

FAMILY AGGRESSION REPLACEMENT TRAINING (ART) PROGRAM AGREEMENT

This Agreement is entered into as of this 28th day of September, 2011, by and between Sedgwick County, Kansas, hereinafter referred to as "County," and Episcopal Social Services Venture House, hereinafter referred to as "Provider."

WITNESSETH:

WHEREAS, in 2011 County is administering state funding to support programs that prevent juvenile delinquency in the community; and

WHEREAS, Provider warrants that it is capable of providing the services hereinafter described.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the parties hereto do agree as follows:

1. Provider Status: Provider is a recipient of the state funds provided in Section 4 below for the express purpose of providing programs that prevent juvenile delinquency in the community under the provisions of this contract.
2. Term: The term of this contract commences upon October 1, 2011 and terminates September 30, 2012.
3. Purpose: It is mutually agreed by and between County and Provider that the purpose of this contract is to provide programs that prevent juvenile delinquency in the community under the provisions of this contract.
4. Compensation: Provider and County expressly understand and agree that in no event shall the total, full and complete compensation and reimbursement, if any, paid hereunder to Provider for performance of this contract exceed the maximum amount of \$18,240, subject to Section 5 (A) of Appendix A – General Provisions.
5. Incorporation of Appendices: Appendix A - General Contractual Provisions, Appendix B – Face Sheet, Appendix C – Program Description, Target Population and Evaluation Process, Appendix D – Goals, Objectives and Performance Measures, and Appendix E - Budget are attached hereto and made a part hereof as if fully set out herein.

IN WITNESS WHEREOF, County and Provider have executed this contract as of the day and year first above written.

ATTEST:

SEDGWICK COUNTY, KANSAS

Kelly B. Arnold, County Clerk

DAVID M. UNRUH, Chairman
Board of County Commissioners

EPISCOPAL SOCIAL SERVICES
VENTURE HOUSE

Barbara Andres
BARBARA ANDRES,
Executive Director

APPROVED AS TO FORM ONLY

Jennifer Magana
Jennifer Magana,
Deputy County Counselor

APPENDIX A GENERAL CONTRACTUAL PROVISIONS

1. AUTHORITY TO CONTRACT.

A. **Affirmation of Legal Authority.** Provider assures it possesses legal authority to contract these services; that resolution, motion or similar action has been duly adopted or passed as an official act of Provider's governing body, authorizing the signing of this contract, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of Provider to act in connection with the application and to provide such additional information as may be required.

B. **Required Documentation.** Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.

2. RELATIONSHIP OF PARTIES.

It is agreed that the legal relationship between Provider and County is of a contractual nature. Provider is at all times, as a grant recipient, acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor and grant recipient, Provider and employees of Provider will not be within the protection or coverage of County's worker's compensation insurance, nor shall Provider and employees of Provider, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Provider.

3. PERSONNEL.

A. **Qualified Personnel.** Provider represents that it has, or shall secure at its own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this contract.

B. **Minimum Wages.** Provider will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

C. **Employee Conflict of Interest.** Provider shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

D. **Provider's Safeguard.** The parties to this agreement recognize that entities or persons providing government-funded services to the public are the subject of public scrutiny. Consequently, by entering into this agreement Provider assumes an affirmative and ongoing duty during the pendency of this contract to maintain compliance with requirements set forth in subsection E below. Such compliance requires, at a minimum, the use of checks through Kansas Department of Social and Rehabilitation Services Child Abuse Registry and the Kansas Bureau of Investigation upon personnel or agents providing services pursuant to this agreement, or administering the funds conveyed under this agreement.

