

North Carolina Department of Public Safety

Division of Juvenile Justice and Delinquency Prevention



FY 2024-2025 Remediation Psychoeducational Programming Request for Proposals v2

Proposal Number: 2024-12-CP-REM

Introduction and Scope of Services

The Department of Public Safety, Division of Juvenile Justice and Delinquency Prevention, Community Programs Section (hereafter, Department or DPS) ensures that every community in North Carolina has access to services for its juvenile population. Programs and services in the juvenile justice continuum array from serving at-risk youth who do not enter the juvenile justice system through to adjudicated juveniles who were confined to secure custody and reenter their home communities.

The seminal *Dusky v. United States* (1960) Supreme Court case ruled defendants must have capacity to stand trial:

“...a federal court in which criminal proceedings are pending to make a finding regarding the mental competency of the accused to stand trial, may not make a determination that an accused is mentally competent merely because he is oriented to time and place and has some recollection of events; the test must be whether the accused has sufficient present ability to consult with his lawyer with a reasonable degree of rational understanding and whether he has a rational as well as a factual understanding of the proceedings against him.” ([Dusky v. United States, 362, U.S. 402 \(1960\)](#))

The adult capacity standard had to be modified to apply to the capacity of juveniles to include young people who have not completed maturation and development into adults. Due to North Carolina’s recent enacted legislation entitled *Juvenile Capacity to Proceed* ([Session Law 2023-114](#)), the Department seeks to develop a regional, specialized programming model to serve the population as defined in N.C.G.S. 7B-2401 (a).

“No juvenile may be transferred to superior court for trial as an adult, adjudicated delinquent or undisciplined, or subject to disposition for an offense in juvenile court, including a violation of probation, when, by reason of mental disorder, intellectual disability, neurological disorder, traumatic or acquired brain injury, or developmental immaturity, the juvenile is unable to understand the nature and object of the proceedings against the juvenile, to comprehend the juvenile's own situation in reference to the proceedings, or to assist in the juvenile's own defense in a rational or reasonable manner.”

North Carolina’s *Juvenile Capacity to Proceed* legislation mandates:

1. Juvenile court procedure to order a forensic evaluation of juveniles who have uncertain capacity;
2. Set forth a timeline of the forensic evaluation being completed within 30 days (extensions may be granted); and
3. A call for remediation programming to serve forensically evaluated juveniles aimed to help juveniles gain capacity and participate effectively in their own juvenile court cases.

The Department identifies program priorities within this Request for Proposals (RFP) to develop *Remediation Programming* in early 2025. These priorities are based on North Carolina enacted juvenile legislation and the Department’s transformation of legislation into practice. Applicants responding to this RFP are not limited to these program priorities in their response. Details regarding the prioritized programs are included in this posting. All requirements of this RFP posting must be met in order to be eligible for funding.

Priorities

Under this RFP, priority will be given to applications proposing programming which:

- a) Serve the required target population (see below sections entitled **Target Population, Proposed Programming and Service Area, and Attachment B: Terms and Definitions**);
- b) Deliver in-person remediation psychoeducational programming (dyadic);
- c) Provide services across multiple regions/ judicial districts. (Priority will be given to provider applications that can cover all 100 North Carolina counties, or more than one juvenile justice area);
- d) Are willing to attend and complete upon award a DPS sponsored in-person two-day Remediation Curriculum Training facilitated by the University of North Carolina at Chapel Hill; and
- e) Has a documented history of collaboration with the Juvenile Court Services personnel, Juvenile Justice Facility Operations personnel, Juvenile Community Programs personnel and other community partners.

Target Population, Proposed Programming and Service Area

Target Population includes juveniles who meet the below criteria. This juvenile population will, hereafter, be referred to as the "Target Population".

