



**North Carolina Department of Juvenile Justice and Delinquency Prevention
Community-Based Youth Gang Violence Prevention
Program Agreement Instructions - GANG ASSESSMENTS
Funding Period: September 16, 2009 – September 30, 2010**

A. Overview

1. The information presented on the N.C. Department of Juvenile Justice and Delinquency Prevention (DJJDP) Community-Based Youth Gang Violence Prevention Program Agreement - Gang Assessments should be clear, complete and concise.
2. Applicants completing this program agreement will be conducting a gang assessment.
3. Web links provided in the Request for Proposals (RFP) are listed below. Resources include:
 - a) Department of Public Instruction and Department of Juvenile Justice and Delinquency Prevention Report, Street Gang/Prevention and Intervention, Senate Bill 1358 (Session Law 2008-56) <http://www.juvjus.state.nc.us/news/2009/january/JLEOC.pdf>
 - b) OJJDP Comprehensive Gang Model, A Guide to Assessing Your Community's Gang Problem <http://www.iir.com/nygc/acgp/assessment/assessment.pdf>

[NOTE: Module 19 titled Available Resources provides information when conducting an assessment and a recommended link to view:

<http://www.nationalgangcenter.gov/Content/HTML/Online-Overview/>

4. The timeline for this project (year 1) is September 16, 2009 – September 30, 2010.

B. Community-Based Youth Gang Violence Prevention Program Agreement - Gang Assessments Submission Procedures and Due Date

1. Applicants conducting a gang assessment must:
 - a) Complete Sections I - VIII of the program agreement for gang assessments. Sections I – V are included in a word document and VI – VIII are included in an Excel document.
 - b) Submit three (3) program agreements with original signatures, and two (2) additional copies of the signed program agreement by the established due date (five (5) total documents).
2. The Community-Based Youth Gang Violence Prevention Program Agreement - Gang Assessments are due to the DJJDP Area Office assigned to your county **no later than 5:00 p.m. on Friday, October 30, 2009.**

SECTION I

PROJECT INFORMATION

1. DJJDP Funding #: This will be assigned by the Department after approval.
2. County(s): For projects operating in only one county, please list the county in which the project will be implemented. For multi-county projects, please list all of the counties included in the project.
3. Area: Left click on the gray text form field for a drop-down box to specify Western, Piedmont, Central or Eastern.
4. Project Contact Person: Provide the name, title, mailing address, phone, and email address of the person that will provide project oversight.
5. DJJDP Project ID #: This will be assigned by the Department after approval.
6. Name of the Project: Gang Assessment has been pre-entered into this field.
7. Project Cost: Total project cost as described in the program agreement to conduct a gang assessment during this funding period.
8. JCPC Chairperson: Enter the name, title, complete mailing address, phone/fax numbers, and email address of the JCPC Chairperson. [NOTE: Multi-county projects must provide names for all of the JCPC Chairpersons for each county on the additional page provided in the agreement.]
9. County Fiscal Officer: Enter the name, title, complete mailing address, phone/fax, and email address of the County Fiscal Officer. [NOTE: Multi-county projects must provide the names of the County Fiscal Officers for each county on the additional page provided in the agreement.]

- 1) **Operation:** The gang assessment should focus on the level and extent of gang involvement in serious and violent crimes and factors in the community that may be contributing to local youth joining gangs. The comprehensive assessment of a community's gang problem should examine five (5) data domains. Information about this data is available in Module 15 titled *Assessing the Community Gang Problem* at: <http://www.nationalgangcenter.gov/Content/HTML/Online-Overview/> and is recommended for review prior to describing how information from these five (5) domains will be collected.
- 2) **Participants:** Identify the participants (by title) and their responsibilities for the gang assessment process.
- 3) **Timeline:** Provide a detailed timeline for the gang assessment to be completed (cannot be later than September 30, 2010).

SECTION III**GANG ASSESSMENT****POSITIONS**

- 1) **Positions:** Provide the number of positions this component will require/create. Include the number of contract positions, full-time, part-time, and volunteers.
- 2) **Qualifications:** Describe paid or volunteer position qualifications, (certifications, degrees, work experience) and position(s) responsibilities relative to this project.