E. **Participant Safeguard.** Provider certifies that:

1) Persons convicted of any felony, drug or drug-related offense, crime of falsehood or dishonesty, crime of moral turpitude or crime against another person during the ten-year period concluding on the date of execution of this contract or during the pendency of this contract, or any individual who is known by provider to have had a prior employment history of abuse, neglect or exploitation of children or vulnerable adults, shall not be permitted to administer this contract or handle the funds conveyed under this contract;

2) Persons with convictions for crimes against persons, for crimes of moral turpitude, including, but not limited to, sex offenses and crimes against children, or any individual who is known by provider to have had a prior employment history of abuse, neglect or exploitation of children or vulnerable adults, shall not be permitted to provide services or interact in any way with persons served pursuant to this contract; and

3) Persons having been convicted of a serious driving offense, including but not limited to driving under the influence of alcohol or a controlled substance, during the five-year period concluding on the date of execution of this contract, or during the pendency of this contract, shall not be permitted to operate a vehicle in which a person served pursuant to this contract is a passenger. For purposes of this section, "serious traffic offense" shall not include any offense deemed a "traffic infraction" under K.S.A. 8-2116 and 8-2118.

4) Any question concerning the interpretation of this subsection E and/or its application to an individual shall be referred to the contract administrator of this agreement for the County. The contract administrator's decision shall be final for purposes of compliance with this contract. The term "conviction" shall include convictions from any federal, state, local, military, or other court of competent jurisdiction, and shall include being placed into a diversion or deferred judgment program in lieu of prosecution. Provider shall not be held accountable for cases in which diversions or deferred judgments are not reflected in an individual's criminal record, or for expunged convictions, if Provider would have no other reasonable way of knowing of these acts.

F. It is understood that this contract may be revoked at the discretion of the County if Provider is in violation of Subsection E.

No penalty shall be assessed to the County for revocation of this agreement in the event of a breach of any portion of Appendix A, Section 3.

4. **PROHIBITION OF CONFLICTS OF INTEREST.**

A. **Interest of Public Officials and Others.** No officer or employee of County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project shall participate in any decision relating to this contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of County or any member of its governing body or other public official have any interest, direct or indirect, in this contract or the proceeds thereof.

B. **Interest of Provider.** Provider covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract.

C. **Employee Conflicts.** Situations in which 1) an employee of the County shall also be an employee of Provider at time of agreement, 2) an employee of Provider seeks additional/alternate employment with County during pendency of agreement, or 3) an employee of County seeks additional/alternate employment with Provider during pendency of agreement, shall require written notice to the County at the addresses listed in Section Twenty (20) below. The County shall make every effort to assure that such employees do not have any authority to approve 1) grant funds or 2) agreements with Provider or Provider's competitors.

5. **FUNDING.**

A. **Reprogramming of Funds.** It is understood and agreed that in the event the amount of funds County actually receives from the State of Kansas Juvenile Justice Authority is less than anticipated by County, County may decrease the total compensation and reimbursement to be paid to Provider hereunder.

B. **Inability to Perform Contract.** It is further understood and agreed that in the event Provider's rate of progress on this contract is leading to underspending due to inability to provide services at planned levels, County may decrease the total compensation and reimbursement to be paid hereunder or withdraw from the agreement.

C. **Cash Basis and Budget Laws.** The right of the County to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of this Agreement the County reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.

D. **Non-Supplanting Existing Funds.** Provider assures that grant funds made available under State of Kansas Juvenile Justice Authority grants and administered under this contract will not be used to supplant existing funds or other funding sources, but will be used to increase the amounts of those other funding sources.

E. **Unexpended funds.** It is agreed by Provider and County that upon termination or expiration of the contract, any unexpended funds shall be returned to County.

6. **PROGRAM INCOME.**

Contract-related program income, if generated, shall be collected by Provider and reported to County annually in addition to Provider's quarterly reports, required in Section Seven (7) below, and shall be used to offset the costs related to the program or expand the service provided.

7. **RECORDS, REPORTS AND INSPECTION.**

A. **Documentation of Costs.** All costs incurred by Provider for which Provider purports to be entitled to reimbursement shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this contract shall be clearly identified and readily accessible to both parties to this agreement.

B. **Maintenance of Records.** Except as otherwise authorized by County, Provider shall retain such documentation for a period of three (3) years after receipt of the final expenditure report under this contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

C. **Reports.** During the term of this contract, Provider shall furnish to County, on a quarterly basis, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Provider will be withheld by County if Provider fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.