- a) Pre-adjudicated juveniles under the jurisdiction of juvenile court. Typical age ranges between age 8 to 17.
- b) Youth evaluated incapable to proceed in juvenile court. Incapacity to proceed may include inability of the juvenile to do any of the following (N.C.G.S. 7B-2401.3 (e) (3)):
 - i. Appreciate the allegations against the juvenile.
 - ii. Appreciate the range and nature of allowable dispositions that may be imposed in the proceedings against the juvenile.
 - iii. Understand the roles of the participants and the adversary nature of the legal process.
 - iv. Disclose to counsel facts pertinent to the proceedings at issue.
 - v. Display appropriate courtroom behavior.
 - vi. Testify regarding the relevant issues.
 - vii. Make reasonable and rational decisions.
 - viii. Assist in the juvenile's defense in a rational manner.
 - ix. Any other factors that the forensic evaluator deems to be relevant.
- c) Youth ordered by the juvenile court to receive remediation program services.
- d) Only youth referred by juvenile justice staff by coordination through the Juvenile Community Programs Remediation Contract Administrator and the Juvenile Court Counselor.

Proposed Programming must:

- a) Serve the Target Population.
- b) Serve a projected population that is approximate at this point and is subject to build in capacity over years. North Carolina researched other states and discovered that the neighboring, rural state of Virginia provided a comparable baseline. Estimated North Carolina remediation population size may begin at 80 juveniles (or less) per year and build to be about 100-120 juveniles a year.
- c) Deliver the *Remediation Curriculum* with the intent of the juvenile to attain capacity to proceed (N.C.G.S. 7B-2401.4 (a)). The curriculum includes embedded videos, informational carousels that are to be read to the youth, and scenarios with questions that if answered wrong prompt to try again. Curriculum modules are titled as follows.
 - Module 1: Getting Comfortable with Remediation and my Provider
 - Module 2: My Attorney, the Prosecutor, and the Court Counselor
 - Module 3: The Juvenile Justice System
 - Module 4: What am I Charged with (Allegations)?
 - Module 5: What Could Happen to Me?
 - Module 6: My Side of the Story
 - Module 7: Telling My Side of the Story
 - Module 8: How do I Defend Myself?
 - Module 9: Testifying
 - Module 10: How do I Act in Court?
- d) Include service delivery to youth in-person dyadically in juvenile detention, homes, community buildings, hospitals and other local places.
- e) Meet legislatively defined maximum service delivery limits dependent on alleged offense (6 months (with extension up to 12 months), 12 months (with extension up to 24 months) or 36 months, (N.C.G.S. 7B-2401.4. (f) (1-4)) with the following frequency and duration parameters:
 - 1-2 sessions per week,
 - Maximum of one (1) hour per session, and
 - 8-10-minute increments with a break.
- f) Provide youth status reports to the court at least every 90 days per N.C.G.S. 7B-2401.4 (g).
- g) Assist with coordination of any additional services recommended in the forensic evaluation report through the Juvenile Court Counselor referral for services led processes.
- h) Offer educational materials that engage the family and allow use by Juvenile Court Services of said materials.
- i) Provide a service component that is family-focused and family-inclusive.
- j) Address the needs of the Target Population.
- k) Upon determination that the juvenile completed the curriculum to the best of the juvenile's ability, provide written notification to the court, the prosecutor and the juvenile's attorney within 2 business days (N.C.G.S. 7B-2401.4 (i)).

Service Area must be:

- a) In-person remediation psychoeducational program delivery regionally within multiple judicial districts or within one or more juvenile justice areas (Western, Piedmont, Central, or Eastern), or preferably within all four juvenile justice areas which includes all 100 North Carolina counties. See **Attachment A: DPS Areas, Judicial Districts and Counties**.

Program Priorities

The Department has identified program priorities for Remediation Program funding beginning in Fiscal Year 2024-2025. These priorities are based on *Juvenile Capacity to Proceed* legislation. Applicants responding to this RFP are not limited to these program priorities in their response. **The program priorities are as follows.**

- a) Programming to deliver the *Remediation Curriculum* within legislatively defined maximum time limits;
- b) Reporting of youth's programmatic updates via written reports to the respective juvenile court at least every 90 days during programming and within 2 days of program completion; and
- c) Staffing of qualified personnel which at minimum includes -
 - a. Support Specialist Staff: Psychoeducational program delivery staff, bachelor's level.
 - b. Remediation Supervisor: Clinical oversight and evaluator of remediation curriculum completeness, master's level in a clinical profession.

