6.4	0.99	
Meets 1% rule for group to be assessed?				YES			YES			YES			YES			NO			

Summary of Decision Point Definitions and Sources

Stage	Definition	Sources/Notes
Population		Minnehaha County JDAI obtained the total juvenile population figures from KidsCount. "Other" was not an available population category from this source.
Juvenile Arrests	Youth are considered to be arrested when they are apprehended, taken into temporary custody, or otherwise cited by law enforcement agencies and suspected of having committed a status or delinquent act.	Minnehaha County JDAI
Refer to State's Attorney Office	Youth are considered to be referred when a case is submitted to the State's Attorney Office for having committed a status or delinquent act.	Unavailable
Cases Diverted (Pre-Adjudication)	Youth referred to juvenile court for delinquent or status offenses are often screened by the States Attorney. The States Attorney may decide to dismiss the case for lack of legal sufficiency, to resolve the matter informally (without the filing of charges), or formally (with the filing of charges). Also include Court or Court Services initiated diversions. The diversion population includes all youth referred for legal processing but handled without the filing of formal charges.	Unavailable
Cases Involving Secure Detention	Detention refers to youth held in secure detention facilities at some point during court processing of cases and youth held in secure detention following a court disposition.	Minnehaha County JDAI
Cases Petitioned (Charge Filed)	Formally petitioned cases that appear on in court in response to the filing of a petition, complaint, or other legal instrument requesting the court to adjudicate a youth as a Delinquent or Child in need of supervision (CHINS).	Court Services, 2 nd Judicial Circuit <ul style="list-style-type: none"> All cases were filed in 2014. If a case was filed in 2014 and then adjudicated in 2015 the adjudication would be counted.
Cases Resulting in Adjudication	Youth are found to be delinquent or Child in Need of Supervision (CHINS) during adjudicatory hearings in juvenile court. If adjudicated, youth normally proceed to disposition hearings where they may receive sanctions.	<ul style="list-style-type: none"> A case may have both a supervision and DOC sentence. The adjudication count may not equal the sum of the Probation and DOC result counts. Multiple race codes may be selected in Odyssey so adding those in each race category will not equal the sum of the cases. The ethnicity indicator is also
Cases resulting in Probation	Adjudicated cases include all juveniles handled formally through the Unified Judicial System for either CHINS or Delinquent offenses where the disposition is placement on probation.	

Section 2 – Overview of DMC Trends and Data

Subgrant Application through the South Dakota Department of Corrections

Cases Resulting in Commitment to the DOC

Confined cases are those in which youth are committed to the Department of Corrections as part of a court disposition.

separate from the race codes. Those who had the indicator set to Hispanic were counted under the Hispanic or Latino category.

Review the DMC data and discuss any contextual considerations relating to the presented data and how this information guides the local selection of DMC interventions. When looking into contextual considerations, the following questions may be used to help form your response(s):

- Is the agency involved in that decision point amenable to change?
- Have there been recent events (public relations issues) that make a change in DMC patterns more or less likely?
- Are funds or resources available that might assist (or hinder, if lacking) the DMC effort at this decision point?
- Is strong leadership available that is committed to addressing DMC issues?
- Are best practices models for this decision point available and applicable?
- Is there support for DMC reduction within the affected minority group and within the political leadership of that group?
- Are there issues with the affected minority group regarding media attention at this decision point (e.g., potentially high visibility events that could generate support or resistance for DMC)?

Contextual Considerations – *Please identify any contextual considerations that need to be considered as it relates to the most recent DMC data.*

Is the agency involved in the decision point amenable to change? After the initial success of the Juvenile Detention Alternatives Initiative (JDAI) in Minnehaha County over the last several years, continued change and improvement is needed and desired by all parties. Data collected and presented by the Burns Institute to Minnehaha County JDAI stakeholders in August 2013 indicated that Minnehaha County continues to exhibit disparities and higher rates of detention for minority youth, particularly Native American and African American youth.

The South Dakota Department of Corrections and Minnehaha County JDAI investigated Functional Family Therapy (FFT) as a tool to reduce disparities. Lutheran Social Services of South Dakota, a member of the JDAI Steering Committee, has trained 7 counselors in the FFT model and is providing FFT services for youth and families as an alternative to detention. In this proposal, we discuss the continuation of FFT services for youth and families at the pre-adjudication level.

Are funds or resources available that might assist the DMC effort at this decision point? Lutheran Social Services (LSS) has already covered part of the cost of FFT training as a long-term investment in reducing disproportionate involvement of minority youth in the Minnehaha County juvenile justice system. LSS also submitted a grant proposal to the South Dakota Community Foundation to support FFT training costs. This proposal was funded through the foundation's Community Innovations program as an example of an effective public/private partnership to meet critical community needs.

