

# JJDPA 50<sup>th</sup> & Mini-Grants September TTA Call

Add your **name**, **state**, and **project title** in the chat

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# Disclaimer

# Agenda

1. Reminders
2. Goals for Today
3. Flash Sessions



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and **project title** to the  
chat

# Goals for Today

1. Provide practical examples and strategies to support project planning and implementation
2. Highlight Mini-Grant projects
3. Provide an opportunity to ask questions and crowdsource solutions

# **Youth-Adult Partnerships**

Valerie Salazar

Mini-Grant Recipient

YJAM Community Resource & Job Fair



# YOUTH  
ARE  
WORTH IT.



**YJAM** 2024  
YOUTH JUSTICE  
ACTION MONTH

Youth Justice  
Action Month  
Resource and  
Job Fair 2024

Valerie Salazar  
JJDPC Chair



## Event Elements

- Happening Sunday, October 20<sup>th</sup> at Oxnard High School inside the two gyms
  - Large Gym: Half job-readiness, half job fair
  - Small Gym: Resource fair
  - Quad: Art Mural, stage, etc.
- Other Elements:
  - Voter Registration
  - Expungement Clinic
  - Tattoo Removal
  - Entertainment (TBD)
  - Free Lunch

# Request for Ya'll



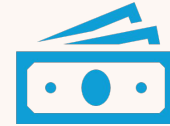
## Priorities:

- Review pieces of the event and provide input/suggestions
- Assist in naming of event and event graphic design
- Assist in getting the word out about the event



## Mandates:

- Weekly meeting attendance (meeting times TBD, virtual vs. in person TBD)
- Participation



## Benefits:

- \$2000 stipend to be paid out for your assistance. Up to you all on if you want to divvy that up or use it for future activities within the council.
- Letter of Recommendation. As JJDPC Chair, I'll write individual letters of recommendation for each of you and always be a reference in the future.



# Timeline



# **Communicating Your Event**

Courtney McSwain

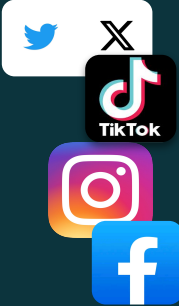
Director of Communications,  
National Youth Justice Network

# What is Your Communications Goal?

- ❖ Identify your *communications goal* based on the overall goal of your event.
- ❖ What does a “communications win” look like for your event? Tailor your resources - time, labor, finances - toward that.

Is the priority to gain:

- Media attention,
  - Decision influence, OR
  - Public Attendance
- ❖ Create a boilerplate event description that you will use consistently in your communications materials. Remember - Who, What, When, Where, Why.
  - ❖ Branding:
    - Use language & visuals that align with your organizational message, values & branding
    - You are welcome, but not required, to use YJAM logos and colors
  - ❖ Use multiple platforms to communicate your event:
    - Email/E-blasts
    - Social Media
    - Community calendars, bulletin boards
    - Door knocking/flyering/canvassing
    - Word of mouth



# Communications Resources

- Resources Folder → **Communications**
  - OJJDP Social Media Toolkit
  - 2024 YJAM Graphics & Color Codes
  - Press Release Templates
  - Communicating Your Event Tip Sheet
  - Narrative and Messaging Toolkits



[Home](#) / [About OJJDP](#) / [JJDP Act 69](#)

## Social Media Toolkit [🔗](#)

[JJDP 50th](#) | [Social Media Toolkit](#) | [Virtual Library](#) | [Events](#) | [2024 Conference](#)

**OJJDP Celebrates  
50 Years of the  
Juvenile Justice  
and Delinquency  
Prevention Act**

The logo for the 50th anniversary of the Juvenile Justice and Delinquency Prevention Act. It features a circular arrangement of colorful human figures holding hands, with a large '50' in the center. Below the '50' is the word 'YEARS' and a banner with '1974-2024'. The text 'Juvenile Justice and Delinquency Prevention Act' is written around the circle.