Eligibility

All applicants must:

- a) Be a public agency or private non-profit organization;
- b) Submit proposals that clearly align with identified and documented service needs in this RFP the services for the Target Population;
- c) Demonstrate a proven track record of implementing regional services for youth, effective fiscal oversight, and collaboration with Juvenile Court Services (Juvenile Court Counselors), Juvenile Facility Operations (Youth Development Centers/Juvenile Detention Center) and Juvenile Community Programs entities;
- d) Demonstrate organizational capacity for fiscal, programmatic, and administrative accountability; and
- e) Possess the ability to begin operations quickly and efficiently.

Funding and Funding Period

The funding period for this RFP is the 2024-2025 fiscal year, and contingent upon available funds. Proposals must include a 12-month proposed operational budget with an understanding that upon award the budget will be pro-rated to match the remaining months in the fiscal year.

The funding period may be extended up to two (2) one-year renewal periods.

Proposal Requirements and Submission Process

To be considered for funding, applicants must:

- a) Establish at least one (1) host county through which DPS-DJJDP monthly payments for services shall be disbursed. This requires the provider to notify the following of the agency's intention to provide services. A written letter of support is not required.
 - a. the local Juvenile Crime Prevention Council(s) (JCPC) chairperson (see **Attachment F: JCPC Chairperson Directory**),
 - b. the County Finance Officer(s); and
 - c. the Area Consultant assigned to the host county (s) (see **Attachment D: Area Consultant County Assignments**);
- b) Show that the agency can deliver the *Remediation Program* to the intended geographic area or all of North Carolina's 100 counties and to the Target Population;
- c) Complete and submit an online application in NCALLIES **no later than 11:59 p.m. on December 9, 2024**. The application can be accessed by [clicking here](#) and following accompanying instructions listed on the webpage. **All applicants must submit an application under the funding source "Intensive Intervention Services" and select Component Type "Individual Counseling" in NCALLIES;** and
- d) Upload (**not for profit organizations ONLY**) the following documents into NCALLIES:
Forms must be uploaded into NCALLIES in order for the application to be considered for funding.
 - 1) No Overdue Tax Form (**must be notarized**);
 - 2) DPS Conflict of Interest Policy Statement (**must be notarized**)
 - 3) Non-profit agency's Proof of 501(c)(3) status; and
 - 4) Non-profit agency's Conflict of Interest policy.
 - 5) A document that demonstrates the agency's ability to deliver programming in the first few months of 2025 (examples include, a brief description of existing infrastructure demonstrating the agency's readiness, timeline of milestones, or present staffing model). Applicants should upload the document under the selection "Additional Verification".**NOTE: #1 and #2 listed above can be accessed by [clicking here](#)**
- e) Incorporate the Core Components, see **Attachment C: Core Components**, in application responses.

- f) Adhere to requirements listed in **Attachment E: Completing a DPS Program Application – A Guide for Applicants**.
- g) Applicants also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

Evaluation

The Department will conduct process evaluations, quality assurance review and monitoring to ensure *Juvenile Capacity to Proceed* implementation requirements are met. Success measures include but are not limited to 1) demonstrated engagement with youth, 2) ability to provide the service and 3) meeting statutory mandates such as court reports and time frames.

In addition, the program provider and the department will hold a kickoff meeting after the award notification. The kickoff meeting will be intended to address any remaining questions and edit the contract as needed to be clear on expectations and requirements throughout the duration of the award. The program provider, at the request of the State, shall meet periodically upon a mutually agreed schedule with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss program provider and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

Review Criteria for Proposals

The Department will review each proposal for:

- a. Demonstrated ability to deliver appropriate programming to the Target Population.
- b. Ability to develop and track remediation case management activities.
- c. Appropriateness of the program to address the needs of the target population identified.
- d. Presentation of a budget that matches the proposed service.
- e. Evidence of the agency’s capacity to administer a Department funded program, including ability to comply with reporting and accountability requirements in a timely manner.
- f. Demonstrated ability to overcome barriers to delivery of services within rural areas of the state.
- g. Programs that have historically met and exceeded program goals/measurable objectives.
- h. Demonstrated and documented history of collaboration with the Juvenile Court Services personnel, and Juvenile Justice Facility Operations and Juvenile Community Programs personnel and other community partners.
- i. Demonstrated ability to provide services to a youthful or juvenile population.

