

**EXHIBIT A:
PROGRAM NARRATIVE**

**JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM AGREEMENT
#510040**

Please respond to each of the items in the following eight sections. The answers to these questions will be your proposal. You may use additional sheets if necessary.

I. Description of Organization

This gives the Authority a brief overview of the program agency. The program agency is the agency that will actually be administering the program. This section includes a description of all services provided by the agency.

1. Please provide a *brief* description of the program agency.

Kane County currently has a population of approximately 520,000, and the county covers a geographic area of 520 square miles. Kane County Court Services is the agency mandated to provide probation and community corrections services for adults and juveniles residing in the county, and the agency has provided such services since the 1930's.

At present, there are approximately 3000 adults and 1000 juveniles on Probation and Court Supervision throughout the county. Juvenile probation officers receive referrals from area police departments and screen them to determine whether formal petitions need to be filed or the case meets the criteria to be diverted from the system. Juvenile officers prepare all social investigations and court reports for minors appearing before the Judge on delinquency petitions. Once sentenced, the juvenile officers supervise minors per the court order as well as by using a case plan developed in response to the YASI (Youth Assessment & Screening Instrument). Officers identify risks hampering a minor's success as well as protective factors that can be enhanced to reduce recidivism.

The agency provides a spectrum of graduated sanctions ranging from diversion to community agencies, community supervision, probation, administrative sanctions, community service, homebound detention/electronic monitoring, secure detention, and residential placement. Recommendation for commitment to the Department of Juvenile Justice is viewed as a last resort when other options have been exhausted unless the offense committed is of a nature heinous enough to warrant such commitment.

Youth and Senior Services is a Division of the City of Aurora Community Services Department. The Community Services Department is a part of the Aurora Municipal government and has other Divisions such as Customer Services, Neighborhood Redevelopment, Public Information, and Public Arts. The City of Aurora is the second largest city in the state of Illinois with a population of approximately 200,000 residents. The Youth and Senior Services Division's mission is to foster educational, recreational, developmental, leisure, and support programs through collaboration that offer positive and constructive activities resulting in beneficial services to youth and seniors in the community. The major functions of the Youth and Senior Services Division are: Coordinating the presentation of opportunities for youth and seniors to realize full life needs and potential through mentoring, leadership development, highly effective habits, leisure, and social support; Assist with educational, recreational, prevention/intervention, and social programs and projects that encourage youth, family, and senior involvement;

Facilitate high-quality organized sports, recreation, and leisure programs and activities that promote sportsmanship, character, and healthy living lifestyles in youth and seniors.

Turning Point is a juvenile diversion program run by the Kane County Bar Foundation along with Williams Consulting, Inc., and is co-sponsored by Three Fires Council of the Boy Scouts of America. This program was previously named the Boy Scout Diversion Program. The program fills a need for a community based intervention program for at risk youth and first time juvenile offenders. The goal is to provide youth with the tools to make better decisions, avoid future legal trouble, and become productive citizens in our communities. These skills are presented through a series of group sessions, individual case plans, and community service hours. Another important aspect is the involvement of parents and the family unit throughout the process. The goal of the program is to intervene early so as to prevent these families from becoming involved with the juvenile justice system, as studies have found that early intervention is key to preventing juvenile delinquency.

II. Summary of Program

This gives a description of the program that will be provided with JABG funds. In this section include information about your JABG program only.

1. List the Goal(s) and Objective(s) of this program.

Goal(s):

To reduce the number of minors referred to the formal court system by providing local police departments with alternative programming for use at the station adjustment level, thus minimizing the penetration of nonviolent offenders into the juvenile justice system.

Objective(s):

80% of the minors referred to the programs by juvenile officers will successfully complete the program.

75% of the minors who successfully complete the program will not be processed for a new offense for one year following completion of the program.

100% of the minors referred to peer court will be recorded in a database by name, age, offense, residence, disposition, and completion status.

2. Please provide the JABG purpose area(s) this program will address.

JABG Purpose Area: #_11__

JABG Purpose Area: #_____

JABG Purpose Area: #_____

2. Please provide a narrative description of the program that is being proposed. This explanation should not exceed one page and should include (a) how the program will further the JABG purpose areas selected above, and (b) what strategies will be used to

successfully implement the program.

The Kane County Juvenile Accountability Initiative is in its eleventh year of operation. This program aids both the formal court system and the local police departments by providing structured programming to hold juveniles accountable for minor offenses not requiring formal court action. 100% of the funding passes through Kane County to the two separate programs are funded through this grant.

Any officer may in his or her discretion refer a juvenile to the Kane County Bar Foundation's Turning Point Program. Once referred, the Foundation schedules a meeting with the juvenile and his or her parents, and upon consent of all parties involved the family will then be integrated into the program schedule.

The Juvenile Diversion Program is on track to provide eight (8) programs this year, with the potential of one (1) or two (2) additional programs should a need arise. Ultimately, each of these sessions will serve between twenty-four (24) and thirty-six (36) youths and their parents. Programs are conducted throughout the county so that youths and their families may attend in or near the community in which they live.

With regard to curriculum, each juvenile is required to attend four sessions and complete ten (10) hours of supervised community service. The sessions are conducted by presenters from the community, such as Judges, retired police officers and psychologists, and each session has its own topic and individual goals. Current examples are: The Law and Toxic Culture; Anger Management, Problem Solving, and Cyber-bullying; Behavior Styles; and Family Values.

The City of Aurora Youth and Senior Services Division, in conjunction with the Aurora Police Department, coordinates the youth court peer jury program. In past years before the economic downturn in 2008, the Aurora Police Department provided funds in its budget for a half time Social Worker position, which was also half-time staff funded by Communities in Schools. The position was taken out of the Police budget at the end of 2010. At the start of 2011 and moving forward currently, Communities in Schools has been working with Youth and Senior Services to ensure that social work services continue to be provided by Communities in Schools staff and social work interns, to all police department referred respondents. This gives an opportunity for respondents and their families to address issues and concerns that may be adversely affecting the respondent. Respondents receive opportunities to learn how to make better decisions through educational activities and by engaging in one community service project. The Youth and Senior Services Division hires a Community Outreach Worker that facilitates classes that are designed to equip the respondent with skills that help him/her to make wise choices and avoid actions that result in committing an offense. The Community Outreach Worker recruits and trains peer jurors, works with the police and social work staff, prepares sessions, and keeps logs and other associated reporting up to date.

4. Provide the steps you have taken, or will take, to continue this program upon expiration of federal funds.

The City of Aurora, like many municipalities throughout the nation in recent years, was faced with declining revenue and subsequently implemented a number of measures to combat the challenging economic environment. Some of the more daunting steps taken were layoffs, furlough days, and closing some services that were provided in the past. As a result the City formed partnerships and collaborations to leverage resources and stretch prevention budget dollars, and will utilize grant funding to continue providing much needed services.

The Turning Point Juvenile Diversion Program is largely funded by the Kane County Bar Foundation. With a cost of approximately \$50,000 per year, the Bar Foundation contributes \$35,000 per year and acquires the remaining funds through grants and fundraising efforts throughout each year.