Is strong leadership available that is committed to addressing DMC issues? Lutheran Social Services leaders have been involved with DMC issues since before JDAI was established. LSS President and CEO Betty Oldenkamp serves on both the Minnehaha County and Pennington County JDAI committees, as well as the DOC Juvenile Services Workgroup. Vice President for Community Services Rebecca Kiesow-Knudsen, Counseling Services Director Duane Kavanaugh, and FFT Therapist Megan Grode Wolters all attend the Minnehaha County DMC Workgroup.

Are best practices models for this decision point available and applicable? LSS is implementing the Functional Family Therapy model for youth and families referred by law enforcement, school districts, Department of Corrections, or Court Services as an alternative to detention. FFT is an evidence-based clinical intervention that has been successfully implemented in a wide variety of multi-ethnic and multi-cultural contexts. Numerous outcome studies have shown that when implemented with fidelity to the model, FFT can reduce recidivism between 25% and 60%.

Section 2 – Overview of DMC Trends and Data

Subgrant Application through the South Dakota Department of Corrections

Is there support for DMC reduction within the affected minority group and within the political leadership of that group? The August 2013 Burns Institute report identified Native American and African American youth as the groups with the highest over-representation in the Minnehaha County juvenile justice system. Support to reduce disparity among these groups comes from county and statewide education administrations, statewide juvenile court officials, social service agencies, counseling practitioners, and other youth advocates.

Other Data Used – *Please discuss in detail any additional information you used in to determine what stage(s) of the justice system needed the greatest focus on reduction.*

In August 2013, the Burns Institute submitted a 36-page Readiness Assessment Consultation report, which incorporated two days of Minnehaha County stakeholder interviews and research into county-specific demographic, DMC and youth issues.

Participants in the DMC committee meetings identified a need to work with parents and families to help avoid future involvement in the legal system. Parenting programs and programs that improve family functioning were identified by stakeholders as potential interventions.

The Functional Family Therapy program described in this proposal addresses several of the Burns Institute's recommendations regarding community engagement, including:

- #2, deepening relationships with diverse stakeholders
- #4, providing culturally relevant services to families of system-involved youth
- #7, addressing transportation barriers that affect the ability of youth and families to access needed services
- #9, address the barrier of cost to receive needed services

Section 3 – DMC Project Planning

Subgrant Application through the South Dakota Department of Corrections

DMC Decision Making – *Discuss how the DMC information was used to drive the local decision-making process and funding decisions for local DMC intervention as it relates to the information contained in this proposal. You are strongly encouraged to apply to implement programs that directly serve youth. Look at all providers in your jurisdiction as services can be provided through several providers.*

In Minnehaha County the decision making structure follows the JDAI governance structure. The local DMC workgroup meets regularly to review data and plan next steps for the jurisdiction to continue to reduce disproportionate minority contact. The Department of Corrections and JDAI have discussed the merits of Functional Family Therapy for some time as an alternative for youth and their families.

In the DMC workgroup, DMC data is used to target and identify the groups that are disproportionately represented, and to analyze at which decision points alternative interventions may help reduce secure detention and avoid recidivism among those disproportionately represented within the system.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

Projects eligible for funding may include training, technical assistance, and system change. Funds may be used in a direct services manner but only to the extent that it is used to create a change in the way the system functions as it relates to serving minority youth.

The Council will award or not award funding based on the extent to which the program design addresses a recognized need, the likelihood that program activities and programming as outlined in the proposal will address DMC, and whether the proposal is financially responsible and efficient.

Each intervention site must have at least one DMC project identified which directly relates to decreasing the overrepresentation of minority youth within the state juvenile justice system. Each project must be outlined in detail in the space provided. **Clearly identified which stage(s) of the juvenile justice system will be impacted by the DMC intervention, the target population to be addressed, and an estimate of the number of youth to be served by each project.**

Project Overview – Provide an overview of the project to include the purpose of the project and problem the project will address. If you are funding multiple projects, you should include this information for each project.

This project targets youth at the pre-adjudication stage: 1) youth are taken into custody, 2) they are taken to the Reception Center, 3) they are assessed through the Risk Assessment Instrument (RAI), 4) they are referred to a community-based diversion. This project specifically targets Native American and African American youth and their families in Minnehaha County who are disproportionately represented in the juvenile justice system.

The purpose of this project is to address the underlying family dynamics that can affect a youth's capacity to navigate through their initial contact with the juvenile justice system and avoid re-offending. Family functioning, including parental supervision and discipline practices and sibling relationships, is a common factor in juvenile offenses such as chronic truancy and running away.

Functional Family Therapy is an evidence-based, culturally sensitive family therapy model for at-risk and delinquent youth. Outcomes research has demonstrated significant reductions in recidivism, along with reduced incidence of siblings entering the juvenile justice system. Cost-benefit data from the Washington State Institute for Public Policy identified a 10 to 1 return on investment for FFT as a result of cost savings from reducing felony recidivism.

