



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications: NOTICE: FEDERAL GRANT APPLICATION FOR JOG

1 message

Speaker Won Pat <speaker@judiwonpat.com>

Thu, Jul 31, 2014 at 2:42 PM

To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

7/31/20147/31/2014 Guam State Clearinghouse

Federal Grant Application from (JOG-JDCE)
09907141157N

32-14-1903

----- Forwarded message -----

From: **Trinajae Apatang** <trinajae.apatang@gmail.com>
Date: Thu, Jul 31, 2014 at 2:32 PM
Subject: NOTICE: FEDERAL GRANT APPLICATION FOR JOG
To: Speaker Judi Won Pat <speaker@judiwonpat.com>

32-14-1903
Office of the Speaker
Judi T. Won Pat, Ed.D.
Date: 7.31.14
Time: 2:42pm
Received by: [Signature]

Hafa Adail Please see attached i federal grant application submitted by the Judiciary of Guam.

Kindest Regards,
-Trinajae M. Apatang

Ufisinan I Etmås Ge'helo'Gi Liheslaturan Guåhan
Office of Speaker Judith T. Won Pat Ed.D.
Kumiten Idukasion yan Laibirihan Publeko
Committee on Education and Public Libraries & Women's Affairs
155 Hesler Place, Suite 201, Hagatna, Guam 96910
472-3586 Fax: (671) 472-3589
www.guamlegislature.com / speaker@judiwonpat.com

2014 JUL 31 PM 3:00
Tel: (671)

2 attachments

- JOG 157N.pdf
9725K
- Courtesy letter SPKR 157N.pdf
310K

1903



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932

Tel: (671) 475-9380

Website: www.gsc.guam.gov

Email: clearinghouse@guam.gov

EDDIE BAZA CALVO

I Maga'låhen Guahan

RAYMOND S. TENORIO

I Segundu Na Maga'låhen Guahan

Kate G. Baltazar

Administrator

July 31, 2014

HONORABLE JUDITH T. WON PAT, Ed. D.

Speaker gi I Mina'Trentai Dos Na Liheslaturan Guåhan

155 Hesler Place

Hagåtña, Guåhan 96910

Ref: Judiciary of Guam federal grant application submitted for FY 2014 Juvenile Drug Court Enhancement

Hafa Adai Madam Speaker,

This letter is to respectfully notify you the Guam State Clearinghouse (GSC) has received a federal grant application from the Judiciary of Guam (JOG). The GSC has accepted the application, assigned the State Application Identifier (SAI) 09907141157N and has initiated the process for an area wide review. An abstract of the project is provided below.

Grantor: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention

**Grant Title/
Project Title:** OJJDP FY 2014 Enhancements to Juvenile Drug Courts

Details: Funding from this grant will be used towards personnel, supplies, equipment, travel, and contractual expenses, while mainly focusing on the enhancement and improvement of the Juvenile Drug Court (JDC) Program and their participants, which will contribute to juvenile justice reform efforts in the Territory. There will also be a non-federal cash match amount of \$9,500 yearly, for three years, for the duration of the grant.

Start Date: 10/01/2014

End Date: 09/30/2017

Federal Grant: \$441,806.00

Non-Federal Match: \$28,500.00

GSC conducts area wide reviews and solicits comments through electronic communication and this notice is sent to you as a part of the review process. A digital copy of the grant proposal is attached for your perusal. Please submit any comments you may have pertaining to this proposal to Anna Marie Pangelinan by **August 25, 2014**, via email at anna.pangelinan@guam.gov.

Dangkolo Na Si Yu'os Ma'åse',

Kate G. Baltazar

Administrator

Cc: File



Judiciary of Guam

Administrative Office of the Courts
Guam Judicial Center • 120 West OBrien Dr • Hagatna Gu 96910
Tel: (671) 475-3544/3278 • Fax: (671) 477-3184



HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA
PRESIDING JUDGE
JOSHUA F. TENORIO
ACTING ADMINISTRATOR OF THE COURTS

July 30, 2014

Memorandum

To: Hon. Raymond S. Tenorio
Lt. Governor of Guam

Attn: Ms. Kate Baltazar
Guam State Clearinghouse

From: Robert S. Cruz
Administrator of the Courts

Subject: **Office of Juvenile Justice and Delinquency Prevention FY 2014 Enhancements to Juvenile Drug Courts Application**



Hafa Adai. The Judiciary of Guam is requesting \$441,806.00 in federal funds from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention to implement the FY 2014 Juvenile Drug Court Enhancement Project. Local matching funds in the amount of \$28,500.00 are required for the project.

The Judiciary intends to use the requested funds to enhance the capacity of its Juvenile Drug Court Program and improve the outcome for juvenile participants, which will contribute to juvenile justice reform efforts in the Territory.

Attached for your review are 2 copies of the proposal for your use. Please contact Court Programs Administrator Jacqueline Z. Cruz or Program Coordinator III Bryan J.C. Sualog at 475-3270 or 475-3577, respectively.

Senseramente,

Robert S. Cruz
Acting

Attachments



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932
Tel: (671) 475-9380
Website: www.guamclearinghouse.com
Email: clearinghouse@guam.gov

EDWARD J.B. CALVO
I Maga'låhen Guahan

RAYMOND S. TENORIO
I Segundu Na Maga'låhen Guahan

Grant Project Application Notice of Intent to Apply for Federal Assistance GSC FORM REVISED 03/21/2012

Guam State Clearinghouse Use Only	
Date Received:	07/31/14
Received By:	[Signature]
SAI Number:	09907141157N

Type of Application New Grant* Continuing Grant** Supplemental Grant** Other*

A.) DUNS Number B.) Date

C.) Applicant/Department Name

D.) Division

E.) Applicant Address

F.) Applicant/Department Point of Contact Information

Contact Person Name Phone Number

E-mail Address

G.) Due Date to Federal Agency

H.) Federal Funds

a.) Grant

b.) Other

I.) Non-Federal, Matching Funds

a.) Local

b.) In-Kind

c.) Other

J.) TOTAL FUNDS

K.) CFDA/Federal Program Name

L.) Federal Agency Name

M.) Federal Agency Address

IV.) For continuing or supplemental grants, please provide the following information.

a.) Initial Grant Period

b.) Guam State Clearinghouse SAI Number

c.) Grant Year This Application Impacts

O.) Has the Federal Funding Agency been notified? YES NO

P.) During which Fiscal Year will this program be implemented?

Q.) If the project requires local funding in addition to the federal funding requested, please specifically identify source and rationale:

The solicitation requires a 25% match. The Judiciary of Guam will provided a combination of in-kind and cash match.

R.) This program is: Budgeted - Please identify legal budget authority

Non-Budgeted

S.) Will this program require the hiring of additional employees? Is YES, please provide the number of employees (both existing and new) and justification.

YES - Existing New NO

Judicial Social Worker to ensure language barriers are mitigated; to provide culturally sensitive education and JDC team training; and increase the likelihood of success and better outcomes for our participants and their families.

T.) List Departments and Agencies that would be affected directly or indirectly by this application

Guam Police Department, Attorney General of Guam, Guam Behavioral Health and Wellness Center, Guam Department of Education, Public Defender Services Corporation, Sanctuary Incorporated, Department of Youth Affairs

U.) Please provide a Project Summary with supporting documents if needed.

Please see attachment

V.) Please answer the following:

- a.) Does this application require an Environmental Impact Study? YES NO
- b.) Will this application conflict with any existing law? YES NO
- c.) Is enabling legislation required? YES NO
- d.) Will the program require a maintenance of effort? YES NO
- e.) Are in-kind services allowed for this program? YES NO
- f.) Does this program allow an indirect cost rate to be applied? YES NO

SUBMITTED AND APPROVED BY:

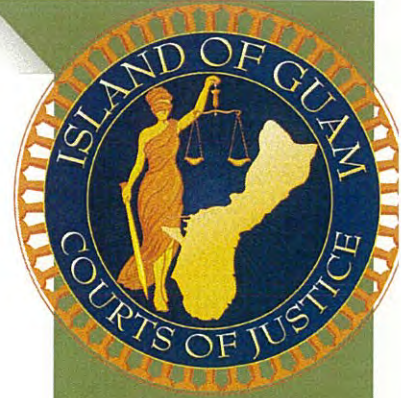
Printed Name, Position/Title of Authorized Representative

SIGNATURE

Date

JUDICIARY OF GUAM

DUNS NUMBER: 855031522



FY2014 Juvenile Drug Court Enhancement Project

CFDA No. 16.585

Guam Judicial Center
120 West O'Brien Drive
Hagatna, Guam 96910

July 23, 2014

Processing, please don't close the window until you receive a confirmation.



Grant Application Package

Opportunity Title:	OJJDP FY 2014 Enhancements to Juvenile Drug Courts
Offering Agency:	Office of Juvenile Justice Delinquency Prevention
CFDA Number:	16.585
CFDA Description:	Drug Court Discretionary Grant Program
Opportunity Number:	OJJDP-2014-3951
Competition ID:	
Opportunity Open Date:	06/23/2014
Opportunity Close Date:	07/23/2014
Agency Contact:	For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays. Applicants who experience unforeseen Grants.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

Application for Federal Assistance (SF-424)	Complete
Other Attachments Form	Complete
Project Narrative Attachment Form	Complete
Disclosure of Lobbying Activities (SF-LLL)	Complete
Budget Narrative Attachment Form	Complete
Assurances for Non-Construction Programs (SF-424B)	Complete

Optional

Faith Based EEO Survey

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): [] * Other (Specify): []
---	---	--

* 3. Date Received: 07/23/2014	4. Applicant Identifier: []
--	--

5a. Federal Entity Identifier: []	5b. Federal Award Identifier: []
--	---

State Use Only:

6. Date Received by State: []	7. State Application Identifier: []
---------------------------------------	---

8. APPLICANT INFORMATION:

*** a. Legal Name:** Judiciary of Guam

* b. Employer/Taxpayer Identification Number (EIN/TIN): 98-0061612	* c. Organizational DUNS: 8550315220000
--	---

d. Address:

* Street1:	120 West O'Brien Drive
Street2:	[]
* City:	Hagatna
County/Parish:	[]
* State:	GU: Guam
Province:	[]
* Country:	USA: UNITED STATES
* Zip / Postal Code:	96910-5174

e. Organizational Unit:

Department Name: Judiciary of Guam	Division Name: Probation Services Division
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: []	* First Name: Jacqueline
Middle Name: Z.	[]
* Last Name: Cruz	[]
Suffix: []	[]

Title: Court Programs Administrator

Organizational Affiliation:
[]

* Telephone Number: (671) 475-3270	Fax Number: (671) 477-3184
---	-----------------------------------

*** Email:** jzcruz@guamcourts.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

F: U.S. Territory or Possession

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Office of Juvenile Justice Delinquency Prevention

11. Catalog of Federal Domestic Assistance Number:

16.585

CFDA Title:

Drug Court Discretionary Grant Program

*** 12. Funding Opportunity Number:**

OJJDP-2014-3951

*** Title:**

OJJDP FY 2014 Enhancements to Juvenile Drug Courts

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

[Add Attachments](#)

[Delete Attachments](#)

[View Attachments](#)

*** 15. Descriptive Title of Applicant's Project:**

FY 2014 Juvenile Drug Court Enhancement Project

Attach supporting documents as specified in agency instructions.

[Add Attachments](#)

[Delete Attachments](#)

[View Attachments](#)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="441,806.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="28,500.00"/>
* e. Other	<input type="text" value="118,774.65"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="589,080.65"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Other Attachment File(s)

* Mandatory Other Attachment Filename:

To add more "Other Attachment" attachments, please use the attachment buttons below.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

[Add Mandatory Project Narrative File](#)

[Delete Mandatory Project Narrative File](#)

[View Mandatory Project Narrative File](#)

To add more Project Narrative File attachments, please use the attachment buttons below.

[Add Optional Project Narrative File](#)

[Delete Optional Project Narrative File](#)

[View Optional Project Narrative File](#)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: N/A * Street 1: N/A Street 2: _____ * City: N/A State: _____ Zip: _____ Congressional District, if known: _____		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: N/A	7. * Federal Program Name/Description: Drug Court Discretionary Grant Program CFDA Number, if applicable: 16.585	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant: Prefix _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
b. Individual Performing Services (Including address if different from No. 10a) Prefix _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Jacqueline Cruz * Name: Prefix _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ Title: _____ Telephone No.: _____ Date: 07/23/2014		
<small>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-87)</small>		

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

[Add Mandatory Budget Narrative](#)

[Delete Mandatory Budget Narrative](#)

[View Mandatory Budget Narrative](#)

To add more Budget Narrative attachments, please use the attachment buttons below.

[Add Optional Budget Narrative](#)

[Delete Optional Budget Narrative](#)

[View Optional Budget Narrative](#)

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <input type="text" value="Jacqueline Cruz"/>	TITLE <input type="text" value="Acting Administrator of the Courts"/>
APPLICANT ORGANIZATION <input type="text" value="Judiciary of Guam"/>	DATE SUBMITTED <input type="text" value="07/23/2014"/>

Abstract

The Judiciary of Guam implemented the Juvenile Drug Court (JDC) in 2002 in response to adolescent substance use on Guam. The program provides judicial supervision and substance abuse treatment to adolescents ages 13-17. JDC provides low, moderate, and complex supervision drug court services to all drug and alcohol related juvenile cases before the Family Court of Guam. JDC participants receive an individualized drug and alcohol treatment/education plan; frequent and random drug and alcohol testing; life skills training; recreational therapy; a behavioral management plan; community service; and graduated sanctions disposition.

In a 2005 evaluation, the following areas were identified for needed improvement: (1) an automated program to track data; (2) hire School Resource Officers (SROs) and case manager positions; (3) train JDC staff; and (4) develop a comprehensive policy and procedures manual.

A second evaluation in 2007 added the need to develop a culturally sensitive program to accommodate the large influx of immigrants moving to Guam from neighboring islands. Due to a lack of funding, JDC hasn't been evaluated since then.

Through this solicitation, the Judiciary hopes to enhance the capacity of the Guam Juvenile Drug Court JDC Program and improve the outcome for juvenile participants, which will contribute to juvenile justice reform efforts in the Territory. The Judiciary will achieve this by: (1) identifying and implementing evidence-based risk assessments, screening instruments, and treatments; (2) hiring a full-time bilingual employee to ensure the JDC is culturally responsive to the needs of participants; (3) implementing a class for parents to strengthen the family's capacity to offer structure and guidance; (4) improving the provision of substance abuse screening of participants by procuring an alcohol screener to utilize in concert with drug test kits; (5) improving collaboration between agencies that provide wraparound services; (6) improving data collection efforts; and (7) conducting a program evaluation.

The project seeks to enroll 40 juvenile participants per year, for a total of 120 throughout the grant period.

A third-party evaluator/research partner will be contracted to collect and analyze data necessary to make program modifications for clients to achieve ultimate success. The evaluation will only be used for internal improvements to the program. Therefore, according to the Office of Justice Programs, it doesn't qualify as research.

The evaluation, in conjunction with regular programmatic reporting will help the judiciary measure the progress made towards achieving the enhancement program's goals.

Program Narrative

This proposal is submitted pursuant to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) FY2014 Enhancements to Juvenile Drug Courts Grant Program, Competitive Grant Announcement under OJJDP Funding Opportunity ID number OJJDP-2014-3951, CFDA # 16.585. The Governor of Guam, Honorable Eddie Baza Calvo, has designated the Judiciary of Guam as the state agency authorized to apply for grant funds (**Attachment A**).

Geographic Location, Population, Ethnic Composition and Government Structure. Guam is the largest and southernmost island in the Mariana Archipelago. Located in the western North Pacific Ocean, it houses one of the most strategically important U.S. military installations in the Pacific. Guam also serves as a critical distribution center within Micronesia and the rest of the Pacific and Asia because of its ports of entry and air links. The estimated population of Guam in 2011 was 183,286. Guam is multiethnic and multiracial. Chamorros comprise the largest ethnic group at 37.1% of the total population, Filipinos make up 26.3%, Whites make up 6.9%, other Pacific Islanders make up 11.3%, other Asians make up 6.3%, and other races make up 2.3%, and mixed makes up 9.81%. Guam is an organized, unincorporated territory of the U.S. with policy relations under the jurisdiction of the Office of Insular Affairs, U.S. Department of Interior. The island has only one level of government that includes one police department, one correctional system, one judicial branch, and one attorney general's office.