SECTION IV**GANG ASSESSMENT OBJECTIVES**

1. **Measurable Objective(s):** State in measurable terms (by %) the intended effect of the gang assessment on gang-related issues and the performance measures to show how the objective will be accomplished.

SECTION V**PROVISIONS**

HELPFUL HINT: PRINT A HARD COPY OF SECTION V PRIOR TO ENTERING INFORMATION INTO THE PROGRAM AGREEMENT. THIS WILL ASSIST YOU WHEN ASSEMBLING THE FINAL DOCUMENT FOR SUBMISSION AND MAINTAINING THE CURRENT PAGE BREAK.

1. Carefully read the Provisions section which includes, but is not limited to, information on the following: Indemnification and Hold Harmless, Audit Requirements for Grantee and Sub-Grantees, Equal Employment Opportunity, Reversion of Unexpended Funds, Travel Expenses, Disbursements, No Overdue Taxes, Conflict of Interest, Department Policy and N.C. Administrative Procedures Termination Agreement and Acknowledgment.

SECTION VI**BUDGET NARRATIVE**

SECTIONS VI – VIII ARE IN AN EXCEL SPREADSHEET AND WILL AUTOMATICALLY CALCULATE SUBTOTALS AND TOTALS.

1. Provide justification of each line item, cash and in-kind entry and show how the value was computed. [Formulas for office space rental/value, salaries, fringe benefits, mileage reimbursement rates; for example, client transportation (2,000 miles @ .25/mile = \$500.00).
2. List the title of the position, the annual or hourly salary and the number of months of employment for each person contracted by the project during the funding period.

SECTION VII**LINE ITEM BUDGET**

1. List the county(s) included with this project, and the number of months the budget will cover. Please list the total expense for each line item. REMINDER: This sheet automatically calculates your sub-totals and totals for you; you do not have to type in these areas.
2. Under *I. Personnel Services*, line item *190 Professional Services*, **copies of contracts must be attached to the program agreement upon submission. Unsigned contracts will be accepted until agreements are approved, signed, and returned to the applicant. Once the program agreement has been approved, a copy of the signed contract must be submitted to DJJDP.**

**SECTION VIII
REVENUE****SOURCES OF PROJECT**

1. DJJDP Funds: List the amount of the funding award.
2. List all sources of project revenue.
3. Other: Use this section to list the amount and source of any State and/or Federal revenue sources that will be distributing to this project.

section by the established due date. Requirements include submitting three (3) program agreements with original signatures, in ink, and two (2) additional copies of the signed agreement (a total of five (5) documents).

**North Carolina Department of Juvenile Justice and Delinquency Prevention
COMMUNITY-BASED YOUTH GANG VIOLENCE PREVENTION PROGRAM AGREEMENT
GANG ASSESSMENTS**

(Submit three (3) program agreements with original signatures and two additional copies of the signed agreement.)

SECTION I	PROJECT INFORMATION		
FUNDING PERIOD:	September 16, 2009 - September 30, 2010	DJJDP FUNDING #: [This will be assigned by the Department after approval.]	
COUNTY(S):	Stokes	AREA:	PIEDMONT

PROJECT CONTACT PERSON:	Terri Fowler	TITLE:	Program Manager Unlimited Success
MAILING ADDRESS:	Street/PO Box: 7839 North Point Blvd., Suite 13 City: Winston-Salem State: NC Zip Code: 27106		
PHONE:	(336)- 413-4237	EMAIL:	tfowler@drugfreenc.org

DJJDP PROJECT ID # [This will be assigned by the Department after approval.]	PROJECT NAME	YEAR 1 TOTAL PROJCT COST
	1. Gang Assessment	\$ 32,700

JCPC Chairperson

Name:	Jan Spencer	Title:	Director, Stokes County DSS		
Mailing Address:	1014 Main Street, Post Office Box 20	City:	Danbury	Zip:	27016
Phone:	(336)593-2861	Fax:	(336)593-9362	E-mail:	jspencer@co.stokes.nc.us

