

148869 c.1

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



OJJDP

Office of Juvenile Justice and Delinquency Prevention



13
698171

**FY 1993 Discretionary Program
Announcement Application Kit**

About the Office of Juvenile Justice and Delinquency Prevention

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) was established by the President and Congress through the Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 93-415, as amended, (JJDP Act). Located within the Office of Justice Programs of the U.S. Department of Justice, OJJDP's goal is to provide National leadership in addressing the issues of juvenile delinquency and improving juvenile justice.

OJJDP sponsors a broad array of research, program, and training initiatives to improve the juvenile justice system as a whole, as well as to benefit individual youth-serving agencies. These initiatives are carried out by seven components within OJJDP, described below.

Research and Program Development Division develops knowledge on national trends in juvenile delinquency; supports a program for data collection and information sharing that incorporates elements of statistical and systems development; identifies how delinquency develops and the best methods for its prevention, intervention, and treatment; and analyzes practices and trends in the juvenile justice system.

Training and Technical Assistance Division provides juvenile justice training and technical assistance to Federal, State, and local governments; law enforcement, judiciary, and corrections personnel; and private agencies, educational institutions, and community organizations.

Special Emphasis Division provides discretionary funds to public and private agencies, organizations, and individuals to replicate tested approaches to delinquency prevention, treatment, and control in such pertinent areas as chronic juvenile offenders, community-based sanctions, dropout prevention, and curbing illegal drug use by youth.

State Relations and Assistance Division supports collaborative efforts by States to carry out the mandates of the JJDP Act by providing formula grant funds to States; furnishing technical assistance to States, local governments, and private agencies; and monitoring State compliance with the JJDP Act.

Concentration of Federal Efforts Program coordinates the related work of different Federal agencies to encourage cooperation and prevent duplication by overseeing the coordination of general policy and the development of priorities for all Federal juvenile delinquency activities. The program also assists agencies with responsibility for juvenile delinquency prevention and treatment programs and implements jointly funded programs among Federal departments and agencies.

Missing and Exploited Children Program seeks to promote effective policies and procedures for addressing the problem of missing and exploited children. Established by the Missing Children's Assistance Act of 1984, the program provides funds for a variety of activities to support and coordinate a network of resources such as the National Center for Missing and Exploited Children; training and technical assistance to a network of 43 State clearinghouses, nonprofit organizations, law enforcement personnel, and attorneys; and research and demonstration programs.

Information Dissemination and Program Planning informs individuals and organizations of OJJDP initiatives and disseminates information on juvenile justice, delinquency prevention, and missing children. The unit's activities include publishing research and statistical reports, bulletins, training manuals, and other documents, as well as overseeing the operations of the Juvenile Justice Clearinghouse.

OJJDP provides leadership, direction, and resources to the juvenile justice community to help prevent and control delinquency throughout the country.

Office of Juvenile Justice and Delinquency Prevention

John J. Wilson
Acting Administrator

141869

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this ~~copyrighted~~ material has been granted by

Public Domain/OJP/OJJDP

U.S. Department of Justice

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the ~~copyright~~ owner.

**FY 1993 DISCRETIONARY PROGRAM
ANNOUNCEMENT APPLICATION KIT**

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

U.S. Department of Justice

Janet Reno Attorney General

Office of Justice Programs

S.S. Ashton, Jr. Acting Assistant Attorney General

**Office of Juvenile Justice
and Delinquency Prevention**

John J. Wilson Acting Administrator

Douglas C. Dodge Director, Special Emphasis Division

Ronald C. Laney Acting Director, Missing and Exploited
Children's Program

Bonnie Halford Director, Concentration of
Federal Effort Program

David D. West Director, Information Dissemination
and Program Planning

Emily C. Martin Director, Training and Technical
Assistance Division

Roberta Dorn Director, State Relations and
Assistance Division

James C. Howell Director, Research and Program
Development Division

**Office of Juvenile Justice
and Delinquency Prevention**
633 Indiana Avenue NW., Washington, DC 20531
(202) 307-5911

The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

Table of Contents

Introduction	1
Application and Administrative Requirements	
Eligible Applicants	3
Application Requirements	3
Application Review Process	4
Evaluation	4
Discretionary Grant Continuation Policy	5
Financial Requirements	5
Civil Rights Requirements	5
Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	6
Audit Requirements	6
Disclosure of Federal Participation	6
Suspension or Termination of Funding	6
Competitive Discretionary Programs	
<i>Federal Register</i> Introduction	9
Juvenile Justice (Title II)	
Serious, Violent, and Chronic Offender Program Development	15
Accountability-Based Community (ABC) Intervention Program	19
Law-Related Education in Juvenile Justice Settings	22
Innovative Approaches in Law-Related Education	25
Hate Crime Study	27
Hate Crime Prevention: A Juvenile Justice Approach	30
Due Process Advocacy Program Development	32
Missing Children (Title IV)	
Investigative Case Management for Missing Children Homicides	35
A Study of the Effectiveness of Private Investigators in Locating and Recovering Parentally Abducted Children	37
Issues in Resolving Cases of International Parental Abductions of Children	39
Criminal Justice Response to Parental Abduction Cases	40
Missing Children's Field-Initiated Program	44

Appendixes

Appendix A. Application Form and Instructions

Application for Federal Assistance (SF-424)	51
Instructions for Completing Applications for Assistance From the Office of Juvenile Justice and Delinquency Prevention	59

Appendix B. Peer Review Information

OJJDP Peer Review Guideline	71
OJJDP Competition and Peer Review Procedures	85

Appendix C. Certifications

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	93
---	----

Appendix D. Contact Lists

State Advisory Groups	97
Criminal Justice Councils	104
Juvenile Justice Specialists	111
State Single Points of Contact	119

Appendix E. Excerpts from the *Catalog of Federal Domestic Assistance*

Excerpts from the <i>Catalog of Federal Domestic Assistance</i>	127
---	-----

Appendix F. Extra Blank Forms

Application Form SF-424	
Certification Form	

Introduction

In accordance with the provisions of the Juvenile Justice and Delinquency Prevention Act (JJDP Act), the Office of Juvenile Justice and Delinquency Prevention (OJJDP) published its final comprehensive plan for Fiscal Year 1993 in the January 22, 1993, *Federal Register* and its final program priorities for Fiscal Year 1993 under the Missing Children's Assistance Act in the March 1, 1993, *Federal Register*.

The *FY 1993 Discretionary Program Announcement Application Kit* provides information on all competitive programs administered by OJJDP, a component of the Office of Justice Programs in the U.S. Department of Justice. The *Application Kit* is designed to facilitate applications, particularly by those unfamiliar with the application process.

OJJDP is the principal Federal agency responsible for addressing juvenile delinquency and related matters. Established in 1974 through the JJDP Act, OJJDP provides direction and assistance to national, State, and local efforts to combat juvenile delinquency, improve the administration of juvenile justice, and aid missing and exploited children and their families.

Your interest in these endeavors is appreciated. Should you have any questions regarding the grant process, please contact the OJJDP staff member listed at the end of the pertinent program announcement in the Competitive Discretionary Programs section of the *Application Kit* so that we may assist you further.

John J. Wilson
Acting Administrator
Office of Juvenile Justice and Delinquency Prevention

Application and Administrative Requirements

Eligible Applicants

Applications are invited from eligible agencies, institutions, or individuals, public or private. Private for-profit organizations are not eligible for special emphasis grants but are for other grants; however, they must waive their fee in order to be eligible.

Applicants must demonstrate that they have the management and financial capability to effectively implement a project of the size and scope delineated in the program description.

Each applicant must also demonstrate the capability to manage the program in order to be eligible for funding consideration.

Application Requirements

All applicants must submit a completed Standard Form 424, Application for Federal Assistance; Standard Form 424A, Budget Information; OJP Form 4000/3, Program Narrative and Assurances; and OJP Form 4061/6, Certifications. All applications must include the information required by the specific solicitation as well as the Standard Form 424.

The SF-424 must appear as a cover sheet for the entire application. The project summary should follow the SF-424. All other forms must then follow. Applicants should be sure to sign OJP Forms 4000/3 and 4061/6. Applicants are requested to submit the original signed application (SF-424) and four copies to OJJDP. Application forms and supplementary information are provided in the appendixes of this Application Kit. Potential applicants should review the OJJDP Peer Review Guideline and the OJJDP Competition and Peer Review Procedures in Appendix B.

Applications that include proposed noncompetitive contracts for the provision of specific goods and services must include a sole source justification for any procurement in excess of \$25,000.

Applicants who are receiving other funds in support of the proposed activity should list the names of the other organizations that will provide financial assistance to the program and indicate the amount of funds to be contributed during the program period. Provide the title of the project, name of the public or private grantor, and amount to be contributed during this program period. Give a brief description of program.

In addition to the above requirements the following information is requested to be included in the solicitation requirements:

1. Is this application closely related to, a continuation of, or a revision of another current, recent, or expected project supported by funds awarded by another agency? If the answer to any of the above is yes, provide the following information:

- a. List the names of any organizational units that will undertake any part of assisting in this other particular program activity.

b. Enter the title of the other project, the name of the public or private grantor, and amounts requested or to be contributed during this program/budget period.

c. Give a brief description of the program.

