



# VJCCCA Prevention Services Category Concept Paper Template

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- **Name of Proposed Program**
- **Program Provider / Owned By / Operated By**
- **Program Coordinator and Contact Information**
- **Program Physical Address, Contact Information and Main Contact Person**
- **Program Days and Hours of Operation**
- **Program Projected Start Date**
- **Program Description and Target Population**
  - Overall Description of the Program (can include logic model / theory of change)
  - Evidence and Research-Base for Program Effectiveness / Reference for Listing Within Model Program Guide
  - Identify the delinquency-prevention population to be served (age, gender, at-risk behavior(s) to be targeted, referral source(s), etc.)
  - Program Content / Activities
  - Presenting Problem(s) Program Designed to Address
  - Criminogenic Need Areas and Protective Factors Program Designed to Target
  - Program Length / Duration
  - Program Capacity or Maximum Number of Participants
  - Program Staffing
  - Program Goals / Expected Outcomes
- **Referral Process Overview**
  - Referral Process
  - Referral Sources
  - Include the evidence-based assessment tool to be used to establish program need and who will administer the tool
- **Data Collection and Tracking Plan**
  - Include plan and processes for collecting youth-specific and systemic data, including service units / programmatic data and fiscal data.
- **Program Costs and Funding Sources**
  - Total Budget for This Specific Program or Service
  - Portion of budget from state VJCCCA funds
  - Portion of budget from VJCCCA required local match
  - Portion of budget from other local funds shown on VJCCCA plan
  - Portion of budget from other local funds not currently shown on VJCCCA plan
  - Other funding streams, revenue / potential revenue in addition to state and local funds
  - In-kind contributions in support of the program
  - Rate(s) established and units (e.g. \$ \_\_\_ per session per participant, \$ \_\_\_ per day per participant)