III. Statement of Problem

To establish the need for a program, a unit of government must be able to identify the need for services through presenting a juvenile justice-related problem.

The Kane County Juvenile Justice Council began operation in 2002. This body is in the process of assessing existing services and identifying gaps in services. One of the Council's goals is to foster interest and involvement in community-based prevention programs rather than relying on the traditional formal intervention programs, which are overtaxed by the level of serious crime among juveniles within the county. Probation officers must devote the bulk of their resources to minors committing the most serious crimes. This often leaves less serious offenders with no intervention, resulting in escalation of behavior for which they have learned that there is no accountability. Between 2000 and 2011, juvenile probation caseloads increased from an average of 50 minors per caseload to an average of 100 per caseload. This is in part a result of changes in the Juvenile Court Act, which mandates five-year terms of probation for minors adjudicated on forcible felonies. With less attrition from the caseload, these increases have forced the Department to minimize services available for diversion at the probation office level. Court Services added two additional juvenile probation positions in 2006 to address the caseload needs, since supervision of juvenile cases is less effective with high caseload numbers. This was done to address the needs of the formal court cases, but efforts to enhance community services to divert minor cases to community agencies continue.

The Department began implementation of the evidence-based Youth Assessment and Screening Instrument (YASI) in 2006. Part of the basis of the assessment and the case planning associated with the assessment is that youth who are only minimally involved in delinquent activity and who have minimal risk factors and ample protective factors in their lives should not be "overdosed" with intervention. Referring minors fitting the prevention program model to Court Services goes against this principle.

The City of Aurora Youth Court provides local police departments with more structured intervention alternatives at an earlier stage without unnecessary intervention. The program requires active participation and successful completion in order to avoid referral to the formal court system. The programs include education to participants regarding the consequences of further offending as well as sanctions for the offenders to hold them accountable for their actions.

Aurora being the second largest city and having the second largest police force in the state brings levels of crime consistent with a larger population. The City police force is able to

devote more personnel, time, and resources to more serious crimes, in part, because it has a place to refer youth who are first time offenders of petty offenses. Youth and Senior Services has established a positive track record of providing a structure to carry out a number of alternative options of activities that can help the respondent re-adjust quickly at an early stage to avoid going down the path of more serious crimes and needing heavier interventions. The respondents are required to be active and not sit like a "bump on a log" and are aware that any miss-steps could lead back to facing the conventional court system. In addition to the education participation and accountability exercises, youth and their families can arrange to meet with the Community Youth Worker for supportive meeting sessions after they have successfully completed the program.

IV. Progress Review

This section should be filled out if this is a continuing grant only. If you are applying for a new grant, please mark N/A in each box and continue on to Section V.

1. Explain program progress during the past funding cycle(s) and progress toward program performance measures.

The objectives for the previous funding cycle for these programs and the progress toward meeting them are as follows:

To reduce the number of minors referred to the formal court system by providing local police departments with alternative programming for use at the station adjustment level, thus minimizing the penetration of nonviolent offenders into the juvenile justice system.

Objective(s):

80% of the minors referred to the programs by juvenile officers will successfully complete the program.

100% of the juveniles referred completed the program requirements of their programs.

75% of the minors who successfully complete the program will not be processed for a new offense for one year following completion of the program.

100% of the minors who completed the Youth Court Program from January 1, 2011 through October 31, 2011 did not have a new offense for a year. The data is not yet available for 2012. The Turning Point program has not been able to provide this data; Kane County Court Services will assist in determining this outcome.

100% of the minors referred to peer court will be recorded in a database by name, age, offense, residence, disposition, and completion status.

The City of Aurora recorded a 100% of the minors involved in their programs in a database by name, age, offense, residence and disposition and completion status to enable tracking of recidivism. Turning Point recorded 100% of the minors involved in their program.

2. Explain the impact the federal funds have had on your existing juvenile justice program.

Without the federal funding, the cases referred to the City of Aurora Peer Jury and the Turning Point Station Adjustment Program would have been referred to Court Services. This would have resulted in resources being used unnecessarily for cases requiring no formal intervention. Evidence-based practices, as demonstrated in the YASI assessment process, indicate that minimal intervention with minors who present little risk is less harmful to the child than unnecessary intervention and further penetration into the formal justice system.

V. Performance Measurement

Performance measures include outputs, short- term outcome measures and intermediate-term outcome measures.

The performance measures selected here are the measures that you **MUST** report on in the JABG data report.

1	Number and percent of programs/initiatives employing evidence-based practices	Report on the number and percent of programs/initiatives employing best practices. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	<ul style="list-style-type: none"> A. Number of program/initiatives employing best practices B. Number of programs/initiatives C. Percent A/B
2	Number and percent of youth with whom an evidence-based practice was used	The number and percent of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	<ul style="list-style-type: none"> A. Number of youth with whom a best practice is used B. Number of youth C. Percent A/B

			Part C Annual Report
3	Number of program youth and/or families served during the reporting period	An unduplicated count of the number of youth (or youth and families) served by the program during the reporting period. Definition of the number of youth (or youth and families) served for the reporting period is the number of youth (or youth and families) carried over from the previous reporting period	<ul style="list-style-type: none"> A. Total number of youth or youth and families served during the reporting period B. Of the total, the number served who were youth
4	Number and percent of program youth completing program requirements	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in on-going programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source. The total number of youth (B value) includes those youth who have exited successfully and unsuccessfully.	<ul style="list-style-type: none"> A. Number of program youth who exited the program having completed program requirements B. Number of youth who left the program C. Percent A/B
5	Number and percent of program youth who OFFEND during the reporting period	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during this reporting period.</p> <p>Ex. If I am serving 100 youth in my program, A would be 100. If I am following up with 50 of them, B would be 50. Of these 50 program youth I'm tracking, if 25 of them were arrested or had a delinquent offense during this reporting period, then C would be 25.</p>	<ul style="list-style-type: none"> A. Total number of program youth served B. Number of program youth tracked during this reporting period C. Of B, the number of program youth who had a new arrest or delinquent offense during this reporting period D. Number of program youth who were recommitted to a juvenile facility during this reporting period E. Number of program youth who were sentenced to adult prison during this reporting period F. Number of youth who received another sentence during this reporting period G. Percent OFFENDING (C/B)

	What It Means	Definition	Data Collection Methods
6	<p>Number and percent of program youth who OFFEND during the reporting period</p>	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses 6-12 months after exiting the program.</p> <p>Ex. I have a lot of youth who exited my program 6-12 months ago, but we are only tracking 100 of them, so A is 100. Of these 100 program youth that exited the program 6-12 months ago 65 had a new arrest or delinquent offense during this reporting period, so B is 65.</p>	<ul style="list-style-type: none"> A. Number of program youth who exited the program 6-12 months ago that you are tracking B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period C. Number of program youth who were recommitted to a juvenile facility during this reporting period D. Number of program youth who were sentenced to adult prison during this reporting period E. Number of youth who received another sentence during this reporting period F. Percent of Long Term RECIDIVISM (B/A)
7	<p>Number and percent of program youth who RE-OFFEND</p>	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during this reporting period.</p> <p>Ex. If I am serving 100 youth in my program, A would be 100. If I am following up with 50 of them, B would be 50. Of these 50 program youth I'm tracking, if 25 of them were arrested or had a delinquent offense during this reporting period, then C would be 25.</p>	<ul style="list-style-type: none"> A. Total number of program youth served B. Number of program youth tracked during this reporting period C. Of B, the number of program youth who had a new arrest or delinquent offense during this reporting period D. Number of program youth who were recommitted to a juvenile facility during this reporting period E. Number of program youth who were sentenced to adult prison during this reporting period F. Number of youth who received another sentence during this reporting period G. Percent RECIDIVISM (C/B)