Applications and copies must be sent to the following address:

Office of Juvenile Justice
and Delinquency Prevention
633 Indiana Avenue NW.
Washington, DC 20531

Applications must be received by mail or delivered to OJJDP by 5 p.m. on the date specified in the solicitation. Delivered applications must be taken to the designated room at the above-mentioned address between the hours of 8 a.m. and 5 p.m., except Saturdays, Sundays, or Federal holidays. Those applications postmarked after the deadline dates will not be considered.

OJJDP will notify applicants in writing of the receipt of their application. Subsequently, applicants will be notified by letter as to the decision made regarding whether or not their submission will be recommended for funding.

To comply with Executive Order 12372, applicants from State and local units of government or other organizations providing services within a State must submit a copy of their application to the State Single Point of Contact, if one exists, and if the program has been selected for review by the State. A list of the State single points of contact is provided in Appendix D of this kit.

Application Review Process

All applications will be reviewed by a panel of experts who will make recommendations to the Administrator per Section 262 of the JJDP Act and 28 CFR, Part 34. The panel will assign numerical values by rating competing applicants based on the point distribution identified in the Selection Criteria section for each program solicitation in this publication. Peer reviewers' recommendations are advisory only and the final award decision will be made by the Administrator. OJJDP will negotiate specific terms of the awards with the selected applicants.

Evaluation

OJJDP requires that funded programs contain plans for continuous self-assessment to keep program management informed of progress and results. Many funded projects will be considered for participation in independent evaluations initiated by OJJDP. Project management will be expected to cooperate fully with designated evaluators.

Discretionary Grant Continuation Policy

OJJDP has listed those Part C and Part D projects currently funded and eligible for continuation funding in Fiscal Year 1993. Continuation funding consideration for new project periods for previously funded discretionary grant programs will be based upon several factors. These include availability of funds, the extent to which the project responds to the applicable requirements of the JJDP Act, responsiveness to OJJDP and OJP Fiscal Year 1993 program priorities, compliance with performance requirements of prior grant years, compliance with OJP fiscal and regulatory requirements, and any special conditions of award. Continuation funding for a new budget period within an existing project period depends upon grantee compliance with established conditions of eligibility for additional budget period funding, and achievement of the prior year's objectives.

With the exception of Part D of the JJDP Act (42 U.S.C. 5667-5667a) and training programs funded under Section 244 of the JJDP Act (42 U.S.C. 5654), all programs recommended for continuation funding for a new project period must be found to be of outstanding merit through a peer review process in order to be eligible for an award without competition. Training programs otherwise eligible for continuation award without competition will require a written determination by the Administrator that the applicant is uniquely qualified to provide the proposed training services and that other qualified sources are not as capable of providing such services.

Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) Circulars applicable to financial assistance. The circulars, along with additional information and guidance, are contained in the *Financial and Administrative Guide for Grants*, Office of Justice Programs, Guideline Manual, M7100.1D available from the Office of Justice Programs. This guideline manual includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This manual will be provided to all successful applicants.

Civil Rights Requirements

Prohibition of Discrimination for Recipients of Federal Funds

No person in any State shall on the grounds of race, color, religion, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity receiving Federal financial assistance, pursuant to the following statutes and regulations: Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d, Section 292(b) of the JJDP Act, and Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990) and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited in OJP Form 4061/6 to determine the certification to which they are required to attest. A copy of the OJP Form 4061/6 is provided in the appendixes of this Application Kit. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

Audit Requirements

In October 1984, Congress passed the Single Audit Act of 1984. On April 12, 1985, the Office of Management and Budget issued Circular A-128, "Audits of State and Local Governments," which establishes regulations to implement the Act. OMB Circular A-128, "Audits of State and Local Governments," outlines the requirements for organizational audits which apply to OJJDP grantees.

Institutions of higher education, hospitals, and other nonprofit organizations have the responsibility to provide for an audit of their activities not less than every 2 years. The required audits are to be on an organizationwide basis rather than on a grant-by-grant basis.

Disclosure of Federal Participation

Section 8136 of the Department of Defense Appropriations Act (Stevens Amendment), enacted in October 1988, requires that, "when issuing statements, press releases for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program."

Suspension or Termination of Funding

OJJDP may suspend, in whole or in part, or terminate funding for a grantee for failure to conform to the requirements or statutory objectives of the JJDP Act. Prior to suspension of a grant, OJJDP will provide reasonable notice to the grantee of its intent to suspend the grant and will attempt informally to resolve the problem resulting in the intended suspension. Hearing and appeal procedures for termination actions are set forth in the Department of Justice regulation at 28 CFR Part 18.

Competitive Discretionary Programs

Federal Register Introduction

The following information, published in the May 6, 1993, *Federal Register*, is reprinted in its entirety.

Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

Notice of the Office of Juvenile Justice and Delinquency Prevention's Fiscal Year 1993 Competitive Discretionary Assistance Programs and the Availability of the Fiscal Year 1993 Discretionary Program Announcement Application Kit for Title II and Title IV of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

Agency: Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

Action: Public announcement of the Office of Juvenile Justice and Delinquency Prevention's Fiscal Year 1993 Competitive Discretionary Assistance Programs and the availability of the Fiscal Year 1993 Discretionary Program Announcement Application Kit (hereinafter OJJDP Application Kit) for Title II, Juvenile Justice and Delinquency Prevention, and Title IV, Missing Children's Assistance Act, of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

Summary: The Office of Juvenile Justice and Delinquency Prevention (OJJDP) publishes this Notice of Competitive Discretionary Assistance Programs and announces the availability of the Juvenile Justice and Delinquency Prevention and Missing Children's Assistance Act Discretionary Program Announcement Application Kit for Fiscal Year 1993 (a separate publication available from the OJJDP's Juvenile Justice Clearinghouse).

The OJJDP Application Kit contains the discretionary program announcements, general application and administrative requirements, an application form (Standard Form 424), the OJJDP Peer Review Guideline, OJJDP Competition and Peer Review Procedures, and other supplemental information relevant to the application process. To order an OJJDP Application Kit, please call the Juvenile Justice Clearinghouse, toll-free, 24 hours a day, (800) 638-8736.

Dates: Applicants are requested to submit the original, signed application (Standard Form 424) and four copies to OJJDP. Application forms and supplementary information will be provided upon request in the OJJDP Application Kit. Potential applicants should review the OJJDP Peer Review Guideline and the OJJDP Competition and Peer Review Procedures. These documents are provided in the OJJDP Application Kit. Applications must be received by mail or delivered to OJJDP by 5 p.m. EDT, on or before the date indicated in the program announcement. Those applications sent by mail should be addressed to the specific OJJDP grant manager for the program to which the applicant is applying. Applications may be hand delivered between the hours of 8 a.m. and 5 p.m., except Saturdays, Sundays, and Federal holidays. A receipt will be provided for hand-delivered applications.

Addresses: Applications must be postmarked or hand delivered by 5 p.m. prior to or on the due date specified for the particular program. Applications may be mailed or hand delivered to: Office of Juvenile Justice and Delinquency Prevention, Room 742, 633 Indiana Avenue, NW., Washington, DC 20531.

For Further Information Contact: Program inquiries are to be addressed to the attention of the OJJDP staff contact person identified in each specific program announcement. For general information, contact Marilyn Silver, Management Analyst, Information Dissemination Unit, (202) 307-0751. [This is not a toll-free number.]

Supplementary Information: In accordance with Section 204(b)(5)(A) of Title II of the Juvenile Justice and Delinquency Prevention Act of 1974 (JJDP Act), as amended, 42 U.S.C. 5614(b)(5)(A). OJJDP issued a Final Comprehensive Plan describing the Juvenile Justice and Delinquency Prevention Programs which OJJDP intends to fund during Fiscal Year 1993. Published January 22, 1993, at 58 FR 5860, the final plan includes activities authorized in Parts C and D of Title II of the JJDP Act (42 U.S.C. 5651-5665b).

The 1984 Amendments to the JJDP Act established Title IV, the Missing Children's Assistance Act. In accordance with Section 406(a) of Title IV of the JJDP Act, 42 U.S.C. 5776(a), OJJDP announced Final Program Priorities for grants and contracts under Section 405, 42 U.S.C. 5775, of the Missing Children's Assistance Act on March 1, 1993, at 58 FR 11944. The competitive programs identified among the Fiscal Year 1993 Final Program Priorities for Section 405 are included in this Notice and in the OJJDP Application Kit.

In order to increase competition and participation in Section 405 programs, the National Center for Missing and Exploited Children (NCMEC) and other direct assistance recipients under Section 404, 42 U.S.C. 5773, of the JJDP Act will not be eligible to compete for Section 405 funds.

Application Requirements: All applications must be submitted in accordance with the requirements set forth in the OJJDP Application Kit. Two program announcements, Innovative Approaches in Law-Related Education and Missing Children Field-Initiated Program, require the submission of concept papers. See these Announcements for details.

Eligibility Requirements: Applications are invited from eligible public and private agencies, organizations, educational institutions, individuals, or combinations thereof. Eligibility differs from program to program. Please consult individual program announcements for specific eligibility requirements. Where eligible for an assistance award, private for-profit organizations must agree to waive any profit or fee. Joint applications by two or more eligible applicants are welcome, as long as one organization is designated as the primary applicant and the other(s) as co-applicant(s). Applicants must demonstrate that they have experience in the design and implementation of the type of program or program activity for which they are an applicant.