Statement of the Problem. Providing substance abuse treatment services to juvenile offenders was first initiated by the Judicial System of Guam with the implementation of the Juvenile Drug Court (JDC) program in February of 2002. The JDC program was created to promote rehabilitation of the juvenile through the access of a continuum of prompt, intensive, and holistic substance abuse treatment services, and to foster healthier lifestyles, choices, and

opportunities for their respective families. This introduced a whole new approach, especially in dealing with non-violent, low-level drug offenses, as it provided a viable alternative to traditional incarceration of juvenile offenders. The **nature and scope of the problem** that this program will address is described below.

Since its inception, the JDC was evaluated in 2005 and in 2007, in an effort to measure the program effectiveness. In 2005, the following areas were identified for needed improvement: (1) a new MIS program to track data; (2) hire School Resource Officers (SROs) and case manager positions; (3) train JDC staff; and (4) develop a comprehensive policy and procedures manual. Similarly, in 2007, the evaluation reiterated the same problem areas of 2005, but added the new component of recognizing the need to develop a culturally sensitive program to accommodate the large influx of immigrants moving to Guam from neighboring islands. Since then, there have been no independent evaluations of the program.

The Judiciary of Guam has taken proactive steps towards juvenile justice reform in the past six years, although efforts have been limited. Chief Justice Robert J. Torres, in his State of the Judiciary Address on May 1, 2014, committed to proceed with system-wide reform efforts to strengthen the juvenile justice system by focusing on various ways to reduce the reliance on detention and provide meaningful responses and appropriate treatment to youth offenders. The following week, the Judiciary hosted the four-day Pacific Judicial Council Juvenile Justice Conference, where presenters touched on topics including the science of the juvenile brain, cultural diversity, best practices, and innovative counseling strategies. In late May, a Guam team, led by the Chief Justice, participated in a Juvenile Justice Reform Summit in Seattle, Washington, organized by a national advisory committee of state court leaders.

The proposed JDC Enhancement project will focus on the emerging issue of juvenile justice reform and enhancements to the Guam Juvenile Drug Court by implementing **evidence-based** practices and treatment for participants and families; ensure **cultural responsiveness** in treatment, meetings, education, with periodic JDC team staff **training**; **reduce recidivism**; incorporate **parenting classes**; improve **stakeholder collaboration**; improve **data collection efforts**; conduct a **program evaluation** to measure effectiveness; and expand the provision of **substance abuse testing**.

Stakeholder collaboration is the key to the success of this effort, including the Judiciary; the Guam Police Department (GPD); Department of Youth Affairs (DYA); Department of Education (DOE); Office of the Attorney General (OAG); Public Defender Service Corporation (PDSC); Sanctuary Inc.; and the Guam Behavioral Health & Wellness Center (GBHWC).

Superior Court of Guam's juvenile and family court judges struggle daily to provide the most appropriate, effective responses and treatment to youth offenders. They reluctantly send youth to DYA simply because of severely limited options. Research shows that detention does not reduce the likelihood of recidivism. In fact, incarceration may worsen conditions for low-risk offenders by exposing them to violence and abuse, and may lead other youth to adult offending. According to the National Institute of Justice, one study showed that over 50% of juvenile delinquents later commit crimes in early adulthood to age 25¹ (From Juvenile Delinquency, 2014).

Following the enactment of the Compact of Free Association with the United States, Guam has seen a high influx of immigrants over the past several years, and coupled with inadequate juvenile justice system responses, recidivism rates **continue to increase**. Pacific

¹ National Institute of Justice. (2014, March 11). From Juvenile Delinquency to Young Adult Offending. Retrieved June 18, 2014 from <http://www.nij.gov/topics/crime/Pages/delinquency-to-adult-offending.aspx>

Islands in the Compact agreement include the Federated States of Micronesia (Chuuk, Kosrae, Pohnpei and Yap), the Republic of the Marshall Islands, and the Republic of Palau (collectively, the Freely Associated States or FAS).

Guam's juvenile justice system is in dire need of transformation to address the recidivism rate. According to Department of Youth Affairs (DYA), its 2013 **recidivism rate was 64%**. This rate includes all offenders being detained at the DYA. Quite often, juvenile clients return either during supervision or after successful completion of a term of probation for a re-offense on new charges. Decisions with regard to probation conditions are made without the use of critical **risk and needs assessment** or evidence-based data. Court-ordered educational classes and certain treatments are not evidence-based or best practices. Best practices in supervision recommend that in addition to determining risk levels, supervision should be coupled with relevant programs and activities that support young probationers in the community. Clients should be organized in classes and treatment based on risk and needs assessment levels (low, medium, high), a **stark contrast** to Guam's current procedures of combining all risk levels together.

The Probation Services Division provides judicial monitoring and supervision to youth offenders who are adjudicated and court-ordered to comply with probation conditions. The **Juvenile Probation** office handles an overwhelming caseload fluctuating between 400 to 700 active cases or more for approximately 325 clients, with some clients having more than one case during any given time period with only seven (7) probation officers. The caseload per officer fluctuates from 55 to 100 or more with over 80% of juvenile clients placed on one-year probation.

As of May 15, 2014, 48% of juvenile probationers (150 out of 312 total) are from the FAS, **specifically**, Chuukese clients comprise a 94% majority of this compact-impact sampling.

Up to 50% of clients are indigent and on some form of public assistance, according to probation statistics. The JDC has seen an increase in the Chuukese population. A bilingual Chuukese speaking treatment provider / social worker is needed to ensure language barriers are mitigated; to provide **culturally sensitive education** and JDC team training; and **increase** the likelihood of success and better **outcomes** for our participants and their families. Court forms, educational classes and treatment are all conducted and presented in English, and translation of these vital materials in the Chuukese language needs to occur. The social worker will also coordinate housing for juveniles with Child Protective Services, Guam Legal Services Corporation, and/or a guardian *ad litem*.

In calendar year 2013, 384 youth were detained at DYA, of which 137 were first-time offenders and 247 were re-offenders – a **recidivism rate of 64%**. 300 youth were in Violation of a Court Order, with truancy ranking the highest offense committed by detainees. Over 52% of detainees are from the FAS. More significantly, juveniles from Chuuk are overrepresented as the largest ethnic group of 47% of the total **DYA population** last year.

Department of Education’s (DOE) Level Three Offenses are categorized as the most severe offenses students commit in school, and are generally criminal in nature (DOE DDR, pp. 9-16). The data table below depicts the top three violent behavior occurrences at all school levels. Out of 3,713 total Level Three Offenses, 2,302 were reported for SY 2012-2013.

Level 3 Offense (Top 3 Occurrences)	Total Offenses	Official Student Enrollment
Assault/Battery	193	14,459
Endangers: Fighting	114	
Bullying	82	
ELEMENTARY SCHOOL SUMMARY	398	
Assault/Battery	401	7,219
Use/Poss./Distr. of Tobacco	358	
Endangers: Fighting	293	
MIDDLE SCHOOL SUMMARY	1,052	

Use/Poss./Distr. of Tobacco	487	10,020
Endangers: Fighting	177	
Use/Poss./Distr. of Contraband Drugs	188	
HIGH SCHOOL SUMMARY	852	
GRAND TOTAL	2,302	31,698

JDC participants are typically enrolled in the program with charges of illegal possession of a Schedule I substance (marijuana), illegal possession of a Schedule I substance (marijuana) in a drug-free school zone, and possession and consumption of alcohol.

The program has seen a **70% increase** in the number of juveniles referred to the JDC program from 2011 to 2013. The JDC recidivism rate of **14%** indicates the program needs strengthening in the areas of risk assessment, screening, treatment, and monitoring. A majority of JDC participants were of Chamorro descent (Guam's indigenous population), with 66 participants, and juveniles of Chuukese descent comprise the second largest group with 58 participants.

The bed capacity at Department of Youth Affairs (DYA), Guam's youth correctional facility, is 82, with 60 beds in a secured facility for medium and high risk offenders, and 22 beds in a non-secured facility for low risk offenders. The current number of juveniles being detained as of July 2014 was 59, 1 bed shy of reaching the **maximum capacity**. The average cost to detain a juvenile in DYA is \$339.79 per day.

Program Design. Goal and Objectives. The goal of this project is to enhance the capacity of the Guam Juvenile Drug Court (JDC) Program and improve the outcome for juvenile participants, which will contribute to juvenile justice reform efforts in the Territory. The program's objectives will strategically allow for the Judiciary of Guam to attain this very important goal.

Objective 1. Identify and procure scientifically (evidence) based risk assessment and screening instruments for use by probation officers, train officers in its use, and incorporate into probation policies.

Objective 2. Identify and procure scientifically (evidence) based treatment, train treatment providers in its use, and incorporate into JDC treatment modules and policies.

Objective 3. Enroll 40 JDC participants per year, or 120 over the 3-year grant period.

Objective 4. Ensure JDC is culturally responsive to the needs of participants by employing a full-time bilingual employee (e.g., social worker) to provide language assistance, translation services, and quarterly JDC team training in cultural diversity issues to JDC staff, JDC participants and their families, the JDC Judge, probation officers, et cetera. Vital forms, program brochures, and relevant information will be translated in the Chuukese language.

Objective 5. Implement a class for parents to better equip them with the information and skills necessary to strengthen the family's capacity to offer structure and guidance.

Objective 6. Improve the provision of substance abuse screening of participants by procuring an alcohol screener to utilize in concert with drug test kits.

Objective 7. Improve collaboration between agencies that provide wraparound services to immediately address primary and ancillary needs (e.g., mental health services, counseling, drug and alcohol treatment, aftercare programs, foster homes, etc.).

Objective 8. Improve data collection efforts by reviewing performance measures contained in the solicitation against the Judiciary's Case Management System to ensure required data is collected.

Objective 9. Conduct a program evaluation to identify strengths and deficiencies, including stakeholder collaborations, with recommendations to improve the program and outcomes of participants.

Objective 10. Reduce recidivism of JDC participants by 5%, measured 1 year after program completion.

The **standardized decision process** within agencies for referring youth to the JDC is detailed hereafter. All potential participants will be screened by the Juvenile Prosecutor prior to the Preliminary Hearing. This initial screening will determine if the juvenile meets legal criteria for entry into drug court. **Criteria for participation** in the Juvenile Drug Court Program include: (1) Age; (2) Residency; (3) Behaviors related to substance abuse (isolation, erratic behavior, decline in school performance, high risk behavior, disrupted sleep patterns, etc.); (4) Possession of a small amount of drugs or paraphernalia; (5) No evidence of substantial drug dealing; and (6) no prior criminal felony conviction for violent and/or sex offenses.

Preliminary Hearing. The juvenile will be brought before the Judge within **forty-eight (48) hours** of confinement for a probable cause hearing. Upon a determination of eligibility, the Judge will order that the juvenile undergo clinical screening by the treatment provider and a recommendation forwarded to the Judge before the date set for Answering. The Judge may issue preliminary orders for the juvenile to follow pending the Answering. Within seven (7) days of the Preliminary Hearing, the juvenile will appear for Answering. At the hearing, the Prosecutor or Defense Counsel may move the Court to admit the juvenile into the Juvenile Drug Court Program. The Court will be presented with the **Admission and Voluntary Agreement** wherein the juvenile agrees to voluntarily submit to the program's regulations and policies. Upon approval by the Court, the juvenile will be admitted into Drug Court. Probation will begin processing. The juvenile and parent(s) will be required to sign all releases and treatment commences immediately.

Objectives 1 and 2 of this program will require the use of **scientifically based** screening and assessment instruments to identify risk and need, evidence-based treatment, and juveniles in need of **mental health and substance abuse services**. Objective 6 will improve the provision of **substance abuse testing** by procuring an alcohol screener for use in concert with drug test kits to identify juveniles with alcohol dependency issues.

Under objectives 1 and 2, the Judiciary will identify and purchase standardized risk-based assessment instruments and/or software to be utilized by probation and parole officers, and treatment providers, and **on-site training for staff** is budgeted to meet this objective.

Clinical Assessment, Treatment and Service Delivery Plan. A full clinical assessment for all juveniles is administered by contracted treatment providers to include individual and family interviews, a home visit (by the case manager), the Minnesota Multiphasic Personality Inventory for Adolescents (MMPI-A) (National Computer Service) and mental status examination. The case manager and the treatment provider review the results to determine the services required by each client (**Service Delivery Plan**), including: education, employment, mental health, vocational training, detox, treatment for family members, etc.

Objective 2 includes procurement of evidence based assessment instruments that will be utilized by treatment providers.

The Guam JDC stakeholders agree to share information for the benefit of their client. The JDC case manager will coordinate and oversee treatment plans are updated as scheduled, and will inform the coordinator and Judge once updated. There is an existing **Memorandum of Understanding** and **JDC Program Manual** which discuss **policies** including information sharing and attendance of stakeholders during court staffings which are held by the JDC Judge prior to court hearings. During staffings, stakeholders discuss progress, successes, and setbacks that the Judge will discuss with participants during hearings.

Treatment begins immediately upon order of the Judge and admission of the juvenile into the Program, **not more than ten (10) working days from date of arrest**. The Judiciary's JDC treatment provider will provide a four-phased treatment and rehabilitation program to all juveniles and their families. The treatment provider offers a wide range of services, including individual therapy, group therapy, recreational therapy, biblio-therapy and psychoeducational therapy. Content provided is **developmentally appropriate**, will be evidence-based to ensure a **continuum of care** is available for JDC participants, and should include both **mental health and substance abuse treatment** when appropriate.

Counselors focus on process rather than content dynamics; that is, how the family communicates rather than what they are communicating. Structured **family therapy** is utilized as it emphasizes organizational issues. Typical goals include correcting dysfunctional roles by putting parents in charge of their children and identifying subsystems that exist within the family. Other goals attempt to alter the faulty family structure by modifying the way each member relates to the other. These goals are kept simple and are stated in plain language that even the youngest family member can understand. Focus goals identified by the family with **Motivational Interviewing** use direct, indirect and paradoxical directives. At no time is a goal established that may set the family up for failure.

The first three (3) program phases last a minimum of six (6) months and consist of highly intensive counseling involving psychoeducational groups (primarily substance abuse education), recreational therapy, intensive drug testing, family group sessions, and individual therapy sessions with adolescents and/or family members as needed. The Fourth (4th) Phase, referred to as the aftercare phase, lasts a minimum of six (6) months and consists of monitoring, less frequent drug testing and home visits.

Treatment components will be updated by our JDC treatment providers, overseen by the JDC Coordinator and Judge, after objective 2 has been realized.

Detailed below are the **descriptions of Phases I through IV, the Goals and Services provided for each phase, and the Criteria for Progression from one phase to the next** (through to Graduation).

The following phases are the **current** modules used by JDC. **The phases are subject to change based on selected evidence based treatments and subsequent enhancements made to the JDC Program (e.g., evidence-based risk and needs assessment instruments).** There are a number of interventions identified by the Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-based Programs and Practices, which we will review and decide which best fits our target population. These are: (1) Brief Strategic Family Therapy; (2) Teen Intervene; (3) CBT-MET5; (4) Multidimensional Family Therapy; (5) Dialectical Behavior Therapy (DBT); (6) Multisystemic Therapy (MST); (7) The Matrix Model (for teens and young adults); (8) The Seven Challenges; (9) Twelve Step Facilitation Therapy (TSF); (10) The Adolescent Community Reinforcement Approach (A-CRA).

Description of Phase I	
Title:	Educational Phase
Purpose:	Provide information, skill building, attitude adjustment
Length:	4 to 6 weeks
Program Goals:	
1.	Produce a clearly documented plan of clinical service delivery.
2.	Complete a comprehensive assessment of the juvenile and the family.
3.	Produce clearly defined expectations of family participation in the program.
4.	Develop clear and realistic short term treatment goals.
Services:	
Educational Groups, Open, attend two groups per week (groups are held three nights a weeks, entry is immediate)	

Information on effects of drugs and alcohol, relapse, sabotaging oneself, treatment, support groups	
Skill building for anger management, problem solving, communication, decision making, violence prevention, victimization issues, and values formation	
Begin Group Family Meetings after the last two (2) weeks of Phase I	
Assessment by a treatment provider and the Case Manager (within two weeks of entry)	
ASI, MMPI-A, TONI, Reading Assessment, Social History, Family History, Education History, Medical History, Arrest History	
Development of a Master Treatment Plan	
Meet with Case Manager once per week minimum	
Random drug test, average 2 per week	
Staffing and Status Hearing with the Juvenile Drug Court (JDC) Judge 1 time per week	
Attend Individual Counseling or Family Counseling in accordance with the treatment plan	
Criteria for Juvenile to Progress from Phase I to Phase II	
Clean drug test for:	2 weeks
Number of Group Sessions	8
Time in Previous Phase	4 weeks
Number of Recreational Therapy (RT) Meetings	--
Number of Meetings with Case Manager	4
Number of Family Meetings	2
Recommendation of JDC Judge	Required
Recommendation of the Case Manager	Required
Recommendation of the Therapist	Required
Updated Treatment Plan	Required

Description of Phase II	
Title:	Initiate Treatment
Purpose:	Learn About Self
Length:	12 weeks
Program Goals:	
1.	Using proven family therapy techniques to achieve identified short term goals.
2.	To get the family to practice behavioral changes.