	Data Collection Instrument	Data Source	Data Collection Approach
8	<p>Number and percent of program youth who RE-OFFEND</p>	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for new arrests or offenses 6-12 months after exiting the program.</p> <p>Ex. I have a lot of youth who exited my program 6-12 months ago, but we are only tracking 100 of them, so A is 100. Of these 100 program youth that exited the program 6-12 months ago 65 had a new arrest or delinquent offense during this reporting period, so B is 65.</p>	<p>A. Number of program youth who exited the program 6-12 months ago that you are tracking</p> <p>B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during this reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during this reporting period</p> <p>E. Number of youth who received another sentence during this reporting period</p> <p>F. Percent of Long Term RECIDIVISM (B/A)</p>
9	<p>Number and percent of program youth who are VICTIMIZED</p>	<p>The number and percent of youth who were victimized during the reporting period.</p>	<p>A. Total number of program youth served</p> <p>B. Number of program youth tracked during this reporting period for victimization</p> <p>C. Of B, the number of program youth who were victimized</p> <p>D. Percent C/B</p>
10	<p>Number and percent of program youth who are VICTIMIZED</p>	<p>The number and percent of youth who exited the program 6-12 months ago and were victimized during the reporting period.</p>	<p>A. Number of program youth who exited the program 6-12 months ago that you are tracking for victimization</p> <p>B. Of A, the number of program youth who were victimized during this reporting period</p> <p>C. Percent B/A</p>
11	<p>Number and percent of program youth who are RE-VICTIMIZED</p>	<p>The number and percent of youth who were re-victimized during the reporting period.</p>	<p>A. Total number of program youth served</p> <p>B. Number of program youth tracked during this reporting period for re-victimization</p> <p>C. Of B, the number of program youth who were re-victimized</p> <p>D. Percent C/B</p>

ID	Outcome Category	Definition	Data Collection Process
12	Number and percent of program youth who are RE-VICTIMIZED	The number and percent of youth who exited the program 6-12 months ago and were re-victimized during the reporting period.	<ul style="list-style-type: none"> A. Number of program youth who exited the program 6-12 months ago that you are tracking for re-victimization B. Of A, the number of program youth who were re-victimized during this reporting period C. Percent B/A
13A	Substance use	The number and percent of program youth who have exhibited a decrease in substance use during the reporting period. Self-report, staff rating, or urinalysis are most likely data sources.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13A	Substance use	Number and percent of program youth who exhibited a decrease in substance use 6 months to 1 year after exiting the program.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13B	Social competence	The number of youth who have exhibited an improvement in social competence. Social competence is defined as the ability to achieve personal goals in social interaction while maintaining positive relationships with others over time and across situations. Self-report or staff ratings are the preferred data sources.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13B	Social competence	Number and percent of program youth who exhibited a desired change in social competencies 6 months to 12 months after exiting the program. Social competence is defined as the ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations. Self-report or staff ratings are the most likely data sources.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B

	Behavioral Change	Definition	Calculation Method
13C	School attendance	The number of youth who have exhibited an improvement in school attendance. Official records are the preferred data source.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13C	School attendance	Number and percent of program youth who exhibited an increase in school attendance 6 months to 12 months after exiting the program.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13D	GPA	The number and percent of program youth who have exhibited a desired change in GPA during the reporting period. Self-report or official records are the most likely data sources.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13D	GPA	Number and percent of program youth who exhibited a desired change in GPA 6 months to 12 months after exiting the program. Self-report or official records are the most likely data sources.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13E	GED	The number and percent of program youth who earned their GED during the reporting period. Self-report or staff ratings are the most likely data sources.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13E	GED	Number and percent of program youth who earned their GED 6 months to 12 months after exiting the program. Self-report or staff ratings are the most likely data sources.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13F	High School Completion	The number of youth who have completed High School during the reporting period. Program records are the preferred data source.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B

	Behavioral Indicator	Definition	Data Collection Methods
13F	High School Completion	Number and percent of program youth who exhibited an increase in high school completion 6 months to 1 year after exiting the program.	A. Number of program youth exhibiting indicated change in behavior B. Number of youth in the program who received services for this behavior C. Percent A/B
13G	Job Skills	Number and percent of program youth who exhibited an increase in job skills during the reporting period. Self-report or staff rating is most likely data source.	A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13G	Job Skills	Number and percent of program youth who exhibited an increase in job skills 6 months to 1 year after exiting the program.	A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13H	Employment status	The number of program youth who have exhibited an improvement in employment status during the reporting period. Self-report or staff ratings are most likely data sources.	A. Number of program youth with the noted behavior change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13H	Employment status	Number and percent of program youth who exhibited an improvement in employment status 6 months to 1 year after exiting the program.	A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13I	Family relationships	The number and percent of program youth who have exhibited a desired change in family relationships during the reporting period. Such changes are positive ones and could be related to increased, positive interactions with family members that involve physical, emotional, and psychological activities. Self-report or staff ratings are the most likely data sources.	A. Number of program youth with the noted behavioral change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B

13I	Family relationships	Number and percent of program youth who exhibited a desired change in family relationships 6 months to 12 months after exiting the program. Such changes are positive ones and could be related to increased, positive interactions with family members that involve physical, emotional and psychological activities. Self-report or staff ratings are the most likely data sources.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13J	Family Functioning	The number of youth, or youth and families, who have exhibited an improvement in family functioning. Self-report or staff ratings are the preferred data sources.	<ul style="list-style-type: none"> A. Number of program youth with the noted behavioral change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B
13J	Family Functioning	The number of youth, or youth and families, who have exhibited an improvement in family functioning. Self-report or staff ratings are the preferred data sources.	<ul style="list-style-type: none"> A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change B. Number of youth who exited the program 6-12 months earlier and received services for this behavior C. Percent A/B
13K	Antisocial behavior	<p>The number and percent of youth who have exhibited a decrease in antisocial behavior during the reporting period. Self-report or staff ratings are the preferred data source.</p> <p>Anti-social behavior: A pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, consistent irresponsibility, lack of remorse, failure to conform to social norms).</p>	<ul style="list-style-type: none"> A. Number of program youth with the noted behavioral change during the reporting period B. Number of youth in the program who received services for this behavior C. Percent A/B

