2010-2011

CIP FUNDING ANNOUNCEMENT

Utah Court Improvement Program
Administrative Office of the Courts
February 2010

Utah Court Improvement Program

Funding Announcement

The Administrative Office of the Courts, on behalf of the Supreme Court of Utah, is currently accepting proposals for projects related to the goals of the Court Improvement Program. Utah's Court Improvement Program (CIP) is a federally funded initiative designed to improve the quality of the court process for children and families involved in abuse, neglect and dependency proceedings.

Purpose and Background

The CIP was created as part of the Omnibus and Reconciliation Act of 1993, Public Law 103-66, which among other things, provided a portion of federal funds to state court systems to conduct assessments of their foster care and adoption laws and judicial processes, and to develop and implement a plan for system improvement. The Basic CIP grant was reauthorized in 1997, 2001, 2006. The Child and Family Services Improvement Act of 2006 reauthorized the Basic Grant, without change, through September 30, 2011.

CIP is administered by the U.S. Department of Health and Human Services, Administration for Children, Youth and Families. The Administrative Office of the Courts applies for, receives, establishes priorities for, allocates, disburses, and awards grants or contracts of funds in accordance with federal and state guidelines and provisions.

Eligibility

The solicitation is open to applicants who represent the juvenile courts, , the Division of Child and Family Services and attorneys involved in child welfare. All applicants must have collaborated with, and secured support of, the affected juvenile court trial court executive and the presiding judge before proceeding with the application.

Funding Categories

Utah's Court Improvement Program has identified the following funding categories for review and award. The funding categories include:

Category 1- Dual-Adjudicated Youth. Improving outcomes for youth who are adjudicated for both dependency and delinquency, including prevention.

Category 2- Disproportionate Minority Representation of Children in Foster Care. Increasing awareness of the extent that disproportionate representation is an issue and developing an understanding of roles in reducing over representation where it exists.

Category 3- Permanency, Decreasing the number of placements for children in Utah's child welfare system.

Category 4- Other General Projects. These smaller, more generalized projects will relate to safety, permanency and well-being of children under the jurisdiction of the juvenile court.

Proposal Submission Instructions

The proposal narrative should be typed on white, 8 ½ x 11 paper using 12-point font and double- spaced with one-inch margins. Submit hard copy and electronic copy to:

Misty Butler, CIP Project Coordinator
Administrative Office of the Courts
450 S. State, Box 140241
Salt Lake City, UT 84114-0241
mistyb@email.utcourts.gov

Proposal Format

All proposals must include a narrative, in the following format, as well as completed forms found in the appendix:

I. **Executive Summary:** Provide a one-page summary of the proposed project.
II. **Program/ Issue Narrative** (please number the pages):
   a. Problem/Issue: Describe the problem(s) or issue(s) to be addressed by the project.
   b. Program Description: Clearly describe the proposed program and how it will address the problem. Include any anticipated barriers and strategies to address those barriers. Indicate whether the program is based upon an existing successful model. Include a geographic area to be served and the target population. Describe the current or anticipated collaboration efforts with the affected court administration and child protection stakeholders as applicable. In the case that a project involves human subject matter research and requires Institutional Review Board (IRB) approval, please demonstrate that such approval has been applied for and/or received.

c. **Program Goals:** Articulate the project goals and how those goals relate to the stated purpose of the Court Improvement Program and CIP funding.
d. **Logic Model:** Describe the link between the funding requested and the anticipated outcomes. An example template is included in the appendix.
e. **Implementation Plan:** Describe the specific activities that will be conducted and the proposed timeframe for completion of those activities.
f. **Method of Evaluation:** All proposals must include an evaluation component. Describe the performance indicators for the project and/or the process you will use to evaluate whether the program has met its goals.
g. **Sustainability Plan:** Describe any other sources of funding for the project and how the initiative will be sustained once CIP funding expires.

III. **Budget Summary/ Budget Narrative:** On the budget forms included in the appendix, describe all the project expenditures and how they relate to the project.