Lutheran Social Services of South Dakota has trained 7 therapists in Functional Family Therapy. These therapists provide Functional Family Therapy services for youth and families referred by juvenile justice entities and school districts. One part-time FTE therapist will be funded through this grant and will provide services specifically for youth from disproportionately represented minority groups and their families in Minnehaha County.

The recommended caseload for one full-time FFT therapist is about 13 families, so we estimate an average caseload for our .587 FTE therapist to be approximately 7 to 8 families. Depending on needs, families will receive between 8 and 30 one-hour home-based therapy sessions. Our current families have been averaging about 14 weeks of therapy to reach their goals. Based on FFT recommendations, we estimate that the DMC-focused therapist will serve approximately 28 families during the year. Based on the proven effectiveness of the FFT model, we estimate that 35% of the youth served will not re-offend during the project year.

As part of this project, LSS will work to engage law enforcement and other stakeholders in the FFT process, toward the goal of improving dialogue and education on issues facing youth and families. While this project will directly serve 28 youth and their families during the year, the broader impact will help improve the overall system.

Lutheran Social Services brings particular expertise and capacity to succeed in this project.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

- As a statewide agency, we have experience working with Native American families through previous DMC projects, treatment and specialized foster care, kinship foster care, residential treatment programs, independent living programs for young adults, after-school programs, family-based therapy services in the family home, and family counseling in a clinical setting. In Rapid City, with a proportionately larger Native American population, LSS operates the Arise Youth Center, providing both Reception Center and Shelter Care services for Pennington County.
- As the sole provider of refugee resettlement services in South Dakota, LSS has cultural expertise with all of the new refugee populations in the Sioux Falls area. Our Community Interpreter Services has on-call interpreters available for all languages spoken in the community. Our interpreters are specifically trained to provide professional, ethical and confidential services in sensitive environments such as therapy sessions. Our after-school programs serve elementary age children from refugee families, helping to educate parents on the importance of regular school attendance and the need to address child behavior problems before they get out of control.
- In addition to participating on the Minnehaha County JDAI and DMC committees, LSS participates in JDAI efforts statewide.

Staffing Plan – Provide a brief overview as to how the project(s) will be staffed and any hierarchy that will be used to make decisions or oversee the implementation of the projects outlined in this application.

The DMC FFT therapist is Megan Grode Wolters. She joined LSS as a Functional Family Therapist in 2014. Megan holds a master's degree in social work and is bilingual in Spanish. She came to LSS with six years of previous experience in education. Megan is supervised by Duane Kavanaugh, Director of Counseling Services at LSS.

The project is managed under the LSS Community Services division, which also incorporates outpatient counseling services, the Center for Financial Resources, the Center for New Americans, Fatherhood & Families, after-school and child education programs, mentoring, and disaster response.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

DMC Reduction – Provide a brief overview as to how the project(s) will provide successful outcomes for youth AND will provide successful results as it pertains to minority over-representation within the state juvenile justice system.

Functional Family Therapy is an evidence-based intervention program for at-risk and system-involved youth and their families. It has been successfully applied throughout the U.S. in various multi-ethnic and multi-cultural contexts, and with family issues that vary in severity. Outcomes data show that FFT can reduce recidivism between 25% and 60%, at a cost that is lower than detention. FFT is designed for youth ages 11 to 18, along with their parents/guardians and siblings. By engaging siblings as well as the system-involved youth, FFT also helps prevent younger children from following their sibling into a pattern of juvenile offenses.

This intervention specifically addresses a need that law enforcement stakeholders have brought up repeatedly in DMC workgroup meetings. Police have shared their concerns that parents are not equipped with the skills to deal with the issues their children are facing.

The phases of Functional Family Therapy are:

- 1) **Engage** youth and family members into treatment by establishing the therapist's credibility through being responsive and available.
- 2) **Motivate** youth and families by decreasing the intense negativity, blaming, and hopelessness that is often characteristic in system-involved families. Rather than ignoring or being paralyzed by the family's intense negative experiences, FFT acknowledges and incorporates these powerful emotional forces into successful engagement and motivation, through respect, sensitivity, and positive reattribution techniques.
- 3) **Assess** interpersonal functions (i.e., payoffs) within the family to organize and match interventions.
- 4) **Behavior change**—reduce and eliminate the problem behaviors and accompanying family relational patterns through individualized behavior change interventions. These may include cognitive/attributional interventions and systematic skill-training in family communication, parenting, problem solving, and conflict management.
- 5) Increase the family's capacity to use **community resources** adequately and **generalize changes** to deal with future problem situations, in order to reduce re-offenses and relapse.