Office of Juvenile Justice and  
Delinquency Prevention

This year, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and its partners are celebrating the 50th anniversary of the Juvenile Justice and Delinquency Prevention Act (JJDP), enacted on September 7, 1974. The anniversary theme is, "Looking Back, Moving Forward: Celebrating 50 Years of the JJ" [Top](#)

**Policymaker  
Engagement  
Dafna Gozani  
Mini-Grant  
Recipient  
Increasing  
Capacity and  
Engagement in  
Y.O.U.T.H. Day**

**Y.O.U.T.H. DAY**

**YES TO OPPORTUNITIES TO  
UPLIFT, THRIVE, AND HEAL**



# SO, WHAT is Y.O.U.T.H. Day?

## Save the Date Y.O.U.T.H. Day

August 13, 2024



A day to say:  
**Yes to  
Opportunities to  
Uplift,  
Thrive, and  
Heal**



- YES, it's an advocacy day.
- NO, it's not a “lobby” day – focus is not on a specific bill (proposed law change)
- It's about education and inspiration
- Opportunity for policymakers to spend time with folks whose lives are impacted by their decisions
- Share our vision of youth justice
- Plant seeds for bills
- Further develop our legislative advocacy skills

# YJAM Mini Grant Supported Training Stipends

2 pre-training for participants

- Options were given for during the day and evening with an backup option of recording trainings for extenuating circumstances
- Considerations for events/training timing and seasons