3.	Reestablish responsibility specific to roles of parents and adolescents.
4.	Teach and establish communication and coping skills within the family.
5.	Identify, address and educate family on relapse prevention techniques.
Services:	
Parent groups, once per week	
Recreational therapy, once per week	
Clinical groups, once per week, open	
Status hearings, bi weekly	
Random drug tests, average 1 per week or as directed by JDC Judge	
Meet with Case Manager, once per week	
Family Counseling in accordance with the treatment plan	
Individual Counseling in accordance with the treatment plan	

Criteria for Juvenile to Progress from Phase II to Phase III	
Clean drug tests for:	4 weeks
Number of Group Sessions	10
Time in Previous Phase	10 weeks
Number of RT Meetings	5
Number of Meetings with Case Manager	8
Number of Family Meetings	8
Recommendation of JDC Judge	Required
Recommendation of the Case Manager	Required
Recommendation of the Therapist	Required
Updated Treatment Plan	Required

Description of Phase III	
Title:	Skill Application
Purpose:	Apply and Generalize Skills
Length:	10 to 12 weeks
Program Goals:	
1.	Assess family's ability to generalize learned behaviors into home, school, and community arenas.

2.	Comprehensive assessment of educational and vocational needs of the family.
3.	Establish clearly developed long term goals.
4.	Begin to transition locus of control to the family.
5.	Slowly reduce intensity and duration of direct treatment services to the family.
Services:	
Parent Groups, once per week	
Recreational Therapy, once per week	
Clinical Groups, include family bi-monthly, once per week	
Status Hearings, every third week	
Random drug tests, average 1 per week or as directed by JDC Judge	
Adolescent and/or Family Counseling, as needed	
Meet with Case Manager, twice per month	

Criteria for Juvenile to Progress from Phase III to Phase IV	
Clean drug test for:	8 weeks
Number of Group Sessions	10
Time in Previous Phase	10 weeks
Number of RT Meetings	8
Number of Meetings with Case Manager	4
Number of Family Meetings	4
Recommendation of JDC Judge	Required
Recommendation of the Case Manager	Required
Recommendation of the Therapist	Required
Updated Treatment Plan	Required

Description of Phase IV	
Title:	Aftercare and Transition
Purpose:	Support Move from Treatment to Self-Reliance
Length:	26 weeks
Program Goals:	
1.	Support family in continued use of skills developed during treatment process.

2.	Provide support and supervision to families utilizing learned techniques and behaviors.
3.	Achieve previously developed long term goals.
4.	Reduce and eventually terminate treatment services to family.
Services:	
Scheduled Home Visits, once per month (or as needed) by Case Manager	
Random visits from Probation Officer, twice per month	
Case Manager monitors school/employment weekly	
Random drug test, once per month or at the JDC Judge's direction	
Clinical Group Sessions, twice per month	
Individual sessions as needed	
Family Counseling as needed	
Assist the Recreational Therapy Groups and Psychoeducational Groups for Phases I - III, once per week decreasing to once per month	
Status Hearings, periodic as set by the Judge	

Criteria for Juvenile to Progress from Phase IV to Graduation	
Clean drug tests for:	20 weeks
Number of Group Sessions	9
Time in Previous Phase	20 weeks
Number of RT Meetings	10
Number of Meetings with Case Manager	5
Number of Family Meetings	4
Recommendation of JDC Judge	Required
Recommendation of the Case Manager	Required
Recommendation of the Therapist	Required
Updated Treatment Plan	Required

The **Structure of the Juvenile Drug Court** is post-adjudicatory. Once the **Admission and Voluntary Agreement** (Appendix Form B in JDC Program Manual) is signed by the juvenile and his/her parents or legal guardian, the juvenile will be ordered into the treatment program.

Length of the Program. The Guam Juvenile Drug Court (JDC) Program is twelve (12) months, which includes a six (6) month aftercare component (Phase IV).

Case Processing begins at the time of arrest and referral to the JDC Program. Standard operating procedures for case processing are included in the JDC Program Manual. It will take **forty eight (48) hours** from date of arrest to the time the juvenile appears before a Judge (Preliminary Hearing). A cumulative total of **ten (10) work days** is required for case processing from time of arrest to entry into the JDC Program and treatment. Based on the juvenile's successful completion of the program, the case is dismissed and expunged. Unsuccessful completion results in the juvenile re-entering the family court adjudication process.

Service Delivery Plan (combined with [B] Clinical Assessment, Treatment and Service Delivery Plan above).

Case Management is defined as providing and monitoring all services needed by participants and their families in accordance with their treatment plan, in addition to ensuring each participant is aware of their appointments, group sessions, therapy sessions, etc. The case managers are responsible for providing case management and will perform a needs assessment each quarter and prior to progression to the next phase. Each case manager (or probation officer) will be assigned thirty (30) participants and their families. See [B] Service Delivery Plan for details.

A **staffing** is utilized to review all active cases in Juvenile Drug Court, and is held immediately before status hearings. The probation officer will determine who is to attend staffing and hearings and assure each client is aware of the schedule. The case manager will assure the Juvenile Drug Court Judge has the necessary information in a standardized format that identifies: 1) attendance, 2) behavior, 3) strengths and weaknesses, 4) results of the drug tests, 5) areas for recognition or accomplishments, 6) employment, 7) accomplishments, 8) community service, 9) recommended sanctions and incentives as necessary, 10) probation reports, 11) completion of other court mandated programs, 12) family status.

Judicial Supervision (Status Hearings) will be held once per week after school hours,

and for the convenience of parents, after working hours between 4 to 6 p.m. in Phase I, bi-weekly in Phase II, once a month in Phase III, and periodic as set by the Judge in Phase IV. Attendance at the status hearing is **mandatory**. The status hearing is **non- adversarial and off the record**. The staffing will include, at a minimum, the case manager and probation officer. Other key stakeholders will be encouraged to attend. Appearance of the Prosecutor and Defense Counsel is not required unless a client is being admitted to or removed from the Juvenile Drug Court Program, at which time they (attorneys) will be notified by the Probation Services Division.

Incentives and Sanctions. The following incentives will be imposed immediately at the time of hearing or as soon thereafter as practicable depending on the nature of the incentive (*e.g.*, monthly gathering, BBQ/campouts, etc.).

INCENTIVES		
Positive Behaviors to Reinforce	Incentives	Goal
Testing Clean drug tests	<ul style="list-style-type: none"> •Applause •Letter from JPO •Judge recognition •Reduce testing (if in Phase 2 or after) •Framed certificate from Judge •Reduce curfew •Movie passes •Gift certificates 	<ul style="list-style-type: none"> •Encourage clean drug tests •Reduce drug use •Positive reinforcement for not using drugs •Build trust and confidence
School •Good attendance •Good grades •Good participation behavior/	<ul style="list-style-type: none"> •Judge recognition •Monthly gathering for success at school •Recognition from team •Tangible rewards: Movie passes, etc. •Reduce curfew 	<ul style="list-style-type: none"> •Likelihood of graduation •Completion of grade level / promotion •Increased self-esteem •Job prospects •Potential for scholarships •Entry into college

<i>Treatment</i> <ul style="list-style-type: none"> •Good behavior •Good attendance •Communication, support of peers •Active participation •Complete Treatment Plan 	<ul style="list-style-type: none"> •Judge recognition •Advancement in level •Reduce testing •Barbeque/camp out •Reduce curfew •Verbal recognition •Sports passes 	<ul style="list-style-type: none"> •Good mental, physical health •Engagement in treatment process •Maintain clean and sober lifestyle
<i>Family</i> <ul style="list-style-type: none"> •Communication with parents •Complete chores •Collaboration/support with siblings •Attend family functions •Obey parents 	<ul style="list-style-type: none"> •Judge recognition of family •Parental recognition •Dinner passes •Food/groceries •Gift certificates •Reduce curfew 	<ul style="list-style-type: none"> •Improved familial relationship •Reunification •Pride of family and self •Respect for parents •Improve moral values
<i>Probation</i> <ul style="list-style-type: none"> •Comply with terms of probation •Curfew compliance •Community service 	<ul style="list-style-type: none"> •Judge Recognition •Letter from Probation •Reduce drug testing •Reduce curfew •Reduce contact/rep •Recognition activities 	<ul style="list-style-type: none"> •Successful completion •Develop self confidence •Develop responsibility
<i>Community Involvement</i> <ul style="list-style-type: none"> •Getting involved in activities •Participation in extracurricular activities 	<ul style="list-style-type: none"> •Judge recognition •Drug team recognition •Participation in Court Leadership Activities •Reduce community service •Reduce curfew •Chamber of Commerce incentive programs 	<ul style="list-style-type: none"> •Good citizenship •Develop leadership •Improve moral values •Healthy community •Improve social skills •Networking career/job

The following sanctions may be imposed by the Judge immediately at the time of hearing. The degree of imposition of sanctions will depend on **first, second or third violations**.

SANCTIONS			
Inappropriate or Problem Behaviors	Court Sanctions	Treatment Responses	Goal

<p>Testing</p> <ul style="list-style-type: none"> •Failed drug tests or failure to appear at drug testing 	<ul style="list-style-type: none"> •Brought before Judge •Possible confinement •Increase drug testing •Judicial warning •More community service •Stricter curfew •House arrest •Stay aways •Revocation/suspension of driver's license •After school detention •Composition to Judge •Attend sentencing in Adult Drug Court 	<ul style="list-style-type: none"> •Non-promotion •Recycle •Initiate individual sessions •Home visit 	<ul style="list-style-type: none"> •Increase negative tests •Successful completion •Drug-free lifestyle
<p>School</p> <ul style="list-style-type: none"> •Failed grades •Poor attendance •Inappropriate behavior 	<ul style="list-style-type: none"> •Balance with school sanctions •DYA time for school suspension •Increase curfew •Increase hearings •Increase community service •House arrest •Increase monitoring by JPO and SRO •Shadowing in school •Suspend driver's license 	<ul style="list-style-type: none"> •School visit •Communication with school personnel •Home visit •Review educational services 	<ul style="list-style-type: none"> •Good attendance •Better school involvement •Likelihood of graduation •Job prospects •Greater self-esteem
<p>Treatment</p> <ul style="list-style-type: none"> •Attendance issues: late, missed •Not taking medication •Isolationism •Disruptive behavior 	<ul style="list-style-type: none"> •Judicial reprimand •DYA time •Increase curfew •Increase hearings •Increase community service •Increase monitoring by JPO and SRO •House arrest •Suspend driver's license 	<ul style="list-style-type: none"> •Non-promotion •Recycle •Home visit •Individual sessions •School visit •Re-evaluate Treatment Plan 	<ul style="list-style-type: none"> •Engage in treatment •Complete treatment •Increase participation •Less disruption
<p>Family</p> <ul style="list-style-type: none"> •Disobedience •Running away •Disruptive behavior •Beyond control 	<ul style="list-style-type: none"> •Judicial reprimand •DYA time •Removal from home •House arrest •Increase hearings •Tougher curfews •Increase testing •Increase monitoring •Suspend driver's license 	<ul style="list-style-type: none"> •Increase family session •Increase individual session •Peer mediation •Mediation 	<ul style="list-style-type: none"> •Family harmony •Reunification •Determine problem areas in family

<p>Probation</p> <ul style="list-style-type: none"> •Non reporting •Non-compliance of orders 	<ul style="list-style-type: none"> •Judicial reprimand •Increase contacts and monitoring •DYA time •Increase home visits •Tougher curfew •More community service •House arrest •Suspend driver's license 	<ul style="list-style-type: none"> •Reassessment of Treatment Plan •Drug Court treatment team meeting 	<ul style="list-style-type: none"> •Completion of probation
<p>Community</p> <ul style="list-style-type: none"> •Criminal activity •Re-arrest 	<ul style="list-style-type: none"> •Judicial sanctions •DYA time •Possible termination •Increase community service •Increase curfew •House arrest •More hearings •Appropriate community programs •Increase drug testing and monitoring •Suspend driver's license 	<ul style="list-style-type: none"> •Social skill counseling 	<ul style="list-style-type: none"> •Re-engaged into community •Better citizens •Non-criminal activity •Pro-social activities

The Probation Services Division will administer the **urinalysis drug testing program**. Drug testing will be administered on a **random basis** (with established averages per week in accordance to program phase), upon reasonable suspicion of drug use by the juvenile, or as directed by the Judge. Probation Services Division will interview, observe and collect urinalysis samples in accordance with Urinalysis Drug Testing Procedures. The Guam Juvenile Drug Court Program will use up to 5-panel drug screening tests. The turnaround time for a drug test reading is five (5) to eight (8) minutes, excluding interview time. Drug testing of family members will be allowed on a voluntary basis. All test results will be recorded in the Case Management System (CMS). Samples testing positive will be sent for confirmation when requested by the juvenile and/or parents, or as ordered by the Judge. Any cost for confirmatory testing will be paid by the parents or legal guardian of the juvenile. A copy of Probation Services Division's Urinalysis Drug Testing procedures is contained in the JDC Program Manual. Breathalyzer screening will also be available and conducted on a random basis or upon

reasonable suspicion of alcohol use by participants. **Alcohol testing** will be administered to juveniles who have had a history of alcohol use on a **random basis**, or as directed by a Judge upon reasonable suspicion of alcohol use by the juvenile. The purpose of the test is to ensure that the juvenile refrain from alcohol use. Test results will be recorded in the Case Information System (CMS).

Graduation/Dismissal and Expungement. The case manager and treatment provider will certify to the Judge a juvenile’s completion of the drug treatment plan. The juvenile will be required to attend a graduation ceremony in the courtroom as recognition and certification of success and completion of the program. The Judge will, on motion of the Prosecutor or *sua sponte*, dismiss and expunge the record of juvenile criminal charges against the minor. The case will be deemed closed and dismissed at this point. The juvenile must achieve the following criteria before he or she can be certified to graduate from the JDC Program:

Criteria for Progression Through the Four-Phased JDC Program				
<i>Criteria</i>	<i>I to II</i>	<i>II to III</i>	<i>III to IV</i>	<i>Graduate</i>
Clean drug tests for:	2 weeks	4 weeks	8 weeks	20 weeks
Number of Group Sessions	8	10	10	9
Time in Previous Phase	4 weeks	10 weeks	10 weeks	20 weeks
Number of RT Meetings	--	5	8	10
Number of Meetings with Case Manager	4	8	8	5
Number of Family Meetings	4	8	4	4
Recommendation of JDC Judge	Required	Required	Required	Required
Recommendation of Case Manager	Required	Required	Required	Required
Recommendation of the Therapist	Required	Required	Required	Required
Updated Treatment Plan	Required	Required	Required	Required

Expulsion Criteria. Expulsion is defined as dismissal or removal from the Juvenile Drug Court (JDC) Program. If a juvenile is expelled from the JDC Program, the Agreement will

be revoked and the juvenile will re-enter the family court system. The following criteria describes actions (or non-action) committed by the juvenile that may be considered grounds for expulsion from the JDC Program.

Expulsion Criteria	
1.	Five (5) positive drug and/or alcohol tests, including failure(s) to submit to a test.
2.	Five (5) unexcused group sessions, five (5) unexcused recreational therapy sessions, and three (3) unexcused court appearances.
3.	Unable to contact juvenile/family for more than seven (7) days.
4.	The filing of any new charge for violent or sex offenses (as defined by the Drug Court Statute) committed while in the JDC Program.
5.	Recycled (repeat a phase) for the fourth (4 th) time.
6.	Upon recommendation of case manager, therapist or probation officer to Judge (for disruptive behavior, etc.).
7.	Three (3) failures to comply with JDC Program requirements after sanctions.