D. **Audit.** Provider shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit, management letter and agency response to County, if requested.

E. **Availability of Records.** Provider agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract. Provider gives County and the State of Kansas Juvenile Justice Authority, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to its grant of funds.

F. **Provider's Purchasing Procedure.** Provider certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Provider agrees to make available a written description of its purchasing procedures if requested by County.

G. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.

8. **METHOD OF BILLING AND PAYMENT.**

A. **Billing Procedures.** Subject to the maximum amount of compensation prescribed on page 1 at paragraph 4 of this contract, payment shall be made in four equal amounts, with the first payment being made at the commencement of this agreement. The three remaining payments will be made after receipt and upon satisfactory review of Provider's quarterly reports, and the total amount of payments shall not exceed the maximum amount allowed by this contract. Provider agrees that billings and payments under this contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Sedgwick County, Kansas.

B. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in Section Seven (7) above.

C. **Pre-disbursement Requirements.** Provider must provide to County the documentation required pursuant to this contract prior to any disbursements being made by County to Provider.

D. **Mailing Address.** Payments shall be mailed to Provider's address as follows:

Episcopal Social Services Venture House
ATTN: Barbara Andres, Executive Director
1005 E. 2nd St. North
Wichita, KS 67214

9. **PARTICIPANT INPUT.**

Provider shall provide persons receiving services funded pursuant to this contract with an opportunity to assess and evaluate the program at least once during the contract term, unless such requirements are more specifically addressed elsewhere in this agreement or by statute. Such participant input shall be made accessible to County, if requested.

10. **LICENSES AND PERMITS.**

Provider shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out this contract. Provider shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation by County, in its discretion.

11. **EPA APPROVED BUILDING.**

Provider will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the contract are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the contract is under consideration for such listing by the EPA.

12. **HANDICAPPED ACCESSIBILITY.**

Provider will comply with the Rehabilitation Act of 1973, as amended, Section 504, which prohibits discrimination against handicapped persons in employment services, participation and access to all programs receiving federal financial assistance. Provider shall also comply with applicable requirements of the Americans With Disabilities Act (ADA) which is a federal anti-discrimination statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying equal treatment by state and local governments and their agencies in employment practices and accessibility in public services and programs.

13. **ASSIGNMENT.**

Neither this contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

14. **SUBCONTRACTING.**

None of the work or services covered by this contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to applicable requirements set forth in this contract and in its appendices, exhibits and amendments, if any.

15. **PUBLICATION OF CONTRACT RESULTS.**

A. **Copyright.** If this contract results in a book or other material which may be copyrighted, the author is free to copyright the work. County reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use all copyrighted material and all material which can be copyrighted.

B. **Documentation of originality or source.** All published material and written reports submitted under this contract or in conjunction with the third party agreement under this contract will be originally developed material unless specifically provided for otherwise. Material not originally developed included in reports will have the source identified either in the body of the report or in a footnote, whether the material is in a verbatim or extensive paraphrase format. All published material and written reports shall give notice that funds were provided by a grant from County and the State of Kansas.

16. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**

A. **Service Standards and Procedures.** Provider shall perform the services set forth in this contract in compliance with applicable standards and procedures specified in Appendix D which covers the specific purpose, goals and objectives of this agreement.

B. **Governing Law.** This contract shall be interpreted under and governed by the laws of the State of Kansas.

C. **Compliance with Law.** Provider shall comply with all applicable local, state and federal laws and regulations, in carrying out this contract, regardless of whether those legal requirements are specifically referenced in this agreement.

D. **Access to Meetings.** Provider agrees to grant access to County to meetings of its managing board or committee during that time when matters involving use of these grant funds are discussed, if requested by County.

17. **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION.**

In carrying out this contract, Provider shall deny none of the benefits or services of the program to any eligible participant pursuant to K.S.A. 44-1001 *et seq.*

A. Provider shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin, or ancestry.

B. In all solicitations or advertisements for employees, Provider shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

C. If Provider fails to comply the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Provider shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part, by County.