Selection Criteria: All applicants will be evaluated and rated by a peer review panel according to general selection criteria. Peer review will be conducted in accordance with the OJJDP Competition and Peer Review Policy, 28 CFR Part 34, Subpart B. Selection criteria for each competitive program will determine applicants' responsiveness to minimum program application requirements, organizational capability, and thoroughness and innovativeness in responding to strategic issues related to project implementation. Each competitive program announcement will indicate additional program-specific review criteria and/or changes in points assigned to criteria used in the peer review for that particular program.

Peer reviews will use the following criteria to rate applications unless the program announcement contains separate, program-specific selection criteria:

1. Statement of the Problem. (20 points)

The applicant includes a clear, concise statement of the problem addressed in this program.

2. Definition of Objectives. (20 points)

The goals and objectives are clearly defined and the objectives are clear, measurable, and attainable.

3. Project Design. (20 points)

The project design is sound and constitutes an effective approach to meet the goals and objectives of this program.

The design provides a detailed implementation plan with a timeline which indicates significant milestones in the project, due dates for products, and the nature of the products to be submitted. The design contains program elements directly linked to the achievement of the project.

4. Management Structure. (15 points)

The project's management structure and staffing is adequate to successfully implement and complete the project. The management structure for the project is consistent with the project goals and tasks described in the application.

Applicant explains how the management structure and staffing assignments are consistent with the needs of the program.

5. Organizational Capability. (15 points)

The applicant organization's potential to conduct the project successfully must be documented.

Applicant demonstrates knowledge of and experience in the juvenile justice field, particularly in the area of study the project addresses.

Applicant demonstrates that staff members have sufficient substantive expertise and technical experience. The applications will be judged on the appropriateness of the position descriptions, required qualifications, and staff selection criteria.

6. Reasonableness of Costs. (10 points)

Budgeted costs are reasonable, allowable, and cost effective for the activities proposed, and are directly related to the achievement of the program objectives. All costs are justified in a budget narrative that explains how costs are determined.

Program Changes

OJJDP has made the following changes to the Final Comprehensive Program Plan and the Missing and Exploited Children's Program for Fiscal Year 1993.

Prevention of Delinquency Through Child-Centered Community-Based Policing

The OJJDP Final Comprehensive Plan for Fiscal Year 1993 indicated that OJJDP proposed to support a competitive program to prepare training and technical assistance materials to replicate the Yale/New Haven Child-Centered Community-Based Policing Program. Fiscal Year 1993 funding was projected at \$50,000.

However, OJJDP has concluded that competition at this stage of the program's development is not practical. The Child-Centered Community-Based Policing model must be documented before possible replication. This initial documentation will be completed by the Yale Child Development Center and the New Haven Police Department on a noncompetitive basis because the staff of these two entities, as the creators and sole practitioners of this program, are uniquely qualified to perform this task at this funding level.

Please direct any questions regarding this program to Peter Freivalds, Training and Technical Assistance Division, (202) 307-5940.

Second National Incidence Studies of Missing, Abducted, Runaway and Thrownaway Children (NISMART II)

A competitive program announcement for the Second National Incidence Studies of Missing, Abducted, Runaway and Thrownaway Children (NISMART II) will be postponed until the latter part of Fiscal Year 1993. OJJDP is currently funding two other programs that are directly related to NISMART II.

A 16-month planning grant was awarded to the Research Triangle Institute in August 1992 for the purposes of conducting a thorough assessment of NISMART I, determining information needs and priorities for NISMART II, exploring additional data sources and methodologies that may improve NISMART I, and making recommendations for the design of NISMART II. Draft reports are due in August 1993 and a final report is due in November 1993.

A second program operating concurrently with the planning grant is entitled Additional Analysis and Dissemination of NISMART. Two cooperative agreements were awarded in July and September 1992 to the National Network of Runaway and Youth Services and the Family Research Laboratory of the University of New Hampshire, respectively, for the purpose of conducting additional analyses of NISMART I data files regarding runaways, throwaways, abductions, and otherwise missing or displaced children. Draft reports are due in July and September 1993. A final report, inclusive of findings from both cooperative agreements, is due in November 1993.

The findings and recommendations from these two programs are essential to developing the detailed solicitation for NISMART II applications. A separate Competitive Program Announcement for NISMART II will be published in the *Federal Register* later in Fiscal Year 1993.

Multi-Jurisdictional, Interagency Model for Investigating and Prosecuting Cases of Child Sexual Exploitation

The Office for Victims of Crime (OVC) is implementing the Multi-Jurisdictional, Interagency Model for Investigating and Prosecuting Cases of Child Sexual Exploitation Program as stated in the Final Comprehensive Plan for Fiscal Year 1993. This is a joint program between OJJDP and OVC. The purpose of this project is to develop a multi-jurisdictional task force model to combat child pornography and juvenile prostitution. The task force will implement centrally coordinated and managed investigations involving Federal, State, and local investigative agencies. OVC is currently requiring applications to be received prior to their March 23, 1993, deadline.

Fiscal Year 1993 Competitive Program Listing

Title II Programs

Serious, Violent, and Chronic Offender Program Development	\$300,000
Accountability-Based Community (ABC) Intervention Program	300,000
Law-Related Education in Juvenile Justice Settings	440,000
Innovative Approaches in Law-Related Education	200,000
Hate Crime Study	100,000
Prevention of Hate Crimes	50,000
Due Process Advocacy Program Development	100,000

Title IV Programs

Investigative Case Management for Missing Children Homicides	\$150,000
A Study of the Effectiveness of Private Investigators in Locating and Recovering Parentally Abducted Children	100,000
Issues in Resolving Cases of International Parental Abductions of Children	200,000
Criminal Justice Response to Parental Child Abduction Cases	450,000
Missing Children's Field-Initiated Program	300,000

Announcements for OJJDP's Title II and Title IV competitive assistance programs follow.

Juvenile Justice (Title II)

Serious, Violent, and Chronic Offender Program Development

Purpose: To develop a comprehensive program model design that can be implemented in State and local jurisdictions to address the problem of Serious, Violent, and Chronic Juvenile Offenders (SVCJOs).

Background: The violent crime rate among juveniles has increased sharply in the past few years. Juveniles account for an increasing share of all violent crimes in the United States. A small portion of juvenile offenders account for the bulk of all serious and violent juvenile crime. At the same time, the number of juveniles taken into custody has increased, as has the number of juveniles waived or transferred to the criminal justice system. Admissions to juvenile facilities reached an all-time high in 1990 (Howell, 1992).

The juvenile justice system does not have adequate programmatic resources to identify SVCJOs and to intervene effectively with them. Targeting this group of juvenile offenders will require a comprehensively systematic approach that includes family strengthening and support, community involvement, and delinquency prevention focused on at-risk juveniles. Rehabilitative approaches for delinquent juveniles must use a system of graduated sanctions that combine accountability for delinquent behavior with intensive treatment services.

Research has documented primary causes of juvenile delinquency: 1) individual characteristics, 2) family influences, 3) school experiences, 4) peer group influences, and 5) neighborhood and community characteristics (Weis and Hawkins, 1981). Effective delinquency prevention efforts must be comprehensive, cover all five factors, and correspond to the social development process (Hawkins and Catalano, 1992). Other research has shown that more structured treatments that use behavioral techniques and teaching skills result in the largest delinquency reductions (Lipsey, 1992). In addition, there is growing evidence that small, secure facilities are more effective than training schools, cost less, and are a more humane approach to controlling and rehabilitating the SVCJO (Krisberg, 1992).

OJJDP has made it a priority to identify and provide effective programmatic responses to juveniles at risk of delinquency. OJJDP has considered a variety of approaches to prevent the development of and intervene with SVCJOs. The OJJDP-funded study, "Program of Research on the Causes and Correlates of Delinquency," (Huizinga, Loeber, and Thornberry, 1992) has identified developmental pathways to delinquency. This information, coupled with risk and needs assessments, will provide the juvenile justice system with valuable, but currently missing data on juveniles who are moving toward serious, violent, or chronic offending.

OJJDP has also developed several effective approaches to this target group. In the early 1980's, OJJDP's Violent Juvenile Offender Program developed and tested a comprehensive approach to violent juvenile crime that emphasized treatment and reintegration of violent offenders (Fagan, 1990). The Intensive Supervision Program (ISP) is a program model that is being implemented in several sites as an alternative to incarceration for serious juvenile offenders (Krisberg, et al., 1989, 1990). OJJDP has also developed the Intensive Aftercare Program (IAP) for high-risk juvenile parolees (Altschuler and Armstrong, 1992).

These programs were instrumental in developing the framework for OJJDP's "Comprehensive System Approach to Serious, Violent and Chronic Offenders" (Wilson, 1992). While the framework has been established for a comprehensive program model design, many specific aspects need to be assessed and refined.

The project will research and examine other relevant data and studies, program development efforts, and existing effective programs. Two major components provide the framework for this project: 1) family strengthening and support, community involvement, and delinquency prevention; and 2) graduated sanctions for delinquent offenders. The first component will be designed to address: 1) individual characteristics; 2) family influences; 3) school experiences; 4) peer group influences; and 5) neighborhood and community characteristics.