Ongoing engagement and dialogue with DMC stakeholders will help work toward system-wide changes in how minority youth are represented within the juvenile justice system.

The .587 FTE DMC therapist supported with this grant will make Functional Family Therapy available to approximately 28 minority youth and their families during the grant year. Families typically will participate in 8 to 12 FFT therapy sessions, with severe and complex issues potentially requiring up to 30 sessions. The typical family will complete FFT therapy within about 14 weeks.

Because additional LSS therapists have also been trained in Functional Family Therapy, LSS has the capacity to contract for FFT services with any Minnehaha County entity that deals with at-risk minority families. With a private grant and our own agency funds, LSS has trained counselors located in several areas of the state, so that other communities can have access to this intervention to reduce disproportionate minority contact in their area.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

Project Implementation – Provide an overview of the plan for implementation, any collaboration efforts (i.e. governments, agencies serving the target population, etc.), and any additional information pertinent to the implementation of the project. NOTE: Major Changes in the implementation plan will need to seek approval from the Department of Corrections prior to implementation changes.

Already Accomplished:

- DMC FFT Therapist hired, oriented, and trained in Functional Family Therapy.
- Supervision and consultation from FFT LLC occurred over several months, and will continue through 2015. FFT LLC is the developer and provider of the Functional Family Therapy model.
- Referral process established through the JDAI process workgroup, law enforcement, Reception Center, judges and Court Services, and school districts.
- FFT provided for 16 families from January 2015 to June 2015. Of the youth receiving services for the following issues: 1) 75% of youth exhibited the desired change in substance abuse behavior; 2) 50% of youth exhibited the desired change in school attendance behavior; 3) 77% of youth exhibited the desired change in family relationships.

Ongoing Activities October 2015 – September 2016:

- Accept family referrals and provide Family Functional Therapy.
- Continue with ongoing training and coaching from FFT LLC through 2015, including training Megan Grode Wolters as an FFT site supervisor.
- Continue maintaining data on required output and outcome measures, including family satisfaction.
- Engage stakeholders, JDAI, and DMC committee in continuing dialogue about results and strategies to reduce disproportionate minority contact.

Project Barriers – Provide an overview of the barriers and obstacles to program implementation and steps that have been taken or will be taken to overcome these obstacles.

Lutheran Social Services will continue to work closely with JDAI and the DMC workgroup to deal with obstacles as they arise. Some anticipated barriers and our planned solutions are:

- In the past, referrals to community-based services may have been inconsistent and lacking in follow-up, resulting in under-utilization of available detention alternatives. The Functional Family Therapy training included an orientation session specifically for community stakeholders and referral sources. This orientation helped them understand what FFT is, how it can benefit youth and families, and what types of youth and families can benefit from this intervention. We plan to continue ongoing engagement with stakeholders to continue the dialogue.
- It is natural for some families to resist family therapy. The FFT model anticipates this resistance, providing techniques for engaging families, overcoming negativity and hopelessness, and motivating families to improve problem behaviors and relationship patterns.
- The difficulty of finding transportation to community-based services is a barrier identified in the Burns Institute report. The FFT model overcomes that barrier by offering families the option of receiving therapy services either in the LSS office or at their home. By meeting with families in their home, the therapist can also observe conditions in the home that might be contributed to problem behaviors, such as overcrowding or access to alcohol.

Section 4 – DMC Intervention Project Overview

Subgrant Application through the South Dakota Department of Corrections

- Family work and school schedules can make it difficult to schedule therapy during traditional 8-5 office hours. We have FFT therapy available during evening hours to accommodate family schedules.
- As Minnehaha County becomes more diverse, a family's limited English skills may present therapy challenges. Our project budget includes funding for trained interpreters to ensure good communication between family members and the FFT therapist. LSS Community Interpreter Services interpreters are specifically trained to provide confidential, ethical services in sensitive situations such as therapy settings. The Community Interpreter Service has the capacity to provide in-person, phone, or video interpretation.

Megan Grode Wolters is bi-lingual and is able to provide therapy services in Spanish for Spanish-speaking families.

Sustainability – Provide an overview of how the program will be sustained when this funding source is no longer available.

LSS has invested our own funds and obtained state and private grant funding in order to build our agency's capacity to provide FFT in Minnehaha County and other areas of South Dakota. In the past year, in addition to DOC funding, we have received a sizable gift from a private donor and a grant from the South Dakota Community Foundation's Community Innovations program to fund the significant FFT training costs.

We are aware that the State of South Dakota is currently preparing to post requests for proposals for agencies to provide FFT in several parts of the state. LSS will actively compete for any and all contracts that fit our staffing and location resources.

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

Non-supplanting Requirements: Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds. The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

Applications may not exceed \$35,000 in federal funding.

NOTE: If there is a change in the budget, programs will need to request an amendment to their budget. All amendments must be requested in writing prior to the expenditure of funds.