13K	Antisocial behavior	<p>Number and percent of program youth who exhibited a decrease in antisocial behavior 6 months to 1 year after exiting the program.</p> <p>Anti-social behavior: A pervasive pattern of behavior that displays disregard for and violation of the rights of others, societal mores, or the law (such as deceitfulness, irritability, consistent irresponsibility, lack of remorse, failure to conform to social norms).</p>	<p>A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change</p> <p>B. Number of youth who exited the program 6-12 months earlier and received services for this behavior</p> <p>C. Percent A/B</p>
13L	Gang-related activities	The number and percent of program youth who have exhibited a decrease in gang activities during the reporting period. Self-report or staff ratings are the most likely data sources.	<p>A. Number of program youth with the noted behavioral change during the reporting period</p> <p>B. Number of youth in the program who received services for this behavior</p> <p>C. Percent A/B</p>
13L	Gang-related activities	The number and percent of program youth who have exhibited a decrease in gang activities during the reporting period. Self-report or staff ratings are the most likely data sources.	<p>A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change</p> <p>B. Number of youth who exited the program 6-12 months earlier and received services for this behavior</p> <p>C. Percent A/B</p>
13M	Cultural Skill building/Cultural Pride	Number of program youth who exhibit increased knowledge and/or understanding of tribal background, history, traditions, language and/or values	<p>A. Number of program youth with the noted behavioral change during the reporting period</p> <p>B. Number of youth in the program who received services for this behavior</p> <p>C. Percent A/B</p>
13M	Cultural Skill building/Cultural Pride	Number of program youth who exhibit increased knowledge and/or understanding of tribal background, history, traditions, language and/or values	<p>A. Total number of youth who exited the program 6-12 months ago who had the noted behavioral change</p> <p>B. Number of youth who exited the program 6-12 months earlier and received services for this behavior</p> <p>C. Percent A/B</p>

TARGET PURPOSE AREA	PERFORMANCE MEASUREMENT INDICATORS	DATA FOR FACTS AND FINDINGS
JABG Purpose area # 11 Accountability Based programs	Output Indicator #: 295 Number of <u>accountability programs</u> in operation	Number of <u>accountability programs</u> operating
	Short-term Outcome Indicator #: 309 Number and percent of youth with a <u>behavioral contract</u> developed at their <u>intake</u> into the <u>accountability program</u>	a. Number of youth with a <u>behavioral contract</u> at intake b. Number of youth to enter the program: c. Percent (a/b):
	Intermediate-Term Outcome #313 Number and percent of eligible youth to enter an <u>accountability program</u> .	a. Number of youth in accountability programs b. Number of youth processed by grantee c. Percent (a/b)

VI. Implementation Schedule

This schedule is a guide for your agency to use during the period of performance. The schedule details when services will be performed. If services are provided throughout the period of performance, please indicate that they are ongoing. List all activities the JABG funded personnel will provide. Do not use specific dates (i.e., January 15th); if the JABG funded program experiences a delay in implementing the program, that date will no longer be accurate.

Task	Month Started	Month Completed	Personnel Responsible	Frequency
Aurora Peer Jury	Month 1	Ongoing	Community Outreach Worker, Volunteer Peer Jurors	Monthly
Contacts with partners (APD, APD Social Worker)	Month 1	Ongoing	Community Outreach Worker	Monthly
Educational Classes for Respondents	Month 1	Ongoing	Community Outreach Worker	Monthly
Youth Court Sessions	Month 1	Ongoing	Aurora Police Dept. Youth & Sen. Services CIS SW & Interns Volunteer Peer Jurors	Monthly
Recruitment/Training of Jurors	Month 1	Ongoing	Community Outreach Worker	Ongoing and Quarterly
Prepare and submit the required quarterly reports to the Authority	Month 1	Ongoing	Community Outreach Worker	Ongoing and Quarterly
Task	Month Started	Month Completed	Personnel Responsible	Frequency
Juvenile Diversion Program	Month 1	Ongoing	Program Director, Assistant Director	Monthly
Registration into Program	Month 1	Ongoing	Program & Assistant Director	Monthly
Educational Programming	Month 1	Ongoing	Program & Assistant Director, Presenters	Every 6 weeks and as needed.
Community Service Sessions	Month 1	Ongoing	Program & Assistant Director	Monthly
Prepare and submit the required quarterly reports to the Authority	Month 1	Ongoing	Assistant Director	Ongoing & Quarterly

VII. Local Advisory Board -- Juvenile Crime Enforcement Coalition (JCEC)

List which member will represent the required organization. If you do not have a member who will represent the selected organization, leave that member section

blank and provide an explanation at the end of this section. For member #8 and 9, please add which organization that member represents. Space has been left for additional JCEC members.

The JCEC is responsible for creating the Coordinated Enforcement Plan (CEP) for juvenile justice in the area. A sample CEP format is included in your materials. While your CEP does not have to follow the format of the sample provided, all of the elements included in the sample CEP must be included in any

	<u>Representing</u>	<u>Member Name</u>	<u>Title</u>	<u>Phone Number</u>
1.		Cecil Smith	Elgin Police Department	847-289-2679
		Gary Neal		847-289-2679
		Al Popp	Carpentersville PD	847-551-3486
		Paul Nelson	Aurora Police Dept	630-256-5510
2.		Michael Beatus	Kane County Sheriff	630-208-2041
3.		Alice Henrikson	Assistant State's Attorney	630-406-7477
4.		Rachele Conant	Public Defender	630-406-9210
5.		Jeffery R. Jefko, Sr.	Director, Court Services	630-232-5810
		Deanna L Cada	Deputy Director	630-232-5824
6.		Pat Del Santo	Regional Office of Education	630-232-5955
7.	David Williams	Quad County Urban League	630-851-2230	
8.				
9.		Ken Maurice	Aurora Youth & Senior Services	630-256-3402
10.		Mark Davoust	Kane County Board Member	630-640-9613

Does your JCEC include the required representation? **YES** NO

Has your JCEC approved JABG funding for this program? YES NO

If your answer is no to either of the two questions above, please explain:

We are working to identify an appropriate Victim Advocacy Organization representative. A possible option is the Director of the Children's Advocacy Center, but that position is currently open

JCEC Meeting Schedule: (If your JCEC has not met, explain why)

The last meeting of the JCEC was May 2, 2012. The Committee was on break over the summer months and the next meeting will be scheduled in October/November and meetings will occur quarterly after that time.

VIII. Role of the Court and Graduated Sanctions

1. Role of the Court

One aim of JABG is to strengthen the relationship between the court system and juvenile justice agencies. Units of government need to certify that they have communicated in writing with the chief of the highest court. Please attach the letter to this Exhibit A.

Date of the letter	Name of Addresser
9/24/12	Chief Judge Robert B. Spence

Was there a response from the court to the letter? YES NO

If yes and the response was written, please attach the response to this Exhibit A

2. Graduated Sanctions

Describe in narrative form or flowchart how the system of graduated sanctions functions. At a minimum, graduated sanctions systems should impose sanctions for each offense; sanctions should escalate in intensity with each subsequent, more serious offense; and the system should be sufficiently flexible to allow for individualized sanctions and services appropriate for each offender. Appropriate consideration must be given to public safety and victims of crime. Illinois has adopted a system of graduated sanctions as part of the Juvenile Court Act of 1987, 705 ILCS 405/5-300 *et seq.* An unofficial copy of this Act can be found at <http://www.ilga.gov>. Click on "Illinois Compiled Statutes" then click on "Chapter 705 Courts" then click on "705 ILCS 405 / Juvenile Court Act of 1987" then click on "Article V – Delinquent Minors."