**Best Check-In Question:**

**Think about an event you attended, what either made it go well or what could have been improved?**





# Evening Training and Dinner

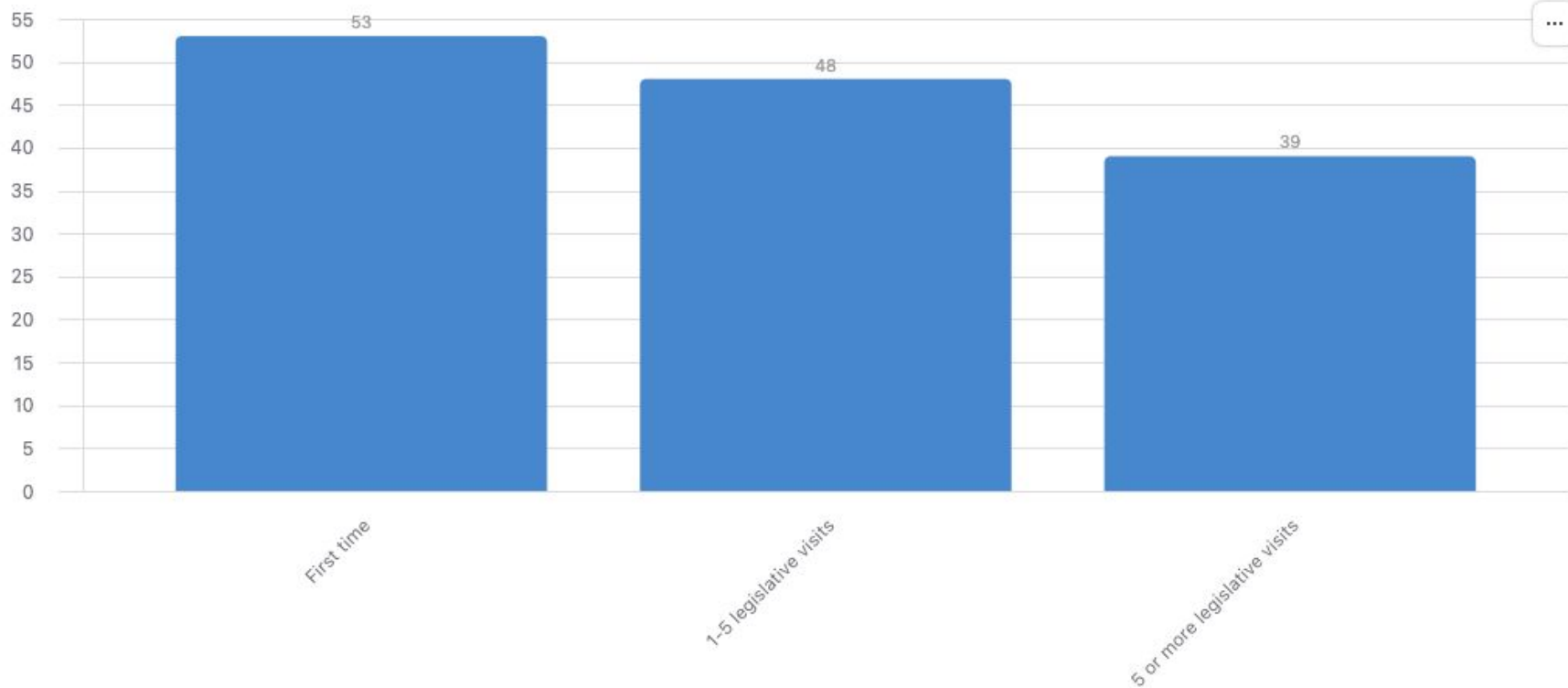


**Kick off Breakfast  
with  
Assemblymember  
Isaac Bryan**



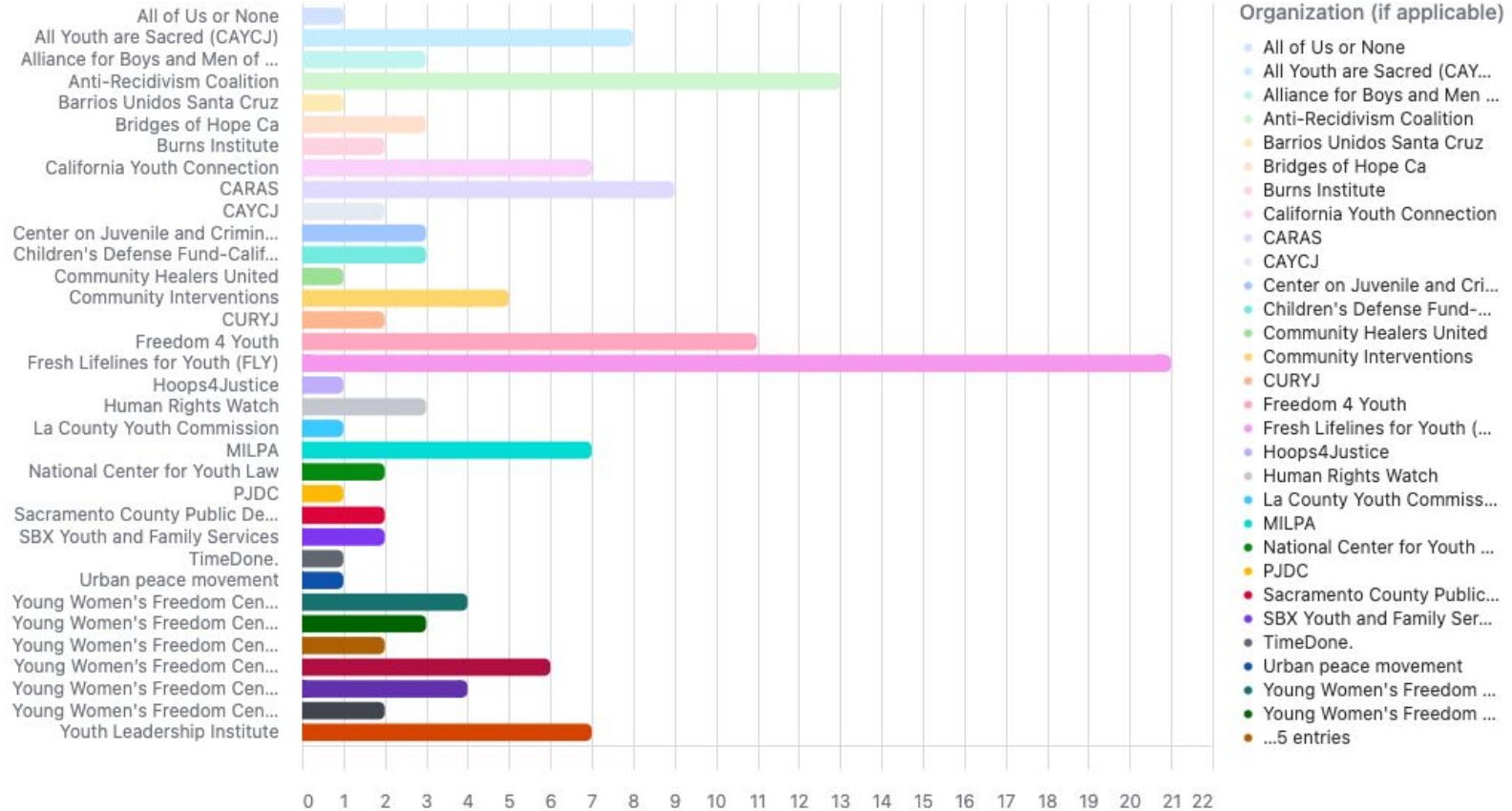
# YOUTH Day Participants

Previous Level of Experience with Legislator Office Visits

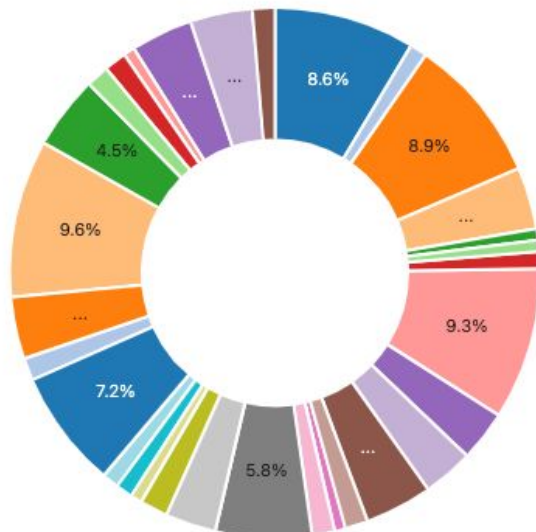


## Organizations Represented

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## Counties Represented Based on Participant's Legislative District



### Counties (from Assembly...

- Alameda (25)
- Fresno (11)
- Lake (3)
- Merced (9)
- Orange (2)
- San Benito (9)
- San Francisco (3)
- San Mateo (4)
- Santa Cruz (13)
- Stanislaus (2)
- Colusa (3)
- Kern (2)
- Los Angeles (27)
- Monterey (12)
- Riverside (4)
- San Bernardino (5)
- San Joaquin (3)
- Santa Barbara (11)
- Solano (4)
- Tulare (11)
- Contra Costa (26)
- Kings (2)
- Madera (9)
- Napa (4)
- Sacramento (17)
- San Diego (2)
- San Luis Obispo (21)
- Santa Clara (28)
- Sonoma (4)
- Ventura (11)



— “ —  
[YOUTH Day] inspired me  
to do more advocating for  
what I believe is right.

— ” —  
Bryan, 16

“[I left the  
Capitol feeling]  
even more  
inspired to do  
the work that  
I’m doing right  
now in my  
community.”

HAZEL, 17



“ —  
I learned a lot that day—  
socially,  
mentally, and  
spiritually.

ADRIAN, 17

“I was glad to be able to go and [that I was] given the opportunity to talk to the people in the Capitol about certain bills and being able to have a voice and know that people are listening.”



MICHAELA, 16



“Talking about changing bills and policies really had me feeling like I had a say in this state, in MY nation.”