County Fiscal Officer

Name:	Julia Edwards	Title:	Finance Director		
Mailing Address:	1014 Main Street, Post Office Box 20	City:	Danbury	Zip:	27016
Phone:	(336)593-2811	Fax:	(336)593-2346	E-mail:	jedwards@co.stokes.nc.us

**THIS PAGE FOR MULTI-COUNTY PROJECTS ONLY.
PLEASE DO NOT INCLUDE THIS PAGE WHEN SUBMITTING YOUR PROGRAM AGREEMENT IF
THE PROJECT WILL ONLY OPERATE IN ONE (1) COUNTY.**

COUNTY:

JCPC Chairperson

Name:		Title:			
Mailing Address:		City:		Zip:	
Phone:	()- -	Email:			

COUNTY:

JCPC Chairperson

Name:		Title:			
Mailing Address:		City:		Zip:	
Phone:	()- -	Email:			

COUNTY:

JCPC Chairperson

Name:		Title:			
Mailing Address:		City:		Zip:	
Phone:	()- -	Email:			

- 1) **Operation:** The gang assessment should focus on the level and extent of gang involvement in serious and violent crimes and factors in the community that may be contributing to local youth joining gangs. The comprehensive assessment of a community's gang problem should examine five (5) data domains.

Information about this data is available in Module 15 titled *Assessing the Community Gang Problem* at: <http://www.nationalgangcenter.gov/Content/HTML/Online-Overview/>.

[NOTE: Prior review of the above link, or referencing the specific chapters listed below from the Comprehensive Gang Model (CGM), will be helpful when responding to this section.]

a) Describe in detail how information from these five (5) domains will be collected.

1. **Community Demographic Data:** *General community descriptive and demographic data to provide a context the assessment as a whole. (Chapter 4 of the OJJDP CGM)* Collection of community demographic data will include, but not be limited to, US Census and other statistical population data from the State Data Center, and local community indicator data such as agency, housing and governmental. This phase of the process is estimated to be completed by November 30, 2009.
2. **Law Enforcement Data:** *The nature and extent of gang crime and characteristics of local gangs. (Chapter 5 of the OJJDP CGM)* Collection of Law Enforcement Data will include evaluation of county and municipal gang activity, demographics, incident reports by crime, location, age, race, gender and descriptive information. Criminal reports will be collected from Law Enforcement, Juvenile Justice, Adult Probation and Administrative Office of the Courts. When possible, GIS Mapping of arrest and criminal activity will be used to help provide location indicators. Key informant interviews and focus groups will be held with local law enforcement agencies as well as paper and web surveys. Key comparisons will be made of local, state and national data sets. Estimated completion of this section is expected by January 30, 2010.
3. **School Data:** *Descriptive data on the climate of local schools, characteristics of school students who are involved in and/or at risk of involvement in gangs, and perceptions of school staff members. (Chapter 6 of the OJJDP CGM)* Collection of student characteristics and disciplinary actions; youth and teacher perceptions of gangs and activities from students, county, and municipal school districts via paper, web surveys and focus groups. Evaluation of existing data sets will be conducted from local, school and governmental resources. Completion of this section is expected by February 28, 2010.
4. **Community Perception Data:** *Data that described how key segments of the community are experiencing the gang problem, including community members, parents, community leaders, youth, and gang members themselves. (Chapter 7 of the OJJDP CGM)* Community perception and social norm data will be collected from all ethnic, age, gender and socio-economic groups within Stokes County. Data will be collected via paper and web based surveys, town hall meetings, focus groups and key informant interviews. Statistical comparisons will be completed of qualitative data (along with narrative summaries) and of quantitative information. Expected completion of this section is March 30, 2010.
5. **Community Resources Data:** *Current and historical responses to the gang problem, including gaps in and barriers to services. (Chapter 8 of the OJJDP CGM)* A resource manual of current prevention and intervention services designed to address Gang Problems within the county will be designed. The information collected will include program goals, strategies, design and evaluation principals and if the program is based on evidence. It is expected that this resource data will exceed that of gang specific programming and will include other JCPC and Community Programs designed to address at-risk behavior and protective factors. The resource data will be available via the needs assessment publication formatted online on the County Gang Grant Website (www.seventeenb.org) to serve as a public resource. The expected completion date for this section is April 30, 2010.