The Judiciary understands that if its application is successful, we will be required to collect **performance measurement** data. The JDC collects data for evaluation purposes through the Judiciary’s case management system. The JDC Coordinator will ensure data is collected and reported timely to the Court Programs Office. A consultant will be hired to evaluate the program’s effectiveness.

The affected agencies will work with the Guam Legislature to **sustain** the level of service provided by this program by presenting evidence (e.g., program evaluation) and data that recidivism levels have decreased. Collaborative partnerships will be leveraged to provide the long term support necessary to continue the level of service proposed under this program for probationers and parolees in the Territory. The **expected long term result** is an overall **reduction in recidivism** and implementation of **evidence-based practices and treatment**. The expected long term result should yield a reduction in **detention** and associated costs for low-risk

juveniles, and forward momentum to realizing **jurisdiction-wide juvenile justice reform** efforts in Guam.

The Judiciary continues to face significant financial challenges this fiscal year and is **unable** to implement this program without funding assistance. Its FY 2014 appropriation was approximately 6% lower than the amount requested. Several factors have combined to make local funding unavailable for this project, including a continuing government-wide budget shortfall, compact-impact non-reimbursed costs, and Court customer demands for increased services.

The Judiciary will use federal funds to **supplement**, not supplant, our efforts set forth in this proposal. This proposal is coordinated with the Juvenile Accountability Block Grant administered by the Guam Department of Youth Affairs.

The Judiciary of Guam will **designate 1 judge** as the JDC Judge, who will have the responsibility for this program and supervise participating offenders.

There has been, and will continue to be, appropriate **consultation** with affected agencies – or stakeholders – in the implementation of this program.

Capabilities and Competencies. The **Judge** is the central figure in the success of any drug court. The Judge supervises and reinforces treatment by frequently reviewing reports from probation officers, treatment provider, probation officers, and members of the Team during weekly staffing. Using a strength-based approach in reviewing a juvenile's compliance with the treatment program, the Judge will use progressive sanctions and incentives. Frequent appearances before the Judge are critical to reinforcement and compliance with treatment objectives for the juvenile. The Judge assumes the roles of task master, mentor, supporter, and disciplinarian. Most of all, the Judge plays the role of coach, encouraging the juvenile to achieve

and succeed. In a Drug Court setting, the Judge monitors the juvenile's behaviors, rewards successes with incentives for program compliance, and imposes immediate and swift sanctions for non-compliance. Success will be treated with encouragement, failure with prompt sanctions by the Judge. The Judge will strive to keep participants in Drug Court while imposing swift, consistent, and behavior-specific sanctions for relapse, violations, poor school attendance, missed court appearances, and other rule violations. Sanctions that are imposed by the Judge are progressive and more restrictive depending upon the severity and/or frequency of the infractions.

The courtroom, under the watchful eye of the Judge, becomes an environment supporting and motivating the juvenile in his/her drug and substance abuse treatment recovery. It also becomes a place where the Judge and parents work cooperatively in the interest of the juvenile.

The **Juvenile Prosecutor** is an Assistant Attorney General assigned to handle juvenile delinquent cases. The Prosecutor's role is to initiate a juvenile delinquent petition or charging document that brings the juvenile before the Court. The Prosecutor will conduct a legal screening of the juvenile's eligibility for drug court. This early assessment consists of verifying that the charges are appropriate for drug court, and that the juvenile does not have any prior charges which would disqualify him/her from the program, *e.g.*, violent offenses. At the Preliminary Hearing, the Prosecutor will advise the Judge whether the case is appropriate for drug court, and thereupon make a recommendation that the juvenile be ordered for a clinical screening with the probation officer, with results reported back to the Judge prior to the Answering.

If the Judge concurs, the Prosecutor will forward the Defense Attorney a Disposition Offer Letter and an Admission and Voluntary Participation Agreement for the juvenile to consider at the time of Answering. Acceptance of the Agreement by the juvenile must be

voluntary. Upon approval by the Judge, an Order for Voluntary Admission will be entered admitting the juvenile into the Juvenile Drug Court Program. The Prosecutor will continue to monitor the success of the juvenile through the Program, but need not be present at regular Staffing and/or Status Hearings. In the event the juvenile is terminated from the Juvenile Drug Court Program by the Judge, the Prosecutor will be informed and a hearing scheduled for imposition of alternative disposition in accordance with the Agreement.

The **Defense Attorney** will be, in most cases, the Public Defender. Upon referral of the juvenile for a clinical screening with the Probation Officer, the Public Defender will advise his client about the nature of pending charges, his/her legal rights to admit or deny the charges, the option of Drug Court, and the legal rights affected by entering Juvenile Drug Court. The Public Defender will outline the requirements for voluntary participation, including incentives and sanctions. If the juvenile agrees to enter the program, Public Defender will have him/her execute an Admission and Voluntary Participation Agreement which will be presented to the Judge at the date set for Answering. The Public Defender will continue to monitor the client's on-going progress through treatment and participate in Violation Hearings to assure that the client is afforded an opportunity to be heard fairly, and that sanctions are within the parameters of the program. If the client is terminated from the program for failure to meet treatment requirements, Public Defender will proceed to represent the juvenile in regular Juvenile/Family Court for alternative disposition.

The **Juvenile Drug Court Coordinator** oversees the full operation of the Juvenile Drug Court. He or she will develop and/or amend policies and procedures for the smooth operation of the Juvenile Drug Court. The Coordinator works closely with the Judge to assure the Drug Court is effective and functioning as stated in the goals and objectives section. The Coordinator is

responsible for each participant's progress through the system from the first contact with the SRO or police department to the final contact in the extended follow up period. The Coordinator monitors compliance with Juvenile Drug Court Policies and Procedures and arranges for and assists with outside evaluations. The Coordinator conducts internal evaluations semi-annually and provides a full report to the stakeholders. The Coordinator will conduct and/or schedule on-island training courses and/or presentations to those involved with Juvenile Drug Court; make appropriate press releases, be available for the media to answer questions, and make presentations to the public at business and professional meetings. The Coordinator will attempt to identify funding sources during the grant period and thereafter to sustain the program after the grant's expiration date. The Coordinator will seek community support for incentives and will work with agencies and the community. The Coordinator will monitor the Case Management System (CMS), assure entries are made, and provide reports to stakeholders as requested. Program monitoring should be made, at the least, on a monthly basis using reports generated by the CMS. The Coordinator resolves problems as they develop between parties and keeps all stakeholders motivated and informed as the Juvenile Drug Court progresses. The Coordinator will be assigned to the Judiciary of Guam, Probation Services Division, and will supervise the Probation officers and Treatment Provider/Substance Abuse Specialists in the JDC Program.

The **Juvenile Drug Court Probation Officer (PO)** plays a key role in all phases of Drug Court. The PO is a crucial link with the families, schools, and communities. The PO coordinates on a continuous basis with the Secondary School Administrator, School Resource Officer (SRO), Attendance Officers, and Guam Police Department (GPD) Juvenile Investigation Section (JIS).

When Juvenile Drug Court is informed by the School Resource Officer (SRO) or GPD officer that a case involving drug use, or a drug related offense not including distribution has been investigated and reported then, Juvenile Drug Court shall maintain a record of the investigative report. The SRO / GPD Officer will forward the investigative report to the Prosecutor for appropriate disposition which may result in a charge, further request for investigation, or declination. The PO will periodically follow-up with the reporting SRO to monitor case status. The Probation officer will conduct the screening examination and enter the data into the Judiciary of Guam CMS. The probation officer will be the point of contact for other agencies dealing with participants in Drug Court. Especially important will be the close communication with the probation services assistant / other probation officers providing drug testing. The probation officer will develop and schedule collateral programs. The probation officer will conduct Intake and Processing of the JDC Program. He or she will attend all Staffing and coordinate treatment reports with treatment providers. The probation officer will schedule participants for group therapy, individual therapy, family therapy, recreational therapy and other activities. Probation officers will assure treatment plans are developed and fully implemented.

Once a juvenile voluntarily enters the drug court program on order of the Judge, the PO participates with the Treatment Provider and/or JDC personnel to provide weekly random drug testing, periodic visitation and monitoring of the juvenile and his/her family, weekly monitoring of the juvenile's school attendance and performance, and general involvement and assessment of the juvenile's overall behaviors.

The PO is an active participant in weekly staffing to appraise the Judge on a juvenile's current status and progress in the drug court program in coordination with the treatment provider and/or JDC personnel. The PO makes independent recommendations to the Judge for

appropriate incentives and sanctions. Probation officers report to the Juvenile Drug Court Coordinator, and work closely with the treatment providers.

The **Treatment Provider** will administer Phase I - IV of the treatment program. The Treatment Provider assures the psycho-educational, clinical group sessions, family group sessions, and individual and family (IMFT) sessions are progressing toward their goals and objectives. The treatment provider is organizationally located under the Juvenile Drug Court Office.

The **Juvenile Investigative Section (JIS) Police Officer** is an integral player in the Juvenile Drug Court Program. The Officer responds to voluntary referrals by parents, school reports or disturbances where juveniles may be involved in drug and/or alcohol use. The JIS Officer will receive copies of all investigative reports conducted by the School Resource Officer (SRO) on school grounds. The SRO will coordinate the transportation of juveniles with JIS for detention processing. Upon arrest of a juvenile, JIS will process and transport the juvenile to the Department of Youth Affairs for detention. The Officer will inform the parent to report to Court for a 4 p.m. Preliminary Hearing within forty-eight (48) hours.

In the event that a Guam Police Department (GPD) Patrol Officer entertains a drug or drug-related case, the Patrol Officer must immediately contact and inform the Juvenile Investigations Section (JIS) of the juvenile being taken into custody and coordinate the transport to DYA for detention. JIS will inform the SRO of these cases for proper coordination. As stated above, the Patrol Officer must inform the juvenile's parent(s) to report to Court for a 4 p.m. Preliminary Hearing within forty-eight (48) hours.

The **School Liaison Representative** will be responsible for reporting the academic, attendance and social behavior of the student client to the JDC team. His or her primary

responsibility is to represent the Department of Education (DOE) in a light that will best serve the interest of the Department and the student in general. Information such as grades, program reports, attendance, behavior, problems, school involvement (including school-based programs, e.g., after school programs) and other pertinent demographic information will be reported on during the staffing committee through collaboration with the school liaison. Should the school liaison be unable to attend the weekly Staffing and Status Hearings, the information should immediately be relayed to the School Resource Officer (SRO), who is employed by the Judiciary of Guam Probation Division and grant funded through the (Guam) Department of Education, who will accomplish two tasks: one, submit this information in report form to the probation officers by 12 noon each Thursday; and two, appraise the Judge, coordinator, and probation officers during the Staffing.

The School Liaison Representative works in tandem with all DOE Principals. The Department of Education will oversee the drug program at the target schools. Release of any school information concerning student records of clients within the JDC must be released with the approval of the school Principals. The Principal will have full authority on the referral process at the school level and will work closely with the SRO and the attendance officer to gather and disseminate relevant information needed by the Judicial Branch for the purposes of expediting procedures and goals of the Juvenile Drug Court Program. The Principal will also serve as the “In loco parentis” agent in the absence of the parents, and will act in the best interest of the student within the established guidelines of the Department of Education and Federal Mandates.

The Judiciary of Guam has been designated as the **state administering agency** and has been a federal grant recipient for at least a couple decades. The Judiciary’s Probation Services

Division is responsible for monitoring and supervising probationers, as well as providing status reports to the Judge on the client's progress. The JDC Coordinator is the **Project Manager** responsible for overseeing the program and ensuring the goal and objectives are accomplished.

The Court Programs Office is responsible for formulating state plans and ensuring grant related requirements are met. This office works with the JDC Coordinator to collect required progress, activities, and data, and submits grant required reports and correspondence to the program office, such as progress reports, performance metrics, and property inventory reports, et cetera. The Financial Management Division submits grant financial reports and ensures timely drawdowns, and utilizes a Financial Management Information System to separately track grant encumbrances and expenditures.

The Procurement Division is responsible for purchasing all necessary program materials and supplies. The Human Resources Division is responsible for hiring program personnel. These divisions (Court Programs, Financial, Procurement, and Human Resources) are organizationally situated under the Administrative Office of the Courts, and work collaboratively with the JDC Judge and JDC Coordinator to ensure the program goal and objectives are met, and that implementation of the program progresses seamlessly and in accordance with the established Timeline, budget, rules, regulations and laws.

Budget Detail, Narrative and Summary

Budget Detail – Year 1 of 3

A. PERSONNEL		
One (1) Judicial Social Worker	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$37,107.00
In-Kind Match:		
Judge	\$121,664.00 per annum x 5%	\$6,083.20
Juvenile Drug Court Coordinator	\$55,488.00 per annum x 40%	\$22,195.20
Program Coordinator III	\$40,762.00 per annum x 5%	\$2,038.10
Probation Officer Supervisor	\$43,490.00 per annum x 6%	\$2,609.40
Probation Officer II	\$40,149.00 per annum x 5%	\$2,007.45
Probation Officer I	\$37,128.00 per annum x 5%	\$1,856.40
Probation Services Assistant/Juvenile Tracker	\$24,729.00 per annum x 11.33%	\$2,801.80
TOTAL IN-KIND MATCH:		\$39,591.55
B. FRINGE BENEFITS:		
One (1) Judicial Social Worker II	Retirement: \$37,107 x 34.55% Health: \$37,107 x 4% Dental: \$37,107 x 1.49% Life: \$37,107 x 1% Medicare: \$37,107 x 1.45%	\$12,820.00 \$1,484.00 \$553.00 \$371.00 \$538.00
TOTAL FRINGE BENEFITS:		\$15,766.00
C. TRAVEL		
For four (4) staff from the Judiciary of Guam which may include Juvenile Drug Court (JDC) Judge, JDC Coordinator, JDC Program staff, and Court Programs Administrator or designee to attend relevant training or annual conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers Average per diem rate at \$250.00 /day x 7 days (5 training days plus 2 travel day) x 4 travelers	\$10,000.00 \$7,000.00
TOTAL TRAVEL:		\$17,000.00
D. CONTRACTUAL SERVICES		
Consultant (to provide grant evaluation services).		\$60,000.00
On-site training for the use of evidence-based risk assessment and screening tools for up to 30 people, includes training materials.		\$20,000.00
On-site training for treatment providers on evidence –based practices for up to 20 people,		\$20,000.00

includes training materials. Bid Advertisements	\$500 per ad x 2 bid ads for 2 newspapers each	\$2,000.00
For two (1) Individual Marriage and Family Therapists (IMFT) ***Cash Match***	70 hours of individual therapy @ \$50.00/hour x 1 IMFT	\$3,500.00
For two (2) Group Therapists ***Cash Match***	120 hours of group sessions @ \$25.00/hour x 2 Group Therapists	\$6,000.00
TOTAL CONTRACTUAL SERVICES:		\$102,000.00
E. OFFICE SUPPLIES AND MATERIALS:		
Office and administrative supplies and program related materials	To include but not limited to, paper, file folders, pens, pencils, computerized psychological tests, etc.	\$8,000.00
Drug Testing Supplies	To include but not limited to test cups, testing strips, latex gloves, mouth pieces for alcohol test kit.	\$10,000.00
Alcohol Test Kit		\$800.00
Evidence based Juvenile Risk assessment and screening tools software	Annual Software cost for up to 30 users, unlimited use.	\$11,000.00
JDC related evidence based treatment (training) modules and materials	Treatment training modules and materials per therapist	\$10,000.00
TOTAL OFFICE SUPPLIES AND MATERIALS:		\$39,800.00
F. EQUIPMENT		
Computer and UPS for Social Worker II	Desktop computer with peripherals and battery backup	\$2,000.00
TOTAL EQUIPMENT:		\$2,000.00

G. OTHER COSTS		
Registration fees for training or conference	Registration fee training or conference at \$700 x 4 attendees	\$2,800.00
TOTAL OTHER COSTS:		\$2,800.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$216,473.00
TOTAL PROJECT COSTS		\$265,564.55
FEDERAL REQUEST		\$216,473.00
NON- FEDERAL AMOUNT (In-Kind)		\$39,591.55
NON-FEDERAL AMOUNT (***Cash Match***)		\$9,500.00