Expenditure Period

Funding is available from July 1, 2010 to June 30, 2011

Informational/ Logic Model Conference

All interested parties are invited to attend a conference that will provide information regarding the Court Improvement Program funding process as well as the development of logic models. The meeting will be held at the Administrative Office of the Courts, 450 South State Street, Salt Lake City, UT, 84111, on **March 16, 2010 from 10:00 a.m. – 2:00 p.m**. CIP staff will make a short presentation and participants will be given an opportunity to ask questions about the Court Improvement Program and this funding opportunity. Attendance is not mandatory, but is strongly encouraged. Those who are not able to attend in person may contact Misty Butler at mistyb@email.utcourts.gov or (801) 578-3939 to arrange alternate attendance by video or phone.

Guidelines and Examples

CIP funds may not be used to provide direct services such as therapy, visitation, client transportation, medical or mental health services. They cannot be used for salaries within organizations (aside from contracted services) and must be child welfare related.

Examples of appropriate uses of CIP funds include multi-agency cross-training, equipment, data collection & analysis, supplies, contracted services and pilot projects.

Cost Sharing Requirement

A non-Federal share is preferred for each proposal submitted at the rate of 33 percent of the budget. The 33 percent match must be from cash or in-kind contributions. Thus, if the proposal is $1,000, the applicant would contribute $333 in non-Federal funds. In accordance with these provisions, funds to be used as non-Federal share, among other things:

- Must not be Federal grant funds;
- Must not be used to match any other Federal grant;
- Must be used for costs that are otherwise allowable;
- May originate with a third party, public or non-public; and
- May be in-kind contributions of services, property, and/or supplies.

Preference will be given to applications that offer a match.

Letter of Interest

Interested applicants must submit a letter of interest to the Administrative Office of the Courts by **5:00 P.M. on April 16, 2010.** The letter should identify the funding category under which funds will be requested. The number of letter received will be used to gauge the number of interested applicants and to plan for the review process. Submission of a letter of interest does not obligate you to submit a proposal. Letters may be mailed, or emailed to:

Misty Butler, CIP Project Coordinator
Administrative Office of the Courts
450 S. State, Box 140241
Salt Lake City, UT 84114-0241
mistyb@email.utcourts.gov

Submission Deadline

In order to be given priority consideration for funding, all proposals must be received at the Administrative Office no later than **5:00 P.M. on April 30, 2010**. Late proposals will be accepted, but their review will only occur if resources remain available after awards have been made to those organizations whose applications were received by the deadline.

Announcement Posting	February 1, 2010
Informational/ Logic Model Conference	March 16, 2010
Letter of Interest Due	April 16, 2010
Proposals Due	April 30, 2010

Awards Announced	May 31, 2010
Funding Period Begins	July 1, 2010
Funding Period Ends	June 30, 2011

Selection Process

A grant review team will review applications and make recommendations to the CIP Executive Committee, which will make the final decision. The Executive Committee may consider the extent to which proposal goals are realistic and measurable, whether the proposal meets the goals of the Court Improvement Program, demonstration of need, demonstration that the applicant has met application requirements and the overall quality of the application.

Distribution of Grant Funds

Grantees will be reimbursed for expenditures in accordance with state purchasing guidelines. CIP cannot distribute grant funds in advance of expenditures.

The CIP reserves the right to reduce the grant award or terminate the grant at anytime if it becomes apparent that the grant funds are not being used or will not be expended by the end of the grant term.

Adjusting Budgets

Grantees may be asked to submit an adjusted budget if the amount awarded did not equal the amount requested.

Reporting Requirements

Grantees will submit quarterly reports within the close of each calendar quarter and a final report by November 30, 2011. All reports must be submitted on the forms provided.