- b) Identify the participants (by title) and their responsibilities in the process: Terri Fowler, Program Manager for Unlimited Success in NC; Jamie Edwards, Gang Grant Principal Investigator for Surry/Stokes Counties (ph. 336.407.4385 & email: cabinvillageinc@mac.com)

- c) A detailed timeline for completion (cannot be later than September 30, 2010): October 20, 2009 - Project Start Up, Community Demographic Data Collection (October 20, 2009-November 30, 2009); Law Enforcement Data Collection (December 1, 2009-January 30, 2010), School Data Collection (February 1, 2010-February 28, 2010), Community Perception Data Collection (December 2009-April 30, 2010), Community Resource Data Collection and Design (February 1, 2010-April 30, 2010). Needs Assessment Data Collection period is from October 2009-May 2010; Evaluation of findings will occur during June 2010 and identification of evidenced based interventions scheduled for July 2010. Publication of print, web and digital needs assessment and implementation plans will conclude during August-September 2010.

SECTION III	GANG ASSESSMENT POSITIONS
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- 1) **Positions:** *Provide the number of positions the gang assessment will create.*
 # of Contractors # of Full-time 0 # of Part-time 2 # of Volunteer(s) 1

- 2) **Qualifications:** *Describe paid or volunteer position qualifications, (certifications, degrees, work experience) and position(s) responsibilities relative to this project.*
Principal Investigator (Jamie Edwards, part-time) - Post Master's Certificates in Sociology and Addictions Counseling, Master's Degree in Liberal Studies/Humanities; 15 years of experience in criminal justice/human services/addictions/prevention; Current college department head/professor of human services/sociology. Principal Investigator/Needs Assessor for Surry and Stokes County Strategic Prevention Framework/State Incentive Grants; Principal Investigator for Surry CARES Prescription Drug Coalition. Experience publishing three community based Needs Assessments and Implementation Plans the past twenty four months in Surry and Stokes Counties. Volunteers (unpaid) will be college interns, supervised by the Principal Investigator to assist in community data collection and research. Paid Research Assistant(s) will hold Bachelor's Degrees and be supervised by the Principal Investigator.

1. Measurable Objective(s): *State in measurable terms (by %) the intended effect of the gang assessment.*

[The objective is stated in measurable terms; the performance measure states how the objective will be accomplished.]

Project Objective #1: Completion of the OJJDP Comprehensive Gang Model Community Assessment Process.

Performance Measure #1: County will complete all Gang Assessment Activities by September 15, 2010.

Project Objective #2: Formal presentation of Gang Assessment Findings to the local JCPC and County Gang Workgroup

Performance Measure #2: The Needs Assessment Entity will present the formal Needs Assessment Document to the County JCPC and Gang Work Group during a Town Hall Meeting to occur during July 2010

Project Objective #3: The Needs Assessment Entity, County JCPC and Gang Work Group will Develop a Strategic Implementation Plan based on the findings of the Needs Assessment Document.

Performance Measure #3: Specific Evidenced Based Prevention and Intervention Practices will be identified and research documentation provided based on Needs Assessment findings in August 2010.

Project Objective #4: A formal Gang Assessment Steering Committee will be established to assist the Needs Assessor in data collection activities and cooperative arrangements.

Performance Measure #4: The steering committee will be modeled after the recommendations of the OJJDP Comprehensive Gang Model and will meet for the first time in October 2009 and meet monthly thereafter.