Budget Worksheet

BUDGET	Federal	Other Support	TOTAL
1. Personnel			
DMC FFT therapist	\$22,625		\$22,625
Employee benefits and payroll taxes	4,751		4,751
Interpreter services	1,400		1,400
TOTAL	\$28,776	\$0.00	\$28,776
2. Contractual Services			
Continued FFT training		\$18,000	\$18,000
TOTAL	\$0.00	\$18,000	\$18,000
3. Travel and Per Diem (Federal funding may be used for travel expenses which must be directly related to the implementation at \$0.37 per mile and \$26 per diem.)			
Local mileage	\$ 1,443		\$1,443
Travel for FFT training		\$2,270	2,270
TOTAL	\$ 1,443	\$2,270	\$3,713
4. Supplies and Equipment			
DMC FFT therapist occupancy	\$ 1,257		\$1,257
DMC FFT therapist cell phone	216		216
Office supplies and postage	271		271
TOTAL	\$1,744	\$0.00	\$1,744
Total Direct Costs	\$31,963	\$20,270	\$52,233
Indirect Costs	\$ 3,037	\$0.00	\$3,037
Total Project Budget -- Combined totals for all columns	\$35,000	\$20,270	\$55,270
Share of Project Budget	63.33%	36.67%	100.00%

NOTE: Projects funded with federal allocations may not discriminate based on race, color, religion, national origin, sex, age, or disability. However, if a project is designed to serve all juveniles, there may need to be a local match in order to help cover the costs associated with providing services to juveniles that would not be accessing services in an effort to reduce minority overrepresentation in the juvenile justice system. Federal funds may not be used to fund religious and/or spiritual activities.

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

Personnel Narrative - Explain how the compensation and expenses were calculated, duties of the position, and any other information related to personnel for the project. If proposed funding covers more than one position, you must specifically identify the duties and estimate percent of time for duties that directly relate to the successful implementation of the program.

Position #1: Function Family Therapy therapist

Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
1. Function Family Therapy therapist to provide FFT for minority youth and families	58.7%
2.	
3.	
4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple duties for this project, you will need to estimate compensation for each duty)*:

Wage/Salary:

FFT therapist: 1,221 hours @ \$18.53 per hour

Benefits:

FFT therapist: 21% of salary; includes payroll taxes, health insurance, life insurance, retirement, Employee Assistance Program

Position #2: Interpreters

Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
1. Interpreters for communicating with families with limited English proficiency	40 hours
2.	
3.	
4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple duties for this project, you will need to estimate compensation for each duty)*:

Wage/Salary:

Interpreters: 40 hours @ \$35 per hour (including all expenses and payroll taxes). Assigned as needed through LSS Community Interpreter Services. Hourly fee of \$35 covers interpreter time, payroll taxes, mileage, technology, and dispatch services.

Benefits:

Position #3:

Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
1.	
2.	
3.	
4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple duties for this project, you will need to estimate compensation for each duty)*:

Wage/Salary:

Benefits:

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

For the purpose of this application subcontracted services should be considered to be any services provided under a contract between an individual or organization and the applicant as outlined in this proposal. All individuals or organizations that provide the contractual services as outlined in this budget (or future budget amendments) must be approved by the Department of Corrections as service providers.

NOTE: Reimbursement for subcontractor services will only be reimbursable where a formal contract, proof of insurance, and a signed conditions and assurances document are on file with the Department of Corrections prior to service delivery.

Contractual Services Narrative – Explain the costs associated with consultant fees and services provided under contract. Please note that funding under this budget category will not fund organization/agency staff or other duties that resemble an employer/employee relationship as those costs must be identified under personnel. If contractors have already been identified, identify the name of the contractor, service to be provided, and fees associated with the service delivery.

FFT, LLC is the parent organization for Functional Family Therapy training, service, and core process research. The total training cost for this year will be \$18,000 covering Phase II of the FFT model. Phase II includes training of the LSS on-site supervisor, bi-weekly phone consultation, on-site follow-up training, and access to the FFT CSS web-based outcomes tracking system.

NOTE: Stipends for service delivery will NOT be accepted as part of this application. Services must either be covered through an employer/employee relationship as personnel or under a formal subcontract agreement.

Section 5 – DMC Intervention Project Budget

Subgrant Application through the South Dakota Department of Corrections

Travel and Per Diem Narrative – Explain the calculation of travel costs for travel *outside the home jurisdiction*. Travel must be calculated at current state rates (\$0.37 per mile and \$26 per diem), how the expenses are directly related to the implementation of the project, and if out-of-state travel is anticipated, give particulars (i.e., location, state, dates, purpose, cost).

