

Utah Board of Juvenile Justice 2013 Disproportionate Minority Contact Research and Evaluation Grant Opportunity Abstract Requirements and Instructions

(August 28, 2013)

I. Background

The Disproportionate Minority Contact (DMC) Subcommittee of the Utah Board of Juvenile Justice (UBJJ) ensures Utah's compliance with the DMC Core Requirement of the Juvenile Justice and Delinquency Prevention Act of 1974 (the Act), as amended. The Act states that States and US territories must *"address juvenile delinquency prevention efforts and system improvement efforts designed to reduce...the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system"* (i.e. disproportionate minority contact [DMC]). The mission of the Utah DMC Subcommittee is to *"reduce the disproportionate representation of minority youth at decision points within the juvenile justice system from arrest through transfer and waiver to the adult system."*

Through data analysis and assessment, Utah's DMC Subcommittee identified two points of contact to reduce DMC: arrest and referral to juvenile court. Data has consistently shown that minority youth are overrepresented at these two points of contact in the three counties with the largest minority youth populations: Salt Lake, Utah, and Weber Counties. An assessment was conducted by the University of Utah Criminal Justice Center to identify possible contributing factors to this overrepresentation. The DMC Subcommittee seeks an individual or entity, with research and evaluation experience in juvenile justice, to conduct a literature review of evidence-based, best practices and promising program(s) to provide school resource officers (SRO) and school officials alternative options to resolve cases of troubled youth at the school level. These alternative options will lead to reduced numbers of arrests and referrals to juvenile court.

The DMC Subcommittee plans to award a grant to an individual or entity to: 1) conduct a literature review of evidence-based, best practices, and promising programs that will lead to the reduction of minority youth arrests and referrals to juvenile court at the school level; 2) develop and evaluate the program/training identified and implemented based on the recommendations; and 3) attend relevant DMC Committee meetings.

II. Abstract Specific Information

- A. **Format:** The abstract must be submitted in **WORD** format using **Calibri or Times New Roman 11 point** font and must not exceed **three (3) pages in length**. No supporting documents will be accepted beyond the allowable three pages. Do not include separate cover pages, graphics, spread sheets, letters of support or any other additional information beyond the three page limit. You can embed small charts or graphs within the three-page abstract to help present supporting data. Do not convert your abstract to PDF or any other format when submitting. *Keep in mind that you have only three pages to make your case in the abstract. A quality abstract is one that is clear and to the point while addressing each section of the required format. Quality will be better received than quantity so focus on developing a good proposal rather than trying to fill space.*

- B. **Eligibility:** any individual, non-profit or for-profit entity, institution of higher education, or expert in research and evaluation may submit an abstract.
- C. **Goal:** Identify and evaluate evidence-based, best practices and promising program(s) for school resource officers and school officials that will lead to reduction of the over-representation of minority youth at the arrest and referral points of contact in the juvenile justice system in the identified local communities.
- D. **Objectives:**
1. Conduct literature review of evidence-based, best practices and promising program(s) that will lead to the reduction of minority youth arrests and referrals to juvenile court at the school level.
 2. Identify current policies, regulations, procedures, and current practices, including but not limited to, schools/districts and law enforcement agencies; determine their effectiveness and make recommendations for improvement.
 3. Provide a written report of specific findings, recommendations, and guidelines to achieve the stated goal.
 4. Create an evaluation method to measure the effectiveness of any programs/trainings that are implemented as a result of objectives 1-3.
- E. **Critical Information:** Applicants should be familiar with Chapter 4: Intervention, of OJJDP's [Disproportionate Minority Contact Technical Assistance Manual, 4th Edition](http://www.ojjdp.gov/dmc/tools.html) (<http://www.ojjdp.gov/dmc/tools.html>) and the [Utah DMC Arrest and Referral Assessment Report](http://www.juvenile.utah.gov/ubjj_dmc.html) (http://www.juvenile.utah.gov/ubjj_dmc.html).
- F. **Proposal:** Clearly describe how your proposal will meet the goals and objectives described in section C & D. Remember to include activities, timeline, and benchmarks. *Keep in mind that extensive work on objective 2 of the proposal will focus on Salt Lake County. The work will expand to Utah and Weber Counties after the objectives are complete.*
- G. **Timeline:** Project proposals should be planned for a twelve (12) month period starting November 1, 2013 and concluding October 31, 2014 with the following recommendations:
1. Objective 1-3 should be completed by January 31, 2014
 2. A plan for evaluation should be done prior to any implementation of program/training. *(Please be specific if the evaluation process include human subject and does it requires the process of Institutional Review Board).*
 3. Data collection and analysis should begin February 1, 2014. The analysis and report should be completed by October 31, 2014.
- H. **Budget Outline:** The total proposal budget should not exceed \$32,000. Abstract budgets should outline basic project costs. Estimating costs is reasonable at this stage of the process, but please do not list any expenses as "miscellaneous." When possible, be sure to include: unit cost, quantity, hours to be worked, total salary and benefits or any other indicator of how funding will be used. If any item in your budget outline is unclear it would be wise to offer a brief description to help the reader better understand your needs. However, a budget narrative is not required in this section. If your abstract is selected for funding, you will have an opportunity at that time to fully detail your project budget. This RFP **does not require matching funds** and **does not allow for indirect costs**.

- I. **Review Process:** Abstracts will be reviewed by a committee made up of members of the DMC local working groups. They will have discretion to select and prioritize one abstract to submit to the CCJJ Executive Director for consideration and approval. Following CCJJ approval of the abstract for funding, the Program Manager will provide a grant application to formally request project funding. Upon receiving a completed grant application, the CCJJ Executive Director will sign and activate the award.
- J. **Abstract Submission:** Once the abstract is completed, email one copy (no hard copies please) to Reg Garff at: rgarff@utah.gov by **8:00 a.m. Monday September 30, 2013**. Call or email Reg with questions or assistance with your abstract at (801) 538-1372. Applicants will receive full grant application once abstract is submitted. Applicants are required to fill out the form only if they are officially selected.

III. Abstract Template (Please use the following format as you create your own abstract)

- A. Information Summary:
 - Agency:
 - Project Title: 2013 DMC Evidence-Based Practice Initiative
 - Agency Contact (name/email/phone):
 - Project Period: *November 1, 2013 - October 31, 2014*
- B. Proposal
- C. Budget Outline

RFP Timeline	
Due Date	Tasks
August 28, 2013	Release RFP
September 30, 2013	Abstract due
October 11, 2013	Review and select an abstract for contract
October 25, 2013	Complete full grant application
October 31, 2013	Prepare all administrative paperwork
November 1, 2013	Contract begins