Project Objective #5: N/A

Performance Measure #5: N/A

Department of Juvenile Justice and Delinquency Prevention (hereinafter, Department) against liability, loss, damages, costs, or expense which the Department may be requested to pay by reason of any client's suffering personal injury, death, or property loss, or damage either while participating in or receiving from the program services to be furnished by the program under this agreement, operated, leased, chartered or otherwise contracted for by the program or any employee who is furnishing services called for under this agreement; provided, however, that the provisions of the paragraph shall not apply to liabilities caused by or resulting from the acts of the Department or any of its officers, employee, agents or representatives.

Audit Requirement – Grantee – County Government

The Department provides Juvenile Crime Prevention Council funds to County Government to be disbursed to sub-grantees for purposes designated in JCPC program agreements. Local Government, Public Authorities or Non-State Entities/Organizations may be designated as sub-grantees by the County and Department JCPC funds.

Local Government or Public Authority Requirements

Local Government or Public Authorities in accordance with N.C.G.S. §159-34 must have an audit performed in conformity with generally accepted auditing standards. The audit shall evaluate the performance of a unit of local government or public authority with regard to compliance with all applicable federal and State agency regulations. This audit, combined with the audit of financial accounts, shall be deemed to be the single audit described by the "Federal Single Audit Act of 1984". At a minimum, the required report shall include the financial statements prepared in accordance with generally accepted accounting principles, all disclosures in the public interest required by law, and the auditor's opinion and comments relating to financial statements. The audit shall be performed in conformity with generally accepted auditing standards and audits of non-governmental entities, both for-profit and not-for-profit, and must meet the requirements of OMB Circular A-133. The audit report is to be submitted to the Department of Juvenile Justice and Delinquency Prevention, the appropriate County Finance Office, and to other recipients as appropriate within nine months after the end of your program's fiscal year.

In accordance with the N.C.G.S. §143C 6 21-23, recipients of State funds must 1) Ensure funds received are spent in accordance with the purposes for which they were granted and be accountable for the legal and appropriate expenditure of State grant funds; 2) Maintain reports, records, and other information to properly account for the expenditure of all State grant funds received by the grantee and to make reports, records and other information available to the Department or the State Auditor for oversight, monitoring and evaluation purposes; 3) Hold any non-State entity to which the grantee provides a grant of State funds accountable for the legal and appropriate expenditure of State grant funds.

Non-State Entities

Non-State Entities/Organizations receiving, using or expending State funds 1) less than \$25,000 are required to send in Level 1 forms or 2) \$25,000 and less than \$500,000 are required to provide Level 2 forms as identified in the N.C.G.S. §143C 6 21-23 Entities/Organizations receiving \$500,000 or more are required to prepare a financial statement/certified audit report prepared by a Certified Public Accountant (CPA); and Level 3 forms. These forms are prescribed by the Office of State Auditor and are located on the web-site (www.ncauditor.net).

Equal Employment Opportunity

The Grantee shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

Reversion of Unexpended Funds

Any remaining unexpended grant funds awarded to the Grantee by the Department must be refunded/reverted back at the close of fiscal year or upon termination of this Agreement.

Travel Expenses

Reimbursement to the Grantee for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Agreement shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be reimbursed under this Agreement. The Grantee shall not pay *per diem* expenses exceeding the then current reimbursement rates in effect at the time the expense is incurred and as revised by the Director of the Budget pursuant to compliance of the N.C.G.S.

Cessation of Funds

The Grantee shall be responsible for the timely submission of all reports and understands and agrees that the State Auditor has audit oversight, with respect to State grant funds received by the grantee or subgrantee, pursuant to the N.C.G. S. of every grantee or subgrantee that receives, uses, or expends State grant funds. The Grantee and any subgrantee understands and agrees that upon request, the Grantee and any subgrantee shall furnish to the State Auditor for audit all books, records, and other information necessary for the State Auditor to account fully for the use and expenditure of State grant funds received by the Grantee or subgrantee. The Grantee and any subgrantee must furnish any additional financial or budgetary information requested by the State Auditor, including audit work papers in the possession of any auditor of a grantee or subgrantee directly related to the use and expenditure of State grant funds. Additionally, the Grantor, as the funding authority, shall have access to persons and records of the Grantee relating to this Agreement. The Department reserves the right to suspend payment to the Grantee for non-compliance with the reporting requirements set forth in the JCPC Policy and Procedures.

