

JCPC Application Reviews - Points to Consider

Section III of the application

1. Statement of the Problem

- *Statement must be clear describing the need(s) in the county/what the program intends to address.*
- *Statement must be clear describing how the program will address continuum need(s) in the county. (Does the program fill a gap of services in the county?)*
- *If data is included, it must reflect county trends and needs (not national trends) state trends are OK to mention but this application is proposing services for a specific problem in the county it's submitted for so that's the data needed that supports a problem.*
- *If data is included, it must be relevant and current to the statement of the problem/what the program will address.*

2. Target Population

- *The target population the program intends to serve must meet the age of youth 6-17 (referred by the community/parents/law enforcement, etc...) and/or youth 17-21st birthday for court referred.*
 - *JUST A NOTE: All program types are not appropriate for all ages. This section must clearly describe the target population appropriate for the proposed services.*
 - *JUST A NOTE: Some program types allow for youth older than 17 to be referred from other sources IF the youth is enrolled in school. (Example, Teen Court Programs)*
- *This section must specifically include the age of youth the program intends to serve.*
- *This section must clearly state the level of court involvement and/or youth at-risk of court involvement, services are proposed for.*
 - *JUST A NOTE: Level I and Level II are court involved youth living in the community, Level III status youth are committed to a DPS Youth Development Center (YDC) and Post Release Supervision (PRS) are youth re-entering the community from a YDC.*

3. Program Goals

- *This section must describe the overall purpose of the program. The reviewer should understand what the program aims to achieve by providing the proposed services.*

4. Measurable Objectives

- *The actual objectives were established by DPS and determined by the program type selected by the applicant at the time of creating the application. Providers do not create these, but they do add the percentages. Additional objectives can be added by the provider, but not required.*
- *DPS requires at a minimum for 70% to be measured for each objective.*
 - *JUST A NOTE: Most new applicants are not aware of the 70% rule and this can be revised to meet the DPS requirement if approved for funding.*

5. Elevated Risk and Needs

- *This section must clearly describe how the program will address one or more of the Elevated Risk and Needs the JCPC listed in the local Request for Proposal.*
 - *JUST A NOTE: Have the RFP available for reference while reviewing applications.*

Section IV of the application

1. Location

- *This section simply provides the physical address for programming while also briefly describing where program services are delivered.*
 - *JUST A NOTE: The agency address and where services are provided could be different locations. The sponsoring agency's physical address must be included here either way and if not, should be clarified with applicants during the interview process.*

2. Operation

- *This section provides the reviewer with an understanding about the daily/weekly schedule of programming and sometimes describes staff time when not providing direct services.*
- *There should be a clear understanding of the operational hours of the agency that's being considered for funding.*
 - *Monday - Friday? Time of services?*
 - *Weekends? After 5pm?*
 - *Are proposed services year-round or designed for specific months?*
- *JUST A NOTE: For consideration by the JCPC for a discussion during the applicant interview process for new applicants.*
 - *Is the agency currently providing these services in the community? If yes, applicant should describe how JCPC funds will enhance current programming. (Example: increase capacity to service court involved youth?)*

3. Staff Positions

- *The reviewer should have a clear understanding about the staff positions required in order to successfully deliver programming by this section describing all paid **and/or** intern/volunteer positions.*
- *This section must list the required certifications, degrees and work experience for each position.*
- *Are position responsibilities relative to proposed programming?*
- *Paid positions/contactors must match up with line items 120/190 of the budget.*
 - *JUST A NOTE: If an applicant really did their homework preparing this application, minimum standards from DPS JCPC Policy will be reflected in this section while the application also describes specific agency requirements.*

4. Standardized Program Evaluation Protocol (SPEP)

- *The SPEP service type/supplemental services selected in this section must match the narrative that describes what the program intends to deliver. (For example: if mentoring is selected here, is one-on-one or group mentoring described?)*
 - *JUST A NOTE: A new applicant will not be as familiar with SPEP as compared to a funded program that's reapplying for funds. This section can be revised if a new agency is approved for funding.*

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5. Admission Process

- *The reviewer should have a clear understanding of the specific process the agency has established in order to receive a referral for services, which must include:*
 - *describes the screening process*
 - *describes the admission process (including timeline)*
 - *describes the staff responsible for making decisions about admissions*
 - *includes reasons why a referral may not be accepted.*
- *JUST A NOTE: If an applicant really did their homework preparing this application, minimum standards from DPS JCPC Policy will be reflected in this section while the application also describes specific agency processes.*

6. Termination Process

- *The reviewer should have a clear understanding of the specific termination process 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.*
- *JUST A 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

- *This section must describe the interaction with juvenile court counselors and/or other referring agencies.*
- *It also must describe how client progress will be communicated.*
- *JUST A NOTE: DPS JCPC Policy requires an update for court referred youth to occur every 30 days.*

8. Intervention/Treatment

- *The reviewer should have a clear understanding of the intervention/treatment element of the proposed services. An example of detailed descriptions includes a what/where/when/how regarding programming.*
- *Does the section describe what interventions will be used with programming?*
- *Does this section describe how parents/guardians will be involved with programming?*
 - *JUST A NOTE: Parents may not be directly involved with receiving services but for example, could be described here as encouraged to show support to their youth while receiving services/be engaged, updated on program progress, expected to provide transportation, etc...)*
 - *JUST A NOTE: After reviewing this section, the reviewer should have a specific understanding of what the component will do to redirect inappropriate youth behavior or how the component will address the identified needs of the youth and family.*

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9. Best Practice Model

- *This section should be very direct and specific when describing what model or evidence-supported/best practice the program is based on while providing website references to show evidence the best practice exists.*

Sections VI and Section VII of the application

Budget Narrative (VI)

- *This sections briefly describes 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.*
 - *JUST A NOTE: New applicants may not have calculations in the line items and if selected for funding, DPS will require this in the budget prior to approval and applicants will add this level of detail prior to approval.*

Budget Line Item (VII)

- *The proposed budget must be relevant and applicable to proposed needs as described in the narrative sections of the application.
(Example: Are all of the paid staff justified to successfully implement the program, travel needs match operational needs, supplies match programming needs, etc...)*
- *The reviewer should have an understanding of the proposed services to help them determine if the positions (full-time and/or part-time employees and contractors, when applicable) are reasonable for the program type.*

Section VIII of the application

Sources of Program Revenue

- *This page shows the revenues needed for program operations. The top left cell provides the amount of DPS JCPC funding being requested.*
- *The budget could include other revenue streams of funding, county cash match, fundraisers, etc...*
- *JUST A NOTE: It's a plus for an application to include other funding sources instead of relying solely on DPS JCPC funds.*