D. If Provider is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Provider shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part by County.

E. Provider shall include the provisions of paragraphs A through D inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

F. The provisions of this section shall not apply to a contract entered into by a provider who: 1) employs fewer than four employees during the term of this contract; or 2) whose contracts with the County cumulatively total \$5,000.00 or less during the fiscal year of the County pursuant to *K.S.A. 44-1031(c)*.

18. **TERMINATION OF CONTRACT.**

A. **Termination for Cause.** If Provider shall fail to fulfill in a timely and proper manner its obligations under this contract, or if Provider shall violate any of the terms, covenants, conditions, or stipulations of this contract, County shall thereupon have the right to terminate this contract by promptly giving written notice to Provider of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in this contract and any appendices, exhibits or amendments thereto, if any.

In the event of termination, such information prepared by Provider to carry out this contract, including data, studies, surveys, records, drawings, maps and reports shall, at the option of County, become the property of the County and be immediately turned over to the County. Provider shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, Provider shall not be relieved of liability to County by virtue of any breach of this contract by Provider and County may withhold any payments to Provider for the purpose of set off until such time as the exact amount of damages due County from Provider are determined.

B. **Termination of Contract on Other Grounds.** Except for paragraph A above, this contract may be terminated in whole or in part by either party, upon thirty (30) days written notice to the other party, stating the reasons(s) for the termination and the effective date of the termination. A partial termination shall also be specified in writing by the terminating party and shall not be effective unless and until the other party has given its written assent thereto. When this contract is terminated, Provider shall not incur new obligations for the terminated portion after the effective date of the termination and shall cancel as many outstanding obligations as possible. County shall allow full credit to Provider for the grant share of the non-cancelable obligations properly incurred by Provider prior to termination. Whether this contract is canceled by County or Provider as provided herein, Provider shall be paid for work satisfactorily completed, so long as the provisions applicable to Billing and Payment have been met by Provider.

19. **INDEMNIFICATION AGREEMENT.**

Both parties hereby expressly agree and covenant that they will hold and save harmless and indemnify the other party, its officers, agents, servants and employees from liability of any nature or kind connected with the work to be performed hereunder arising out of any act or omission of such party or of any employee or agent of that party to the degree such indemnification is allowed by law.

20. **NOTIFICATION.**

Notifications required pursuant to this contract shall be made in writing and mailed to the addresses shown below. Such notification shall be deemed complete upon mailing.

County: ATTN: DIRECTOR
 Sedgwick County Department of Corrections
 700 S. Hydraulic
 Wichita, KS 67211

 Sedgwick County Legal Department
 Attn: Contract Notification
 Sedgwick County Courthouse
 525 N. Main, Suite 359
 Wichita, KS 67203-3790

Provider: Episcopal Social Services Venture House
 ATTN: Barbara Andres, Executive Director
 1005 E. 2nd St. North
 Wichita, KS 67214

21. **AMENDMENTS TO AGREEMENT.**


If both County and Provider mutually agree, this contract may be amended in writing and by incorporation into this contract. Any change which affects contract objectives must be approved by the Sedgwick County Board of Commissioners.

