

IN THE SUPREME COURT OF THE STATE OF ARIZONA

FILED
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S. ALAN COOK
CLERK SUPREME COURT
BY

IN THE MATTER OF: ADMINISTRATIVE
REQUIREMENTS FOR THE JUVENILE CRIME
REDUCTION FUND

ADMINISTRATIVE
ORDER NO. 84-12

A. Preamble

The following requirements are adopted to administer the funds provided to the Arizona Supreme Court pursuant to A.R.S. § 41-2401B(4) for the purpose of reducing juvenile crime. It is the intention of the Court to provide funds to applicants within each county of this state so that there will be a general effort to reduce juvenile crime throughout the state.

B. Administration

Administration of this program shall be under the direction of the Administrative Director of the Courts. He is authorized to prepare fund projections, determine amounts to be awarded each fiscal year, prescribe procedures, forms, and reports necessary for the administration and management of the program. Applicants will submit all proposed plans and required reports to him. The Administrative Director, or his designee, is authorized to inspect, audit, or have audited the records of any applicant or their subcontractor relating to the use and expenditure of funds awarded under this program.

C. Requirements

1. Any state, county or city government agency, entity, or department, including school districts, which receive direct operating appropriations from state, county, or city government are, unless prohibited by law, eligible to apply to this Court for juvenile crime reduction funds.
2. During the month of January of each year the presiding juvenile court judge in each county desiring to participate in this program or the appropriate chief executive officer of any other government agency desiring to participate shall submit to the Administrative Director, or his designee, on a form authorized by him, an application and plan for the utilization of juvenile crime reduction funds. Applications received after January 31 will be considered only after all applications received during January have been acted upon and it has been determined that sufficient uncommitted funds or projected funds will be available in the juvenile crime reduction fund for such applications.
3. The original application plus three copies shall be submitted, and the application shall include, at a minimum, the following:
 - a. A description of the plan for the use of the funds, including a budget.
 - b. A description of the jurisdiction of the applicant.
 - c. A description of the juvenile crime that will be reduced under the plan.

- d. An explanation of how the plan will reduce juvenile crime in the geographic jurisdiction of the applicant, including a description of the specific geographical area to be impacted by the plan.
 - e. An explanation with supporting material showing that the plan is intended to reduce one or more of the three most serious juvenile felony crime problems in the jurisdiction of the applicant.
 - f. An explanation of how the reduction in juvenile crime will be specifically accomplished, measured, and evaluated.
 - g. A description and explanation of specific attainable and measurable goals designed to reduce juvenile crime with a time frame not to exceed two years.
 - h. Identification of subcontracting organizations which applicant intends to use in the implementation and execution of the plan; an explanation of the subcontractors' specific duties and responsibilities; and, a copy of the form of subcontract intended to be used by the applicant.
4. A copy of an application by a government agency, other than a juvenile court, must also be submitted to the presiding judge or judges of the juvenile court of the county or counties impacted by the proposed plan prior to filing with the Administrative Director. The application must contain a statement regarding the efforts made by the applicant to coordinate the proposed plan contained in the application

with the activities of the juvenile court in the respective county or counties. Concurrent with the filing of the application with the Administrative Director, the applicant shall provide written notice to the presiding juvenile court judge that the application has been submitted. The presiding juvenile court judge shall have ten days after receiving a copy of the proposed plan to submit his written comments and recommendations to the Administrative Director.

5. The Administrative Director shall review all submitted applications and shall recommend to the Supreme Court approval or disapproval of the applications. In making his recommendations to the Court, the Administrative Director shall consider among other matters:
 - a. The demonstrated need to reduce juvenile crime in the area covered by the application and the absence of governmental and community resources to accomplish that objective;
 - b. The estimated number of juveniles to be affected by the plan;
 - c. The basis for the applicant's assessment that the plan will be reasonably successful, including supporting materials showing the effectiveness of similar programs in other jurisdictions, if any;
 - d. The plan's compliance with these administrative requirements.

The Administrative Director in making his recommendations shall give preference to applications submitted by juvenile courts, unless other applications clearly appear to be more effective in reducing juvenile crime.