**JOEL, 15**

ON THE BLOG

— “ —  
**I felt so empowered by this opportunity and it made me feel like I was heard.**

— ” —  
**Sofia, 17**

# **Budget and Invoicing**

Melissa Milchman

Executive Director, Coalition for Juvenile  
Justice



# Keeping Track of Expenses for Invoicing

- Each expense needs a source document
  - Receipt, paid invoice, bank statement, payroll register, etc.
  - No cash transactions will be reimbursed
- Keep source documents together in a digital folder to help stay organized
- Creating an expense code or project code can help you identify what expenses to invoice in your accounting system.
- Time and Effort Tracking for people
  - Tracking tips: name, date, hours, and activities
  - Create a code to track if you use a digital HR system to track hours
  - Staff must track hours spent on project (needs source documentation - calendar, time sheets, etc.)
  - W
- What does NOT need back up documentation? Indirect Costs

# Best Practices for Issuing Stipends

- Collect W-9 Forms if paying youth like contractors
- Create an invoice form
  - Include the following tracking elements: name, date, hours, activities, signature of program POC to approve
- Track Payments Made
  - Keep approved invoices together
  - Keep receipts of payments made out against approved invoices
- If issuing one time stipends or gift cards
  - Collect names and signatures of all recipients to confirm receipt (sign in sheet)
  - Track Stipends by number or Gift Cards by Number for invoicing
  - Keep all receipts or records of distribution with DATES on them

# Vendor Set Up Forms

Make sure to complete vendor set up forms for CJJ Payment System set up.

- (1) [W-9 Form](#)
- (2) [Vendor Authorization and ACH or Check Payment Set Up Form](#)

Submit completed forms to CJJ by September 16

Email [info@juvjustice.org](mailto:info@juvjustice.org) - Subject Line Mini Grant #-Project Title-Vendor Form

# Invoicing Reminders

Due Dates: September 16 ● October 15 ● November 15 ● December 15

All invoices and back up documents should be uploaded to the [JotForm Link](#).

What to submit: Invoice Spreadsheet completed and signed by Authorized Official, along with accompanying source documents for each expense. You can upload multiple documents to the JotForm submission.

If submitting multiple invoices, make sure you are tracking spend down of each line item against your approved budget (don't go over budget).

No expenses will be approved outside of what is in your approved budget

Reach out if you need support with a budget amendment.

# **Evaluation & Tracking**

Maria León, Ph.D.

Consultant, National Youth Justice  
Network

# What message or story are you trying to tell?

- What does **success** mean?
  - Attendance
  - Specific behavior, skill, or learning outcomes
  - Satisfaction of event or activity
  - Usefulness of activity or resource
  - Effectiveness of a program or activity
- **Who** are you communicating your success to?
  - Parents and family
  - Young people
  - Community partners
  - System officials
  - Funders
  - Legislators



# Different types of outcomes & indicators

## → Attendance

- ◆ Tickets/ registrations, the number of items remaining/ passed out

## → Reach

- ◆ Count the number of emails sent & responses
- ◆ Number of downloads of a resource
- ◆ Social media metrics

## → Change in knowledge, attitude, behavior

- ◆ Pre-post questions
- ◆ Weekly check-ins/ exit questions
- ◆ Observations

## → System impact

- ◆ Reduction in average length-of-stay, increase in diversion, decrease in overall population, increase in prevention and diversion budgets, etc.

# Choose the **method** that fits your programming & your goal!

## → Surveys

- ◆ Use QR codes, print outs, follow up emails

## → Social Media metrics

- ◆ Use of hashtag, shares, views, account tags

## → Interactive exit surveys

- ◆ Example: “Drop a raffle ticket in the jar that marks your level of satisfaction with event when you exit.”

## → Journaling

- ◆ Guided questions, repeat to prime participants and establish a baseline and observe change over time

## → Focus Groups & Interviews

- ◆ Use post-it notes or posters on the wall to respond to questions





# Example

**Message (Goal):** After participating in [activity], young people will increase their self-efficacy in communicating the significance of the JJDPA.

- **Who? (Sample)** Youth participants
- **What?** Pre-Post Assessment
  - On a scale of 1-10, how comfortable do you feel telling your peers about the JJDPA?
  - How would you describe the JJDPA in three sentences?
- **When?** At the start of the first session and end of the last session
- **How?**
  - QR code linked to survey
  - Paper copies
  - Group discussion

