

**Memorandum of Understanding for OJJDP FY 2022 Reducing Risk for Girls in the Juvenile Justice System**

**Grants.gov Opportunity Number: O-OJJDP-2022-171217**

**-between-**

**McLennan County State Juvenile Correctional Facility (“Mart Facility”) of the Texas Juvenile Justice Department (“TJJD”)**

**-and-**

**Girls Empowerment Network (“GEN”) and**

**with subcontracting services provided by Excellence and Advancement Foundation (“EAF”) and**

**Lioness: Justice Impacted Women’s Alliance (“LIWA”)**

**Background:**

Girls Empowerment Network (“GEN”) has an interest in providing more services for girls who are currently involved in the juvenile justice system, and as such was successful in being awarded funding from OJJDP for their June 2022 “Reducing Risk for Girls in the Juvenile Justice System” RFP toward this ambition. Originally when applying in early 2022, GEN had attached the Ron Jackson State Juvenile Correctional Complex in Brownwood, Texas as the public juvenile justice agency at the local or state level for this application with its own MOU, and the program vision was to lead services with the girls in population virtually. Additionally, Excellence and Advancement Foundation (“EAF”) was attached as a partnering subawardee under the contract, providing culturally specific consultation on the first piloting year of new GEN services facilitated in Texas Juvenile Justice Department (“TJJD.”) settings.

However, in the period of time from when the original proposal was submitted until it was successfully funded/contracted by OJJDP in October of 2022, TJJD staffing demanded that their relevant girl population be relocated to McLennan County State Juvenile Correctional Facility (“Mart Facility.”) GEN proceeded to lead all collaborative activities required to run the pilot year of programming from October 1, 2022 through September 30, 2023. As is common with pilot projects, plans were adapted as new information made the necessary next steps clearer. Next steps included recruiting, hiring, and training new staff with programming expertise to lead the pilot and collaborative activities. This position newly supported by GEN is called the Juvenile Justice Program Facilitator (JJPF). Simultaneously, GEN learned virtual services were not possible at the Mart Facility, and planning to run services in person instead went underway. After on-boarding and orientation was completed, GEN staff turned toward completing a curriculum redesign process to ensure adapted services would be appropriate for the constraints of delivering programming at Mart. GEN staff worked with EAF and the Mart Facility leadership and staff to move forward with a 10-session pilot program at the Mart Facility.

With the pilot sessions complete and full evaluation analysis and a pilot year report being created for completion by late September, Girls Empowerment Network would like to propose a new unified MOU for the second contract year to integrate the recommended program enhancements identified during the piloting phase and to ensure as successful and impactful a second contract year and program growth!

**Terms:**

Once signed by all parties, this Memorandum of Understanding will become effective October 1, 2023, and shall remain in effect through September 30, 2024. This period of time represents the second contract year of the original 36 month award extended from OJJDP to Girls Empowerment Network. This contract may be renewed for one (1) additional term of one (1) year, provided that all named parties agree in writing through contract amendment to each renewal. Any renewals shall be at the same terms and conditions, including any approved changes.

This agreement is subject to amendment and/or cancelation by GEN, TJJD, EAF, and/or LIJWA is unable or unwilling to the responsibilities and parameters outlined here. As the lead, funded entity, GEN reserves the right to request MOU changes or termination with 30-days written notice required to any named parties. Other collaborative named parties may change or exit the MOU by giving Girls Empowerment Network 30-days written notice as well. As the lead administrator of this OJJDP funding and contract, Girls Empowerment Network will serve as the accountability entity in the collaborative. Failure to uphold agreed upon responsibilities by parties in this Memorandum of Understanding should first be addressed through timely, direct, and positive communication of the concern to constitute a warning of the concern. Should the warning not result in improved positive partnership in the collaborative as outlined below, the notice of a terminated MOU will be sent to the appropriate signatories/agency points of contact.

## **Goals & Objectives:**

As stated in the formal solicitation document, O-OJJDP-2022-171217, goal of this program is to reduce risk factors and promote protective factors for girls who come in contact with the juvenile justice system, and place them on a path toward success, stability, and long-term contribution to society.