Budget Detail – Year 2 of 3

A. PERSONNEL		
One (1) Judicial Social Worker II	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$37,107.00
In-Kind Match:		
Judge	\$121,664.00 per annum x 5%	\$6,083.20
Juvenile Drug Court Coordinator	\$55,488.00 per annum x 40%	\$22,195.20
Program Coordinator III	\$40,762.00 per annum x 5%	\$2,038.10
Probation Officer Supervisor	\$43,490.00 per annum x 6%	\$2,609.40
Probation Officer II	\$40,149.00 per annum x 5%	\$2,007.45
Probation Officer I	\$37,128.00 per annum x 5%	\$1,856.40
Probation Services Assistant/Juvenile Tracker	\$24,729.00 per annum x 11.33%	\$2,801.80
TOTAL IN-KIND MATCH:		\$39,591.55
B. FRINGE BENEFITS:		
One (1) Judicial Social Worker	Retirement: \$37,107 x 34.55% Health: \$37,107 x 4% Dental: \$37,107 x 1.49% Life: \$37,107 x 1% Medicare: \$37,107 x 1.45%	\$12,820.00 \$1,484.00 \$553.00 \$371.00 \$538.00
TOTAL FRINGE BENEFITS:		\$15,766.00
C. TRAVEL		
For four (4) staff from the Judiciary of Guam which may include Juvenile Drug Court (JDC) Judge, JDC Coordinator, JDC Program staff, and Court Programs Administrator or designee to attend relevant training or annual conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers Average per diem rate at \$250.00 /day x 7 days (5 training days plus 2 travel day) x 4 travelers	\$10,000.00 \$7,000.00
TOTAL TRAVEL:		\$17,000.00
D. CONTRACTUAL SERVICES		
For one (1) Individual Marriage and Family Therapists (IMFT) ***Cash Match***	70 hours of individual therapy @ \$50.00/hour x 1 IMFT	\$3,500.00
For two (2) Group Therapists ***Cash Match***	120 hours of group sessions @ \$25.00/hour x 2 Group Therapists	\$6,000.00

TOTAL CONTRACTUAL SERVICES:		\$0.00
E. OFFICE SUPPLIES AND MATERIALS:		
General office and administrative supplies and program related materials	To include but not limited to paper, file folders, pens, pencils, computerized psychological tests, etc.	\$8,000.00
Drug Testing Supplies	To include but not limited to test cups, testing strips, latex gloves, mouth pieces for alcohol tests kit.	\$10,000.00
Evidence based Juvenile Risk assessment and screening tools software	Annual Software cost for up to 30 users, unlimited use.	\$11,000.00
JDC related evidence based treatment and therapy tools and/or software	Treatment training modules and materials per therapist	\$ 10,000.00
TOTAL OFFICE SUPPLIES AND MATERIALS:		\$39,000.00
F. EQUIPMENT		\$0.00
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
Registration fees for training or conference	Registration fee training or conference at \$700 x 4 attendees	\$2,800.00
TOTAL OTHER COSTS:		\$2,800.00
H. INDIRECT COSTS		\$0.00
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$111,673.00
TOTAL PROJECT COSTS		\$160,764.55
FEDERAL REQUEST		\$111,673.00
NON-FEDERAL AMOUNT (In-Kind)		\$39,591.55
NON-FEDERAL AMOUNT (**Cash Match**)		\$9,500.00

Budget Detail -Year 3 of 3

A. PERSONNEL		
One (1) Judicial Social Worker II	\$18.51/hour x 2,080 hours	\$38,501.00
TOTAL PERSONNEL SALARIES:		\$38,501.00
In-Kind Match:		
Judge	\$121,664.00 per annum x 5%	\$6,083.20
Juvenile Drug Court Coordinator	\$55,488.00 per annum x 40%	\$22,195.20
Program Coordinator III	\$40,762.00 per annum x 5%	\$2,038.10
Probation Officer Supervisor	\$43,490.00 per annum x 6%	\$2,609.40
Probation Officer II	\$40,149.00 per annum x 5%	\$2,007.45
Probation Officer I	\$37,128.00 per annum x 5%	\$1,856.40
Probation Services Assistant/Juvenile Tracker	\$24,729.00 per annum x 11.33%	\$2,801.80
TOTAL IN-KIND MATCH:		\$39,591.55
B. FRINGE BENEFITS:		
One (1) Judicial Social Worker II	Retirement: \$38,501 x 34.55% Health: \$38,501 x 4% Dental: \$38,501 x 1.49% Life: \$38,501 x 1% Medicare: \$38,501 x 1.45%	\$13,302.00 \$1,540.00 \$574.00 \$385.00 \$558.00
TOTAL FRINGE BENEFITS:		\$16,359.00
C. TRAVEL		
For four (4) staff from the Judiciary of Guam which may include Juvenile Drug Court (JDC) Judge, JDC Coordinator, JDC Program staff, and Court Programs Administrator or designee to attend relevant training or annual conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers Average per diem rate at \$250.00 /day x 7 days (5 training days plus 2 travel day) x 4 travelers	\$10,000.00 \$7,000.00
TOTAL TRAVEL:		\$17,000.00
D. CONTRACTUAL SERVICES		
For one (1) Individual Marriage and Family Therapist (IMFT) ***Cash Match***	70 hours of individual therapy @ \$50.00/hour x 1 IMFT	\$3,500.00
For two (2) Group Therapists ***Cash Match***	120 hours of group sessions @ \$25.00/hour x 2 Group Therapists	\$6,000.00
TOTAL CONTRACTUAL SERVICES:		\$0.00

E. OFFICE SUPPLIES AND MATERIALS:		
General office and administrative supplies and program related materials	To include but not limited to paper, file folders, pens, pencils, computerized psychological tests, etc.	\$8,000.00
Drug Testing Supplies	To include but not limited to test cups, testing strips, latex gloves, mouth pieces for alcohol test kit.	\$10,000.00
Evidence based Juvenile Risk assessment and screening tools software	Annual Software cost for up to 30 users, unlimited use.	\$11,000.00
JDC related evidence based treatment and therapy tools and/or software	Treatment training modules and materials per therapist	\$10,000.00
TOTAL OFFICE SUPPLIES AND MATERIALS:		\$39,000.00
F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
Registration fees for training or conference	Registration fee training or conference at \$700 x 4 attendees	\$2,800.00
TOTAL OTHER COSTS:		\$2,800.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0.00
TOTAL DIRECT COSTS		\$113,660.00
TOTAL PROJECT COSTS		\$162,751.55
FEDERAL REQUEST		\$113,660.00
NON- FEDERAL AMOUNT (In-Kind)		\$39,591.55
NON-FEDERAL AMOUNT (**Cash Match**)		\$9,500.00
TOTAL FEDERAL REQUEST		\$441,806.00

Budget Narrative – Year 1 of 3

A. PERSONNEL		
One (1) Judicial Social Worker II <i>The Judiciary of Guam will employ one Judicial Social Worker who will facilitate the wrap around services being offered JDC participants.</i>	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$37,107.00
In-Kind Match:		
Judge	\$121,664.00 per annum x 5%	\$6,083.20
Juvenile Drug Court Coordinator	\$55,488.00 per annum x 40%	\$22,195.20
Program Coordinator III	\$40,762.00 per annum x 5%	\$2,038.10
Probation Officer Supervisor	\$43,490.00 per annum x 6%	\$2,609.40
Probation Officer II	\$40,149.00 per annum x 5%	\$2,007.45
Probation Officer I	\$37,128.00 per annum x 5%	\$1,856.40
Probation Services Assistant/Juvenile Tracker	\$24,729.00 per annum x 11.33%	\$2,801.80
TOTAL IN-KIND MATCH:		\$39,591.55
B. FRINGE BENEFITS:		
One (1) Judicial Social Worker II Fringe Benefits: <i>The Judiciary of Guam will employ one Judicial Social Worker II who will facilitate the wrap around services being offered to JDC participants.</i>	Retirement: \$37,107 x 34.55% Health: \$37,107 x 4% Dental: \$37,107 x 1.49% Life: \$37,107 x 1% Medicare: \$37,107 x 1.45%	\$12,820.00 \$1,484.00 \$553.00 \$371.00 \$538.00
TOTAL FRINGE BENEFITS:		\$15,766.00
C. TRAVEL		
Four (4) staff from Judiciary of Guam may include Juvenile Drug Court Judge, JDC Coordinator, JDC Program staff, and Court Programs Administrator or designee to attend relevant training or annual conference. <i>Four (4) staff members from Juvenile Drug Court will travel off island to attend training or annual conference relevant to the enhancement of services to include evidence</i>	Average economy airfare from Guam is \$2,500/person x 4 travelers Average per diem rate at \$250.00 /day x 7 days (5 training days plus 2 travel day) x 4 travelers	\$10,000.00 \$7,000.00

<i>based practices / treatment modalities.</i>		
TOTAL TRAVEL:		\$17,000.00
D. CONTRACTUAL SERVICES		
<p>Consultant</p> <p><i>Will conduct grant evaluation; will be responsible for reviewing data, assessing and making recommendations on current policies, data collection improvements, mandates; identify the mechanisms for sustained funding and delivery of service to program participants; provide ongoing analysis, monitoring and assessment of the solution's impact; analyze recidivism rates; and prepare a final report that thoroughly assesses the outcomes of the project.</i></p>		\$60,000.00
<p>On Site Training for Risk Assessment and Screening Tools</p> <p><i>The Judiciary of Guam will contract the services of a vendor to provide on-site training in the Risk Assessment and Screening Tools to probation officers, judges and justices.</i></p>		\$20,000.00
<p>On Site Evidence-Based Treatment Training</p> <p><i>The Judiciary of Guam will contract the services of a vendor to provide on site evidence based treatment training for juvenile clients to treatment providers</i></p>		\$20,000.00
<p>Bid Advertisements</p> <p><i>Bid advertisements for the consultant and training will be published in the Pacific Daily News and Marianas Variety Newspapers, announcing the request for proposals.</i></p>	\$500 per ad x 2 bid ads for 2 newspapers each	\$2,000.00
<p>For one (1) Individual Marriage and Family Therapist (IMFT) ***Cash Match***</p>	70 hours of individual therapy @ \$50.00/hour x 1 IMFT	\$ 3,500.00
<p>For two (2) Group Therapists ***Cash Match***</p>	120 hours of group sessions @ \$25.00/hour x 2 Group Therapists	\$6,000.00

TOTAL CONTRACTUAL SERVICES:		\$102,000.00
E. OFFICE SUPPLIES AND MATERIALS:		
Office and administrative supplies and instructional material	General office and administrative supplies to include but not limited to paper, folders, pens and labels will be purchased for the use of the social worker when providing services to juvenile clients. The computerized psychological tests will be utilized by the treatment providers.	\$8,000.00
Drug Testing Supplies	Drug testing supplies to include but not limited to test cups, test strips and latex gloves, mouth pieces for alcohol test kit, will be purchased to assist probation officers in the supervision of clients and their abstinence from drug use.	\$10,000.00
Alcohol Test Kit		\$800.00
Evidence Based Juvenile Risk Assessment and Screening Software	Annual software costs for up to 30 users, unlimited use. This is intended to be utilized by probation officers and JDC program staff.	\$11,000.00
JDC related evidence based treatment (training) modules and materials	Treatment training modules and materials will be utilized per treatment provider, and per juvenile, at 40 JDC participants per year.	\$10,000.00
TOTAL OFFICE SUPPLIES AND EQUIPMENT:		\$39,800.00
F. EQUIPMENT		
Computer and UPS for Social Worker II	Desktop computer with peripherals and battery backup	\$2,000.00
TOTAL EQUIPMENT:		\$2,000.00
G. OTHER COSTS		
Registration Fees	For four (4) staff members from Juvenile Drug Court to travel off island	\$2,800.00

	to attend training or annual NADCP conference relevant to the enhancement of services to include evidence based practices / treatment modalities. Registration fee training or conference at \$700 x 4 attendees	
TOTAL OTHER COSTS:		\$2,800.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS:		\$0.00
TOTAL DIRECT COSTS		\$216,473.00
TOTAL PROJECT COSTS		\$265,564.55
FEDERAL REQUEST		\$216,473.00
NON-FEDERAL AMOUNT (In-kind)		\$39,591.55
NON-FEDERAL AMOUNT (**Cash Match***)		\$9,500.00

Budget Narrative – Year 2 of 3

A. PERSONNEL		
One (1) Judicial Social Worker II: <i>The Judiciary of Guam will employ one Judicial Social Worker II who will facilitate the wrap around services being offered to JDC participants.</i>	\$17.84/hour x 2,080 hours	\$37,107.00
TOTAL PERSONNEL SALARIES:		\$37,107.00
In-Kind Match:		
Judge	\$121,664.00 per annum x 5%	\$6,083.20
Juvenile Drug Court Coordinator	\$55,488.00 per annum x 40%	\$22,195.20
Program Coordinator III	\$40,762.00 per annum x 5%	\$2,038.10
Probation Officer Supervisor	\$43,490.00 per annum x 6%	\$2,609.40
Probation Officer II	\$40,149.00 per annum x 5%	\$2,007.45
Probation Officer I	\$37,128.00 per annum x 5%	\$1,856.40
Probation Services Assistant/Juvenile Tracker	\$24,729.00 per annum x 11.33%	\$2,801.80
TOTAL IN-KIND MATCH:		\$39,591.55
B. FRINGE BENEFITS:		
One (1) Judicial Social Worker II Fringe Benefits: <i>The Judiciary of Guam will employ one Judicial Social Worker II who will facilitate the wrap around services being offered to JDC participants.</i>	Retirement: \$37,107 x 34.55% Health: \$37,107 x 4% Dental: \$37,107 x 1.49% Life: \$37,107 x 1% Medicare: \$37,107 x 1.45%	\$12,820.00 \$1,484.00 \$553.00 \$371.00 \$538.00
TOTAL FRINGE BENEFITS:		\$15,766.00
C. TRAVEL		
Four (4) staff from Judiciary of Guam may include Juvenile Drug Court Judge and Program staff to attend relevant training or annual conference. <i>Four staff members from Juvenile Drug Court will travel off island to attend training or annual conference relevant to the enhancement of services to include evidence based practices / treatment modalities.</i>	Average economy airfare from Guam is \$2,500/person x 4 travelers Average per diem rate at \$250.00 /day x 7 days (5 training days plus 2 travel day) x 4 travelers	\$10,000.00 \$7,000.00

TOTAL TRAVEL:		\$17,000.00
D. CONTRACTUAL SERVICES		
For one (1) Individual Marriage and Family Therapist (IMFT) ***Cash Match***	70 hours of individual therapy @ \$50.00/hour x 1 IMFT	\$ 3,500.00
For two (2) Group Therapists ***Cash Match***	120 hours of group sessions @ \$25.00/hour x 2 Group Therapists	\$6,000.00
TOTAL CONTRACTUAL SERVICES:		\$9,500.00
E. OFFICE SUPPLIES AND MATERIALS:		
General office and administrative supplies	General office and administrative supplies to include but not limited to paper, folders, pens and labels will be purchased for the use of the social worker when providing services to juvenile clients. The computerized psychological tests will be utilized by the treatment providers.	\$8,000.00
Drug Testing Supplies	Drug testing supplies to include but not limited to test cups, test strips and latex gloves will be purchased to assist probation in the supervision of JDC participants and their abstinence from drug use.	\$10,000.00
Evidence Based Juvenile Risk Assessment and Screening Software	Annual software costs for up to 30 users, unlimited use. This is intended to be utilized by probation officers and JDC program staff.	\$11,000.00
JDC related evidence based treatment (training) modules and materials	Treatment training modules and materials will be utilized per treatment provider, and per juvenile, at 40 JDC participants per year.	\$10,000.00
TOTAL OFFICE SUPPLIES AND EQUIPMENT:		\$39,000.00

F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0:00
G. OTHER COSTS		
Registration Fees	For four staff members from Juvenile Drug Court will travel off island to attend training or annual conference relevant to the enhancement of services to include evidence based practices / treatment modalities. Registration fee training or conference at \$700 x 4 attendees	\$2,800.00
TOTAL OTHER COSTS:		\$2,800.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS :		\$0:00
TOTAL DIRECT COSTS		\$111,673.00
TOTAL PROJECT COSTS		\$160,764.55
FEDERAL REQUEST		\$111,673.00
NON-FEDERAL AMOUNT (In-kind)		\$39,591.55
NON-FEDERAL AMOUNT (**Cash match)		\$9,500.00