Appendix

- Proposal Cover Sheet
- Logic Model Example
- Budget Summary and Description
- Certification
- Proposal Checklist
- Quarterly Fiscal and Program Report
- Final Fiscal and Program Report
- 2009 District Initiatives

UTAH COURT IMPROVEMENT PROGRAM

PROPOSAL COVER SHEET

Priority Deadline: April 30, 2010

Your application must be received on or before April 30, 2009 in order to receive priority consideration. Late applications may be accepted, but their review will only occur if resources remain. [Note- this is a fillable form. Please complete electronically and then print a copy and sign the certification at the end of the form]

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APPLICANT INFORMATION

Name of Applicant: Click here to enter text.
Address: Click here to enter text.
Telephone Number: Click here to enter text. **Fax Number:** Click here to enter text.
Email Address: Click here to enter text.

CONTACT INFORMATION

Name: Click here to enter text. **Title:** Click here to enter text.
Address: Click here to enter text.
Telephone Number: Click here to enter text. **Fax Number:** Click here to enter text.
Email Address: Click here to enter text.

PROJECT INFORMATION

Title of Project: Click here to enter text.

Project Start Date: Click here to enter text. **Project End Date:** Click here to enter text.

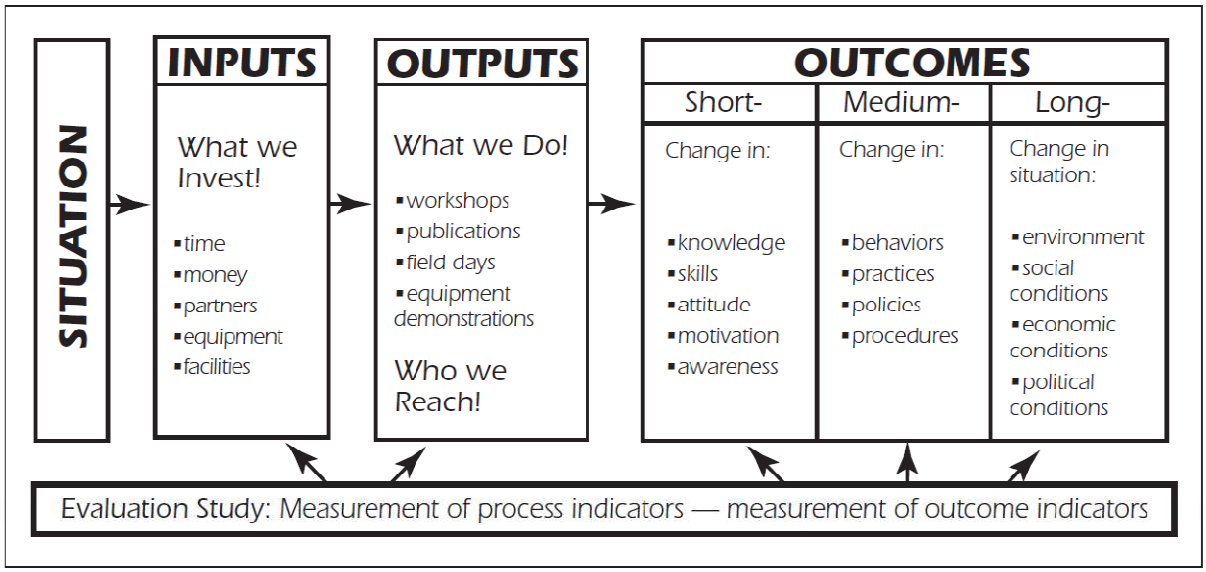
Funding Category: (Please check only one)

☐ **Category 1- Dual-Adjudicated Youth**.
☐ **Category 2- Disproportionate Minority Representation of Children in Foster Care**.
☐ **Category 3- Permanency**
☐ **Category 4- Other General Projects.**

CIP Amount Requested: Click here to enter text.
(Only specific CIP funding amount request. Do not include matching funds.)

LOGIC MODEL

Example



* Ladewig, Howard. 1998-1999. Personal communication during sessions on "building a framework for accountability" with ECOP Program Leadership Committee (Tannersville, PA, 1998) and the Association of Extension Directors/ECOP (New Orleans, LA, 2000). Dr. Ladewig was a professor at Texas A&M University at the time of communication; he now is at the University of Florida.