Purpose of Travel: Local mileage for providing therapy in the family homes

3,900 miles x \$0.37 = \$1,443

Purpose of Travel: FFT training

Site Supervisor training / Two 2-day trainings at off-site location

Airfare (\$500 x 2)	\$1000
Lodging (4 nights at \$100 per night)	\$400
Meals	\$168
Parking	\$50

One Day On-Site or Off-Site training

Airfare	\$500
Meals	\$42
Parking	\$10
Lodging (one night)	\$100

Total \$2,270

Purpose of Travel:

Supplies and Equipment Narrative – Explain the supplies and equipment costs related to the implementation of the project and any identified which must be *directly related to the implementation of the program or project*. You must be specific regarding the items in which you intend to use federal funding. For example, a budget item of “office expenses” will not be accepted as these items must be detailed. You need to identify what you anticipate for office expenses and list each item and the estimated costs. Items not specifically outlined will not be eligible for reimbursement.

Equipment – List nonexpendable items that are to be purchased and show how you calculated these costs. Nonexpendable equipment is tangible property having a useful life of more than 2 years.

Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment) and show how you calculated these costs. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Occupancy, 142 square feet per year @ \$15.00 per square foot per year X .59 FTE, to provide office space, computer, and communications technology for the Functional Family Therapy therapist

Cell phone usage for the FFT therapist, 12 months @ \$18 per month

Office supplies and postage, 12 months @ an average of \$22.57 per month

Indirect Costs

Indirect costs at 9.5% of total direct costs (rate negotiated with the U.S. Department of Health & Human Services)

Section 6 – DMC Intervention Project Program Strategic Plan and Performance Reporting

Application through the South Dakota Department of Corrections

Strategic Plan for Reducing DMC and Evaluation Requirements

The approved subgrantee will be required to report quarterly on the performance measures consistent with individual program goals, federal reporting requirements, and any information identified by the Council of Juvenile Services and the Department of Corrections. Please note that the subgrantee will be required to report on the progress of these goals as part of their performance evaluation. Each program is responsible for ensuring that information is maintained to be complete and submit timely reports.

Following measures will be MANDATORY for all subgrantees that provide direct services to youth and/or their families. Each subgrantee is responsible for action and reporting this information on a quarterly basis.

Input Measures	Outcome Measures
Number of program youth served	Number and percent of program youth who offend or reoffend
Number of service hours completed (by youth)	Number and percent of program youth exhibiting desired change in targeted behavior
Average length of stay in program	Number and percent of program youth completing program requirements
Number of planning activities conducted	Number and percent of program families satisfied with program
	Number and percent of program youth satisfied with program

subgrantee must complete the following strategic plan for a minimum of 3 goals. The strategic plan should be considered the program work plan and should include all major components of the project implementation with projected completion timelines for completion. This plan requires the subgrantee to identify the action steps, those responsible for completing the action step, amount of staff time dedicated to the completion of the action step, and the expected completion date.

add additional action steps to a table, place your cursor in the completion date in the right and lower most box in the table and hit the "Tab" key.

1.1 – Provide Functional Family Therapy for approximately 28 youth and their families in Minnehaha County

Action Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date
FFT therapist provides Functional Family Therapy for referred families, primarily in their homes.	Megan Grode Wolters	Approximately 2 hours per family per week, including travel 28 families X 14 weeks X 2 hours = 784 hours	Families completing therapy	September 30, 2016

Section 6 – DMC Intervention Project Program Strategic Plan and Performance Reporting

Subgrant Application through the South Dakota Department of Corrections

Strategic Plan for Reducing DMC and Evaluation Requirements (continued)

Goal 2 – Maintain and analyze data on services provided and youth/family outcomes

Initiation Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date
FFT therapist maintains data on services provided to each family and the outcomes achieved by each youth/family.	Megan Grode Wolters	Approximately 1 hour per week per family 28 families X 14 weeks X 1 hour = 392	Family data and outcomes are maintained in a timely and complete manner.	September 30, 2016
Youth and parents/guardians complete the LSS Client Satisfaction Survey at the close of treatment.	Megan Grode Wolters	N/A	Families indicate satisfaction with their treatment and progress.	September 30, 2016

Goal 3 – Engage local stakeholders in ongoing discussion on results, strategies and sustainability

Initiation Steps	Person Responsible	Estimated Staff Time	Measurement of Progress	Completion Date
Regular updates to JDAI and DMC committee.	Rebecca Kiesow-Knudsen, Vice President, Community Services Megan Grode Wolters, FFT Therapist	Megan Grode Wolters, 45 hours	Updates are provided throughout the project year.	September 30, 2016
Ongoing reports to key stakeholders.	Rebecca Kiesow-Knudsen, Vice President, Community Services	N/A	Stakeholders are kept informed of progress.	September 30, 2016
Planning with JDAI, DMC committee, and other stakeholders regarding sustainable FFT services in Minnehaha County following the grant period.	Rebecca Kiesow-Knudsen, Vice President, Community Services	N/A	Sustainability plan is established and future funding/contract sources are identified.	May 31, 2016