Disbursements

As a condition of this Agreement, the Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- A. Implement adequate internal controls over disbursements;
- B. Pre-audit all vouchers presented for payment to determine:
 - 1) Validity and accuracy of payment; 2) Payment due date; 3) Adequacy of documentation supporting payment; and, 3) Legality of disbursement.
- C. Assure adequate control of signature stamps/plates;
- D. Assure adequate control of negotiable instruments; and
- E. Implement procedures to insure that account balance is solvent and reconcile account monthly.

Compliance with Laws

The Grantee shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements that are applicable to the conduct of its business and work performance under this Agreement, including those of State, local, and federal agencies having jurisdiction or authority.

No Overdue Tax Debt

The Grantee shall be responsible for the payment of all State, local, and federal taxes. In accordance with N.C.G.S.143 C-6.21-22, every Grantee shall file with the Grantor a written statement completed by that Grantee's board of directors or other governing body, stating that the Grantee does not have any overdue tax debts, as defined by G.S. 105-243.1, at the federal, State, or local level. This written statement shall be completed by the Grantee as Attachment F, State Grant Certification-No Overdue Tax Debts.

Conflict of Interest

In accordance with the N.C.G.S. 143 C.6-21-23, every Grantee shall file with the State agency/Grantor a copy of that Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body, from the Grantee's disbursing of State funds and shall include actions to be taken by the Grantee or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the disbursing State department or agency may disburse the grant funds. The Grantee shall also complete and attach the DJJDP Conflict of Interest Policy Statement.

Department Policy and North Carolina Administrative Procedures

Grantees shall comply with the Juvenile Crime Prevention Policy and Procedures established by the Department, available on the Departments website at www.djjdp.org, and the North Carolina Administrative Procedures.

Force Majeure

Neither Party shall be deemed in default of its obligations under this Agreement if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Termination of Agreement

If, through any cause, the Grantee/Sub-Grantee shall fail to fulfill in a timely and proper manner, its obligations under this Agreement, the DJJDP shall thereupon have the right to terminate this Agreement by giving at least thirty (30) days prior written notice to the Grantee/Sub-Grantee of such termination and specifying the effective date of the termination. Further, the DJJDP or the Grantee/Sub-Grantee may terminate this Agreement at anytime and without cause by giving at least thirty (30) days advance written notice to the other. If this Agreement is terminated by DJJDP as provided herein, the Grantee/Sub-Grantee shall be reimbursed on a pro rata basis for services satisfactorily provided to DJJDP under this Agreement prior to Agreement termination.

Acknowledgment

As a term of this agreement the recipient agrees to indicate the program was funded in whole or in part by the Department in publicity and program materials.

Instructions for Section VI – Section VIII – Budget Pages

**Please do not include this page in the copies
of your program agreement.
This page is for information purposes only.**

- 1. Hard copies of Section VI (Budget Narrative), Section VII (Line Item Budget) and Section VIII (Sources of Program Revenue, which includes required signatures) must be added following Section V of the Community-Based Youth Gang Violence Prevention Program Agreement – GANG ASSESSMENTS.**
- 2. Sections (VI – VIII) are in an Excel document and were emailed as a second attachment along with this program agreement.**
- 3. Applicants providing programming must:**
 - a) Complete Sections I - VIII of the program agreement for programming. Sections I – V are included in a word document and VI – VIII are included in an Excel document.**
 - b) Submit three (3) program agreements with original signatures, and two (2) additional copies of the signed program agreement by the established due date (five (5) total documents).**
- 4. These funds require no local match, but local support with cash or in-kind resources is encouraged. Agreements that include community cash or in-kind resources must include documentation (in the budget pages) of the intent to provide that support and justification of the value claimed.**
- 5. If you have any questions or issues when completing the program agreement please contact Denise Briggs at 919-743-8141 or denise.briggs@djjdp.nc.gov.**