

IN THE SUPREME COURT OF THE STATE OF ARIZONA

**FILED**  
OCT 1 1997  
NOEL K. DESSAINT  
CLERK SUPREME COURT  
BY *[Signature]*

In The Matter Of: )  
)  
JUVENILE CRIME REDUCTION FUND )  
ADMINISTRATIVE RULES )  
\_\_\_\_\_ )

Administrative Order  
No. 97- 50  
(Revising Administrative  
Order No. 89-5)

On February 23, 1989, by Administrative Order No. 89-5 (this order superseded Administrative Order No.84-12), the Supreme Court adopted administrative rules to govern the administration of funds provided to the Arizona Supreme Court pursuant to A.R.S. §41-2401 D(5) for the purpose of reducing juvenile crime.

The Administrative Order is now being revised to reflect modifications and additions in the application form and Funding Agreement. These revisions were a result of changing and current legal issues, additions to the application procedures to assure a more thorough and complete funding request, and other components which encourage optimum efficiency of the JCRF funding process.

IT IS ORDERED that the attached Administrative Rules governing the administration of the Juvenile Crime Reduction Fund are approved, and this order shall be effective upon entry.

IT IS FURTHER ORDERED that Administrative Order No. 89-5 is rescinded and replaced by this order.

IT IS FURTHER ORDERED that a copy of the attached Administrative Rules for the Juvenile Crime Reduction Fund shall be distributed to each Presiding Juvenile Court Judge and each Director of Juvenile Court Services.

Dated and entered this 1st day of October, 19 97.

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THOMAS A. ZLAKET  
Chief Justice

SUPREME COURT OF ARIZONA

JUVENILE CRIME REDUCTION FUND  
ADMINISTRATIVE RULES

Revised by Administrative Order No. 97-50

I. Purpose

The Juvenile Crime Reduction Fund ("JCRF") is established pursuant to A.R.S. §41-2401 D(5), and is allocated to the Supreme Court for the purpose of reducing juvenile crime. Monies from the fund may be expended to encourage the design, development and successful implementation of statewide community based programs for reducing juvenile crime in Arizona. Any court, department, agency or indian tribe of this state or any county, school district, city, town or municipal corporation are, unless prohibited by Lynn A. Wiletsky, Program Manager, eligible to apply for Juvenile Crime Reduction Funds. In order to effectively reduce juvenile crime it is necessary to coordinate statewide strategies that have a multi-jurisdictional impact. Monies in the fund shall be expended pursuant to these administrative rules and any other pertinent statutes, rules and administrative policies adopted by the Arizona Supreme Court or the Administrative Director.

II. ADMINISTRATION

1. JCRF shall be administered on behalf of the Supreme Court by the Administrative Director of the Courts. As used in these rules, the term "Administrative Director" means the Director of the Administrative Office of the Courts or his designee(s). The Administrative Director shall have the responsibility and is delegated all powers necessary to develop, implement and adopt policies and procedures, and execute contracts necessary to administer the fund in accordance with this rule.
2. The Administrative Director is authorized to prepare fund projections, recommend amounts to be awarded each fiscal year, prescribe and adopt policies and procedures, forms, procedures for revertment for funds, and all reports necessary for financial and program administration, financial and program monitoring and evaluation, program standards, and all other requirements imposed by law or Supreme Court Order or Administrative Rule.
3. The Administrative Director shall administer and monitor the fund and shall have the authority to inspect, audit, or have audited the records of any fund recipient related to the use and expenditure of funds provided through the fund. The Administrative Director may require any applicant to post a surety bond or cash deposit guaranteeing compliance with the terms of the grant in the amount of funds awarded under these rules prior to disbursement of any funds to the applicant.

