Washington State Partnership Council on Juvenile Justice (WA-PCJJ)

**Technical Assistance Request Form (JJ-6)**

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| **Submission Date:**       |
| **Agency Name:**       |
| **Address:**       |
| **Project Director:**       | **Finance Director:**       |
| **Phone:**       | **Phone:**       |
| **Email:**       | **Email:**       |

**Technical Assistance Guidelines**

* Prior to submitting a request, contact WA-PCJJ Staff to discuss the nature of the request and how the request addresses the priorities of the WA-PCJJ.
* Email the completed Technical Assistance Request form at least 75 days prior to the desired training or technical assistance date.
* WA-PCJJ will respond in writing to your request within 30 days of receipt of the request.
* After receiving WA-PCJJ approval, a WA-PCJJ staff member will initiate a contract.

**Please check the WA-PCJJ Priority Area(s) to be addressed through technical assistance request.**

**[ ]  Deinstitutionalization of Status Offenders**

**[ ]  Racial & Ethnic Disparities**

**[ ]  Restorative Justice**

**[ ]  Jail Removal/Separation**

**[ ]  Gender Specific Services**

**[ ]  Strengthening the Juvenile Justice System in Rural Areas**

**[ ]  Strengthening Evaluation Systems**

**[ ]  Aftercare/Reentry**

**[ ]  Other Juvenile Justice System Improvements: please specify**

To learn more about the Washington State Partnership Council on Juvenile Justice (WA-PCJJ), please visit our web site at <https://www.dcyf.wa.gov/practice/practice-improvement/ojj/wa-pcjj>

**STATEMENT OF NEED**

**State the issue or problem to be supported by this Technical Assistance Request:**

(The problem statement should be specific and narrowly defined.)

**IDENTIFIED APPROACH**

**State the service to be provided through this Technical Assistance Request:** *(e.g., assistance in facility design, a training session for all staff, a training session for specific staff, a screening process to determine if treatment is needed for clients, creating a new database, a research design, etc.)*

**ANTICIPATED OUTCOMES**

**State the anticipated outcomes to be achieved through this Technical Assistance Request:** *(e.g., agency procedures will be changed, facility will be re-designed, different clients will be accepted, other agencies will be trained, new database will be used, etc.)*

**Anticipated Project Start Date:**

**Anticipated Project End Date:**

**Total Technical Assistance Funding Request: $**

*(Please complete the detailed budget on the next page.)*

**Attach any other pertinent information you believe is necessary for the WA-PCJJ to evaluate your request.** (Please limit your attachments to five pages.)

**DETAILED TECHNICAL ASSISTANCE BUDGET**

**Requesting Agency:**

$      Personnel

$      Supplies

$      Other Services and Charges

$      Equipment, Capital Outlay and Other

 Non-Recurring

$      Travel

$      Contractual

$      **(A) TOTAL AMOUNT REQUESTED**

$      **(B) TOTAL AMOUNT MATCHED BY REQUESTING AGENCY**

$      **(C) TOTAL AMOUNT FUNDED BY OTHER SOURCES**

$      **TOTAL PROJECT BUDGET** *(How much does it cost to complete this project?)*

(A+B+C)

**\****Please use the attached Additional Budget Information/Clarification/Instructions to determine appropriate placement of anticipated expenses.*

 **Provide a budget narrative below:**

**Email completed form to: Alice.Coil@dcyf.wa.gov**

**ADDITIONAL BUDGET INFORMATION**

**Supplies**

The key word in determining whether an item belongs in the Supplies category is "consumable." If it can be used up, then it is a supply item.

The exception to the "consumable" guideline is training material such as books, films and videotapes. These are considered consumable because they are not fixed assets and can become worn out or outdated.

**Other Services and Charges**

This category is for services other than Personnel, which are required in the administration of the project. Such services may include communication, advertising, and rentals. Expenses for staff training, such as workshop fees, may be included.

**Travel**

All travel costs are included in this category, including personal car mileage, airfares, per diem, etc.

**Contractual**

Any sub-contracts funded through this technical assistance award.

The important distinction to remember is that when an agency contracts with an individual (no matter what service is to be delivered) the cost is reported in Contractual, not in Personnel.