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
Subgrant Application through the South Dakota Department of Corrections

The following information contains the general conditions and assurances as necessary for recipients of funding awarded under this application. Please note that final assurances and conditions may be different than those stated below based on the composition of the individual program. Your signature under this section indicates that the applying agency understands that a successful subgrant award under this application will be subject to the conditions and awards comparable to those as follows:

General Award Conditions:

1. The Subgrantee agrees to comply with all Formula Grant program requirements.
2. The Subgrantee agrees to obligate and expend the grant amount within the subgrant award period.
3. The Subgrantee agrees to provide all program reports that are requested by the SD Department of Corrections or the Office of Juvenile Justice and Delinquency Prevention by their due date as requested.
4. The Subgrantee agrees to provide all Performance Measure Data and Program Specific data to the SD Department of Corrections.
5. The Subgrantee agrees to request reimbursement on a monthly basis and for only those expenditures outlined in the application approved by the SD Department of Corrections. Claims sheets and all supporting documentation must be submitted within 30 days of the end of the month that the services were paid.

Assurances: The Subgrantee hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements), 28 C.F.R. pt. 69 (Anti-lobbying), 28 C.F.R. pt. 83 (Drug-free workplace), and 2 C.F.R. pt 2867 (Nonprocurement suspension and debarment). The Subgrantee also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. The Subgrantee will comply with all federal, state, and local laws, regulations, ordinances, guidelines, permits, and requirements applicable to providing services pursuant to this Agreement and will be solely responsible for obtaining current information on such requirements. It will comply with all lawful requirements imposed by the awarding agency, specifically including applicable regulations 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 72, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); The Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disability Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
Subgrant Application through the South Dakota Department of Corrections

7. If a governmental entity -
- a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Equal Employment Opportunity Plan (EEO): Pursuant to 28 C.F.R. §§ 42.301-.301, applicant must take one of the following actions: either submit an EEO to the SDDOC for submission to the Office for Civil Rights (OCR) for review, maintain an EEO on file, or submit an EEO Certification form to the SDDOC for submission to the OCR in order to monitor the subrecipients compliance with the EEO requirement.

Non-supplanting Requirements: Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds. The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

Audit Requirement: Acceptance of this grant award requires the subgrantee organization or governmental entity to include this subgrant in the scope of their regularly scheduled annual or biennial audit. The audit must be conducted in accordance with the appropriate OMB Circular (A-128, A-133, A-102/Common Rule).

Termination Provision: This Agreement may be terminated by the SDDOC hereto upon thirty-(30) days written notice. In the event the applicant/subgrantee breaches any of the terms or conditions hereof, the SDDOC may terminate this Agreement at any time with or without notice. If termination for such default impacts the SDDOC, any payments due to the applicant/subgrantee at the time of termination may be adjusted to cover any additional costs to the SDDOC because of the applicant/subgrantee's default. Upon termination, the SDDOC may assume the responsibility for the project or may award another party funds to complete the work under this Agreement. If after termination for default by the applicant/subgrantee it is determined that the applicant/subgrantee was not at fault, then the applicant/subgrantee shall be paid for eligible services rendered and expenses incurred up to the date of termination.

Insurance Provision: The Subgrantee, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

- o Commercial General Liability Insurance: The Subgrantee shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than **\$1 million** for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.
- o Professional Liability Insurance or Miscellaneous Professional Liability Insurance: The Subgrantee agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than **\$1 million**.
- o Business Automobile Liability Insurance: The Subgrantee shall maintain business automobile liability insurance or equivalent form with a limit not less than **\$1 million** for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.
- o Worker's Compensation Insurance: The Subgrantee shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, the Subgrantee shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement and which provide that such insurance may not be canceled, except on 30 days prior written notice to the State. The Subgrantee shall furnish copies of insurance policies if requested by the State. Such insurance shall contain no special limitations or exclusions as they may relate to this agreement.

Default Provision: This Agreement depends upon the continued availability of federal funds awarded to the SDDOC and appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds rejections, this Agreement will be terminated by the State. Termination for any of these

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures

Subgrant Application through the South Dakota Department of Corrections

reasons is not default by the State nor does it give rise to a claim against the State. Failing to provide monthly reimbursement and quarterly progress reports may result in termination of the subgrant award.

Amendment Provision: This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.