These funds require no local match; however, the Department will consider other revenues provided by the sponsoring agency to enhance and support services offered within the application.

The Department’s State Office Review Team will review, and rate proposals based on the information provided in the application matching the requirements of this RFP and will present funding decisions to Division management for final funding approval.

Method of Award

Awards in accordance with N.C.G.S. 143-52 and the evaluation criteria set out in this solicitation. Prospective program providers shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

All qualified proposals will be evaluated, and awards will be made to the program provider meeting the RFP requirements and achieving the highest and best final evaluation, based on the criteria described above and also as demonstrated within the specific Sections required within the NCALLIES application as identified in the Core Component narratives (**Attachment C**).

While the intent of this RFP is to award a contract to a single program provider, the State reserves the right to make separate awards to different providers to support regionalized services if it is considered to be most advantageous to the State to do so.

The provider must be in good standing with a local governmental agency and/or with a private section organization. The State reserves the right to waive any minor informality or technicality in proposals received.

Timeline for RFP and Program Implementation

Date	Event
November 8, 2024 – December 9, 2024	Request for proposals advertised

Date	Event
November 15, 2024	RFP questions due to DJJDP Juvenile Community Programs Emailed questions must be submitted no later than 11:59 pm
November 22, 2024	Answers posted to DJJDP RFP website no later than 11:59 pm
December 9, 2024	Application deadline Application must be submitted in NCALLIES no later than 11:59 pm
January 17, 2025	Anticipated award notification of funding to applicant
February 15, 2025	Program Application finalized in NCALLIES
February 17 and 18, 2025	Two-day in-person training
April 1, 2025	Funding begins upon receipt through the host county(ies) <i>Contingent upon the availability of funds, completion of the required signatures in NCALLIES and processes completed in the County(ies).</i>