Budget Narrative- Year 3 of 3

A. PERSONNEL		
One (1) Judicial Social Worker II :	\$18.51/hour x 2,080 hours	\$38,501.00
<i>The Judiciary of Guam will employ one Judicial Social Worker II who will facilitate the wrap around services being offered to JDC participants..</i>		
<i>On the third year of employment, the Judicial Social Worker II will receive a salary increment.</i>		
TOTAL PERSONNEL SALARIES:		\$38,501.00
In-Kind Match:		
Judge	\$121,664.00 per annum x 5%	\$6,083.20
Juvenile Drug Court Coordinator	\$55,488.00 per annum x 40%	\$22,195.20
Program Coordinator III	\$40,762.00 per annum x 5%	\$2,038.10
Probation Officer Supervisor	\$43,490.00 per annum x 6%	\$2,609.40
Probation Officer II	\$40,149.00 per annum x 5%	\$2,007.45
Probation Officer I	\$37,128.00 per annum x 5%	\$1,856.40
Probation Services Assistant/Juvenile Tracker	\$24,729.00 per annum x 11.33%	\$2,801.80
TOTAL IN-KIND MATCH:		\$39,591.55
B. FRINGE BENEFITS:		
One (1) Judicial Social Worker II Fringe Benefits:	Retirement: \$38,501 x 34.55%	\$13,302.00
	Health: \$38,501 x 4%	\$1,540.00
	Dental: \$38,501 x 1.49%	\$574.00
	Life: \$38,501 x 1%	\$385.00
	Medicare: \$38,501 x 1.45%	\$558.00
<i>The Judiciary of Guam will employ one Judicial Social Worker II who will facilitate the wrap around services being offered to juvenile probationers.</i>		
TOTAL FRINGE BENEFITS:		\$16,359.00
C. TRAVEL		
Four (4) staff from Judiciary of Guam may include Juvenile Drug Court Judge and Program staff to attend relevant training or annual conference.	Average economy airfare from Guam is \$2,500/person x 4 travelers	\$10,000.00
	Average per diem rate at \$250.00 /day x 7 days (5 training days plus 2 travel day)	\$7,000.00

Four staff members from Juvenile Drug Court will travel off island to attend training or annual conference relevant to the enhancement of services to include evidence based practices / treatment modalities.	x 4 travelers	
TOTAL TRAVEL:		\$17,000.00
D. CONTRACTUAL SERVICES		
For one (1) Individual Marriage and Family Therapist (IMFT) ***Cash Match***	70 hours of individual therapy @ \$50.00/hour x 1 IMFT	\$ 3,500.00
For two (2) Group Therapists ***Cash Match***	120 hours of group sessions @ \$25.00/hour x 2 Group Therapists	\$6,000.00
TOTAL CONTRACTUAL SERVICES:		\$9,500.00
E. OFFICE SUPPLIES AND MATERIALS:		
General office and administrative supplies	General office and administrative supplies to include but not limited to paper, folders, pens and labels will be purchased for the use of the social worker when providing services to juvenile clients. The computerized psychological tests will be utilized by the treatment providers.	\$8,000.00
Drug Testing Supplies	Drug testing supplies to include but not limited to test cups, test strips and latex gloves will be purchased to assist probation in the supervision of JDC participants and their abstinence from drug use.	\$10,000.00
Evidence Based Juvenile Risk Assessment and Screening Software	Annual software costs for up to 30 users, unlimited use. This is intended to be utilized by probation officers and JDC program staff.	\$11,000.00
JDC related evidence based treatment (training) modules and materials	Treatment training modules and materials will be utilized per treatment provider, and per juvenile, at 40 JDC participants per year.	\$10,000.00

TOTAL OFFICE SUPPLIES AND EQUIPMENT:		\$39,000.00
F. EQUIPMENT		
TOTAL EQUIPMENT:		\$0.00
G. OTHER COSTS		
Registration Fees	For four staff members from Juvenile Drug Court will travel off island to attend training or annual conference relevant to the enhancement of services to include evidence based practices / treatment modalities. Registration fee training or conference at \$700 x 4 attendees	\$2,800.00
TOTAL OTHER COSTS:		\$2,800.00
H. INDIRECT COSTS		
TOTAL INDIRECT COSTS:		\$0.00
TOTAL DIRECT COSTS		\$113,660.00
TOTAL PROJECT COSTS		\$162,751.55
FEDERAL REQUEST		\$113,660.00
NON-FEDERAL AMOUNT (In-kind)		\$39,591.55
NON-FEDERAL AMOUNT (**Cash match)		\$ 9,500.00
TOTAL FEDERAL REQUEST		\$441,806.00

Budget Summary- Years 1 through 3

BUDGET CATAGORY	AMOUNT
A. PERSONNEL	\$112,715.00
In-Kind Match	118,774.65
B. FRINGE BENEFITS	\$47,891.00
C. TRAVEL	\$51,000.00
D. CONTRACTUAL SERVICES	\$102,000.00
E. OFFICE SUPPLIES AND MATERIALS	\$117,800.00
F. EQUIPMENT	\$2,000.00
G. OTHER COSTS	8,400.00
H. INDIRECT COSTS	
TOTAL DIRECT COSTS	\$441,806.00
TOTAL PROJECT COSTS	\$589,080.65
FEDERAL REQUEST	\$441,806.00
NON-FEDERAL AMOUNT (In-kind)	\$118,774.65
NON-FEDERAL AMOUNT (Cash match)	\$28,500.00

Attachment A

Governor of Guam's
Letter of Designation for
State Administering Agency



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam.

JUL 16 2014

The Honorable Robert J. Torres
Chief Justice
Judiciary of Guam
Guam Judicial Center
120 West O'Brien Drive
Hagatna, Guam 96910

Dear Chief Justice Torres:

I hereby designate the Judiciary of Guam as an entity of the Government of Guam to apply for and administer the OJJDP FY2014 Enhancements to Juvenile Drug Courts Grant from the U.S. Department of Justice (DOJ), in conjunction with the Office of Justice Programs (OJP) and the Office of Juvenile Justice and Delinquency Prevention. I understand that the Juvenile Drug Court (JDC) has been operational since 2002, and has served many of our island youth and their families in collaboration with JDC stakeholders, such as Sanctuary Incorporated, the Department of Youth Affairs (DYA), the Guam Department of Education (GDOE), the Public Defender Service Corporation, Office of the Attorney General, and Guam Behavioral Health and Wellness Center.

If this program is implemented, it will enhance services provided by JDC by instituting evidence-based treatment and practices for intake, assessment and monitoring of juvenile probationers, funding data collection and evaluation efforts, and bilingual treatment services.

Thank you in advance for undertaking this effort.

Senseramente,


EDDIE BAZA CALVO
Governor of Guam



Attachment B

Logic Model

JUVENILE DRUG COURT ENHANCEMENT LOGIC MODEL

PROBLEM **SUBPROBLEM(S)** **ACTIVITIES** **OUTPUT MEASURES** **OUTCOME MEASURES**

Long Term

Short Term

The operations of the Juvenile Drug Court need significant improvement in order to address the high recidivism rates of juvenile offenders.

The Guam JDC has not implemented evidence-based practices

OBJECTIVE(S)

- Objective 1:** Identify and procure evidence-based risk assessment and screening instruments.
- Objective 2:** Identify and procure evidence-based treatment, train treatment providers in its use, and incorporate into JDC treatment modules.
- Objective 3:** Enroll 40 JDC participants per year, or 120 over the 3-year grant period.
- Objective 4:** Ensure JDC is culturally responsive to the needs of participants by employing a full-time bilingual employee to provide language assistance, translation services, and quarterly JDC team training in cultural diversity issues to JDC staff, JDC participants and their families, the JDC judge, probation officers, et cetera.
- Objective 5:** Implement a class for parents to better equip them with the information and skills necessary to strengthen the family's capacity to offer structure and guidance.
- Objective 6:** Improve the provision of substance abuse screening of participants by procuring an alcohol screener to utilize in concert with drug test kits.
- Objective 7:** Improve collaboration between agencies.
- Objective 8:** Improve data collection efforts by reviewing performance measures contained in the solicitation against the Judiciary's Case Management System to ensure required data is collected.
- Objective 9:** Conduct a program evaluation to identify strengths and deficiencies.
- Objective 10:** Reduce recidivism of JDC participants by 5%, measured 1 year after program completion.

GOAL

The goal of this project is to enhance the capacity of the Guam Juvenile Drug Court (JDC) Program and improve the outcome for juvenile offenders and their families.

Number of youth that the drug court program served
 Number of services provided to youth
 Number of drug/alcohol tests performed
 Percentage of program youth who were adjudicated
 Number of people who attended trainings
 Number of parent sessions completed

Conduct research on evidence-based assessment, screening, and treatment.
 Request for quotations and purchase risk assessment and screening instruments
 Contract company to conduct training on island
 Assess clients for clinical and legal eligibility
 Announce availability of position
 Conduct interviews
 Hire personnel to create curriculum; or develop/translate court forms, brochures
 Conduct training of JDC team on a quarterly basis
 Develop and provide parenting classes
 Purchase alcohol screener
 Enter into a MOU with stakeholders
 Work with the CMS Project Manager to ensure all data is captured
 Develop a draft RFP
 Conduct program evaluation



Attachment C

Timeline

Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person(s) Responsible
Months 1 - 4	Enhance the capacity of the Guam Juvenile Drug Court Program and improve the outcome for juvenile participants.	Identify and procure scientifically (evidence) based risk assessment and screening instruments for use by probation officers.	<p>Conduct research</p> <p>Request for quotations</p> <p>Purchase risk assessment and screening instruments</p>	January 31, 2015	<p>Juvenile Drug Court Coordinator</p> <p>Chief and Deputy Chief Probation Officer</p> <p>Procurement Division</p> <p>Financial Management Division</p>

<p>Month 1 - 4</p>		<p>Identify and procure scientifically (evidence) based treatment, train treatment providers in its use, and incorporate into JDC treatment modules.</p>	<p>Research available evidence based treatment for juveniles Request for quotations Purchase evidence based treatment instruments Contract company to conduct training on island</p>	<p>January 31, 2015</p>	<p>Juvenile Drug Court Coordinator JDC Treatment Providers Chief and Deputy Chief Probation Officer Procurement Division Financial Management Division</p>
<p>Months 5- 36</p>		<p>Enroll 40 JDC participants per year, or 120 over the 3 year grant period.</p>	<p>Assess clients for clinical and legal eligibility</p>	<p>February 1, 2015 - September 30, 2017</p>	<p>Office of the Attorney General Public Defender Service Corporation Juvenile Drug Court</p>
<p>Month 1 - 3</p>		<p>Ensure JDC is culturally responsive to the needs of participants by employing a full-time bilingual employee to provide language assistance, translation services, and quarterly training in cultural diversity issued to JDC staff, JDC participants and their families, the JDC judge, probation officer etc.</p>	<p>Announce availability of position Conduct interviews Hire personnel Bilingual staff to: Create curriculum; or develop / translate court forms, brochures Conduct training of JDC team on a quarterly basis (4 per year x 2.75 years =</p>	<p>Hire or retain personnel January 1, 2015; work to continue through September 30, 2017</p>	<p>Juvenile Drug Court Coordinator Human Resources Division Bilingual treatment provider or staff</p>

		II cultural diversity trainings)		
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Month 5 - 6	Implement a class for parents to better equip them with the information and skills necessary to strengthen the family's capacity to offer structure and guidance.	Develop a parenting class in month 5, roll out and provide classes to parents in month 6	February 1, 2015 develop; roll out March 1, 2015 through September 30, 2017	Juvenile Drug Court Coordinator Probation officers Bilingual treatment provider or staff Juvenile Drug Court Coordinator
Month 1 - 3	Improve the provision of substance abuse screening of participants by procuring an alcohol screener to utilize in concert with drug test kits	Conduct research Request for quotations Purchase alcohol screener	December 31, 2014	Chief or Deputy Chief Probation Officer Procurement Division
Month 1 - 3	Improve collaboration between agencies that provide wraparound services to immediately address primary and ancillary needs.	Enter into a memorandum of understanding with stakeholders	Draft an updated agreement by December 31, 2014, circulate for signatures thereafter	Juvenile Drug Court Coordinator Court Programs Office Administrator of the Courts JDC Judge Staff Attorney
Month 1 - 3	Improve data collection efforts by reviewing performance measures contained in the solicitation against the Judiciary's Case Management System to ensure required data is collected.	Compare the data requested to the data currently captured Work with the CMS Project Manager to ensure all required data is captured	Review data by December 31, 2014; any additional data required to be collected should be established in the CMS by January 31, 2015	Juvenile Drug Court Coordinator CMS Project Manager Court Programs Office

<p>Month 4-6</p>		<p>Conduct a program evaluation to identify strengths and deficiencies, including stakeholder collaborations, with recommendations to improve the program and outcomes of participants.</p>	<p>Develop a draft Request for Proposals (RFP)</p>	<p>Publish a RFP January 1, 2015; award an evaluator by March 28, 2015</p> <p>Evaluation to be completed and submitted August 2017, inclusive of a review of recidivism rates</p> <p>Evaluation should include a comparison of data pre- and post-evidence-based practices and treatment.</p>	<p>Juvenile Drug Court Coordinator</p> <p>Procurement Division</p> <p>Court Programs Office</p> <p>Chief and Deputy Chief Probation Officer</p> <p>Administrator of the Courts</p> <p>Independent Consultant</p>
<p>Months 25 – 36</p>		<p>Reduce recidivism of JDC participants by 5%, measured 1 year after program completion.</p>	<p>Conduct program evaluation</p>	<p>October 2016 - September 30, 2017</p>	<p>JDC Team</p> <p>Independent Consultant</p>

Attachment D

Job Descriptions

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD**

POSITION TITLE: PROGRAM COORDINATOR III
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt **EEO CATEGORY:** Professional
HAY POINTS: (KH) E II 1 = 200 (PS) D 3 (33) = 66 (AC) D 2 C = 76
TOTAL POINTS: 342 **PAY GRADE:** M
DATE ESTABLISHED: 9/3/10 **PREPARED BY:** Human Resources Staff
CONCURRED:  **APPROVED:** 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform the full range of complex technical program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, grants and aid officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assists in the promotion and coordination of Federal Grant and Aid Laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Program Coordinator III
Pay Grade: M

Assists in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to federal grants and aids programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under federal grants and aids or local programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs.

Ability to plan, develop, implement and coordinate federally funded projects and programs.

Ability to interpret and apply pertinent laws, regulations, and related program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.



Ability to maintain records and prepare reports.

Program Coordinator III
Page Grade: M

MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from a recognized college or university with a Bachelor's degree and two (2) years of experience in planning, developing, coordinating or implementing programs or projects or closely related work; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
CLASS STANDARD**

POSITION TITLE: COURT PROGRAMS ADMINISTRATOR
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) F II 3 = 400 (PS) E 3 (38) = 152 (AC) E 2 P = 200
TOTAL POINTS: 752 PAY GRADE: R
DATE ESTABLISHED: October, 2001 REVISED: December 21, 2007
CONCURRED:  APPROVED: 
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex independent professional work involved in the administration, planning, development, and monitoring of federal and/or local grants/aids programs in the Judiciary of Guam. Employees in this class perform complex professional duties which include the formulation and coordination of federal and local grants management and administration.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops and supervises the monitoring and maintenance of federally funded proposals, state plans, policies, budgets and administrative practices to insure compliance with federal regulations, polices and guidelines.

Maintains close liaison and confers with federal and local officials, regional offices, and officials of the government of Guam agency representatives, and other professional persons regarding grants administered or potentially awarded.

Ensures that all projects are properly monitored and that evaluations are conducted in accordance with federal laws, rules and regulations.

Researches and identifies potential sources of federal funds for divisions of the Judiciary; reviews and recommends to the Administrator of the Courts, or his designee, the approval of grant applications and proposals, and submits requests for continued or supplemental funding award of ongoing projects or programs up for renewal.

Prepares various reports required by federal rules and regulations with respect to the financial state of funded programs.

COURT PROGRAMS ADMINISTRATOR
PAY GRADE: R

Prepares and monitors local program budget and required reports.

Prepares annual performance, semi-annual and quarterly progress reports required by federal rules and regulations for federally funded programs; and monitors financial reports and reimbursement requests to insure timely submission.