The graduated sanctions component will integrate sanctions with treatment programs. Each major graduated sanction will consist of sub-levels, or gradations, that take the characteristics and influences of the first component into account, while providing a continuum of care through a network of community services. At each level in the continuum, the family will be involved in treatment and rehabilitation efforts. Programs will need to use risk and needs assessment instruments that incorporate such factors as age, severity of offense, and offender history. Aftercare will be included for all residential placements, and actively involve the family and the community in supporting the juvenile and reintegrating him/her into the family and community.

A system of graduated sanctions requires a broad continuum of options. The types of programs to be identified include: 1) immediate interventions for first-time non-serious offenders and non-serious repeat offenders; 2) intermediate sanctions for first-time serious and violent offenders and reoffenders; and 3) secure confinement for those who are likely to be amenable to treatment, but require a secure setting, including juveniles who constitute an ongoing threat to community safety.

Goal: To develop a comprehensive program model design that addresses the problem of SVCJOs by supporting family-strengthening community involvement and prevention programs for juveniles identified at risk of becoming serious, violent, and chronic juvenile offenders and by offering the option of graduated sanctions for juveniles who have committed delinquent acts.

Objectives:

- To provide a review of the literature for inclusion in the comprehensive program model design on effective, promising, and/or innovative prevention and intervention programs for SVCJOs and those at risk of becoming SVCJOs;
- To provide a compendium of programs based on the literature review;
- To review and modify risk and needs assessment instruments appropriate for each level of intervention; and
- To develop a comprehensive program model design for SVCJOs and those at risk of becoming SVCJOs based on what works and is consistent with underlying theoretical constructs.

Program Strategy: The grantee will thoroughly review the literature and synthesize from it the most effective, promising, and/or innovative prevention and intervention programs and strategies for SVCJOs and those juveniles at risk of becoming SVCJOs. The following programs will be included in the comprehensive program design: 1) support and assistance to families and core community institutions; 2) delinquency prevention programs and services for at-risk juveniles; 3) immediate interventions; 4) intermediate sanctions; 5) community-based correctional facilities; 6) and training schools and other correctional institutions. The grantee will review ongoing OJJDP and other Federal agency projects related to these areas.

A compendium of programs will be developed from the literature review on prevention and intervention programs that have been demonstrably effective at each stage of prevention and intervention for SVCJOs and those at risk of becoming SVCJOs. Within the compendium, the program summaries will describe the programs' clientele, the program components the theoretical models on which they are based, and the type of

evaluation done, etc. The grantee will further analyze these programs to determine the common components that are critical for success. In addition, this compendium will identify promising and/or innovative programs that need more research and evaluation to determine their effectiveness.

The grantee will review risk and needs assessment instruments for different intervention levels and assess their applicability to prevention programs. These instruments will need to be developmentally targeted and culturally sensitive.

From the above analysis of effective, promising, and/or innovative programs, the grantee will develop a comprehensive program design that covers all the prevention and intervention strategies and underlying theory of social development and that can be implemented in any local jurisdiction. For each of the prevention and intervention strategies, the design will include a target group, descriptive program elements, components that are key to effectiveness, and examples of existing programs on which the models were based. Also, the design should include strategies to obtain input from juveniles and families who have been or will be affected by these programs.

The grantee will establish and convene an advisory board for this project. This board should consist of juvenile court judges, juvenile justice practitioners, social service practitioners, researchers, officials from relevant State agencies, representing relevant foundations and other funding sources, and others who can contribute to the overall quality of the project. The board will 1) review the overall project design; 2) further define the types of prevention and intervention strategies to be studied; 3) help identify effective, promising, and/or innovative programs at each level of prevention and intervention; and 4) review drafts of the grantee's various products.

Products:

- A comprehensive review of the literature that synthesizes the effective (evaluated), promising, and/or innovative programs for each stage of prevention and intervention for SVCJOs and those at risk of becoming SVCJOs.
- A compendium of programs, based on the above literature review, that documents programs demonstrated to be effective at each stage of prevention and intervention, including their clientele, the program's components, theoretical models on which they are based, and the type of evaluation done. In addition, this compendium will identify promising and innovative programs and strategies that need more research and evaluation to determine their effectiveness.
- The risk and needs assessment instruments for each juvenile justice system decision, e.g., court intake, adjudication, etc. Also, an accompanying narrative should discuss the most appropriate individual(s) to make the intervention assessment, e.g., parent, teacher, counselor, judge, parole officer, police, social worker, etc.
- A comprehensive program model design for each of the prevention and intervention strategies for SVCJOs and those at-risk of becoming SVCJOs that contains key components from effective, promising and/or innovative programs. The design should also include strategies to obtain input into the development of such programs from youths and families who will be affected by these programs.
- A comprehensive final report will include all of the above items. A separate executive summary should also be provided.

References:

- Altschuler, David M. and Troy L. Armstrong, "Intensive Aftercare for High-Risk Juvenile Parolees: A Model Program Design," The Johns Hopkins University Institute for Policy Studies, Occasional Paper No. 11, June, 1992.
- Fagan, Jeffrey, "Social and Legal Policy Dimensions of Violent Juvenile Crime," Criminal Justice and Behavior, January 1990.

-
- Hawkins, J. David and Richard F. Catalano, *Communities That Care: Action for Drug-Abuse Prevention*, San Francisco: Jossey-Bass Publishers, 1992.
 - Howell, James C., "Program Implications of Research on Chronic Juvenile Delinquency," paper presented at the annual meeting of the American Society of Criminology, New Orleans, November 6, 1992.
 - Huizinga, David, Rolf Loeber and Terence Thornberry, "New Findings on Delinquency and Substance Use in Urban Areas," Congressional Briefing, Washington, DC, May 15, 1992.
 - Krisberg, Barry, et al., "Demonstration of Post-Adjudication Non-Residential Intensive Supervision Program Assessment Report," OJJDP Grant 87-JS-CX-K101, November 1989.
 - Krisberg, Barry, "Juvenile Justice: Improving the Quality of Care," National Council on Crime and Delinquency, San Francisco 1992.
 - Krisberg, Barry, et al., "Juvenile Intensive Supervision Program Model, Operations Manual and Guide," OJJDP Grant 87-JS-CX-K101, July 1991.
 - Lipsey, Mark W., "Juvenile Delinquency Treatment: A Meta-Analytic Inquiry into the Variability of Effects," T.D. Cook, et al. (eds.), *Meta-Analysis for Explanation: A Case Book*, (New York: Russell Sage Foundation, 1992).
 - Weis, Joseph G. and David J. Hawkins, *Preventing Delinquency*, Washington DC, OJJDP, Washington DC, 1981.
 - Wilson, John J., "OJJDP's Comprehensive System Approach for Serious, Violent and Chronic Juvenile Offenders," paper presented at the annual meeting of the American Society of Criminology, New Orleans, November 6, 1992.

* References will be available through the Juvenile Justice Clearinghouse, (800) 638-8736.

Eligibility Requirements: This work will build upon existing research, evaluation, and program development efforts in both prevention and intervention strategies with at-risk youths and SVCJOs. OJJDP invites applications from public or private nonprofit agencies or institutions that have had prior research and program development experience with these types of strategies for at-risk youths and serious, violent and chronic offenders. In addition, eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The project period will be 12 months.

Award Amount: Up to \$300,000 has been allocated for this project.

Due Date: Applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: For further information contact Jonathan Budd, Research and Program Development Division, (202) 307-5929.

Accountability-Based Community (ABC) Intervention Program

Purpose: To develop a plan for a systemwide strategy of intervention, treatment, and rehabilitation for juvenile offenders that combines accountability and sanctions with increasingly intensive community-based intervention, treatment, and rehabilitation services as the juvenile's level of offending increases.

Background: This program implements section 261(a)(1) of the JJDP Act of 1974, as amended, 42 U.S.C. 5665(a)(1).

An effective juvenile justice system strategy for turning delinquent juveniles around combines accountability and sanctions with increasingly intensive intervention, treatment, and rehabilitation services. These sanctions, emphasizing discipline and responsibility, must include a spectrum of intervention from community-based day treatment to secure corrections components.

An effective system for supervising juvenile offenders incorporates the following:

- Community protection and public safety;
- Recognition of victims' rights;
- Accountability;
- Competency development;
- Individualized intervention, treatment, and rehabilitation plans;
- Integral involvement of the family in intervention, treatment, and rehabilitation efforts;
- Incorporation of private, nonprofit community-based organization resources, including the community's social institutions, as essential strategy elements;
- Use of risk and needs assessments that combine such factors as age, severity of offense, and offender history to determine the appropriate sanction for each offender, the potential risk for reoffending, and the requirements of a comprehensive intervention and treatment strategy; and
- A broad continuum of options, integrating community-based resources with sanctions.

A system of sanctions would require a design that incorporates the following:

- A day treatment or other correctional service program(s);
- A residential placement program(s);
- A residential assignment program(s) that provides a small, secure community-based treatment facility;
- An aftercare program(s); and
- An implementation plan that integrates public resources with a core of private, nonprofit community-based organizations into the entire spectrum of intervention, treatment, and rehabilitation services for juvenile offenders.

