



SUPREME COURT OF ARIZONA

JUVENILE CRIME REDUCTION FUND
ADMINISTRATIVE REQUIREMENTS

Administrative Order No. 89-5
(Supersedes Administrative Order 84-12)

The following requirements are to administer 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.

IT IS ORDERED THAT:

1. The attached administrative requirements related to the Juvenile Crime Reduction Fund are adopted.
2. The new administrative requirements hereby adopted shall take effect on February 23 , 1989 .

3. A copy of the administrative requirements shall be distributed to all Presiding Juvenile Court Judges, Juvenile Court Directors, and to all persons who require copies no later than ninety days after the effective date of this order.

DATED and entered this 23rd day of Dec, 1989, at the State Capitol in Phoenix, Arizona.

For the Court:

Frank X. Gordon, Jr.
Chief Justice

SUPREME COURT OF ARIZONA

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Effective February 23, 19 89

A. Purpose

The Juvenile Crime Reduction Fund is established in A.R.S. §41-2401B(4), and is comprised of twelve percent of the Criminal Justice Enhancement Fund, which is allocated to the Supreme Court for the purpose of reducing juvenile crime. Monies in the fund shall be expended pursuant to these administrative requirements and any other pertinent statutes and administrative policies adopted by the Arizona Supreme Court.

B. General Administrative Requirements

1. The Juvenile Crime Reduction Fund shall be administered on behalf of the Supreme Court by the Administrative Director of the Courts.

2. As used in this order, the term "Administrative Director" means the Director of the Administrative Office of the Courts or his designee.

C. Program Requirements

1. Any state, county, city or tribal government agency entity or department, including school districts 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 two copies shall be submitted, and the application shall include, at a minimum, the following:
 - a. A description of the plan for the use of 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.

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 Chief Justice approval or disapproval of the applications. In making his recommendations to the Chief Justice, 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 Chief Justice by April 15 of each year. The Chief Justice shall accept or reject the application by April 30 of each year. In the event any application is rejected by the Chief Justice, 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. Juvenile crime reduction funds shall not be used to reduce the financial obligation of federal, state, county, city, tribal government agency 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 Chief Justice.
10. An applicant may utilize funds for subcontracts with non-profit agencies or organizations for the purpose of reducing juvenile crime if such contracts have been provided for in the applicant's plan with such agencies and organizations specifically identified, and the subcontract incorporates these requirements.
11. All applicants awarded funding shall submit financial expenditure reports to the Administrative Director of the Courts in the format prescribed by him. In addition, all such applicants shall submit a detailed activity report with the financial reports 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.

12. Upon approval of an application by the Chief Justice, the Administrative Director is authorized to enter into a written funding arrangement with the submitting juvenile court or other applicant to provide for the distribution of funds. 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, policies or these administrative requirements.
13. 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.
14. 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 and program report. Any funds not returned or not accounted for shall be recovered from any existing surety bond or cash deposit. The Administrative Director shall deposit such returned funds into the juvenile crime reduction fund.

15. If funds are expended by an applicant other than as provided for in the applicant's approved plan, such sums shall be repaid by the applicant or recovered from any existing surety bond or cash deposit and deposited into the juvenile crime reduction fund.
16. Funds received pursuant to these administrative requirements shall be deposited into a Special Revenue Fund established pursuant to the procedures 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 following verification by the Administrative Director.
17. 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 three years following termination of applicant's plan.

18. Requests for 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 approve or disapprove such modifications.
19. The Administrative Director is authorized to prepare fund projections, determine amounts to be awarded each fiscal year, prescribe and adopt policies and procedures, forms, procedures for revertment of funds, and all reports necessary for financial and program administration, financial and program monitoring and evaluation, program standards, management of the fund, payment for authorized services, and all other requirements imposed by law or Supreme Court order.
20. 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 or its subcontractors related to the use and expenditure of funds provided through the fund. All subcontracts shall include a provision acknowledging the authority of the Administrative Director to conduct such inspections and audits. 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 this order prior to disbursement of any funds to the applicant.

21. The Administrative Director is authorized to allocate and spend not more than 10% of the estimated projected funds available 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 27th day of July, 1989
by the Arizona Supreme Court.

Frank X. Gordon, Jr.
Chief Justice