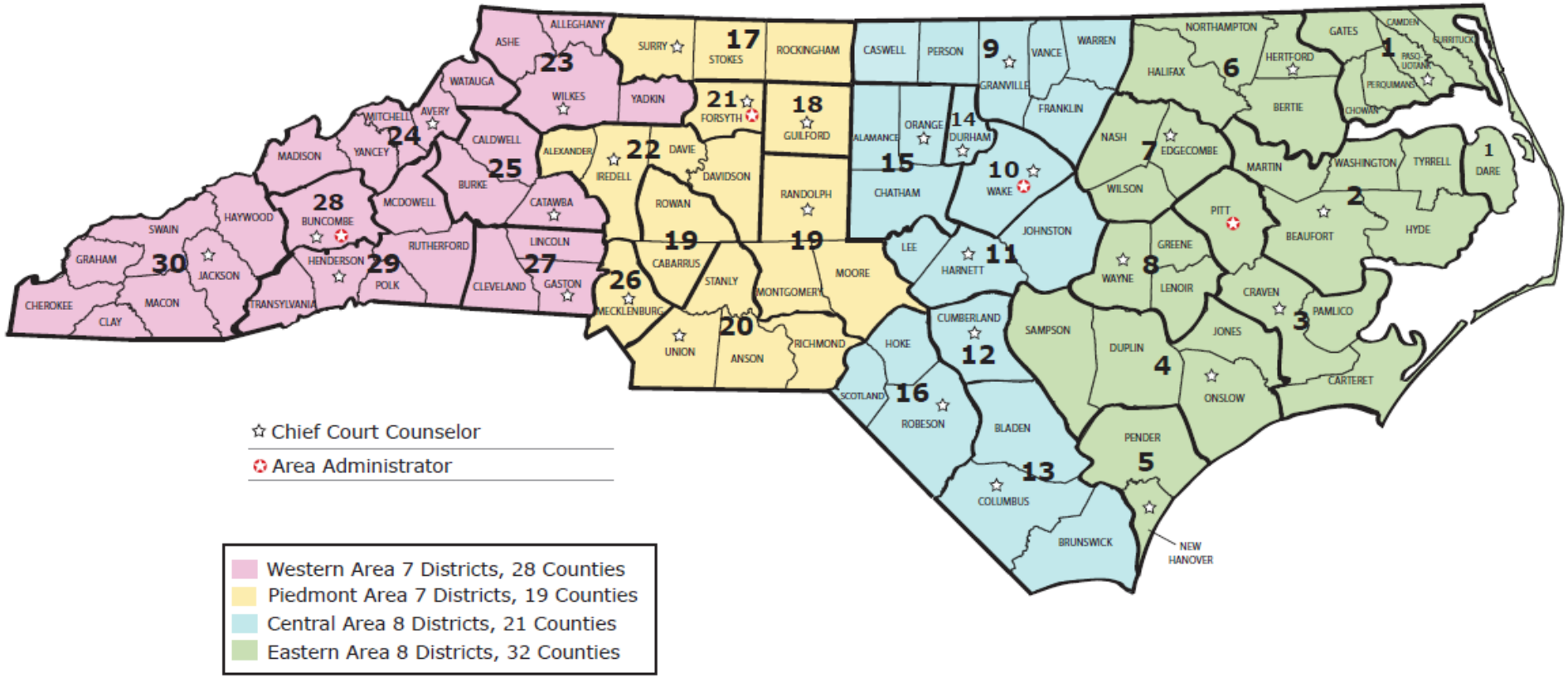
Contact Information

Issues or questions about NCALLIES, please contact the Area Consultant assigned to the host county applying for funds **on or before 5:00 pm on December 9, 2024**, see **Attachment D: Area Consultant and County Assignments**.

Upon review of the RFP documents, applicants may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the proposal questions process, applicants shall submit any such questions by the above due date. Written questions must be emailed to **Lisa.Partin@ncdps.gov** by the date and time specified above. Applicants must enter "Remediation RFP Questions" as the subject for the email. Question submittals must include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ?

ATTACHMENT A: DPS Areas, Judicial Districts and Counties



ATTACHMENT B: Terms and Definitions

N.C.G.S. 7B-2401.1 (1, 3-6)
Selected Terms and Definitions

Developmental immaturity: Incomplete development or delay associated with chronological age, which manifests as a functional limitation in one or more domains, including cognitive, emotional, and social development.

Forensic evaluation: A forensic evaluation is a full examination by a forensic evaluator using evidence-based psychological tools to determine if a juvenile has the capacity to proceed. This evaluation shall consist of a review of all available prior mental health and educational records of the juvenile and IQ testing and may include other developmentally appropriate testing for juveniles deemed relevant by the forensic evaluator.

Forensic evaluation report: The written report, by a forensic evaluator, that contains the information required by G.S. 7B-2401.3.

Incapacity to proceed: By reason of mental disorder, intellectual disability, neurological disorder, traumatic or acquired brain injury, or developmental immaturity, the juvenile is unable to understand the nature and object of the proceedings against the juvenile, to comprehend the juvenile's own situation in reference to the proceedings, or to assist in the juvenile's own defense in a rational or reasonable manner.

Remediation: Services directed only at facilitating the attainment of capacity to proceed for a juvenile who the court finds is incapable to proceed. Such term may include mental health treatment to reduce interfering symptoms, specialized psychoeducational programming, or a combination of these interventions.

ATTACHMENT C: Core Components

NOTE: IMPORTANT! Requirements outlined in this attachment are scored reflecting if the requirements in this attachment were met by the applicant.