Venue Clause: This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

Subcontractors Provision: The Subgrantee may only use subcontractors to perform the services as outlined in their approved grant proposal. Any additional subcontracts or awards may only be granted with the express prior written consent of the State. The Subgrantee will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Subgrantee will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

Subgrantee Agreement: It is understood and agreed by the Subgrantee that any grant received as a result of this application shall be subject to the Special Assurances and Conditions and other policies, regulations, and rules issued by the Department of Justice for the administration of grant projects under (P.L. 100-690) including, but not limited to, the following:

1. Competitive bids must be obtained for all equipment, construction and contracted services applications, as required by applicable local, state, or federal law or regulations.
2. If any agency other than the applicant is to contribute supporting or local funds, the Applicant must document the contribution.
3. Any funds awarded under one subgrant cannot be used in another.
4. Expenses or expenditures for items not listed in the original budget will not be reimbursed. Variances from the approved budget will require a budget amendment approved in advance by SDDOC.
5. All applicants are subject to federal, state, and local laws and regulations.
6. The Subgrantee shall not obligate any funds until the SDDOC formally awards subgrant.
7. Reimbursement of expenses is contingent upon submission of monthly financial reports and quarterly progress reports.
8. The Subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of SDDOC and OJP.
9. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state: 1) the percentage of the total cost of the program or project which will be financed with federal money, and 2) the dollar amount of federal funds for the project or program.
10. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs and to the SD Department of Corrections.

The Subgrantee agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of performing services hereunder. This section does not require the Subgrantee to be responsible for or defend against claims of damages arising solely from acts or omissions of the State, its officers or employees. Nothing in this Agreement shall be construed as a waiver of sovereign immunity or consent to jurisdiction in any court other than the courts of the Unified Judicial System of the State of South Dakota.

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
 Subgrant Application through the South Dakota Department of Corrections

Only completed proposals will be considered for funding. To prevent your proposal from being eliminated, please ensure that the following sections are completed and all signatures are obtained for inclusion in the submission packet:

- Section 1 – Face Page
- Section 2 – Overview of DMC Trends and Data
- Section 3 – DMC Project Planning
- Section 4 – DMC Intervention Project Overview
- Section 5 – DMC Intervention Project Budget
- Section 6 – DMC Intervention Project Program Strategic Plan and Performance Reporting
- Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures

The officials that certify this document agree that the information contained in the preceding pages outline the plans as approved by the local Steering Committees overseeing the Alternatives to Detention Initiatives and understand that funding is contingent on following those activities contained within this document. Certifying this document also indicates the understanding that evaluation of the DMC Intervention Site will be based on the information contained within this document unless written amendments are submitted and approved by the Department of Corrections prior to the implementation of program changes.

Original Signatures are Required

A. Project Director #1 (Person overseeing the implementation of day to day project activities)			
Name	Rebecca Kiesow-Knudsen	Title	Vice President, Community Services
Address	705 E. 41 st St., Ste. 200	City/State/Zip	Sioux Falls, SD 57105-6048
E-mail	Rebecca.Knudsen@LssSD.org	Phone	605-444-7561
		Fax	605-444-7540
Signature		Date	8/19/15
B. Project Director #2 (Person overseeing the implementation of day to day project activities, if applicable)			
Name	Duane Kavanaugh	Title	Director, Counseling Services
Address	705 E. 41 st St., Ste. 100	City/State/Zip	Sioux Falls, SD 57105-6047
E-mail	Duane.Kavanaugh@LssSD.org	Phone	605-444-7627
		Fax	605-444-7690
Signature		Date	8/19/15
C. Project Director #3 (Person overseeing the implementation of day to day project activities)			
Name		Title	
Address		City/State/Zip	
E-mail		Phone	
		Fax	
Signature		Date	
D. Project Director #4 (Person overseeing the implementation of day to day project activities)			
Name		Title	
Address		City/State/Zip	
E-mail		Phone	
		Fax	
Signature		Date	

Section 7 – DMC Intervention Project Program Conditions and Assurances and Signatures
 Subgrant Application through the South Dakota Department of Corrections

Original Signatures are Required (continued)

E. Coordinator (Person overseeing the implementation of day to day DMC activities, if applicable)

Name	Title	
Address	City/State/Zip	
E-mail	Phone	Fax
Signature	Date	

F. Coordinator (Person overseeing the implementation of day to day DMC activities, if applicable)

Name	Title	
Address	City/State/Zip	
E-mail	Phone	Fax
Signature	Date	

G. Financial Officer (County/Organization Officer Overseeing Financial Aspects of Award)

Name	Jenn Tanno	Title	Director, Accounting
Address	705 E. 41 st St., Ste. 200	City/State/Zip	Sioux Falls, SD 57105-6048
E-mail	Jenn.Tanno@LssSD.org	Phone	605-444-7509
		Fax	605-444-7540
Signature	Date		8/19/2015

H. Other Representative (Optional)

Name	Title	
Address	City/State/Zip	
E-mail	Phone	Fax
Signature	Date	

Applications must be submitted received by mail to the Department of Corrections by August 31, 2015.