PROPOSAL BUDGET SUMMARY AND NARRATIVE

Applicant Name: Click here to enter text.
Project Name: Click here to enter text.

Project Budget: Please use the attached budget chart to submit a proposed budget for the project. Please include the budget narrative to explain the details of your budget, including, but not limited to a description of the match to be provided and details of how and when the funds will be spent.

BUDGET CHART

	CIP Grant Funds	Cash Match	In-Kind Match	Total
Personnel Costs	N/A	N/A		
Rent/ Utilities				
Technology/ Equipment				
Travel				
Postage				
Copying/ Printing				
Supplies				
Education Training				
Service Coordination/ Delivery				
Other Expenses (please specifically list)				
Total Budget				

BUDGET NARRATIVE

ADDITIONAL COMMENTS

Please include any additional comments (if any) that you believe would assist in assessing your application for CIP grant funds.

CERTIFICATION

I have read the forgoing application and proposed budget, and I certify that the statements are true, complete and accurate to the best of my knowledge. If awarded a grant under this proposal, I agree to comply with any resulting terms and conditions and agree to use the funds in the manner outlined in this application and within purchasing guidelines of the state of Utah. I also understand and agree that the CIP reserves the right to reduce the grant award or terminate the grant at anytime if it becomes apparent that the grant funds are not being used or will not be expended by the end of the grant period.

Name of Authorized Representative:_____

Title of Authorized Representative:_____

Signature of Authorized Representative:_____

Date Signed: _____

PROPOSAL CHECKLIST

To ensure that you have included all of the following items in your proposal, please place a check mark next to each item listed below. The application should be assembled in the order in which these items are listed. Place this form at the back of the proposal packet.

- ☐ Completed and signed cover sheet
- ☐ Proposal Narrative
- ☐ Completed Logic Model
- ☐ Completed Budget Summary and Narrative
- ☐ Certification
- ☐ Proposal Checklist

UTAH COURT IMPROVEMENT PROGRAM

QUARTERLY FISCAL AND PROGRAM REPORT

Date Report Prepared: Click here to enter text.

Project Title: Click here to enter text.

Sub-grantee Name and Address: Click here to enter text.

Report for quarter ending:

- ☐ 9/30 (due October 30th)
- ☐ 12/31 (due January 30th)
- ☐ 3/31 (due April 30th)
- ☐ 6/30 (due July 30th)

Status of Funds: Report of Expenditures by Budget Category

	CIP Grant Funds	Cash Match	In-Kind Match	Total
Personnel Costs	N/A	N/A		
Rent/ Utilities				
Technology/ Equipment				
Travel				
Postage				
Copying/ Printing				
Supplies				
Education Training				
Service Coordination/ Delivery				
Other Expenses (please specifically list)				
Total Sum				
Project Budget				
Remaining Balance				

Please complete the following: (attach extra pages if needed)

Describe the project activities during the quarter.

Describe the progress in terms of achieving objectives of the grant award.

Describe any problems, delays or adverse conditions you have experienced in achieving the stated objectives. Include a statement of action taken, or contemplated and any assistance needed to resolve the situation.

Describe any activities scheduled during the next reporting period.

_____	_____
Printed Name	Title
_____	_____
Signature	Telephone Number

UTAH COURT IMPROVEMENT PROGRAM

FINAL FISCAL AND PROGRAM REPORT

Date Report Prepared: Click here to enter text.

Project Title: Click here to enter text.

Sub-grantee Name and Address: Click here to enter text.

Status of Funds: Report of Expenditures by Budget Category

	CIP Grant Funds	Cash Match	In-Kind Match	Total
Personnel Costs	N/A	N/A		
Rent/ Utilities				
Technology/ Equipment				
Travel				
Postage				
Copying/ Printing				
Supplies				
Education Training				
Service Coordination/ Delivery				
Other Expenses (please specifically list)				
Total Sum				
Project Budget				
Remaining Balance				

Please complete the following: (attach extra pages if needed)

Describe the project activities conducted during the reporting period.