1. **Defined protocol for program services and delivery.** In **Section IV. #2 Operation** of the program application, the applicant must briefly describe the protocols that designate the method and manner of service delivery including the internal processes that a youth and family would undergo through preparation for intake, admission, delivery of services and termination. The defined curriculum and protocol shall also include process for each of the following:
 - 1) accepting referral materials from the Department's Remediation Contract Administrator (referral form, forensic evaluation cover sheet, juvenile court order, charged offense information, family data sheet, and YASI pre-screen);
 - 2) pre-intake family engagement;
 - 3) developing individualized service/treatment plans showing evidence of involvement of the client and family in planning, intervention strategies and planned/recommended frequency and duration of contact (consistent with the parameters given in the Proposed Programming (e) subsection above); and
 - 4) coordinating with non-remediation program providers for youth and families when the forensic evaluation or other assessment determines additional programming needs are present. Describe how consideration and coordination with other entities will occur to ensure additional services will be engaged.
2. **Staff Training.** In regard to staff and volunteer orientation and training, direct program service staff must possess the necessary training requirements that include licenses when applicable, degrees, credentials, and certifications required for this program type. Training sessions in program service delivery, clinical supervision when applicable, case staffing and/or consultation sessions are to be documented and maintained.
3. **Internal Program Monitoring and Corrective Action.** In **Section IV. #3 Staff Positions** of the program application, the applicant must briefly describe an established process by which a specified staff member monitors the delivery of program services for the purpose of examining how closely actual implementation matches the model/protocol. Deviations from the model/protocol are to be addressed through written corrective actions. All corrective action findings are to be specified in writing, monitored, documented, and addressed accordingly.
4. **Staff Evaluation.** In **Section IV. #3 Staff Positions** of the program application, the applicant must briefly describe how staff will be evaluated on a specified schedule for compliance with the program policies and model/protocol. Staff development plans are to be documented and implemented to address deviations and violations of program policies, models, or protocols. Overall work performance is to be formally and specifically appraised. Areas of improvement are to be identified including the knowledge, skills, and abilities necessary for enhancing program service delivery including, but not limited to customer service.
5. **Program Effectiveness.** In **Section IV. #8 Intervention/Treatment** of the program application, the applicant must briefly describe program protocol for determining and evaluating the effectiveness of its delivery of program services with all accepted referrals. This protocol must include a standardized approach for collecting, maintaining, and sharing effectiveness data.

ATTACHMENT D: Area Consultant County Assignments

EASTERN	CENTRAL	PIEDMONT	WESTERN
<p>Pam Stokes, Area Manager pamela.stokes@ncdps.gov</p> <ol style="list-style-type: none"> 1. New Hanover 2. Pender 	<p>Lance Britt, Area Manager lance.britt@ncdps.gov</p>	<p>Ronald Tillman, Area Manager ronald.tillman@ncdps.gov</p>	<p>Regina Arrowood, Area Manager regina.arrowood@ncdps.gov</p> <ol style="list-style-type: none"> 1. Polk 2. Henderson
<p>Trenee Townes Trenee.Townes@ncdps.gov</p> <ol style="list-style-type: none"> 1. Camden 2. Chowan 3. Currituck 4. Dare 5. Gates 6. Pasquotank 7. Perquimans 8. Pitt 	<p>Eddie Crews walter.crews@ncdps.gov</p> <ol style="list-style-type: none"> 1. Caswell 2. Durham 3. Franklin 4. Granville 5. Johnston 6. Person 7. Vance 8. Warren 	<p>Rich Smith rich.smith@ncdps.gov</p> <ol style="list-style-type: none"> 1. Forsyth 2. Rockingham 3. Stokes 4. Surry 	<p>Megan Webster megan.webster@ncdps.gov</p> <ol style="list-style-type: none"> 1. Burke 2. Caldwell 3. Catawba 4. Wilkes 5. Ashe 6. Alleghany 7. McDowell 8. Yadkin 9. Rutherford
<p>Nancy Hodges nancy.hodges@ncdps.gov</p> <ol style="list-style-type: none"> 1. Carteret 2. Craven 3. Duplin 4. Greene 5. Jones 6. Lenoir 7. Pamlico 8. Wayne 	<p>David Carter david.r.carter@ncdps.gov</p> <ol style="list-style-type: none"> 1. Alamance 2. Chatham 3. Orange 4. Wake 	<p>P. Scott Stoker p.scott.stoker@ncdps.gov</p> <ol style="list-style-type: none"> 1. Alexander 2. Davidson 3. Davie 4. Iredell 5. Mecklenburg 	<p>Lorraine Williams lorraine.williams@ncdps.gov</p> <ol style="list-style-type: none"> 1. Buncombe 2. Cherokee 3. Clay 4. Graham 5. Haywood 6. Jackson 7. Macon 8. Swain 9. Transylvania
<p>James Ward james.h.ward@ncdps.gov</p> <ol style="list-style-type: none"> 1. Beaufort 2. Hyde 3. Martin 4. Tyrrell 5. Washington 	<p>Crystal Bennett crystal.bennett@ncdps.gov</p> <ol style="list-style-type: none"> 1. Cumberland 2. Harnett 3. Lee 4. Sampson 	<p>Daniel Sevigny daniel.sevigny@ncdps.gov</p> <ol style="list-style-type: none"> 1. Cabarrus 2. Montgomery 3. Moore 4. Randolph 5. Rowan 	<p>Melissa Johnson melissa.g.johnson@ncdps.gov</p> <ol style="list-style-type: none"> 1. Cleveland 2. Gaston 3. Avery 4. Madison 5. Lincoln 6. Mitchell 7. Yancey 8. Watauga
<p>David Nunnery david.nunnery@ncdps.gov</p> <ol style="list-style-type: none"> 1. Bertie 2. Hertford 3. Northampton 4. Halifax 5. Wilson 6. Edgecombe 7. Nash 	<p>Kelly Cribb kelly.cribb@ncdps.gov</p> <ol style="list-style-type: none"> 1. Bladen 2. Brunswick 3. Columbus 4. Hoke 5. Onslow 6. Robeson 7. Scotland 	<p>Sherri Hill sherri.s.hill@ncdps.gov</p> <ol style="list-style-type: none"> 1. Stanly 2. Union 3. Guilford 4. Anson 5. Richmond 	
30 Counties	23 Counties	19 Counties	28 Counties