Please provide a *brief* description of how the system of graduated sanctions functions.

Juveniles referred to Court Services are screened by probation staff to determine whether they should be sent to the State's Attorney for formal court processing or can be diverted to community agencies. Minors handled informally can be closed out, placed on "intake hold" for assessment or collection of monies, or placed on informal supervision. Minors can only be diverted a maximum of two times, but most are referred to formal court if they fail diversion or commit a new offense after being diverted. Depending on the offense, minors referred to court are placed on supervision or probation the majority of the time. If they violate their probation with technical violations, they are sanctioned administratively by the probation officers and can be directed to report more frequently, complete a project, or participate in treatment or programming to address the source of their problems. If they fail these sanctions, they can be sentenced to time in on homebound detention/electronic monitoring or time in the Juvenile Justice Center. If they continue to violate with new offenses, they can be sentenced for up to 30 days in the JJC, placed residentially, or committed to the Department of Juvenile Justice. Court Services began using MST services for juveniles in May, 2010. The program is designed to provide intensive services to minor and their families while the minor remains in their home. The program lasts for 4 to 6 months and provides the min or and their families of ways to deal with problems and issues. It is hoped that by working with the parents on ways of dealing with their child while they remain in the home it will have better results than placing the child in a residential setting for 12 to 18 months and bringing them back to the home without resolving issues in the home. It is also hopeful that this intervention with the parents will help them deal with their younger children thus potentially reducing those younger children from becoming involved in the Court System. Residential placement and commitment are the last alternatives after all other methods of intervention have been exhausted, with the exception of certain offenses that require immediate removal from home. (I.e. sex offenses committed within the minor's home; aggravated discharge of a firearm, etc.)



OFFICE OF THE CHIEF JUDGE

16th Judicial Circuit • Kane County, Illinois

Kane County Judicial Center
37 W 777 Route 38
St. Charles, IL 60175
630-232-3440

ROBERT B. SPENCE
Chief Judge

September 8, 2012

Illinois Criminal Justice Information Authority
300 W. Adams St., Suite 200
Chicago, IL 60606

RE: JABG Grant Application

To Whom It May Concern:

The Kane County Department of Court Services is applying for available funds again this year to support the Peer Jury in Aurora and the Bar Foundation Station Adjustment Program, both of which cover the entire county.

This grant application has the support of the Judges of the 16th Judicial Circuit, and as Chief Judge of the 16th Judicial Circuit, I am joining in the request of our Court Services Department in seeking this grant for these valuable diversion programs for Kane County. The programs fill an identified need for juvenile services for law enforcement agencies in Kane County, as it will allow local police officers the ability use these programs as station adjustments for juveniles diverted from the criminal Court System.

Thank you for your assistance in this matter.

Sincerely,

Robert B. Spence
Chief Judge
Sixteenth Judicial Circuit

COORDINATED ENFORCEMENT PLAN (CEP)

This plan is developed by the JCEC as the overall plan for reducing juvenile crime in the local area. The plan is based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and problems and gaps that exist within the juvenile justice system. This analysis forms the basis for determining how funds used within the sixteen JABG purpose areas can achieve the greatest impact on reducing juvenile delinquency, most effectively improve the juvenile justice system, and increase accountability for juvenile offenders.

CEP's **must** consider the need for a broad range of prevention, intervention and treatment strategies designed to address the issues of community protection, accountability and/or competency development. Proposed programs and services should be developed and implemented through positive, collaborative relationships among police, juvenile court judges/probation officers, educators, juvenile justice agency officials, youth service providers and community leaders.

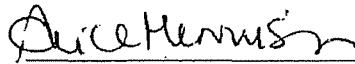
SECTION I – JUVENILE CRIME ENFORCEMENT COALITION BOARD

A. Plan Approval

Geographical Area Represented by the JCEC:

Kane County, Illinois

JCEC Approval of the Plan:



Alice Henrikson
Assistant State's Attorney

9.28.12

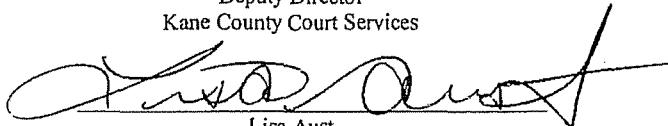
Date



Deanna Cada
Deputy Director
Kane County Court Services

9/28/12

Date



Lisa Aust
Executive Director
Kane County Court Services

9/28/12

Date

B. Board Members

	Representing	Member Name	Title	Phone Number
1.		Cecil Smith Gary Neal Al Popp Paul Nelson	Elgin Police Department Carpentersville PD Aurora Police Dept	847-289-2679 847-289-2679 847-551-3486 630-256-5510
2.		Michael Beatus	Kane County Sheriff's Dept	630-208-2041
3.		Alice Henrikson	Assistant State's Attorney	630-406-7477
4.		Rachele Conant	Public Defender	630-406-9210
5.		Jeffery R. Jefko, Sr. Deanna Cada	Director Deputy Director	630-232-5810 630-232-5824
6.		Patricia Dal Santo	Regional Office of Education	630-232-5955
7.		David Williams	Quad County Urban League	630-851-2230
8.				
9.		Ken Maurice	Aurora Youth & Senior Services	630-256-3402
10.		Mark Davoust	Kane County Board Member	630-640-9613

SECTION II – ANALYSIS OF JUVENILE JUSTICE SYSTEM NEEDS

Synopsis of the analysis that was done of juvenile justice system needs. Identify juvenile crime trends and problems and gaps that exist within the juvenile justice system.

Many programs are available for minors involved in the formal court process. Kane County is in need of programs targeting "at-risk" populations in order to minimize juveniles' penetration into the juvenile justice system. The communities of Aurora, Elgin, and Carpentersville have significant gang problems. The Tri-Cities (Batavia, Geneva, St. Charles) communities have had a marked increase in drug activity and the property offenses associated with procurement of drugs. Without early intervention, all of the minors involved in this activity would be funneled to an overburdened juvenile court system

SECTION III – GOALS & OBJECTIVES

Goal(s):

- 1) To provide a forum for the development of a community-based interagency assessment of the local juvenile justice system.
- 2) To develop a county juvenile justice plan for the prevention of juvenile delinquency.

Objective(s):

- 1) To make recommendations to the County Board for more effectively utilizing existing community resources in dealing with juveniles who are found to be involved in crime, or who are truant, or have been suspended or expelled from school, and for improvements to the juvenile justice system of Kane County.
- 2) To promote and effectuate cooperation and coordination between the juvenile court and agencies and departments involved in the juvenile justice system.
- 3) To promote Balanced and Restorative Justice as the official juvenile justice policy of Kane County, taking into account the following factors:

- Public Safety
- Accountability for the minor for his/her conduct
- Competency development of the minor and the teaching of life skills necessary to prevent future delinquency.