OJJDP proposes to provide funding for strategy planning to a maximum of three selected jurisdictions that are developing and/or strengthening a comprehensive, integrated juvenile justice system strategy that combines accountability and sanctions with a full spectrum of intensive community-based, public, and private services.

Goal: To plan an effective juvenile justice system strategy for intervention, treatment, and rehabilitation of delinquent juveniles that combines accountability and sanctions with increasingly intensive community-based, public and private intervention, treatment, and rehabilitation services.

Objectives:

- To assess the existing continuum of intervention, treatment, and rehabilitation services in the applicant's jurisdiction;
- To define the juvenile offender population;
- To develop a program strategy and implementation plan;
- To develop an evaluation design and implementation plan;
- To integrate private nonprofit community-based organizations into the intervention, treatment, and rehabilitation services for juvenile offenders;
- To develop an aftercare program that is a formal component of all residential placements;
- To develop a resource plan to enlist the financial and/or technical support of other Federal, State, and local agencies, private foundations, or other funding sources; and
- To develop a victim assistance component and integrate it with local victim assistance organizations.

Program Strategy: This solicitation invites applications from jurisdictions that are developing and/or strengthening a comprehensive juvenile justice system strategy that combines accountability and sanctions with a wide spectrum of intensive community-based, public, and private services.

OJJDP recommends that the plan reflect a two-year time frame for implementing the strategy.

Applicants are asked to develop comprehensive strategies that feature public and private collaboration and reflect recent research on the effectiveness of juvenile corrections programs. Applicants must provide concrete evidence that they are developing and/or strengthening a juvenile justice system strategy that incorporates the strategies described in this solicitation.

Each successful applicant will be required to include the following tasks in their plan:

- Assessment of the applicant's existing continuum of intervention, treatment, and rehabilitation services. The applicant will be required to complete a draft and final assessment report that:
 - 1) Describes the juvenile offender population;
 - 2) Describes gaps, weaknesses, or needs in the existing jurisdiction's program;
 - 3) Recommends developing and implementing program components and services that will expand the capability of the existing program; and
 - 4) Recommends an evaluation design.
- Identification of the population of juvenile offenders who require intervention, treatment, and rehabilitation. The applicant will be required to:
 - 1) Present the risk and needs assessment tool(s) utilized; and
 - 2) Present a plan specifying how the assessments have been or will be conducted.

-
- Development of a program strategy. The applicant will be required to:
 - 1) Produce a report that identifies training and technical assistance needs for developing and implementing the program. The report must include an estimate of training costs.
 - 2) Produce a final program design that:
 - Identifies the target population;
 - Describes the process and risk assessment to be used to assign juvenile offenders to the appropriate service(s);
 - Identifies and assesses existing services that enable the juvenile justice system to identify gaps in services and develop a process for incorporating services where needed;
 - Describes the process for developing public and private partnerships that will garner resources from private nonprofit community-based organizations and integrate them into the process;
 - Incorporates a plan for involving families in the continuum of services;
 - Incorporates a plan for implementing an after-care program as a formal component of all residential placements;
 - Incorporates a plan that ensures that victim impact statements are prepared and presented at each stage when sanctions are determined;
 - Incorporates a plan for notifying victims of all important decisions or changes in the status of cases;
 - Describes specific sanctions and services for enhancing offender accountability, such as restitution, education about the impact of crime; and
 - Incorporates a plan for evaluating the program.
 - 3) Produce a draft and final program operation manual.
 - 4) Produce a draft and final plan for implementing the program and supporting the evaluation.

Applicants must be specific about the tasks they can accomplish within 12 months with a \$100,000 budget. The applicant must list and explain activities and products completed in the first year and provide an overview of the tasks to be accomplished and the products to be developed for years two and three.

Eligibility Requirements: Applications are invited from public agencies (such as local courts, probation, parole, or corrections) currently involved in planning a community-based juvenile justice system strategy of intervention, treatment, and rehabilitation for juvenile offenders. Applicant organizations may submit joint proposals with another eligible organization as long as one organization is designated as the primary applicant.

The applicant must be involved in a juvenile justice system that is located in and serves: 1) a Metropolitan Statistical Area (MSA) of 350,000 to 500,000 population; 2) counties of 350,000 to 500,000; or 3) states certifying a county or MSA with a population of 350,000 to 500,000. The jurisdiction must have documented risk factors.

The applicant must have a data collection system capable of accommodating components of the initiative and document a functioning coordination infrastructure (such as a task force) that incorporates public and private sector involvement for the project. In addition, eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The budget period will be 12 months.

Award Amount: Up to \$300,000 has been allocated for this program; a maximum of \$100,000 each for up to three urban communities with subsequent funding to be determined by OJJDP based on the availability of funds and OJJDP's priorities.

Due Date: Applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: For further information contact Douglas C. Dodge, Special Emphasis Division, (202) 307-5914.

Law-Related Education in Juvenile Justice Settings

Purpose: To promote the use of law-related education in juvenile justice settings.

Background: Law-related education (LRE), as a specific curricula for elementary and secondary schools, has been found in schools throughout the country since 1975. OJJDP funded LRE since 1984 in response to congressional "earmarks." LRE teaches students about the foundations of our democracy and their responsibilities and rights as citizens. Through LRE, students develop social responsibility, an understanding of the fundamental values of right and wrong, and a commitment to good citizenship. LRE has helped students develop the knowledge, skills, and attitudes necessary to function effectively in our pluralistic, democratic society based upon the rule of law.

LRE is particularly successful as a teaching tool when non-traditional, interactive approaches to learning are used. It encourages students to deal with issues for which there may be no right or wrong answers through discussion, exploration, reflection, role playing or participation in mock trials or courts. Additionally, resource persons from the community are invited into the classroom to share their experiences in the law and to demonstrate how issues can be resolved. These individuals serve as positive role models for students.

In 1990, OJJDP began experimenting with LRE for at-risk youths in a variety of juvenile justice settings through the consortium of grantees implementing the national LRE program in schools. LRE was used in diversion, detention, community-based correctional programs, training schools, and group homes. Interim assessments of this effort suggest positive effects on youths.

Timothy Buzzell, Ph.D., of the Center for Law-Related Education at Drake University, has reported on the findings of his 1991 study of LRE at the Iowa State Training School at El Dora, a secure facility for males between 12 and 18 years of age who have been adjudicated as delinquent. The study examined the effect LRE had on residents of the facility after a period of time. The residents showed an increased attachment to staff, improved attitudes toward pro-social behavior, improved self-concept, improved attitudes towards the law, and greater tolerance of others.

Similarly, a 1991 report conducted by James Giese, Ph.D., of the Social Science Education Consortium of Boulder, Colorado, also found overwhelming evidence of positive contributions of LRE on youths subject to the jurisdiction of the juvenile court. Some of the strong indicators included fewer discipline problems; greater understanding of the rationale for laws; greater empathy; improved attitudes about the legal system; and the ability to see police officers, judges, court workers, and attorneys as "real people." In general, juvenile court judges, administrators, and staff of facilities and programs using LRE with this target population have been extremely supportive of the effort.

Goals: To increase the capability of the juvenile justice system to implement LRE programs for their clientele.

Objectives:

- To make the juvenile justice community aware of LRE;
- To develop, adapt, and disseminate LRE curricula and lesson plans specifically designed for youths under the supervision of the juvenile court or juvenile correctional authorities;
- To develop and address "crime victim rights and the impact of crime on individual crime victims and the community;
- To establish one or more demonstration sites using LRE with the target population and to conduct an assessment of its use;
- To provide training and technical assistance to teachers and others in the juvenile justice system on LRE techniques and curricula; and
- To develop an implementation model that can be adapted to the future evaluation of the effect of LRE on targeted youths that is transferable to States or local sites.

Program Strategy: OJJDP is soliciting innovative proposals for this competitive program. It is OJJDP's intention to fund up to two projects that complement one another and that together address the objectives noted above. A mandated program strategy is therefore not stated. However, certain elements of the proposal's project design are necessary to meet the objectives of this solicitation. These mandatory elements are listed below:

- The inclusion of one or more traditional juvenile justice agencies which can be used as a demonstration site or to field-test curricula;
- The inclusion of teaching methods and practices that research has shown to be necessary to a successful LRE program;
- The development and/or inclusion of written curricula that take into account the various reading levels of youths held in juvenile correctional facilities;
- A written statement to cooperatively work with other successful LRE grantees in this program including the OJJDP grantees that comprise the National Training and Dissemination Program; and
- An agreement to work with other successful grantees to design and conduct a conference for interested juvenile justice agencies on the results of this effort near the end of the first project period.

Products: Depending upon which objectives the grantee pursues, written products will include the following:

- LRE curricula developed for or adapted from other curricula and focused on clients of the juvenile justice system;
- Assessment reports of demonstration sites;
- Training, technical assistance, and marketing materials developed during the course of the project period and used for the LRE Conference;
- A detailed description of an implementation model of LRE for juvenile justice settings that can be adapted to formally evaluate LRE with these targeted youths; and
- Quarterly progress reports regarding project activities.

Reference: A manual, *Law-Related Education for Juvenile Justice Settings*, funded by OJJDP and developed under the National Training and Dissemination Program for Law-Related Education, is available to applicants upon request.