APPENDIX B

EPISCOPAL SOCIAL SERVICES VENTURE HOUSE
Face Sheet

FIRM NAME: Episcopal Social Services Venture House

PRIMARY CONTACT: Barbara Andres

SIGNATURE:  TITLE: Executive Director

ADDRESS: 1005 E. 2nd Street North CITY/STATE: Wichita, KS ZIP: 67214

PHONE: (316) 269-4160 Ext. 103 FAX: (316) 269-3550 HOURS: 8:00 - 5:00


PROGRAM REPORTING CONTACT: Barbara Andres

SIGNATURE:  TITLE: Executive Director

ADDRESS: 1005 E. 2nd Street North CITY/STATE: Wichita, KS ZIP: 67214

PHONE: (316) 269-4160 Ext. 103 FAX: (316) 269-3550 HOURS: 8:00 - 5:00

FISCAL REPORTING CONTACT: ~~Marcia Haskins~~ Lisa Schawe BA

SIGNATURE:  TITLE: ~~Bookkeeper/Controller~~ CFO BA

ADDRESS: 1005 E. 2nd St. North CITY/STATE: Wichita, KS ZIP: 67214

PHONE: 316-269-4160 ext 104 FAX: 316-269-3550 HOURS: ~~8:00 - 5:00~~ MT&Th

8:30-4:30

APPENDIX C

PROGRAM DESCRIPTION, TARGET POPULATION AND EVALUATION PROCESS

Program Description: The Family Aggression Replacement Training (ART) program is an extension of the ART program provided by Episcopal Social Services Venture House (ESS) in Wichita / Sedgwick County. The grant funding this extension requires a 50% match which ESS will provide with in-kind services. Family ART is a dual component program, consisting of a youth group and a parent / guardian group, utilizing an evidence-based curriculum. ART is a multimodal cognitive behavioral intervention designed to alter the behavior of chronically aggressive adolescents and children. The goals of the program are to reduce the number of youth who re-offend in the community and to enhance pro-social skills in program participants.

The program targets youth between the ages of 12-17 (who have a history of anti-social behaviors, have previously committed a juvenile offense, are residents of Sedgwick County and are at moderate risk for future delinquency) and their families. ESS will offer 6 sessions, serving 8 to 12 youth per session for a total of approximately 50 youth. Approximately 25 parents / guardians will be recruited to participate in the program once a youth has been referred. The Family ART program teaches youth and parents pro-social skills in separate group meetings and then incorporates the two groups, allowing participants to continue to build ART skills together.

Evaluation Process: The process of evaluation will include data collection in the form of data reports, program narrative reports, and fiscal reports (forms to be provided by the Kansas Juvenile Justice Authority). The required reports will be completed and submitted to the Sedgwick County Department of Corrections by the following due dates:

- January 5, 2012
- April 5, 2012
- July 5, 2012
- October 5, 2012

APPENDIX D

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

Output Measure:

Goal 1: To serve 25 families of youth in the ART program during the grant period.

Outcome Measures:

Goal 1: Youth will show improvement in pro-social behaviors from baseline to program completion.

Objective A: 85% of youth will show improvement in pro-social behaviors from baseline to program completion, as measured by their parents/guardians responses to the Child Behavior Checklist (pre and post program completion).

Goal 2: Reduce juvenile offenses among youth who successfully complete the Family ART program.

Objective A: 90% of youth completing the program will not have offended / reoffended at program completion.

Objective B: 80% of youth will not offend/re-offend within six months of their program completion date, as measured by JIAC intake records.

Objective C: 75% of youth will not offend/re-offend within one year of their program completion date, as measured by JIAC intake records.

Goal 3: Youth and their parents/guardians attending the Family ART program will successfully complete the program.

Objective A: 80% of youth who participate in the Family ART program will successfully complete the program requirements, as measured by program participation records.

Objective B: 60% of parents/guardians who participate in the Family ART program will successfully complete the program requirements, as measured by program participation records.

Goal 4: Youth and their parents/guardians completing the Family ART program will report satisfaction with program services.

Objective A: 90% of parents/guardians who volunteer to participate in the Family ART program will report satisfaction with program services, as measured by satisfaction surveys.

Objective B: 90% of youth who participate in the Family ART program will report satisfaction with program services, as measured by satisfaction surveys.

Data Collection Plan and Performance Measures

Accurate data collection will be an important component of the program. In addition to following a data collection plan, the following narrative describes the methods and instruments used to collect data and other considerations.

