



Request for Applications

**The Council of Juvenile Justice Administrators
and
the Office of Juvenile Justice & Delinquency Prevention**

2024 Deputy Directors Training

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Section 1. Background and Overview

In response to the field's growing need for a juvenile focused training for Deputy Directors, the Council of Juvenile Justice Administrators (CJJA) in partnership with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is pleased to announce a training program for Deputy Directors. The training program will be in person and comprised of live discussion, interactive learning and training sessions. Upon successful completion, attendees will receive a certificate of completion for the training.

The in-person Deputy Director Training is scheduled to occur on May 14th and 15th, 2024 in Tempe, AZ (provisional approval).

Through this OJJDP supported opportunity, travel (airfare and lodging) will be paid for directly by CJJA. Participants will be reimbursed for baggage fees and ground transport [taxi, shuttle, or ride share but not rental car] by CJJA. Jurisdictions will be responsible for reimbursing their employees who participate in the training for per diem (i.e., meals and incidental expenses) at the U.S. General Service Administration's set per diem rates for location - <https://www.gsa.gov/travel/plan-book/per-diem-rates>).

Section 2. Who Should Apply for the Deputy Director Training

Deputy Directors who are responsible for overseeing direct care and/or parole service for any juvenile justice agency—whether at the county or state level, or within tribal communities—are encouraged to apply.

To be considered for this training program, agency leadership must be committed to the full program. Each agency will complete an application for submission and approval. In order to be considered, participants must serve in an agency Deputy Director role. Jurisdictions may apply to have up to two (2) individuals participate in the TTA program. Teams may not exceed 2 individuals.

Section 3. About the Council of Juvenile Justice Administrators

Through funding from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP), the Council of Juvenile Justice Administrators (CJJA) coordinates the delivery of Training and Technical Assistance (TTA) to states, communities, territories, and tribal units to improve outcomes for at-risk youth and youth involved in the juvenile justice and child welfare systems. TTA provided through CJJA focuses on:

- Delinquency Prevention, Intervention, and System Improvement
- Maximizing State Advisory Group Impact
- Evidence-Based Approaches in Detention and Commitment
- Information Sharing, Dually Involved Youth, and Systems Improvement and
- Emergency Preparedness

CJJA provides TTA using a variety of mechanisms, such as coaching, on-site training, toolkits, issue briefs, webinars, mentoring, establishing communities of practices, and brokering resources.

For more information on CJA and OJJDP, please visit the following websites:

- CJA: <http://cja.net>
- OJJDP: <https://ojjdp.ojp.gov/>

Section 4. Application

The application process is conducted via Survey Monkey using the link provided below. Applicants should adhere to the following guidelines while completing the application process:

- Respond to each question in the application;
- Share your intent to apply with your agency director; and
- Obtain approval from your agency director to participate in the program.

Survey Monkey Link to Application: <https://www.surveymonkey.com/r/PD9R7X7>

As a reference, the questions within the application are provided below.

Deputy Director Training Application

Submitting Agency:

Director:

How many youth does your agency currently serve in facilities/residential placement (i.e., detention, juvenile corrections, residential treatment centers, etc.)?

How many youth does your agency currently serve in the community (i.e., youth on probation or parole)?

Briefly describe the agency or tribal community applying for the Deputy Director Training (e.g., county, state, tribe).

Indicate why the agency is interested in participating in this program. Explain why the agency is seeking to attend the Deputy Director training, what it hopes to get out of the training, and note any special challenges faced by the agency.

Participant Submission Information

Participant #1

Indicate category of participant:

- Agency Deputy Director (Facilities)
- Agency Deputy Director (Probation/Parole)
- Agency Deputy Director (INSERT _____)

Name:

Position Title:

Office, Unity, or Bureau Name:

Mailing address:

Email:

Contact Number:

Years in Current Position:

Highest Education Level:

Name of Administrative Support Personnel That Assists with Scheduling:

Email Address of Administrative Support Personnel:

Phone Number of Administrative Support Personnel:

Participant #2

Indicate category of participant:

- Agency Deputy Director (Facilities)
- Agency Deputy Director (Probation/Parole)
- Agency Deputy Director (INSERT _____)

Name:

Position Title:

Office, Unity, or Bureau Name:

Mailing address:

Email:

Contact Number:

Years in Current Position:

Highest Education Level:

Name of Administrative Support Personnel That Assists with Scheduling:

Email Address of Administrative Support Personnel:

Phone Number of Administrative Support Personnel:

By signing this application, I hereby agree and commit to the above listed staff to participate in the full training program to include both the in-person training and webinar series.

Director Signature: _____ **Date:** _____

Section 5. Application Selection Process

1. Application Submission

Interested jurisdictions must submit a completed application via Survey Monkey at <https://www.surveymonkey.com/r/PD9R7X7> no later than close of business on **March 22, 2024**.

CJJA staff will review applications and notify selected jurisdictions.

2. Notice of Acceptance

Applicants will be notified of their acceptance into the program by March 29, 2024. Those notices will be sent via email to the identified parties in the application.

All questions regarding this program should be directed to [Katie Penkoff](#) at katie.penkoff@cjja.net.