Describe any evaluations conducted and the results, including any relevant statistics.

Explain your progress in terms of achieving the project's stated goals and objectives.

Explain how you plan to sustain the project after the grant funding has ended.

_____	_____
Printed Name	Title
_____	_____
Signature	Telephone Number

2009 CIP District Initiatives

First District

Utah's First Judicial District held a one-day permanency symposium on October 7, 2009 in Brigham City, UT. A total of 125 child welfare professionals were in attendance from a broad range of disciplines including: juvenile court judges, assistant attorneys general, guardians ad litem, parent defense counsel, foster/adoptive parents, Division of Child and Family Services staff, probation officers, Division of Juvenile Justice Services staff, and other community partners.

Speakers at the Symposium were Bill Stanton from the Children's Bureau and Eric Guy from the Center for Victory. Both speakers presented on the importance of maintaining permanent placements and gave constructive counsel on how to maintain them. Utah's 2004 CFSR results indicated permanency as an area for improvement, which was a focus of Utah's Program Improvement Plan.

Second District

Utah's Second Judicial District utilized Court Improvement funds and resources to enhance two areas of practice.

a. Providing families with the opportunity to maintain (strengthen) their bond, through purposeful visitation while in a safe, nurturing environment and through the use of technology.

The first step was to establish a visitation committee to develop and implement a visitation tool to engage workers in observing the visits and providing feedback to caregivers. This allowed caregivers to focus their parenting skills and improve their ability to parent their children.
The second step was to install audio/visual/recording equipment in the visitation rooms in Weber and Davis County. This allows a caseworker to observe the visit without being intrusive and also for the visits to be shared with members of the child and family team, as well as legal partners. The committee anticipates an increase in timely resolutions of issues regarding visits and for team praise of the family's progression.

b. Immediate access to child dependency court orders and motions by installing scanners in juvenile courtrooms.

Scanners were purchased and installed in the court houses in Weber and Davis Counties. There are three in Ogden, three in Davis County and one used for specialty Dependency, Neglect and Abuse cases (dependency drug court). This allows for the courts to scan all motions, orders and final orders in the CARE system. This in turn allows all court partners with access to CARE, to review the documents in a timely and efficient manner. CARE and SAFE have now interfaced and DCFS workers, assistant attorneys general, guardians ad litem, juvenile court staff and JJS staff can now access these scanned documents.

Third District

On September 2, 2009, Utah's Third Judicial District held a one-day conference to address the challenges of dual adjudicated youth in the Third District Juvenile Court. Participants included probation, child and family services caseworkers, juvenile justice, guardians ad litem, assistant attorneys general, prosecutors, defense attorneys, and nearly all the juvenile court judges. Shay Bilchik, the Director of the Center for Juvenile Justice Reform at Georgetown University was the main speaker and facilitator. He spoke about the need for a common understanding of the path to cross-over youth and the impact that placement decision have on these children.

Presentations were given from the various agencies charged with decision making for these youth in order to educate the group on the roles of each agency. This opportunity was also used to explain the nature of the problems facing this population. The afternoon was spent processing a case study and involving the participants in solving the challenges presented by a difficult case. The day concluded with creation of an action plan based upon input from all participants.

The action plan identified two goals: 1)creating a multidisciplinary staffing committee to make placement decisions for dually adjudicated youth (especially those leaving juvenile justice custody); and 2)creating a process to avoid the duplication of services from the child welfare caseworkers and the probation/juvenile justice workers, while allowing the sharing of information such as risk assessments.