Eligibility Requirements: Applications are invited from public agencies and private organizations that can demonstrate experience in juvenile justice and law-related education and the capability to undertake activities related to at least three of the above objectives. Private-for-profit organizations must agree to waive any profit or fees to be eligible. Pursuant to Section 299(e) of the Juvenile Justice and Delinquency Prevention Act Amendments of 1992, the five grantees currently awarded OJJDP funds for LRE are ineligible for these funds.

Selection Criteria: Applications will be rated by a peer review panel on the extent to which they meet the following criteria:

1. The Problem To Be Addressed. (15 Points)

The application clearly identifies the nature and scope of the intervention proposed in this announcement, including skill levels of the target population and the characteristics commonly associated with effective LRE programs.

2. Goals and Objectives. (15 Points)

The applicant provides succinct statements demonstrating an understanding of the objectives and tasks associated with the program. Applicants must address, in detail, a minimum of three of the objectives noted above.

3. Project Design. (25 Points)

The project design is sound and meets the goals and objectives of this program. The design includes a detailed workplan with timelines for each significant project goal.

4. Project Management. (10 Points)

The project's management structure and staffing is adequate to implement and complete the project successfully. The management plan describes a system to handle logistical activities efficiently and economically. Relationships with juvenile justice agencies are formally established in writing.

5. Organizational Capability. (20 Points)

The applicant organization's potential to conduct the project successfully is documented. Organization experience with youths in the juvenile justice system and LRE is highly recommended. Key project staff has significant experience in the subject areas addressed in this announcement.

6. Budget. (15 Points)

The proposed budget is reasonable, allowable, and cost-effective vis-à-vis the activities undertaken.

Award Period: The grantees selected for award will be funded for 12 months.

Award Amount: A total of \$420,000 is available for an anticipated two projects to be selected from this solicitation. Individual applications should not exceed \$210,000. Additional funding at the end of the award period is dependent upon performance of the grantee, availability of funds, and OJJDP priorities.

Due Date: Applications must be received by mail or delivered to OJJDP by July 6, 1993.

Contact: For further information contact Frank M. Porpotage II, Assistant Director, Training and Technical Assistance Division, (202) 307-5940.

Innovative Approaches in Law-Related Education

Purpose: To develop promising, innovative ideas for the delivery of law-related education.

Background: Law-related education (LRE) was originally designed as a specific curriculum for elementary and secondary schools and has been found throughout the country's schools in various forms since 1975. It has been funded by OJJDP since 1984 in response to congressional "earmarks." LRE teaches students about the foundations of our democracy and their responsibilities and rights as citizens. Through LRE, students develop insights which promote social responsibility, reaffirm the fundamental values of right and wrong, and inspire a commitment to good citizenship. LRE has helped students develop the knowledge, skills, understanding, and attitudes necessary to function effectively in our pluralistic, democratic society based upon the rule of law.

Although substantial federal assistance to LRE has been provided by OJJDP and the U.S. Department of Education, many imaginative and innovative approaches of researchers and practitioners are not always known to OJJDP. Through this program, OJJDP welcomes innovative proposals which address such approaches for efforts that specifically address delinquency prevention.

Goal: To support applications that will advance the practices of law-related education and which support the prevention of delinquency within or outside the classroom.

Objectives:

- To promote and support innovative research, development, demonstration or training programs in the field of law-related education;
- To encourage new methods of directing LRE into delinquency prevention either within or outside the traditional classroom setting; and
- To develop knowledge that will lead to new techniques, approaches, or methods to deliver LRE for purposes of preventing delinquency.

Program Strategy: OJJDP is soliciting concept papers addressing the goals and objectives of this competitive program. OJJDP will select the most promising concept papers submitted and invite full applications of ideas relevant to the delivery of LRE in support of delinquency prevention practices. It is OJJDP's intention to fund one or two projects. A mandated program strategy is not stated. However, certain elements of the proposal's project design are necessary to meet the objectives of this solicitation. These mandatory elements are listed below:

- The inclusion of teaching methods and practices that research has shown are necessary to a successful LRE program:
 - 1) Extensive interaction among students;
 - 2) Realistic content that includes balanced treatment of case studies and issues;
 - 3) Use of outside resource persons;
 - 4) Strong support from educators;
 - 5) The inclusion or development of curricula that take into account the comprehension levels of the youths involved, including a range of innovative teaching aids; for example, the curriculum may be presented entirely in video format or may use computer technology; and

-
- A written statement that the grantee will work cooperatively with other LRE grantees in this program including the OJJDP grantees that comprise the National Training and Dissemination Program.

Products: Grantees will be required to submit written products of their activity to OJJDP. Depending upon the project activity, these products could include:

- LRE curricula developed under this project;
- Research findings or assessment reports of demonstrations;
- Training, technical assistance, and marketing materials developed during the course of the project; and
- Quarterly progress reports regarding project activities.

Concept Papers: Interested, eligible parties in this solicitation should submit a concept paper of no more than five double-spaced, type-written pages. The concept paper must address the goals and objectives of this program. OJJDP will select the most promising ideas submitted and invite full applications. Concept papers will be judged by the relevancy of the proposed approach to delinquency prevention practices; a determination of its uniqueness, i.e., an approach differing from those used by current or planned OJJDP projects; and the proposed project design. Those parties not selected will be notified in writing.

Eligibility Requirements: Concept papers are invited from public and private nonprofit agencies, organizations, institutions, and individuals that can demonstrate experience in LRE and the capability to undertake activities related to this solicitation. Private-for-profit organizations must waive their profit or fees to be eligible. Pursuant to Section 299(e) of the JJDP Act, the five grantees currently awarded OJJDP funds for LRE are ineligible for these funds.

Selection Criteria for Applications: As noted above, OJJDP will invite full applications from the most promising concept papers submitted. Full applications will be rated by a peer review panel on the extent to which they meet the following criteria:

1. Conceptualization of the Problem. (15 Points)

The problem addressed by the project is clearly stated and is based upon issues that are relevant to current LRE practices and OJJDP priorities in delinquency prevention.

2. Goals and Objectives. (15 Points)

The applicant provides succinct statements that demonstrate an understanding of the objectives and tasks associated with the project. Objectives are clear and measurable.

3. Project Design. (25 Points)

The project design is sound and constitutes an effective approach to meet the goals and objectives of this program. The design includes a detailed workplan with timelines for each significant goal. The design contains program elements directly linked to the achievement of the project.

4. Project Management. (10 Points)

The project's management structure and staffing is adequate to successfully implement and complete the project. The management plan describes a system whereby logistical activities are handled efficiently and economically. Relationships with cooperating organizations are formally established in writing.

5. Organizational Capability. (20 Points)

The applicant organization's potential to conduct the project successfully is documented. Organizational experience with LRE is highly recommended. Key project staff has significant experience in the subject areas in their proposal.

6. Budget. (15 Points)

The proposed budget is reasonable, allowable, and cost-effective vis-à-vis the activities undertaken.

Award Period: The grantees selected for award will be funded for 12 months.

Award Amount: A total of \$200,000 is available for an anticipated two projects selected from this solicitation. Individual applications should not exceed \$100,000. Additional funding at the end of the award period is dependent upon performance of the grantee, availability of funds, and OJJDP priorities.

Due Date: Concept papers must be received by mail or delivered to OJJDP by June 7, 1993. OJJDP will review these concept papers and invite selected applicants to submit full applications for competition. OJJDP will notify applicants within fifteen (15) days after the concept paper submission closing date in the *Federal Register*. Full applications must be received by mail or delivered to OJJDP by July 20, 1993.

Contact: For further information contact Frank M. Porpotage II, Assistant Director, Training and Technical Assistance Division, (202) 307-5940.

Hate Crime Study

Purpose: To further knowledge of juvenile hate crimes, including the characteristics of juveniles who commit hate crimes, the characteristics of hate crimes committed by juveniles, and the characteristics of the victims of juvenile hate crimes.

Background: In the United States of America all people, regardless of their race, religion, gender, ethnicity or sexual preference, share equal rights and equal protection of the law. The number of hate crimes—defined as offenses committed against a person or people because of their ethnicity, gender, race, religion, or sexual orientation with the intention of demeaning, degrading, terrorizing, hurting, or even killing the individual(s)—appear to have increased over the past several years.

The Civil Rights Act of 1964 created the Community Relations Service (CRS) agency within the Department of Justice. CRS provides "assistance to communities and persons therein resolving disputes, disagreements, or difficulties related to discriminatory practices based on race, color, or national origin." From 1989 to 1990, CRS reported that the number of interracial conflict alerts rose from 400 to 546, an increase of 37 percent, while community disorder alerts increased by 17 percent.

Other sources indicate an increase in hate crimes. The National Institute Against Prejudice and Violence in Baltimore, Maryland, reported that ethno-violence on college and university campuses increased each year from 1987 to 1989. In 1987, 42 campuses reported incidents of ethno-violence. That number went up dramatically in 1989 to 103, and to 113 in 1989. The National Gay and Lesbian Task Force Policy Institute has also reported an increase in anti-gay incidents between 1990 to 1992. In Chicago, reports were up six percent; in San Francisco, 11 percent; in New York, 17 percent; in Boston, 42 percent; and in Minneapolis-St. Paul, 202 percent.