SECTION IV – JABG PROGRAMS

The JABG purpose area(s) that will further the goals and objectives of the JCEC.

JABG Purpose Area: # 11

JABG Purpose Area: #

JABG Purpose Area: #

Synopsis of program(s) that might be eligible for funding under JABG. Eligible programs must (1) address the identified need of the juvenile justice system in the area, (2) further the goals and objectives of the JCEC, and (3) are eligible for funding under one or more of the JABG purpose areas.

While Kane County Court Services is the grantee, 100% of the monies pass through Kane County to support two programs designed to provide early intervention for at-risk youth, thereby reducing the number of referrals handled through the formal court process. These programs are as follows:

#11 Station Adjustment Programs—This program accepts referrals of minors being station adjusted from area police departments. It is a six week program in which adult mentors present educational information on the juvenile justice system and provide tours of the county jail and the coroner's office. Participants must complete 20 hours of community service to make symbolic restitution to the community. This program provides a structured program into which police departments can funnel first time offenders to minimize recidivism and help young offenders realize the effect of their behavior on the victim and the community.

#11 Aurora Peer Jury Program—Juvenile police officers refer first time offenders to the Peer Jury, a group of youth trained to review cases and levy sanctions under the guidance of adult mentors. Participants on the jury learn much about the criminal justice system, while youth sentenced to the program are held accountable for their actions. This program addresses needs of minors from the southern end of the county.

FISCAL INFORMATION SHEET

The following information is required to ensure that the Authority and its implementing agencies meet the financial and program reporting requirements of various federal grant programs. This information is required prior to the release of funds. The Implementing Agency is the state or local unit of government or not-for-profit agency accepting funds under the interagency agreement. The Program Agency is the organization responsible for performing the daily activities. An organization can be both the Implementing Agency and the Program Agency.

Please return this form to the attention of your program monitor at the Illinois Criminal Justice Information Authority, Federal and State Grants Unit, 120 S. Riverside Plaza, Chicago, IL 60606. If you have any questions, please call your monitor at (312) 793-8550.

Implementing Agency: Kane County

Implementing Agency's FEIN #: 36-6006585 Agreement #: 510040

Program Agency: Kane County Court Services

Program Title: Juvenile Accountability Initiative

1. Who will be responsible for preparing and submitting quarterly fiscal reports?

Name: Deanna Cada

Title: Deputy Director

Agency: Kane County Court Services

Address: 37W777 Route 38, St. Charles IL 60175

Phone: 630-232-5824 Fax: 630-443-7089

2. Who will be responsible for preparing and submitting quarterly data/progress reports?

Name: Deanna Cada

Title: Deputy Director

Agency: Kane County Court Services

Address: 37W777 Route 38, St. Charles IL 60175

Phone: 630-232-5824 Fax: 630-443-7089

3. Will a separate fiscal account/fund be maintained for the program?

_____ Yes, this account will maintain: (Choose one)

_____ Federal funds only

_____ Both federal and local matching funds

XX No, but all program funds will be identified by a specific account or fund number and recorded within the general accounting records for the Agency.

4. Where should program fund disbursements be sent?

Checks should be made payable to the Kane County Treasurer and sent to:

Address: _____

Kane County Court Services

37W777 Route 38 Ste. 150

St. Charles IL 60175

ATTN: Deanna Cada

What organization is listed as holder of the bank account into which program funds will be deposited?

Kane County

Effective 05/03

C:\Documents and Settings\murphy\Local Settings\Temporary Internet Files\Content.Outlook\PTBN8Y8U\Fiscal Information Sheet 04 03 Completed.doc

**EXHIBIT B: BUDGET
IDENTIFICATION OF SOURCES OF FUNDING**

**Implementing Agency: Kane County
Agreement #: 510040**

	<u>SOURCE</u>	<u>AMOUNT</u>
Federal Amount:	Juvenile Accountability Block Grant (JABG) FFY 10	\$26,673
	Subtotal:	\$26,673
Match:	Kane County	\$2,964
	Subtotal:	\$2,964
Program Income:		\$0
	Subtotal:	\$0
Over Match:		\$0
	Subtotal:	\$0
	GRAND TOTAL	\$29,637

PERSONNEL SERVICES	<u>Annual</u> <u>Salary</u>	<u># Months</u> <u>On Program</u>	<u>% Time On</u> <u>Program</u>	<u>Federal</u> <u>Amount</u>	<u>Match</u> <u>Contribution</u>	<u>Total Cost</u>
<u>Job Title</u>						\$ -
						\$ -
					\$ -	\$ -
				\$ -		\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
			Total FTE	0.00	\$ -	\$ -
			Total Salary	\$ -	\$ -	\$ -
			Fringe Benefits (Use figure from Fringe Benefit Worksheet)		\$ -	\$ -
			TOTAL PERSONNEL SERVICES		\$ -	\$ -

Budget Narrative for Personnel. Please give a brief description for each line of the Personnel Services Budget.

(See Attached Budget Instructions)

<u>EQUIPMENT</u> <u>Item</u>	<u>Cost per Unit</u>	<u># of Units</u>	<u>Pro-rated</u> <u>Share</u>	<u>Federal</u> <u>Amount</u>	<u>Match</u> <u>Contribution</u>	<u>Total Cost</u>
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
TOTAL EQUIPMENT COST				\$ -	\$ -	\$ -

* Competitive procurement procedures must be followed.

Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.
(See Attached Budget Instructions)

COMMODITIES					
Item	Cost / Month	# of Months	Federal Amount	Match Contribution	Total Cost
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
TOTAL COMMODITIES COST			\$ -	\$ -	\$ -

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.

(See Attached Budget Instructions)

TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal Amount	Match Contribution	Total Cost
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
** Out of State Travel requires prior Authority approval.						
TOTAL TRAVEL COST				\$ -	\$ -	\$ -

Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.

(See Attached Budget Instructions)

Budget & Budget Narrative

Kane County

Agreement#

510040

CONTRACTUAL	Cost/month	Dollar/hour	# of hours per month	Pro-rated Share	Federal Amount	Match Contribution	Total Cost
City of Aurora Peer Jury					\$ 13,336.50	\$ 1,482.00	\$ 14,818.50
Turning Point Diversion Program					\$ 13,336.50	\$ 1,482.00	\$ 14,818.50
						\$ -	\$ -
						\$ -	\$ -
							\$ -
					\$ -		\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
TOTAL CONTRACTUAL COST					\$ 26,673.00	\$ 2,964.00	\$ 29,637.00

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.