ATTACHMENT E: Completing a DPS Program Application – A Guide for Applicants

Section IA: Sponsoring Agency and Program Information

Required section to complete.

NOTE: **Program Manager:** Responsible for overall daily program oversight.
Contact Person: Can respond to questions regarding all aspects of services.
Program Fiscal Officer: Cannot be program manager (for audit separation of duty reasons). Provides overall program fiscal oversight and can respond to fiscal related questions.

Section IB: Program Component Description

Required section to complete.

Program Description should be brief but sufficiently descriptive to leave the reader with an understanding of the program service(s). This section must identify the catchment area(s).

NOTE: Accurate spelling and grammar are imperative, this description of program services is used in annual legislative reports submitted by DPS.

Section II: Component Statistical Information

Required section to complete.

Capacity at any given time: The program's maximum capacity that at any given time an audit or monitoring were to occur (i.e., how many youths would be active cases at the time of contact).

Frequency: The number of actual contacts the provider anticipates having with youth each month the case is active.

Anticipated Average Length of Stay: The number of days a typical youth will be active for services.

Total Component Cost: Auto-populates once the estimated number to be served and the program's budget is entered.

Estimated number to be served: A reasonable estimated number of youths the program will serve.

NOTE: The number to be served will be \geq the capacity at any given time.

Actual number of youths admitted and other referral information: This is pre-populated from client tracking, when previously funded, and not data entered by the applicant.

Section III: Component Summary

1. Statement of the Problem – Do not complete this section (“N/A” in the narrative section is required to move forward with the application. Also, after entering N/A, please check the “Mark this item as complete” box in the bottom left-hand corner of this section).

2. Target Population Required section to complete.

The application must describe the target population that will be served including steps that will be taken to ensure the target population is served. The following must be considered for the *Remediation Psychoeducational Programming Request for Proposals*:

- Pre-adjudicated juveniles under the jurisdiction of juvenile court. Typical age ranges between age 8 to 17.
- Youth evaluated incapable to proceed in juvenile court. Incapacity to proceed may include inability of the juvenile to do any of the following (N.C.G.S. 7B-2401.3 (e) (3):
 - a. Appreciate the allegations against the juvenile.
 - b. Appreciate the range and nature of allowable dispositions that may be imposed in the proceedings

- against the juvenile.
- c. Understand the roles of the participants and the adversary nature of the legal process.
- d. Disclose to counsel facts pertinent to the proceedings at issue.
- e. Display appropriate courtroom behavior.
- f. Testify regarding the relevant issues.
- g. Make reasonable and rational decisions.
- h. Assist in the juvenile's defense in a rational manner.
- i. Any other factors that the forensic evaluator deems to be relevant.
- j. Youth ordered by the juvenile court to receive remediation program services.
- k. Only youth referred by juvenile justice staff by coordination through the Juvenile Community Programs Remediation Contract Administrator and the Juvenile Court Counselor.