In response to growing concern over hate crimes, Congress enacted the Hate Crime Statistics Act, Pub. L. 101-275, 104 Stat. 140 (28 U.S.C. 534), in 1990. Through this Act, the Department of Justice was directed to "establish guidelines for the collection of such data" relating to hate crimes. In 1991 the Federal Bureau of Investigation began collecting hate crime arrest data as part of the *Uniform Crime Reports*. This 1991 data reported a total of 4,558 hate crime incidents that involved 4,755 offenses. Of the incidents reported, intimidation accounted for one of three offenses reported. Twelve murders were attributed to hate motivation.

Congress required OJJDP in the 1992 Amendments to the JJDP Act, Section 248(b)(7), to conduct a Hate Crime Study and submit a report of the results to the Chairman of the House Committee on Education and Labor and the Chairman of the Senate Committee on the Judiciary concerning the involvement of children and youths in hate crimes.

Goal: The long-term goal of this project is to better understand hate crimes in order to develop education aimed at preventing or reducing these offenses. The immediate goals of this research are (1) to assess information currently available regarding juveniles who commit hate crimes, the nature of the crimes they commit, and the nature of their victims; and (2) to assist OJJDP in developing a research strategy to collect efficiently information required by the JJDP Act that is not currently available.

Objectives: Some of the information required by the 1992 Amendments to the JJDP Act is not currently available. From the information that is available, a detailed report will be prepared which will address the characteristics of juveniles who commit hate crimes, the characteristics of hate crimes committed by juveniles, and the characteristics of the victims of hate crimes committed by juveniles.

To produce the remainder of the required information, OJJDP has established the following objectives:

- To identify and analyze the existing Federal, State and independent data sets and research projects that provide information regarding juveniles involved in hate crimes.
- To develop a research design, including the design of a survey instrument(s), to collect the data respond required by Congress.
- To make recommendations to OJJDP on how best to implement the developed research design and data collection strategy.

Program Strategy: OJJDP will select an organization to conduct an assessment of the current knowledge of the criminal justice and juvenile justice fields concerning hate crimes involving juveniles. The grantee must accomplish four major tasks to complete this project:

- **TASK I—Definition.** Completion of this task will require the development of a working definition of hate crimes and related incidents. This definition should reflect the legislative definitions being developed as well as previous research definitions. These definitions will be known as "operational definitions" for this project. The definition should clarify differences between criminal acts motivated by hate and noncriminal incidents that are intimidating or threatening. The definitions developed should be suitable for designing the following data collection strategies. For other variables regarding perpetrators and victims, standard or common definitions can be used or modified.
- **TASK II—Review of the Literature.** This will include a review of the current literature available on hate crimes and related incidents. The project should also include a review of all pertinent data and statistics. Sources covered should, at a minimum, include all State and Federal data sources. In addition to these data sources, private organization's databases should be reviewed and critiqued. In analyzing the literature, data, and statistics

gathered, the selected organization should answer as many of the following questions concerning juveniles' involvement with hate crimes as possible:

- 1) What are the characteristics of juveniles who commit hate crimes? This should include a profile of such juveniles based on their motives for committing hate crimes.
- 2) What is the age, sex, race, ethnicity, education level, locality, and family income of such juveniles?
- 3) Are juveniles who commit hate crimes familiar with organized groups, or their publications, that encourage the commission of hate crimes, i.e., the Knights of the Klu Klux Klan, Skinheads, etc.?
- 4) What are the characteristics of the hate crimes committed by juveniles? Responses to this question should include the following:
 - (a) The types of hate crimes committed. Are the crimes typically property crimes (vandalism, destruction of property, theft, arson), nonviolent crimes (harassment, telephone misuse, cross burnings), or violent crimes (robbery, assault, murder, or rape)?
 - (b) The frequency with which institutions and natural persons, separately determined, are the targets of hate crimes;
 - (c) The number of persons who participated with juveniles in committing such crimes, including both adults and other juveniles;
 - (d) The types of law enforcement investigations conducted with respect to hate crimes that were committed by or against juveniles;
 - (e) The law enforcement proceedings commenced against juveniles for committing hate crimes; and
 - (f) The penalties imposed on juveniles as a result of these proceedings;
 - (g) What are the characteristics of the victims of hate crimes committed by juveniles? This should include, but not be limited to, common characteristics such as age, sex, race, ethnicity, locality of the victims, and their familiarity with the offender.
 - (h) What, if any, was the underlying motivation behind the attack? Was the attack planned or spontaneous? Was it a spur-of-the-moment crime done for "thrills"? Gang-related activities should also be included.
 - (i) To what extent are hate crimes gang-related?

• **TASK III—Research Design and Data Collection Strategy.** After completing the review of the literature, the grantee should prepare a report on the state of hate crime research. The report should review the current state of data collection projects and the overall quality of the data collected through these efforts. Additionally, the current research should be assessed to determine its goals and objectives and whether it addresses the above questions. A thorough assessment should include a critique of existing or recently completed projects. The methodology and research design of the projects should be reviewed, identifying strengths and weaknesses.

• **TASK IV—Research Design and Data Collection Strategy for other Issues.** The grantee should make recommendations on how to best obtain the statutorily-required answers to the questions not addressed in current research or in the data and statistics previously gathered. These recommendations should include a research design and data collection strategy. The project's research design and strategy must be developed to address the remaining issues noted above. The design effort must develop an approach that efficiently utilizes existing data collection systems and the strengths and weaknesses of previous projects. Recommendations must address the potential use of the Federal Bureau of Investigation's Hate Crime Statistics and National Incidence Based Reporting System (NIBRS). These data collection systems presently exist without juvenile-specific data on hate crimes. The research design and strategy should use the operational definitions of hate crimes.

The grantee should assemble an advisory board with experts in survey methodology, juvenile justice information systems, hate crime data collection and statistics. These experts should have knowledge regarding database users and suppliers. The advisory board should be integrally involved in each of the project's tasks.

Products: The project will produce two reports:

- An interim report which includes preliminary findings and a literature review. This interim report will provide the findings of the database and data source assessments. The operational definitions developed for the project should be included here as well.
- A final report should be prepared after the completion of the project. This report will incorporate the first and provide the basis for OJJDP's required report to Congress. This report should address the goals and objectives of the project, and the Congressional issues presented in the background section of this solicitation. A detailed response should be given for each objective and question. Furthermore, the results of TASK III (The Research Design and Data Collection Strategy) should be provided in complete detail. The final report should be accompanied by a separate executive summary.

Eligibility Requirements: Applications are invited from public and private nonprofit agencies, organizations, educational institutions, or combinations thereof. In order to expand the pool of eligible candidates, applications will be accepted from for-profit organizations, provided they agree to waive any profit or fee and accept only allowable costs. Applicants must demonstrate knowledge of the civil, criminal, and juvenile justice issues relating to hate crimes and related incidents, as well as knowledge and experience in research methods, design, data collection, and implementation of this type of project. In addition, eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The budget period will be 12 months.

Award Amount: Up to \$100,000 has been allocated for this award. One grant will be awarded competitively with a budget period of twelve (12) months for the completion of this project.

Due Date: Applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: Jeffrey Slowikowski, Research and Program Development Division, (202) 307-0586.

Hate Crime Prevention: A Juvenile Justice Approach

Purpose: To support programs and efforts to prevent and reduce the incidence of hate crimes by juveniles.

Background: According to a 1992 report by the National Institute Against Prejudice and Violence (NIAPV), attacks against people because of their religion, sexual orientation, race, or ethnicity leave deep fractures in the fragile surface of our social structure. Violence and intimidation debilitates the lives of its victims and disrupts the stability of communities. Physical assaults and murder are the most brutal of crimes which include vandalism, arson, verbal harassment, and other aggressive acts.

Alarming, studies find the spread of ethno-violence or hate crimes is epidemic. In 1992, it was estimated that over one million college students suffered hate crime attacks. NIAPV estimates that at least ten percent of the U.S. population, or more than 25 million people, are annually victimized by some form of ethno-violence.

A 1987 report by the National Criminal Justice Association also reported that the number of crimes committed each year is unknown because many incidents go unreported, and many others are misclassified. What is obvious, however, is that at least half the people arrested for hate crimes are juveniles or young adults between the ages of 16 and 25. For example, arrest records indicate that 70 percent of hate crimes in New York City during a seven-year period have been charged to youths under 20 years of age.

Verbal intimidation, assault, and vandalism are the most commonly reported forms of hate violence. The data indicate that victims of reported offenses most often are blacks, Hispanics, Southeast Asians, gays and lesbians, and Jews.

A study by NIAPV reported that youth problems are often magnified by the fact that we live in a violent society. Violence as a response to stress, fear, insult, or even the need for recreation seems to become more acceptable with each generation. Educators, social services, and correction workers agree that there is a need to provide education and basic conflict mediation skills for youths as a way of prevention and treatment for offenders. Surveys suggest that criminal justice agencies have not recognized the seriousness of hate crimes among juveniles. Some say that these incidents are seen as juvenile pranks, harmless vandalism, or private matters between the involved parties. In some instances, criminal justice personnel ignore the hate component of an incident because they feel that a crime is a crime, regardless of motivation.