(See Attached Budget Instructions)

100% of the funds are passed through Kane County to two separate agencies. Attached are th agencies individual budgets

The City of Aurora Peer Jury program under the direction of the Youth & Senior Services division provides alternative diversion programming for the Aurora Police Department to station adjust juveniles charged with minimal or non-violent offenses in lieu of referring juvenils to Kane County Court Services. The federal amount of money for the City of Aurora Peer Jury is \$13,336.50. The match amount is \$1,482 for a total of \$14,818.50

The Turning Point program is a juvenile diversion program run by the Kane County Bar Foundation along with Williams Counseling, Inc. and is co-sponsored by Three Fires Council, Boy Scouts of Ameria. The Kane County Program provides an alternative for police departments in Kane County charged with minor non-violent offenses in lieu of referring juveniles to Kane County Court Services. The federal amont of money for Turning Point is \$13,336,50. The match amount is \$1,482 for a total of \$14,818.50.

Budget & Budget Narrative

0

Agreement#

0

<u>OTHER COSTS</u>	<u>Cost/month</u>	<u>Dollar/hour</u>	<u># of hours per month</u>	<u>Pro-rated Share</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
TOTAL CONTRACTUAL COST					\$ -	\$ -	\$ -

Budget Narrative for Other Costs. Please give a brief description for each line of the Other Costs Budget.

(See Attached Budget Instructions)

GRAND TOTAL	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
PERSONNEL SERVICES	\$ -	\$ -	\$ -
EQUIPMENT	\$ -	\$ -	\$ -
COMMODITIES	\$ -	\$ -	\$ -
TRAVEL	\$ -	\$ -	\$ -
CONTRACTUAL	\$ 26,673.00	\$ 2,964.00	\$ 29,637.00
OTHER COSTS	\$ -	\$ -	\$ -
TOTAL COST	\$ 26,673.00	\$ 2,964.00	\$ 29,637.00

All procurements must be competitive

FRINGE BENEFIT WORKSHEET: Agreement # 510040

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the TOTAL FRINGE BENEFITS amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (cells G-13 and H13)

RATED FRINGE BENEFITS	Rate as % of Salary
FICA	
UNEMPLOYMENT	
RETIREMENT/PENSION	
WORKER'S COMP	
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
Total % Fringe Rate	0.000%
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	\$0.00
TOTAL RATED FRINGE BENEFITS	\$0
FLAT RATE FRINGE BENEFITS	\$ per FTE
HEALTH/MEDICAL INSURANCE	
OTHER (SPECIFY)	
Total Flat Rate Fringe	\$0.00
Number of grant-funded FTE (full-time equivalent) positions. (Please use figure from cell F-11 of Budget Detail)*	0.00
FLAT RATE FRINGE BENEFITS	\$0
TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)	\$0

*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION INSTRUCTIONS

- Circle the grant program that the grant is funded under.
- Enter the grant number and amount, the name of the grantee/organization, the contact information on the lines provided. (The contact person should be son grant and able to answer questions regarding the EEOP.)

Land County

COMPLETE ONLY ONE OF THE FOLLOWING SECTIONS, SECTION A OR B

- SECTION A: Some grantees are not required to develop an EEOP. If one or more of the checkboxes in Section A apply to your organization, then your organization is exempt from the EEOP requirement and IS NOT required to develop an EEOP. If this is the case, please print the name of the individual authorized to certify to this fact, check the box(es) that apply to your organization and sign the certification.

OR

- SECTION B: If your organization is a covered entity type (state or local **unit of government**, or for-profit entity), has 50 or more employees and receives a single grant of \$25,000 or more, your organization is required to have an EEOP on file that is current and that can be reviewed by outside individuals.
 - Print the name of the responsible individual who is certifying that an EEOP is required and on file, the name of the entity and the location/address of the office where the EEOP is on file.
 - Sign the certification.
 - If an entity receives a single grant of \$500,000 or more, or, over a period of 18 months, receives several grants totaling \$1,000,000 or more, the entity must submit a copy of the EEOP to the Authority. The Authority will then forward the EEOP to the federal Office of Civil Rights for review and approval.

CIVIL RIGHTS COMPLIANCE CERTIFICATION INSTRUCTIONS

- Circle the grant program that the grant is funded under.
- Enter the name of the grantee/organization, the address, contact person and contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding civil rights compliance.)
- CERTIFICATION STATEMENT: The entity needs to certify that it is in compliance with all local, state and federal civil rights laws, regulations and guidelines as listed in the Interagency Agreement. The entity also needs to certify if it has or has not had any findings of discrimination within the past 3 years.
 - Print the name of the responsible official who is certifying to compliance and the name of the entity.
 - If your organization has had no findings of discrimination within the past 3 years, please check the first box. If your organization has had any findings of discrimination within the past 3 years, please check the second box. Attach a copy of all findings made within the past 3 years that have not already been submitted to the Authority. **If your organization has already submitted all current findings to the Authority, check the box indicating that; there is no need to resubmit them to the Authority.**
 - Sign the certification.

CIVIL RIGHTS COMPLIANCE CERTIFICATION

(Complete **ENTIRE** certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, RSAT, VAWA, VAWA SASP, VOCA,, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"):

Address:

Contact Person:

Telephone #:

Fax #

E-mail address:

Grant Number/Contract Name:

Certification Statement:

I, _____ [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS **HAVE HAD NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS

THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS **HAVE HAD FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You **MUST** attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

[Signature of Responsible Official]

[Title]

[Date]

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION

(Complete **SECTION A** OR **SECTION B** below, as applicable. Complete **ONLY ONE SECTION.**)

Grant Program (circle applicable federal grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, RSAT, VAWA, VAWA SASP, VOCA, Other (Specify)

Grant Number:

Federal Grant Award Amount:

Grantee/Organization Name (hereafter referred to as the "Entity"):

Address:

Contact Person:

Telephone #:

Fax #:

E-mail address:

SECTION A. CERTIFICATION (EEOP NOT REQUIRED)

I, _____ [responsible official] CERTIFY THAT THE FUNDED ENTITY IS NOT REQUIRED TO PREPARE AN EEOP FOR THE REASON(S) CHECKED BELOW, PURSUANT TO 28 CFR 42.302.

Check all of the following that apply:

- ENTITY HAS LESS THAN 50 EMPLOYEES
- ENTITY IS A NON-PROFIT ORGANIZATION
- ENTITY IS AN INDIAN TRIBE

- ENTITY DOES NOT RECEIVE A GRANT OR AWARD OF AT LEAST \$25,000
- ENTITY IS A MEDICAL INSTITUTION
- ENTITY IS AN EDUCATIONAL INSTITUTION

[Signature of Responsible Official]

[Print Name and Title]

[Date]

OR

SECTION B. CERTIFICATION (EEOP REQUIRED AND ON FILE)

(For information regarding EEOP development, see: <http://www.ojp.usdoj.gov/ocr/eeop.htm>)

Certification Statement (For Entities with 50 or more employees that receive a single grant or award of \$25,000 or more):

I, _____ [responsible official], certify that the _____ Entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that was signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of _____ [agency/organization name], at _____ [address] for review by the public and employees, or for review or audit by officials of the Illinois Criminal Justice Information Authority or the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights as required by relevant laws and regulations.

In addition to the above requirements, if Entity receives \$500,000 or more through a single grant, Entity shall submit a copy of its Equal Employment Opportunity Plan to the Authority. The Authority shall forward the Equal Employment Opportunity Plan to the Office of Civil Rights for review and approval.