Maintains consultative relationships and assists the local and federal agencies, with respect to the status of federal grant programs, policies and activities.

Interprets and maintains policies, procedures, regulations and other guidelines pertinent to the drug court program.

Develops programs and practices in order to insure harmonious relationships with the Judiciary, other governmental agencies, and the Guam state clearinghouse.

Maintains comprehensive records and administrative files of federal and local grants awarded to the Judiciary. Participates in the development and conduct of surveys and research studies; prepares and makes readily available correspondences, reports, manuals, handbooks, as it relates to grants administration.

Assists in the preparation and maintains program annual budget, and grant support activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of court's organizational infrastructure.

Knowledge of federal and local laws, policies, regulations, and procedures affecting federal grants and aids.

Knowledge of the principles and practices of public administration.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to interpret and apply rules, regulations, and procedures pertaining to federal and local grant programs.

Ability to plan and administer federal grants and aids, programs and activities.

Ability to make decisions in accordance with federal and local laws, policies, rules, regulations and other program guidelines.

COURT PROGRAMS ADMINISTRATOR
PAY GRADE: R

Ability to work and communicate effectively with the public, government officials (local and federal), Judiciary employees, network agencies in a professional and courteous manner.

Ability to communicate effectively, orally and in writing.

Ability to conduct meetings and make formal presentations.

Ability to organize and maintain accurate grant program files, reports and related documentation for official review and inspection.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with a Master's degree in Business or Public Administration, or related science, plus four (4) years of experience in planning, developing and coordinating the administration of federal grants and aids; inclusive of one (1) year of supervisory experience; or
- B. Graduation from a recognized college or university with a Bachelor's degree in Business or Public Administration, or related science, plus five (5) years of experience in planning, developing and coordinating the administration of federal grants and aids; inclusive of one (1) year of supervisory experience; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUPERIOR COURT OF GUAM
JOB STANDARD**

POSITION TITLE: PROBATION OFFICER I
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt **EEO CATEGORY:** Protective Services
HAY POINTS: (KH) E 1 2 = 175 (PS) D 3 (33) = 57 (AC) D 1 C = 66
TOTAL POINTS: 298 **PAY GRADE:** L
DATE ESTABLISHED: June, 1996 **PREPARED BY:** Human Resources Staff
CONCURRED: *Jose L. R.* **APPROVED:** *[Signature]*
HR ADMINISTRATOR **ADMINISTRATIVE DIRECTOR**

=====

NATURE OF WORK IN THIS CLASS:

This is professional entry level probation work which involves performing moderate complex casework services to the court in its deliberations and decisions concerning the supervision, incarceration, or rehabilitation of adult criminal and/or juvenile offender clients.

Initially, an employee of this class will undergo a period of job orientation and training and would then perform and carry out their duties and responsibilities under the supervision guidance by his/her section supervisor or senior level probation officer as assigned. Employees of this class perform casework services of less complex cases.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed)

Reviews case assignment of less complex cases and conducts field investigations involving inquiries into the nature of the reported offense;

Interviews clients about the charge(s) against him/her; gathers pertinent data regarding employment, financial, marital, school and living conditions;

Confers with other officials and authorities involved in the case; locates available community resources that can be used in fulfilling conditions of probation and treatment plans for clients;

Prepares and submits dispositional reports, pre-sentence investigation reports, and other reports as required by the court;

Attends and presents information and makes recommendations to the court at hearings relative to rendering probation services;

Conducts field supervision to juvenile and/or adult clients under the probation caseload and also those received as referrals but are not placed on probation;

PROBATION OFFICER I
PAY GRADE: L

Maintains accurate and ongoing reports on the progress of client, and prepares the necessary legal documentation to process cases.

Conducts investigations and submits findings and recommendation to the court with regard to client's pre-release, pre-sentence, post-sentence, pre-release, pre-trial and bond supervision functions.

Observes and reports to the court the life-style, personal problems and needs of (alleged) offenders that become apparent during home visits or contacts with the (alleged) offender, family or employer.

Provides any and/or all information regarding individuals under supervision who have violated or are in danger of violating the conditions of their community release.

Supervises a case load of offenders requiring frequent contacts by telephone, office visits, or visits in the field.

Assists in the development of community resources to meet the special needs of offenders.

Assists in an inter-agency role to expedite investigations or resolve issues of mutual concern.

Provides assistance in the development and implementation of preventive programs within the school system and the community.

Makes periodic visits to places of employment and other sites in the community to verify attendance and program compliance.

Maintains accurate and on-going reports on the progress of clients and prepares required casework documentation.

Administers client requirements for the Urinalysis Program.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of corrections, rehabilitation concepts and alternative treatment programs for juvenile and adult offenders.

Knowledge of the principles, methods and techniques of investigative work and related law enforcement practices.

Working knowledge of human behavior, both individual and group.

Ability to learn and apply practices, and processes of probation work in accordance with statutes, guidelines and other regulations.

PROBATION OFFICER I
PAY GRADE: L

Ability to learn, plan and evaluate the function of client supervision.

Ability to collect, analyze and investigate report material.

Ability to communicate effectively orally and in writing.

Skilled in the safe operation of a motor vehicle.

Skilled and proficient in the use of firearms and techniques of officer survival.

MINIMUM EXPERIENCE AND TRAINING:

Graduation with a Bachelor's degree from a recognized college or university in the Criminal Justice or Behavioral Science field.

NECESSARY SPECIAL QUALIFICATION:

1. Possession of a valid motor vehicle operator's license.
2. Possession of a valid Firearms Identification card.
3. Passing of the Physical Agility Test.

**SUPERIOR COURT OF GUAM
JOB STANDARD**

POSITION TITLE: PROBATION OFFICER II
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt **EEO CATEGORY:** Protective Services
HAY POINTS: (KH) E I 2 = 200 (PS) D 3 (33) = 66 (AC) D 2 C = 76
TOTAL POINTS: 342 **PAY GRADE:** M
DATE ESTABLISHED: June, 1996 **PREPARED BY:** Human Resources Staff
CONCURRED: [Signature] **APPROVED:** [Signature]
HR ADMINISTRATOR ADMINISTRATIVE DIRECTOR

NATURE OF WORK IN THIS CLASS:

This is complex professional probation work which involves providing casework services to the court in its deliberations and decisions concerning the supervision, incarceration, or rehabilitation of adult criminal and/or juvenile offenders clients.

Under the direction of the Probation Officer Supervisor or senior officer as assigned, employees in this class perform the full range of moderate to complex probation work to include exercising independent judgement and action, but in accordance with laws, rules, regulations and court policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Conducts pre-hearing investigations of juvenile clients or presentence investigations; meets with complainants, police officials, parents or guardians; notates contributing factors such as emotional disturbances, handicaps, home conditions and school background to incorporate into summaries and reports for informational data to the casefile and court hearings.

Identifies and recommends appropriate sentencing and/or community treatment alternatives to the court.

Conducts investigations and prepares detailed reports for court filings on offenders who are alleged to have violated the conditions of their probation or pre-trial conditions to include evaluations and specific recommendations.

Counsel, supervise and evaluates the behavior of clientele. Explains release conditions to probationers and defendants and monitors compliance. Provides counseling to probationers, defendants and their families. Gives advise and suggestions to possible solutions to personal problems and rehabilitation.

Provides assistance in the development and implementation of preventive programs within the school system and the community.

PROBATION OFFICER II
PAY GRADE: M

Submits recommendations for termination of supervision to the court.

Maintains working relationships with social service agencies, institutions and law enforcement agencies, and relates the activities of the department to their services;

Visits schools and other community organizations to promote prevention information to defray juvenile delinquency and criminal behavior.

Actively searches for juvenile or adult clients who have outstanding Pickup or Warrants of Arrest orders or who are known to be in violation of court orders through surveillance techniques, and transport said clients to proper detention facilities.

Supervises juveniles and adults on probation; designs appropriate treatment plan utilizing departmental and community resources;

Investigates restitution cases and compiles affidavits of loss.

Qualifies annually with all required firearms; complies to all policies and procedures relative to the proper use and storage of firearms.

Maintains communication and cooperation with representatives from social, community and law enforcement agencies in cases of mutual interest.

Composes and prepares correspondence, comprehensive and involved case histories and court reports, and appropriate court documents, e.g. petitions, affidavits, etc.

Prepares Petitions relative to each section to present to the Court or dispositions of cases.

Administers client requirements for the Urinalysis Program.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern principles, practices and methods of probation administration and related court procedures.

Knowledge of corrections, rehabilitation concepts and alternative treatment programs for juvenile and adult offenders.

Knowledge of individual and group behavior.

Knowledge of the principles and practices of social casework.

PROBATION OFFICER II
PAY GRADE: M

Knowledge of local statutes affecting adult and juvenile probation work as well as policies and procedures governing the functions of probation services.

Ability to establish and maintain satisfactory working relationships with fellow probation officers, judges, representatives from social and law enforcement agencies.

Ability to maintain records and make oral and written reports.

Ability to establish and maintain effective relationships with clients and families from a variety of ethnic and cultural backgrounds.

Skilled in interviewing and evaluating people who are socially and emotionally maladjusted.

Skilled in determining appropriate conditions of probation and the ability to apply effective probation supervision program for clients:

Skilled in the safe operation of a motor vehicle.

Skilled and proficient in the use of firearms and techniques of officer survival.

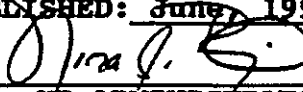

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in Criminal Justice or Behavioral Science field, plus two (2) years of work experience in the probation, parole or social service field which is inclusive of one (1) year probation work experience.

NECESSARY SPECIAL QUALIFICATION:

1. Possession of a valid motor vehicle operator's license.
2. Possession of a valid Firearms Identification card.
3. Passing of the Physical Agility Test.

**SUPERIOR COURT OF GUAM
JOB STANDARD**

POSITION TITLE: PROBATION OFFICER SUPERVISOR
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt **EEO CATEGORY:** Protective Services
HAY POINTS: (KH) E II 3 = 304 (PS) E 3 (38) = 115 (AC) E 2 C = 132
TOTAL POINTS: 551 **PAY GRADE:** P
DATE ESTABLISHED: June 1996 **PREPARED BY:** Human Resources Staff
CONCURRED:  **APPROVED:** 
HR ADMINISTRATOR **ADMINISTRATIVE DIRECTOR**

NATURE OF WORK IN THIS CLASS:

This is professional supervisory work responsible for the quantity and quality work of probation services provided by a unit comprised of support staff personnel and Probation Officers. An employee in this class serves in the capacity of a seasoned probation officer who is well versed on all the operational programs and units within the Probation Division.

Within the Prevention Unit, the Probation Officer Supervisor is responsible for administering, coordinating and supervising diversion outreach programs and activities that impact on the deterrence of criminal activity and behavior.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Plans, supervises and delegates work and/or case load assignments to Probations Officers to ensure probation services delivered is in adherence to existing laws, program regulations, policies, procedures and guidelines, and enforcement of court orders; Supervises office administrative staff assigned to the unit.

Conducts case management studies; assigns and schedules all investigative and case supervision work to Probation Officers in the unit.

Organizes and directs the programs and activities of the Prevention Section which include but is not limited to conferences, presentations, workshops, campaigns and other prevention related projects and/or programs.

Reviews all investigative, supervision and field work to include magistrate summaries; presentence investigation reports, dispositional reports, case records, and correspondences to ensure service delivery and appropriate courses of action.

Confers regularly with probation officers; provides direction and assistance to the officers toward improving investigative, supervision

PROBATION OFFICER SUPERVISOR

PAY GRADE: P

and writing skills. Assists probation officers in meeting the needs of clients with complex problems and circumstances.

Determines the adjustment of offenders under supervision in consultation with the assigned probation officer; assists in decision making recommendations for early termination, or extension of probation, probation revocations and release conditions; approves all officer's recommendations.

May assume case load investigative and/or supervision responsibilities for offenders with difficult or special problems or in cases of manpower shortage; conducts and completes presentence investigations, dispositional reports or magistrate summaries and other reports unusually sensitive or complex criminal cases as may be required.

Participates with the Chief Probation Officer and other administrative staff in the development and implementation or modifications of unit programs and policies to enhance unit effectiveness.

Participates and provides information to Inter-Agency Group meetings other task force groups charged with the responsibility of addressing problems or treatment of offenders; participates in public relations to explain probation services to the community, schools, and other public or civic groups.

Qualifies annually with all required Probation firearms; complies to all policies and procedures relative to the proper use, maintenance and security of his/her government issued firearms.

Assures subordinate personnel qualify with the required forearm issued by the court; enforces the administrative policy relative to firearms and licensing.

Executes performance appraisals required for subordinate personnel within the established deadlines; provides feedback to employees regarding their performance; submits performance ratings to the Chief Probation Officer.

Prepares and compiles statistics for a variety of reports to include budget needs, property inventory, incident reports, monthly, quarterly and annual reports.

Recommends and initiates personnel action requests to include training requests, awards, disciplinary actions; resolves employee disputes as presented by subordinate personnel; approves logs and time and attendance records and other administrative requirements.

Establishes and maintains cooperative relationships with all other components of the criminal justice system to include Federal and local law enforcement, correctional and social service agencies.

**PROBATION OFFICER SUPERVISOR
PAY GRADE: P**

Confers with judges, attorneys and other interested parties to interpret office policy and procedures.

Conducts unit staff meetings to identify performance and operational problems and to develop appropriate solutions.

Assures continuing staff development by planning and implementing orientation and on-the-job training.

Develops unit/section operating procedures in accordance with policies and directives of the court.

Maintains records and prepares reports.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the case work principles, practices and methods of probation work related court procedures.

Knowledge of statutes affecting probation work and programs.

Knowledge of the principles, methods and techniques of investigative work and related law enforcement practices.

Ability to analyze and interpret case records to recommend logical, sound courses of action based on a professional perspective.

Ability to supervise the preparation of concise histories, summaries, correspondences and records.

Ability to identify training needs and develop and implement training programs.

Ability to supervise and evaluate job performance of subordinate staff.

Ability to evaluate operational effectiveness and recommend/implement changes in policies and procedures to improve effectiveness.

Ability to establish and maintain satisfactory working relationships with subordinate personnel, superiors, judges, representatives from social and law enforcement agencies.

Ability to maintain records and make oral and written reports.

Skilled in the safe operation of a motor vehicle.

PROBATION OFFICER SUPERVISOR

PAY GRADE: P

Skilled and proficient in the use of firearms and techniques of officer survival.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in Criminal Justice or Behavioral Science field, plus five (5) years of experience as a Probation Officer of which three (3) years must have been as a Probation Officer III and two (2) years as a Probation Officer II, inclusive of one (1) year supervisory work experience.

NECESSARY SPECIAL QUALIFICATIONS:

1. Possession of a valid motor vehicle operator's license.
2. Possession of a valid Firearms Identification card.
3. Passing of the Physical Agility Test.

**SUPERIOR COURT OF GUAM
JOB STANDARD**

POSITION TITLE: DRUG COURT COORDINATOR
POSITION STATUS: (X) CLASSIFIED () UNCLASSIFIED () P/T () F/T
FLSA CATEGORY: EXEMPT **EEO CATEGORY:** PROFESSIONAL
HAY POINTS: (KH) F I 3 = 304 (PS) E 4 (43) = 132 (ACC) E 2 S = 132
TOTAL POINTS: 568 **PAY GRADE:** P
DATE ESTABLISHED: July 2001 **PREPARED BY:** Human Resources Staff
CONCURRED: [Signature] **Approved:** [Signature]
HUMAN RESOURCES ADMINISTRATOR **ADMINISTRATIVE DIRECTOR**

NATURE OF WORK IN THIS CLASS:

This is complex independent professional work involved in the administration and development operations of drug court programs. Under the general direction of a drug court judge or his/her designee, employees in this class perform the full range of complex professional duties which include overseeing the coordination of operations and supervision of drug court programs, personnel and client case management (Drug Court Information System).

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all which may be performed.)

Recommends, plans, develops and coordinates the implementation of drug court programs and or projects under the auspices of the Superior Court of Guam.

Monitors, evaluates through analysis and implements existing and new drug court programs making appropriate recommended developmental changes in the administration and implementation of drug court administrative and treatment/post graduate based concept programs.

Serves as liaison/public relations officer and facilitator establishing relationships between drug court programs, drug court team members, court employees, inter/intra agency network communications, media, and the public (federal and local) to include but not limited to; conducting drug court program presentations, training, and surveys, program planning coordination and process, managing logistics/prepare agenda issues for meetings, and community/client based outreach activities/events.