- a. **Targeted Behavior** – The Family Aggression Replacement Program proposed by Episcopal Social Services Venture House will target anti-social cognition, anti-social personality and anti-social associates, along with family risk factors identified by the RNR model. The program proposes to change these behaviors in juvenile offenders and chronically aggressive youth by teaching pro-social behaviors and methods to manage feelings of aggression and anger to youth and their parent/guardian. The expected change in the behaviors from initial introduction to the program to the completion of the 30 hour intensive curriculum will be measured by the Child Behavior Checklist (CBCL). Participant’s parents will be asked to complete the CBCL prior to the youth receiving the intervention and again after the youth has successfully completed the program. Pre and post program scores will then be compared to determine success.
- b. **Outcome Measurement** - The Child Behavior Checklist (CBCL) is a 140 item questionnaire developed by Thomas M. Achenbach to measure child behavior problems and competencies. The instrument can either be self-administered or administered through an interview. The CBCL can be used to measure a child's change in behavior over time or following a treatment. The first section consists of 20 competence items and the second section consists of 120 items on behavior or emotional problems during the past 6 months. Teacher Report Forms, Youth Self-Reports and Direct Observation Forms are available for the Child Behavior Checklist. The 140 items can be combined to form eight subscales. The subscales are: (1) Withdrawn, (2) Somatic Problems, (3) Thought Problems, (4) Social Problems, (5) Anxiety/Depression, (6) Attention Problems, (7) Delinquent Problems, and (8) Aggression. To measure outcomes for the proposed program, ESS will administer the Direct Observation Form of the CBCL, to each participant’s parent/guardian in pre and post program format.
- c. **Program Requirements** – Youth participating in the Family ART program will be expected to fulfill all program requirements prior to successful completion. In order to complete the program, youth will be expected to meet the following requirements: (1) Attendance is required at all sessions with exception made only in the case of documented family or medical emergency; (2) Youth must complete all take home curriculum by its expected due date without exception; (3) Youth must actively participate each session in group work including role-playing and modeling. Those youth failing to meet the stated requirements will not be allowed to complete the program and will be asked to re-enroll in the next available session.

Parents/Guardians participating in the Family ART program are participating voluntarily. To complete the program, parents/guardians will be asked to attend all sessions, provide feedback on their child’s progress through the program and participate in take home assignments. Youth who fulfill all requirements but whose parents/guardians do not will still be allowed to complete the program.

- d. Satisfaction Surveys** – Satisfaction surveys are administered to participants and their parent/guardian on the final evening of the program. The satisfaction survey is a 6 question adaptation of the Client Experience Questionnaire, authored by James R. Greely and Jan Greenburg. The survey was developed for the program by an outside evaluator with permission from the authors.
- e. Agency Relationships** – The Sedgwick County Juvenile Intake and Assessment Center (JIAC) will provide re-offense rates on youth who complete the Family ART program. Episcopal Social Services has worked with JIAC for the past two years on collecting re-offense rates for participants of the ART program and for over 10 years to provide information on re-offense rates for juveniles participating in the agency’s Teen Intervention Program teaching “Thinking for a Change.”

Mandatory OJJDP Core Measures:

Episcopal Social Services will report on the following mandatory outcome measures:

- Number of youth or youth and families served
- Number of participants completing program requirements
- All target behaviors (short-term and long-term)
- Number and percent of program youth who OFFEND (short-term and long-term)
- Number and percent of program youth who REOFFEND (short-term and long-term)
- Number and percent of program youth who are VICTIMIZED (short-term and long-term)
- Number and percent of program youth who are REVICTIMIZED (short-term and long-term)

APPENDIX E

BUDGET

	<u>GRANT REQUEST FOR FEDERAL FUNDS</u>	<u>Required Cash Match or In-Kind</u>	<u>Other Funds</u>	<u>TOTAL</u>
1. Personnel	\$12,480	\$2,600		\$15,080
2. Employer Taxes & Fringe Benefits	\$4,663	\$200		\$4,863
3. Travel				
4. Equipment				
5. Supplies	\$1,097	\$115		\$1,212
6. Consultants		\$200		\$200
7. Other (Vouchers, Incentives)		\$2,500		\$2,500
8. Other (Program Space Costs)		\$3,505		\$3,505
9. Other (Administrative Costs)				
10. Grant Award Amount (Sum of lines 1-9)	\$18,240			\$18,240
11. Cash Match/In- Kind (50 % required)		\$9,120		\$9,120
12. TOTAL (Sum of lines 10-11)	\$18,240	\$9,120		\$27,360