[Signature of Responsible Official]

[Print Name and Title]

[Date]



DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATE OF
OTHER RESPONSIBILITY**

*Kan
County
Court
Services*

**LOBBYING; DEBARMENT, SUSPENSION AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should read the instructions to determine the certification to which they are required to attest. Applicants should also review the instructions to certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7. Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

Federal and State Grants Unit
Initial Cash Request

On behalf of _____

I am requesting an initial cash request of \$_____ as permitted in Interagency Agreement #_____

Signature of Authorized Official

Date

Title

Program Name

Implementing Agency Fein Number

*Instructions for completion on reverse side

For Authority use only

Designation Amount: \$ _____

Grant Program Performance Period

From: _____ *To:* _____

Requested Disbursal \$ _____

Approved by: _____

Date _____

Supervisor Approved by: _____

Date _____

INITIAL CASH REQUEST FORM INSTRUCTIONS

- Enter Implementing Agency name and agreement number on the lines provided.
- Enter amount of cash advance necessary to pay for program start-up costs. In calculating this figure, consider equipment purchases that will take place immediately and personnel costs for the first three months of the program. Implementing agencies should anticipate a delay of approximately 4-6 weeks from the submission of the request until the receipt of the State warrant.

Since federal regulations require that implementing agencies request only the minimum amount of cash necessary to pay bills in a timely fashion, funds should be requested only for those obligations that can be liquidated within 45 days. The Authority reserves the right to adjust cash requests as seen necessary. If the implementing agency anticipates an inordinate expenditure of funds during the initial period, an explanation should be attached.

- Obtain signature of authorized official and provide the individual's title, program name, and Implementing Agency FEIN (Taxpayer ID) number on the lines provided.
- Return the completed original to the Illinois Criminal Justice Information Authority, Federal and State Grants Unit, 300 West Adams, Suite #200, Chicago, Illinois 60606.

EQUAL EMPLOYMENT

TY PLAN (EEOP) CERTIFICATION INSTRUCTIONS

- Circle the grant program that the grant is funded under.
- Enter the grant contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding civil rights compliance.)

Local County Court Services

COMPLETE ONLY ONE OF THE FOLLOWING SECTIONS, SECTION A OR B

- SECTION A: Some grantees are not required to develop an EEOP. If one or more of the checkboxes in Section A apply to your organization, then your organization is exempt from the EEOP requirement and IS NOT required to develop an EEOP. If this is the case, please print the name of the individual authorized to certify to this fact, check the box(es) that apply to your organization and sign the certification.

OR

- SECTION B: If your organization is a covered entity type (state or local **unit of government**, or for-profit entity), has 50 or more employees and receives a single grant of \$25,000 or more, your organization is required to have an EEOP on file that is current and that can be reviewed by outside individuals.
 - Print the name of the responsible individual who is certifying that an EEOP is required and on file, the name of the entity and the location/address of the office where the EEOP is on file.
 - Sign the certification.
 - If an entity receives a single grant of \$500,000 or more, or, over a period of 18 months, receives several grants totaling \$1,000,000 or more, the entity must submit a copy of the EEOP to the Authority. The Authority will then forward the EEOP to the federal Office of Civil Rights for review and approval.

CIVIL RIGHTS COMPLIANCE CERTIFICATION INSTRUCTIONS

- Circle the grant program that the grant is funded under.
- Enter the name of the grantee/organization, the address, contact person and contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding civil rights compliance.)
- CERTIFICATION STATEMENT: The entity needs to certify that it is in compliance with all local, state and federal civil rights laws, regulations and guidelines as listed in the Interagency Agreement. The entity also needs to certify if it has or has not had any findings of discrimination within the past 3 years.
 - Print the name of the responsible official who is certifying to compliance and the name of the entity.
 - If your organization has had no findings of discrimination within the past 3 years, please check the first box. If your organization has had any findings of discrimination within the past 3 years, please check the second box. Attach a copy of all findings made within the past 3 years that have not already been submitted to the Authority. **If your organization has already submitted all current findings to the Authority, check the box indicating that; there is no need to resubmit them to the Authority.**
 - Sign the certification.

CIVIL RIGHTS COMPLIANCE CERTIFICATION
(Complete **ENTIRE** certification)

Grant Program (circle applicable grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, RSAT, VAWA, VAWA SASP, VOCA,, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"):

Address:

Contact Person:

Telephone #:

Fax #

E-mail address:

Grant Number/Contract Name:

Certification Statement:

I, _____ [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Check the following item(s) that apply:

THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS **HAVE HAD NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS

THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS **HAVE HAD FINDINGS** OF DISCRIMINATION WITHIN THE PAST 3 YEARS (You **MUST** attach a copy of all finding(s) made within the past 3 years that have not yet been submitted to the Authority)

All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

[Signature of Responsible Official]

[Title]

[Date]

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION

(Complete **SECTION A** OR **SECTION B** below, as applicable. Complete **ONLY ONE SECTION.**)

Grant Program (circle applicable federal grant program):

ARRA JAG, JABG, JAG, NCHIP, NFSIA, RSAT, VAWA, VAWA SASP, VOCA, Other (Specify)

Grant Number: Federal Grant Award Amount:

Grantee/Organization Name (hereafter referred to as the "Entity"):

Address:

Contact Person:

Telephone #:

Fax #:

E-mail address:

SECTION A. CERTIFICATION (EEOP NOT REQUIRED)

I, _____ [responsible official] CERTIFY THAT THE FUNDED ENTITY IS NOT REQUIRED TO PREPARE AN EEOP FOR THE REASON(S) CHECKED BELOW, PURSUANT TO 28 CFR 42.302.

Check all of the following that apply:

ENTITY HAS LESS THAN 50 EMPLOYEES

ENTITY DOES NOT RECEIVE A GRANT OR AWARD OF AT LEAST \$25,000

ENTITY IS A NON-PROFIT ORGANIZATION

ENTITY IS A MEDICAL INSTITUTION

ENTITY IS AN INDIAN TRIBE

ENTITY IS AN EDUCATIONAL INSTITUTION

[Signature of Responsible Official]

[Print Name and Title]

[Date]

OR

SECTION B. CERTIFICATION (EEOP REQUIRED AND ON FILE)

(For information regarding EEOP development, see: <http://www.ojp.usdoj.gov/ocr/eeop.htm>)

Certification Statement (For Entities with 50 or more employees that receive a single grant or award of \$25,000 or more):

I, _____ [responsible official], certify that the _____ Entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that was signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of _____ [agency/organization name], at _____ [address] for review by the public and employees, or for review or audit by officials of the Illinois Criminal Justice Information Authority or the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights as required by relevant laws and regulations.

In addition to the above requirements, if Entity receives \$500,000 or more through a single grant, Entity shall submit a copy of its Equal Employment Opportunity Plan to the Authority. The Authority shall forward the Equal Employment Opportunity Plan to the Office of Civil Rights for review and approval.

[Signature of Responsible Official]

[Print Name and Title]

[Date]