Fourth District

On October 19, 2009, a conference comprised of approximately 225 people was convened at Utah Valley University to hear Judge Jon Memmott (from Utah's Second Judicial District) and Michael Merchant (CEO of the Anasazi Foundation) present on "The Deeper Matters of Correctional Intervention." In attendance were judges, management, and line staff from Fourth District Juvenile Court; child welfare mediators; members of the Court Improvement Program; department heads, local management and line staff from the Division of Child and Family Services, Juvenile Justice Services, the Division of Services for People with Disabilities, Wasatch Mental Health, Utah County Substance Abuse, and the Children's Justice Center; GALs, AAGs, and parental defense counsel; representatives of various school districts; and other community partners.

The purpose of the conference was to explore the origins of conflict and various techniques for resolving it--including the way we view our own role in it. The material presented applied at a personal level, within a family or organization, and among agencies. Feedback obtained from the evaluations was generally positive, but the most important outcome from the conference is that all agencies working with the Fourth District Juvenile Court now have a common framework for working through conflict, and they expect to benefit for years to come.

Fifth & Sixth District

Utah's Fifth and Sixth Districts combined and held a two-day permanency symposium called the "Relationship Factor" on March 3-4, 2009 in Cedar City, UT. Over 300 child welfare professionals were in attendance from a broad range of disciplines including; juvenile court judges, assistant attorneys general, guardians ad litem, parent defense counsel, foster/adoptive parents, Division of Child and Family Services staff, probation officers, Division of Juvenile Justice staff, and other community partners.

Speakers at the Symposium were Bill Stanton from the Children's Bureau and Eric Guy from the Center for Victory. Both speakers presented on the importance of maintaining permanent placements and gave constructive counsel on how to maintain them. Utah's 2004 CFSR results indicated permanency as an area for improvement, which was a focus of Utah's Program Improvement Plan.

Sixth District

Utah's Sixth Judicial District encompasses an extremely rural area with scarce resources that are often difficult to access. Providing parenting classes that are applicable to individual family needs in a timely manner is one example. Sixth District prioritized the need to provide clients with parenting resources that are free of cost. This is accomplished though a library check-out system of current and proven parenting materials. Many clients have checked out the material purchased and have been able to obtain more information than they had in the past through formal classes. Parents are able to review the material repeatedly in order to implement what they have learned through parenting classes into their daily living. The resource materials have been instrumental in accomplishing both DCFS mandates as well as client and court requirements.

Seventh District

A resource library housed at DCFS facilities in Utah's Seventh Judicial District was designed to provide a multitude of information services to parents, foster parents, and children in the child welfare system. The material is used for enrichment, education and an alternative disposition to detention/jail. Reading material is provided in audio/video as well as written format.

The project's focus is on providing an alternative to detention for youth either in DCFS custody, protective services, or under the court's jurisdiction who re-offend or who do not

comply with court orders, service or correction plans, or who violate rules in a foster placement. Case workers have youth complete reading assignments, or view videos on topics that can assist them with their behavior issues instead of placing them in detention. This grant purchased resources which were placed in four locations; Castle Dale, Price, Moab, and Monticello.

Eighth District

The Eighth District Juvenile Court hosted a Child Welfare Summit on April 6-7, 2009 in Vernal, UT. The purpose of the conference was to identify what the community could do to meet its greatest challenges and needs. Invited were all members of the community who have an interest in the child welfare system.

The presenters covered a variety of topics including dual adjudicated youth and local trends in Juvenile Court. Nearly 95 individuals participated in the two-day Summit including mental health, DCFS, Division of Services for Persons with Disabilities, Department of Workforce Services, schools, law enforcement, GAL, AG, parents' counsel, local attorneys, JJS, Probation, government officials, court administration, Utah State University, private mental health providers, substance abuse providers, community volunteers, and other service providers.

The Summit provided an opportunity for those working in child welfare to network and discuss avenues to enhance community programs. Many great ideas were discussed and long lists made of things that could be done to improve how we serve children and families. Participants agreed that there is a strong need for a Family Support Center/ Youth Shelter in the area and have formed a committee to look at the feasibility of building a shelter. Also high on the list was the need to improve communication between agencies. "Email trees" similar to "calling trees" have been implemented to improve communication. Many of the other needs identified are being addressed.