Responsible for the supervision of the day to day operations of case managers and assignment of clients.

Confers with judges and court administrators; providing technical assistance in the administration of drug court programs.

Prepares and maintains program annual budget and acquire funding through the development and management of related grants, reports, and requests for proposals.

Keeps team members and drug court program personnel motivated through training and education of current program issues and innovations through research, implementation strategies, and network national support.

Prepares and makes readily available program correspondences, required reports, handbooks, manuals, brochures, and program statistical data through the collection of data and maintenance of all drug court program administrative files and an automated database system.

Conducts research and responds to program inquiries accordingly.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of both local and federal laws and legislation impacting on drug court programs.

Knowledge of analytical and research principles and techniques.

Knowledge of substance abuse and the disease of addiction, pretrial release intervention techniques, or probation services.

Knowledge of court's organizational infrastructure.

Knowledge in courts & ministerial case flow management.

Knowledge of applicable computer work processing, spreadsheet, and database applications.

Ability to conduct independent research based on sound scientific principles and draw appropriate conclusions resulting from findings.

Ability to effectively develop, implement, and coordinate plans and program activities both strategic and tactical.

Ability to perform as a project leader and apply project management techniques.

Ability to work independently and produce quality work under pressure.

Ability to make decisions in accordance with federal and local laws, policies, rules and regulations and other program guidelines.

Ability to organize data into logical format for presentation of reports, documents, or other written materials.

Ability to conduct meetings and make formal presentations.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to work and communicate effectively with the public, government officials (local and federal), court employees, network agencies in a professional and courteous manner.

Ability to exercise discretion and confidentiality.

Ability to maintain records and reports.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

MINIMUM EXPERIENCE AND TRAINING:

- (A) **Graduation from a recognized College or University with a Master's degree in Behavioral Science, Criminal Justice Administration, Business or Public Administration, Human Relations, Counseling, Social Work, or related field(s), plus five (5) years of work experience in Court or legal work, three (3) years of which must have been in a managerial, upper level administrative, or supervisory capacity, or;**
- (B) **Graduation from a recognized College or University with a Bachelor's degree in Behavior Science, Criminal Justice, Business or Public Administration, Social Work or related science plus six (6) years of progressive responsible experience in court or legal work, three (3) years of which must have been in a managerial, upper level administrative, or supervisory capacity.**

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam Driver's License.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD**

Class Code: _____

POSITION TITLE: PROBATION SERVICES ASSISTANT
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt EEO CATEGORY: Technical
HAY POINTS: (KH) C 11 = 87 (PS) B 1 (14) = 12 (AC) B N C = 19
TOTAL POINTS: 118 PAY GRADE: E
DATE ESTABLISHED: March 2006 PREPARED BY: Human Resources Staff
CONCURRED: *Bonifacio T. Perez* APPROVED: *[Signature]*
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is routine technical work in performing presumptive drug tests for court ordered clients after undergoing a period of job orientation, training and certification.

An employee in this class works closely with probation officers and will also perform routine clerical work assisting in case management.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Collects and conducts urine screens, alcohol Breathalyzer tests and saliva tests on offenders of the same gender; may transport specimen to a contracted laboratory or bag and tag for off-island confirmatory testing.

Maintains a systematic, orderly and safe environment when collecting and testing sample specimens, administering drug tests and handling equipment.

Maintains the integrity of the drug testing policies and procedures. Maintains confidentiality of drug testing results and the individual's right to privacy in accordance with Federal and local mandates.

Assists in developing administrative procedures and guidelines for the drug testing program.

Documents and reports information relevant to test results; maintains records and files relative to drug testing.

Collects data and prepares statistical reports to be used in the overall improvement of the drug testing program.

**PROBATION SERVICES ASSISTANT
PAY GRADE: E**

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Cleans and maintains collection site and work area; ensures availability of urinalysis test kits, drug testing instruments and supplies at all times.

May attend and present information at court hearings relative to collection and test results.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the processes and procedures involved in presumptive drug tests.

Knowledge of automated data entry and files management.

Ability to learn the techniques and processes in conducting and interpreting preliminary drug tests to court clients.

Ability to interpret and apply rules, regulations, and procedures pertaining to the drug testing program.

Ability to understand and follow oral and written instructions in detail.

Ability to prepare accurate reports and maintain records.

Ability to interview clients prior to administration of a drug test.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from high school and six (6) months work experience in filing, typing and maintaining records.

**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD**

POSITION TITLE: JUDICIAL SOCIAL WORKER II
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Non-Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E 1 2 = 200 (PS) D 3 (29) = 57 (AC) D 1 C = 50
TOTAL POINTS: 307 PAY GRADE: L
DATE ESTABLISHED: November 2006 PREPARED BY: Human Resources Staff
CONCURRED: *Subrajen T. Pez* APPROVED: *[Signature]*
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional social work involved in the application of social work principles and theories in the diagnosis and treatment of adult and elderly wards who have social problems.

An employee in this class performs moderately complex professional work independently on an ongoing basis and participates in the full range of complex professional duties under close supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases referred to the Office of Public Guardian for guardianship services or to make proper referrals.

Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places Public Guardian wards in appropriate facilities; prepares all forms and documents necessary to achieve service plan.

Participates in treatment team meetings and in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation.

Coordinates with various individuals, families and agencies to compile information for assessment or referral for Psychometric testing and evaluation; coordinates with pharmacies for medical prescriptions of wards which may include pick-up and delivery of medicines; transports wards to and from scheduled appointments.

Confers with public officials, agency representatives, and other professional persons regarding specific cases.

Prepares and maintains comprehensive case histories, records, statistics, reports and evaluations concerning information secured and services rendered to wards.

May attend court hearings on behalf of the wards, or as requested.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the social casework principles and techniques.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to work and communicate effectively with the public, government officials (local and federal), court employees, and to network effectively with agencies in a professional and courteous manner.

Ability to exercise sound judgement in the solving of social work problems and making decisions in accordance with federal and local laws, policies, rules, and regulations and other program guidelines.

Ability to conduct meetings and make formal presentations.

Ability to understand the dynamics of human behavior of individuals and groups.

Ability to refer clients to appropriate agency resources.

Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices.

Ability to organize and maintain records and prepare comprehensive reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from a recognized college or university with a Bachelor's degree in Social Work;
or

B) Graduation from a recognized college or university with a Bachelor's degree in social or behavioral science and one (1) year of professional social work experience.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Attachment E

Letters of Support:

Guam Police Department

Attorney General of Guam

Guam Behavioral Health & Wellness Center

Guam Department of Education

Public Defender Services Corporation

Sanctuary, Incorporated

Department of Youth Affairs



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

GUAM POLICE DEPARTMENT

DIPATTAMENTON POLISIAN GUAHAN
Government of Guam



FRED E. BORDALLO, JR.
Chief of Police

MAURICE J.Q. SAYAMA, Colonel
Police Commander

Bldg. 13-16A Mariner Avenue, Tiyan
Barrigada, Guam 96913
P.O. Box 23909 Barrigada, Guam 96921
Telephone: (671) 475-8473 (Switchboard); (671) 475-8508 / 8509 / 8512
Fax: (671) 472-4036

July 17, 2014

Mr. Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910

Subject: Letter of Support
Re: FY2014 Enhancements to Juvenile Drug Courts Program

Dear Mr. Tenorio:

In my capacity as the Chief of Police of the Guam Police Department (GPD), I submit this letter in support of the Judiciary of Guam's grant application to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Office of Juvenile Justice and Delinquency Prevention, for the FY 2014 Enhancements to Juvenile Drug Courts Program.

As a stakeholder in this project, it is important to work collaboratively among relevant stakeholders in a unified effort to enhance Juvenile Drug Court services provided to juveniles and their families.

I am hopeful that this program will be approved for funding, as it will undoubtedly contribute considerably to the betterment of the Juvenile Drug Court, and services provided overall to our island's youth.

Sincerely,

FRED E. BORDALLO, JR.
Chief of Police

LEONARDO M. RAPADAS
Attorney General



PHILLIP J. TYDINGCO
Chief Deputy Attorney General

OFFICE OF THE ATTORNEY GENERAL

July 15th, 2014

Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
Guam Judicial Center
120 West O'Brien Drive
Hagatna, Guam 96910

RECEIVED

JUL 16 2014
TIME 9:43 AM/PM
INITIAL HTD
ADMINISTRATOR OF THE COURTS
JUDICIARY OF GUAM

Re: **Letter of Support for the FY 2014 Enhancements to Juvenile Drug Courts Program**

Buenas Mr. Tenorio:

In my capacity as the Attorney General for the Local Office of the Attorney General of Guam, I submit this letter in support of the Judiciary of Guam's grant application to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Office of Juvenile Justice and Delinquency Prevention, for the FY 2014 Enhancements to Juvenile Drug Courts Program.

Our office has been one of the key stakeholders to this project, and we continue to work closely and in collaboration with the Judiciary of Guam and other key local and federal stakeholders to ensure that necessary services and programs are afforded to the youths in our community that are faced with challenges relating to drug use and addiction. As new forms of drugs become not only readily available, but easily accessible to the youths in our community, it is apparent that the need to ensure that support services and programs under the Juvenile Drug Court Program are enhanced to accommodate these changes in drug trends and drug use, and to ensure that Guam's system provides adequate and effective services and programs to address the needs of juveniles and their families.

Again, our office fully supports this program, and we are hopeful that this program will be approved for funding as it will undoubtedly contribute considerably to the betterment of Guam's Juvenile Drug Court Program, as well as provide enhanced services and programs to our island's youth.

Best Regards,


LEONARDO M. RAPADAS
Attorney General of Guam

July 09, 2014



**GUAM BEHAVIORAL
HEALTH AND WELLNESS
CENTER**

(formerly Department of Mental Health & Substance Abuse)

Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
120 W. O'Brien Drive
Hagatna, Guam 96910

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913
Phone: 671.647-1901
Fax: 671.649.6948

EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

REY M. VEGA
Director

PETER ALEXIS D. ADA
Deputy Director

Re: Letter of Support

Dear Mr. Tenorio:

In my capacity as the Director of the Guam Behavioral Health and Wellness Center, I submit this letter in support of the Judiciary of Guam's grant application to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Office of Juvenile Justice and Delinquency Prevention, for the FY 2014 Enhancements to Juvenile Drug Courts Program.

As a stakeholder in this project, it is important to work collaboratively among relevant stakeholders in a unified effort to enhance Juvenile Drug Court services provided to juveniles and their families.

I am hopeful that this program will be approved for funding, as it will undoubtedly contribute considerably to the betterment of the Juvenile Drug Court, and services provided overall to our island's youth.

Sincerely,


Rey M. Vega

RECEIVED

JUL 14 2014

TIME 11:49 AM / PM
INITIAL MTE
ADMINISTRATOR OF THE COURTS
JUDICIARY OF GUAM



**DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

www.gdoe.net
500 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1547/1536 • Fax: (671) 472-5001
Email: jonfernandez@gdoe.net



JON J. P. FERNANDEZ
Superintendent of Education

July 8, 2014

Mr. Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910

Re: Letter of Support


Dear Mr. Tenorio,

In my capacity as the Superintendent of the Guam Department of Education, I submit this letter in support of the Judiciary of Guam's grant application to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Office of Juvenile Justice and Delinquency Prevention, for the FY 2014 Enhancements to Juvenile Drug Courts Program.

As a stakeholder in this project, it is important to work collaboratively among relevant stakeholders in a unified effort to enhance Juvenile Drug Court services provided to juveniles and their families.

I am hopeful that this program will be approved for funding, as it will undoubtedly contribute considerably to the betterment of the Juvenile Drug Court, and services provided overall to our island's youth.

Sincerely,


JON J. P. FERNANDEZ
Superintendent of Education

DIRECTOR
Eric D. Miller



ADMINISTRATIVE DIRECTOR
Bernadette S.N. Chargualaf

PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pupbleku)

GOVERNMENT OF GUAM
779 Route 4
Sinajana, Guam 96910
Tel: (671) 475-3100 ♦ Fax: (671) 477-5844

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Suresh Sampath
Brian E. Kegerreis
Mikaela S. Henderson
William B. Jones

July 9, 2014

Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

Dear Mr. Tenorio:

In my capacity as the Executive Director of the Public Defender Service Corporation, I submit this letter in support of the Judiciary of Guam's grant application to the U.S. Department of Justice (DOJ) Office of Justice Programs (OJP) and Office of Juvenile Justice and Delinquency Prevention, for the FY 2014 Enhancements to Juvenile Drug Courts Program.

As a stakeholder in this project, it is important to work collaboratively among relevant stakeholders in a unified effort to enhance Juvenile Drug Court services provided to juveniles and their families.

I am hopeful that this program will be approved for funding, as it will undoubtedly contribute considerably to the betterment of the Juvenile Drug Court, and services provided overall to our island's youth.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric D. Miller", written over a horizontal line.

ERIC D. MILLER
Executive Director



SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Mai Mai Rd., Chalan Pago, Guam 96910 * Tel: 475-7101 * Fax: 477-3117
Crisis Hotline: 475-7100 * Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org



July 9, 2014

Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910

Re: Letter of Support

Hafa Adai Mr. Tenorio:

I submit this letter of support of the Judiciary of Guam's grant application for the FY2014 Enhancement of Juvenile Drug Courts funding opportunity from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP).

As an advocate for youth programs, recovery and positive youth development, Sanctuary, Inc. is fully cognizant of the need for all youth service entities to continuously enhance and fortify their programs; accommodating the vast needs of our island's youth and ensuring the highest quality of service possible. As a community stakeholder, we stand unified with the Juvenile Drug Court in an effort to enhance services and commend the ongoing initiative to raise the caliber of the program.

I am certain that the award of this proposed application will prove to be beneficial to the youth and their families who are a part of the program. Furthermore, I look forward to the positive changes this proposed enhancement will bring about for all community partners, stakeholders, and the island community as a whole.

Best Regards,

O.J. Thomas Taitano
Acting Executive Director



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Department of Youth Affairs

Dipårtamenton Asuntón Manhoben

Government of Guam

P.O. Box 23672 GMF

Barrigada, Guam 96921

Tel: (671)735-5010 Fax: (671)734-7536



Adonis J. Mendiola
Director

July 23, 2014

Joshua F. Tenorio
Acting Administrator of the Courts
Judiciary of Guam
120 West O'Brien Drive
Hagåtña, Guam 96910

Re: **Letter of Support**

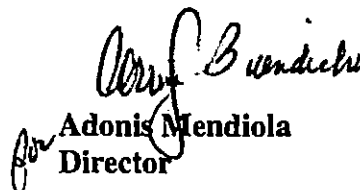
Dear Mr. Tenorio:

In my capacity as the Director of the Department of Youth Affairs, I submit this letter in support of the Judiciary of Guam's grant application to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Office of Juvenile Justice and Delinquency Prevention, for the FY 2014 Enhancements to Juvenile Drug Courts Program.

As a stakeholder in this project, it is important to work collaboratively among relevant stakeholders in a unified effort to enhance Juvenile Drug Court services provided to juveniles and their families.

I am hopeful that this program will be approved for funding, as it will undoubtedly contribute considerably to the betterment of the Juvenile Drug Court, and services provided overall to our island's youth.

Sincerely,


Adonis Mendiola
Director



DYA: "It's all about youth helping youth!"

**Judiciary of Guam
Juvenile Drug Court Program**

**Attachment F
Disclosure of Pending Applications**

**Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 969110**

FY 2014 Juvenile Drug Court Enhancement Project

The Judiciary of Guam does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.



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Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: support@grants.gov
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

Grants.gov Tracking Number: GRANT11708710
Applicant DUNS: 85-503-1522
Submitter's Name: Jacqueline Z Cruz
CFDA Number: 16.585
CFDA Description: Drug Court Discretionary Grant Program
Funding Opportunity Number: OJJDP-2014-3951
Funding Opportunity Description: OJJDP FY 2014 Enhancements to Juvenile Drug Courts
Agency Name: Office of Juvenile Justice Delinquency Prevention
Application Name of this Submission: Judiciary of Guam
Date/Time of Receipt: 2014.07.23 2:54 AM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

http://www.grants.gov/web/grants/applicants/track-my-application.html?tracking_num=GRANT

It is suggested you Save and/or Print this response for your records.