For the second year of the collaborative bound by the timing of this MOU, GEN is required to deliver the following objectives through formal reporting to OJJDP by September 30, 2024:

- Reach an additional 16-36 girls in 2-3 new program groups run in Mart Facility.
- Identify 2-3 new non-Mart Facility program host partners to reach additional girls who are in juvenile justice related settings but not incarcerated at Mart. Appropriate approved locations include but are not limited to:
  - Garder Betts Juvenile Justice Center
  - Texas-based Alternative Education Placements through local school districts
  - County/city/precinct courts
- Reach a combined total of 100 unduplicated adolescent girls during the period of time bound by the second contract year across all of the host partner locations, by 9/30/24.
- For girls served, run comprehensive evaluation systems to demonstrate increased self-efficacy and related protective factors in at least 75% of girls served.

## **Individual Roles of Entities Impacted by the Collaborative:**

### ***Girls Empowerment Network (GEN)***

#### ***Names and emails of designated GEN staff points of contact for this MOU:***

- Ami Kane, [ami@girlsempowermentnetwork.org](mailto:ami@girlsempowermentnetwork.org) (contract details, administration, management)
- Angela Montijo, [angela@girlsempowermentnetwork.org](mailto:angela@girlsempowermentnetwork.org) (program details, collaborative staff lead, host location relationships)

GEN will continue to serve as the lead agency in the collaboration. The agency's responsibilities include:

- Administer and oversee the funding contract and all related MOUs,
- Set aside subawardees' funding from the OJJDP contract as dictated below under EAF and IJWA's sections and ensure a clear process for timely payment of subcontracted and invoiced services,
- Pay subcontractors \$100/hour for services rendered,
- Lead collaborative planning meetings as appropriate for all entities; manage the 12-month contract project milestones, set corresponding goals, and keep team accountable,
- Provide TJJD with information on visitors to the group at least four weeks before the visitors' attendance to ensure TJJD has sufficient time to conduct proper background checks,
- Work with all collaborators to refine additional agreements and program adaptations across the funding contract duration,
- Meet with TJJD staff before the first group session with youth to discuss the group's structure, goals, and role expectations, and distribute a written handout explaining each of these topics.
- Oversee continued implementation and enhancement of services for girls in the juvenile justice system,
- Run appropriate evaluation and monitoring of the project,
- Reach out to additional public juvenile justice agencies at the local or state level to expand programming with their girls or at their facilities,
- Deliver services to girls,
- Track girls' attendance and progress,
- Provide consistent, clear, and meaningful communication and leadership of the collaborative,
- Provide monitoring reports back to all interested parties, and
- Other duties as needed for successful contract administration.

### ***McLennan County State Juvenile Correctional Facility ("Mart Facility") of the Texas Juvenile Justice Department ("TJJD")***

#### ***Names and emails of designated TJJD staff points of contact for this MOU:***

- Erin Nemons, [erin.nemons@tjjd.texas.gov](mailto:erin.nemons@tjjd.texas.gov) (Manager of Clinical Services)
- Robin Black, [robin.black@tjjd.texas.gov](mailto:robin.black@tjjd.texas.gov) (Manager of Operations)

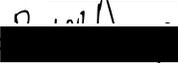
Mart Facility will continue to serve as the primary program location. Requested responsibilities include:

- Open, on-going communication with the collaboration, and immediate notification of changes/issues/concerns that arise at the facility or with the girls in population,
  - To be facilitated through check-in and check-out process with at least one staff member who is an active participant active as the group's co-facilitator
    - Check-in could look like meeting the facilitator at the entry point to escort to classroom at least 5 minutes prior to the start of group to allow time to settle into space
    - Check-out could look like drop of the facilitator at the exit point while incorporating time to briefly discuss successes and areas of growth from the session
- Remove all reasonable barriers for entry to facility
- Selecting at least 24 girls across the year for participation in the program,
- Providing sole-supervised staff to attend each group session, and making all reasonable efforts to ensure this staff remains consistent across the group's duration.
- Scheduling and ensuring ease of access to facilities for GEN, EAF, and IJWA staff and appropriate programming space,
- Ensuring adequate supervision and participation for the services, in a way that ensures that girls are able to feel comfortable and meaningfully engaged in program activities,
- Limitation of distractions within the programming space as much as possible
- Provision of snacks at every group session
- Allow appropriate evaluation to occur and assisting with survey completion among girls and staff including pre- and post-surveys, and
- Other duties as needed for successful program creation, piloting, and evaluating.

**Signature and Date**

The parties hereby agree to the terms and conditions set forth in this agreement and such is demonstrated throughout by their signatures below:

Name: Chloe LaPorte, LCSW  
Title & Entity: Senior Program Director, Girls Empowerment Network  
Signature:   
Date: 10/17/2023

Name: Rachel Gandy  
Title & Entity: TJJD Chief of Staff  
Signature:   
Date: 10.17.2023