6. The Administrative Director shall not recommend the award of more than 50% of the funds to applicants within any one county in a fiscal year.
7. If the Administrative Director considers recommending disapproval of an application or any portion of the application, he shall notify the applicant, and give them an opportunity to discuss modifications or improvements in the application. The Administrative Director shall be required to submit all pending applications, whether revised or not, and his recommendations to the Court by April 15 of each year. The Court shall accept or reject the application by April 30 of each year. In the event any application is rejected by the Court, the reasons for such rejection shall be stated in writing to the applicant. Applications, if any, submitted after January 31 of each year shall be processed within 120 days of submittal. The Administrative Director may, however, withhold action on such applications if he determines that there are insufficient monies in the juvenile crime reduction fund.
8. As a condition of receipt of juvenile crime reduction funds, the applicant shall maintain and provide to the Administrative Office of the Courts such data and statistics as may be required by the Administrative Office of the

Courts, and shall cooperate in yearly and ongoing evaluations as required by the Administrative Office of the Courts.

9. Each applicant funded under this program shall complete the re-funding application in the format and on forms as required by the Administrative Office of the Courts by February 15 of each year if they intend to continue participation in the juvenile crime reduction fund program for the next fiscal year. Such continuation funding shall be subject to all applicable administrative requirements in the same manner as pertains to new applications.
10. Juvenile crime reduction funds shall not be used to reduce the financial obligation of state, county, or city governments to fund the operations of the juvenile court or other juvenile-related programs. Allocated funds shall be expended only as provided for in the application as approved by the Court.
11. Not more than 10% of the funds awarded to any applicant during a fiscal year may be expended for capital assets and equipment.
12. An applicant may utilize funds for subcontracts with non-profit agencies or organizations for the purpose of reducing juvenile crime if such subcontracts have been provided for in the applicant's plan with such agencies and organizations specifically identified, and the subcontract incorporates these requirements.

13. All applicants awarded funding shall submit three financial expenditure reports to the Administrative Director of Courts in the format prescribed by him. In addition, all such applicants shall submit a detailed activity report with the second financial report on a form prescribed by the Administrative Director which shall state, among other things, the progress made on implementation of the plan, goals that have been attained and/or an explanation of efforts made to attain the goals, as well as any problems identified by the applicant in implementing and administering its plan.
14. Upon approval of an application by the Court, the Administrative Director is authorized to enter into a written funding arrangement with the submitting juvenile court or other applicant to provide, if possible, for distribution of funds three times per year. The Administrative Director shall have authority to alter or terminate the funding arrangement if in his judgment such action is necessary due to a lack of funds in the juvenile crime reduction fund account, to a lack of financial need by any applicant, or due to failure to comply with the applicable statutes or these administrative requirements.
15. Unexpended funds in the possession of the applicant at the end of a fiscal year, can, at the discretion of the Administrative Director, be applied to the applicant's allocation in the subsequent fiscal year, if applicable.

16. In the event that a plan is terminated, all unexpended funds in the possession of the juvenile court or other applicant shall be returned to the Supreme Court within thirty days of such termination along with a closing financial statement. The Administrative Director shall deposit such returned funds into the juvenile crime reduction fund.
17. If funds are expended by an applicant other than as provided for in the applicant's approved plan, such sums shall be repaid for deposit into the juvenile crime reduction fund.
18. Funds received pursuant to these administrative requirements shall be deposited into a Special Revenue Fund established pursuant to the procedures provided in Section IIIB of the Auditor General's Uniform Accounting Manual for Arizona Counties or if not applicable, into a similar specially designated fund or account. Any interest earned on these monies while in the possession of the applicant shall accrue to the fund for use by the applicant in accordance with its approved plan.
19. The juvenile court or other applicant shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least five years following termination of applicant's plan.
20. Requests for minor modifications to a plan will be submitted in writing by the presiding juvenile court judge or chief executive officer of any other applicant to the Administrative Director describing the modification and the reasons for the requested modification. The Administrative

Director or his designee shall determine whether a modification is a major or minor modification and shall approve or disapprove such minor modifications. A requested increase in program funding which is less than \$1,500 is considered a minor modification of a program. Major modifications shall be treated as a new plan and must comply with the foregoing provisions of these administrative requirements.

21. The Administrative Director is authorized to allocate and spend not more than 10% of the estimated projected funds each fiscal year for the purpose of statewide research and evaluation of the effectiveness of the efforts to reduce juvenile crime through use of funds allocated pursuant to A.R.S. § 41-2401B(4); for Supreme Court administrative costs; and, for appropriate training costs associated with this program.
22. These administrative requirements are subject to modification as deemed necessary and any time limit contained herein may be waived at the request of the Administrative Director if agreed to by the Chief Justice.

APPROVED as revised this 6th day of November, 1984, by the Arizona Supreme Court.

WILLIAM A. WOLOHAN, Chief Justice