3. Program Goals Required section to complete.

This section must describe the overall purpose and effect of program services. (i.e., what the provider aims to achieve by providing the service).

4. Measurable Objectives Required section to complete.

Actual objectives were created by DPS and they automatically populate when the program type is selected by the applicant at the time of creating the application. Providers only enter the percentages for each objective they anticipate achieving (must be at least 70%, per DPS Management). Additional objectives can be added by the provider, but not required.

5. Elevated Risk and Needs Do not complete this section ("N/A" in the narrative section is required to move forward with the application. Also, after entering N/A, please check the "Mark this item as complete" box in the bottom left-hand corner of this section).

Section IV: Component Narrative

1. Location Required section to complete.

Applicant must provide at least one physical address where administrative staff work, and where services may be delivered. Include a brief description showing the location is sufficient for the work and services described. Applicant shall elaborate on local programming delivery locations such as juvenile detention centers, the youth's home, hospital, etc.

NOTE: The agency's address and where services are provided could be different locations. The sponsoring agency's physical address must be included in this section.

2. Operation Required section to complete.

Applicant must include the daily/weekly schedule of programming and can even include staff time when not providing direct services. There must be a clear understanding of the operational hours of the agency that's being considered for funding.

- Monday - Friday? Times of services?
- Weekends? After 5pm?

3. Staff Positions Required section to complete.

Applicant must provide a clear understanding about the staff positions required in order to successfully deliver programming describing all paid **and/or** intern/volunteer positions. This section must include the required certifications, degrees and work experience. Descriptions must be the minimum qualifications for positions, not qualifications/the certificates for a specific person who will be in the position(s).

NOTE: Paid positions/contactors must match up with line items 120/190 of the budget.

4. Standardized Program Evaluation Protocol (SPEP) Required section to complete.

Applicants must select "This program is a STRUCTURE ONLY."

5. Admission Process Required section to complete.

Applicant must describe the specific admission process the agency has established in order admit a youth for services, which must include the:

- screening process
- admission process (including a timeline)
- staff responsible for making decisions about admissions
- reasons why a referral may not be accepted – **Applicants will not respond.**

6. Termination Process Required section to complete.

Applicant must describe the specific termination process the agency has established in order to terminate a youth from services, which must include:

- the staff responsible for making decisions
- the criteria for a successful termination, satisfactory termination, unsuccessful completion and non-compliant termination.
- how the referring agency is involved with the termination process.

NOTE: DPS JCPC Policy states: “Prior to a juvenile being terminated for any reason other than Successful or Satisfactory Completion, the program shall review the case status with the referring agency prior to a final termination decision.”

7. Referring Agency Interaction Required section to complete.

This section must describe the interaction with juvenile court counselors and how youth progress will be communicated.

NOTE: DPS JCPC Policy requires an update for court referred youth to occur every 30 days.

8. Intervention/Treatment Do not complete this section (“N/A” in the narrative section is required to move forward with the application. Also, after entering N/A, please check the “Mark this item as complete” box in the bottom left-hand corner of this section.)

9. Best Practice Model Do not complete this section (“N/A” in the narrative section is required to move forward with the application. Also, after entering N/A, please check the “Mark this item as complete” box in the bottom left-hand corner of this section.)

Section V: Terms of Agreement

Required section to read.

Section VI: Budget Narrative

Required section to complete.

Applicant must describe what funds are needed and what they will be used for. For each line item, it must show a clear and accurate calculation to determine how funds were determined.

Section VII: Budget Narrative Line Item Summary

Required section to complete.

The proposed budget must be relevant and applicable to proposed needs as described in the narrative sections of the application (i.e., Are the paid staff justified to successfully implement the program, travel needs match operational needs, supplies match programming needs, etc.).

Section VIII: Sources of Program Revenue (All Sources)

Required section to complete.

This page shows the revenues needed for program operations. Applicant must enter in the top left cell, the amount of DPS funding being requested. **NOTE: Local Match is NOT required for this funding stream.**

ATTACHMENT F: JCPC Chairperson Directory

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End of RFP