4. The Administrative Director shall have authority to terminate any contract evidencing the grant of JCRF funds if such action is necessary due to a lack of funds in the JCRF fund account, a lack of financial need by any applicant, or due to failure to comply with the applicable statutes, policies or these administrative requirements. The Administrative Director shall have the authority to modify any contract evidencing the grant of JCRF funds if it is found that such action is necessary to accomplish the purpose of the fund.
5. The Administrative Director shall prepare an annual budget by indicating the funds necessary for the administration of JCRF. The Administrative Director is authorized to allocate and spend not more than 10% of the estimated projected funds available each fiscal year for administrative costs.
6. The Administrative Director shall request all divisions within the Supreme Court to apply for JCRF funds as necessary. The Administrative Director may allocate and spend funds for programs administered by the Supreme Court for the development and implementation of special projects, statewide strategic initiatives, program evaluations and training with the approval of the Chief Justice.
7. In the event that JCRF funds are available after monies are allocated pursuant to paragraph 5 and 6 herein, the Administrative Director may request applications pursuant to this rule. The Administrative Director shall mail an application to anyone requesting the application in writing and to any other person or entity the Administrative Director deems advisable.
8. The Administrative Director shall review all applications and shall recommend to the Chief Justice approval or disapproval of the applications and recommend amounts to be awarded. In making recommendations to the Chief Justice, the Administrative Director shall consider, among other matters:
  - a. The demonstrated need to emphasize prevention, intervention, accountability or recidivism reduction 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; and
  - d. The plan's compliance with these administrative rules. The Administrative Director in making his recommendations shall give preference to applications submitted in cooperation with juvenile courts, unless other applications clearly appear to be more effective in reducing juvenile crime.

9. If the Administrative Director considers recommending disapproval of an application or any portion of the application, the applicant shall be notified and given an opportunity to discuss modifications or improvements in the application. Applicants shall be notified in writing of the funding decision.
10. The Juvenile Justice Services Division Director is authorized to execute contracts evidencing the granting of JCRF funds after approval of the Chief Justice, in amounts less than \$10,000, upon such terms as the Administrative Director deems appropriate in compliance with this rule.
11. All grants of JCRF monies must terminate no later than June 30 of each year. At the end of a grant period or in the event that a grant is terminated, all unexpended funds, including all unexpended interest accrued on such funds, shall be returned to the Supreme Court. The Administrative Director shall deposit such returned funds into the Juvenile Crime Reduction Fund.

### III. APPLICATION

1. Applications must be signed by an appropriately authorized individual from the applicant agency. If the applicant is a court, the Presiding Judge or the Presiding Juvenile Court Judge of the County must sign the application.
2. All applications shall be submitted on a form authorized by the Administrative Director in compliance with policies adopted by the Director. Such policies may include timeliness for submission of applications. Applications received after any designated deadline will be considered only after all applications received by the deadline have been reviewed, acted upon and it has been determined that sufficient uncommitted JCRF funds will be available. Applications submitted after the deadline each year shall be processed within 120 days of submittal. The Administrative Director is authorized to review and approve grant applications of up to \$25,000 that are submitted after the deadline.
3. The application shall require, at a minimum, the following:
  - A. A description of the plan for reducing juvenile crime, including the following:
    1. A description of the crime or behavior that will be addressed under the plan.
    2. An explanation of how the plan will prevent or intervene to promote law abiding behavior.
    3. A statement of need.
    4. A description of how the applicant proposes to coordinate their program with the activities of the juvenile court.

- B. A description of the specific geographical area to be impacted, and an estimate of the number of juveniles to be affected.
  - C. A description and explanation of specific attainable and measurable goals designed to address the problem.
  - D. An explanation of how the prevention or intervention of juvenile crime will be specifically accomplished, measured and evaluated.
  - E. The amount of funds applied for with a detailed budget.
  - F. A justification showing why the plan has a reasonable probability for success.
4. Ten business days prior to filing an application for JCRF funds, the applicant shall notify the Juvenile Court Services Director in their county of their intent to file an application. No later than ten business days after filing the application, the applicant must mail a copy of the application to the Presiding Juvenile Court Judge(s) of the counties impacted by the proposed plan. The presiding juvenile court judge shall have ten (10) days after receiving a copy of the application to submit written comments and recommendations to the Administrative Director.
5. These rules may be waived as deemed necessary at the request of the Administrative Director if agreed to by the Chief Justice.