OJJDP recognizes the need to provide assistance in addressing the prevention and treatment of hate crimes committed by juveniles. This effort will seek to document current educational and treatment efforts and to make this information available to the field in the form of a curriculum that can be used by practitioners.

Goals:

- To assist the field in the implementation of programs to prevent hate crimes; and
- To assist the field in the development of effective treatment sanctions as an alternative to incarceration for perpetrators of hate crimes.

Objectives:

- To identify and assess existing training and educational curriculum materials;
- To develop a multipurpose curriculum that is appropriate for general educational, institutional, or other placement settings; and
- To develop sentencing options as alternatives to incarceration for perpetrators of juvenile hate crimes.

Program Strategy: OJJDP solicits proposals from applicants to assist in the development of an educational curriculum designed to prevent and offer guidance to youths who commit hate crimes. Applicants should be creative in their implementation approach. The project will cover a one-year budget period. However, the program could expand and develop into a demonstration initiative. OJJDP will base their decision to expand on the results of the "Hate Crime Study" funded under a separate OJJDP initiative. Up to \$50,000 is available for this award.

Applicants are to develop their own strategy and budget for achieving the objectives identified in this initiative. The strategy and implementation plan must not exceed one year and must include at a minimum the following tasks:

- The successful applicant will perform a survey to identify and assess the educational programs and curriculum used in the field to educate youths about the events of bias related crimes;
- The successful applicant must prepare a detailed report on the survey and assessment with specific reference to program models which may offer dispositional alternatives for judges who adjudicate juveniles who commit hate crimes; and
- The successful applicant will produce a multipurpose curriculum that is appropriate for educational, institutional, or other placement settings.

OJJDP encourages applicants to identify any other tasks that they can perform which will improve the overall effort and that can be performed during the allowed timeframe with the available funds. The applicant must list and explain activities and the products that will be produced during this initiative.

Products:

- The report on the survey and assessment; and
- The multipurpose curriculum.

Eligibility Requirements: Eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The program period for this cooperative agreement is one year.

Award Amount: A grant of up to \$50,000 will be allocated to the successful applicant.

Due Date: All applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: For further information contact Ms. Travis Cain, Program Manager, Special Emphasis Division, (202) 307-5914.

Due Process Advocacy Program Development

Purpose: To develop approaches for improving due process and the quality of representation for juvenile delinquents in the juvenile justice system.

Background: Section 261(a)(3) of the JJDP Act, as amended, states that the Administrator shall make grants for "establishing or supporting advocacy programs and services that encourage the improvement of due process available to juveniles in the juvenile justice system and the quality of legal representation for such juveniles." For several years, OJJDP has supported a successful program to provide court-appointed special advocates for abused and neglected children. However, OJJDP has not funded a program designed to ensure due process and improve the quality of legal representation to alleged or adjudicated noncriminal or criminal-type offenders.

Although the Supreme Court's decisions of *In Re Gault*, 387 U.S. 1 (1967), and other cases, have established a series of due process rights guaranteed to juvenile offenders, including the right to counsel, these rights are not always made available. For example, studies show that in a majority of cases, juveniles are not represented by counsel at the adjudicatory hearing (Feld, 1988 and 1991). "Moreover, many juveniles who receive out-of-home placement and even secure confinement were adjudicated delinquent and sentenced without the assistance of counsel" (Feld, 1988). In sum, there are major problems with access to and availability of counsel, and even when juveniles are represented, substantial questions are raised about the quality of that representation.

While studies indicate that represented youths fare worse in the system when the ultimate outcome of a case is considered (Feld 1988), these studies do not examine in any detail the quality of the representation received or such factors as the qualifications of the lawyers or whether the lawyers are trained to represent these youths in the juvenile court.

OJJDP believes that strategies to increase access and availability of counsel, the development of effective training for juvenile advocacy, increased emphasis on juvenile law and advocacy courses in law schools, and other strategies will make a difference in the due process protections that juvenile offenders receive. These developments would positively affect the ultimate dispositions for juvenile offenders that are involved in juvenile misbehavior or criminal activity.

This effort will establish a base for a multiyear program that will improve juvenile offenders' access to legal services and will improve the quality of those services at the preadjudication and adjudicatory points in juvenile justice system proceedings.

OJJDP, through this request for applications, seeks an organization or agency to cooperate with OJJDP to develop a strategy to meet the goals and objectives of this effort. OJJDP will make \$100,000 available for the first year and at least that sum for each of two additional years. The task of the applicant(s) is to develop the most cost-effective and comprehensive plan to increase access to legal services and improve the quality of legal services for juvenile offenders. The applicant must detail how it would implement this program, what resources would be used, key staff responsible for the development, and the timeframes for accomplishing the key tasks.

Goals:

- To increase juvenile offenders' access to legal services; and
- To improve the quality of preadjudicated, adjudicated, and dispositional advocacy for juvenile offenders.

Objectives:

- To develop strategies for a program that can be made available to State and local bar associations and other relevant organizations so they can develop approaches to increase availability of defense counsel;
- To develop comprehensive training materials and a training program that can be delivered through State or local bar associations and other relevant organizations to train lawyers, judges, and others who may assist defense lawyers;
- To test this program in several States and make appropriate adjustments in the materials and training program;
- To develop a marketing or distribution process so that the program can be transferred to State and local bar associations and other relevant organizations; and
- To finalize the training materials and training program and distribute it to State and local bar associations and other relevant organizations.

Program Strategy: OJJDP expects that the program period will be up to three years with initial funding of \$100,000 for the first year. Applicants must provide a comprehensive discussion of the first year's activities that are designed to achieve the goals and objectives of this program and then outline a plan for the succeeding year(s).

Applicants should address how they will develop strategies for increasing availability of defense counsel. Applicants must also discuss how they will creatively address enhancing the quality of representation for juveniles in States and localities.

Applicants must be specific about the tasks they can accomplish in the first year with the available funds. The applicant must list and explain the activities to be accomplished and products to be produced in the first year and provide a overview of the tasks to be accomplished and the products developed for the subsequent year(s).

Applicants must establish an advisory committee which will provide comments and recommendations regarding the strategies, activities, and products for this program.

Products: Applicants should describe what they believe are the most appropriate products to be developed under this initiative to achieve the goals and objectives. Applicants should describe the nature of the products and how they will be used to transfer knowledge to State and local levels and other relevant organizations.

References:

- Feld, Barry, "In Re Gault Revisited: A Cross State Comparison of the Right to Counsel in Juvenile Court," *Crime and Delinquency*, Vol. 34 No. 4, 1988, pp. 393-424.
- Feld, Barry, "Justice by Geography: Urban, Suburban, and Rural Variations in Juvenile Justice Administration," *The Journal of Criminal Law and Criminology*, Vol. 82, No. 1, Spring 1991, pp. 156-210.

Eligibility Requirements: Applications are invited from public and private non-profit organizations that can demonstrate knowledge of and experience with survey research, training and technical assistance and legal services for juvenile offenders in this country. Joint proposals by two applicants are welcome, provided one organization is designated as the primary applicant and the other as co-applicant. The primary applicant must serve as the fiscal agent for the grant. In addition, eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The program period for the Due Process Advocacy Development program is three years. One cooperative agreement will be awarded with an initial 12-month budget period.

Award Amount: Up to \$100,000 has been allocated for the initial award budget period. Support for the remaining two project budget periods will be determined by the performance of the grantee, the program development needs as determined by OJJDP, and the availability of funds.

Due Date: Applications must be received by mail or delivered to OJJDP by July 6, 1993.

Contact: For further information contact Douglas C. Dodge, Special Emphasis Division, (202) 307-1150.

Missing Children (Title IV)

Investigative Case Management for Missing Children Homicides

Purpose: The purpose of this project is to improve the investigative procedures in cases of homicides of abducted children.

Background: Approximately 150 murders of abducted, missing children are investigated in the U.S. each year. The investigative procedures for missing child homicides are unique because these children are special, vulnerable, and often targeted victims who have been abducted and killed by unusually dangerous and frequently repeated rapists or killers. The case of a missing child causes the community to put uncommon pressure on law enforcement for a quick, sure solution—especially if the missing incident has suspicious overtones, or the child's body is found. These circumstances, coupled with family and community pressure, can often lead to the use of hasty, unproductive investigative procedures that may hamper, delay, and possibly prevent a successful investigation to find the child or the apprehend the abductor or killer.

Over the past two years the National Center for Missing and Exploited Children (NCMEC), Case Management and Information Analysis Unit, has received more than 200 child homicide case summaries from local law enforcement agencies on investigations in which missing children have been murdered and a subsequent arrest and conviction has resulted. These 200 cases span ten years, and in most of these cases, NCMEC assisted local authorities and parents to locate the missing child. Local law enforcement authorities have also offered NCMEC information on the investigative techniques of other cases that has not been analyzed. It is anticipated that these two groups of cases will be the ones that are initially analyzed in this effort. There is a recognized need in the field for a tested instructional guide for the investigation of missing children homicides.

The product of this investigative analysis of missing child homicides will be a useful additional tool to the NCMEC's *Investigator's Guide to Missing Child Cases*.

Goal: To improve investigative procedures in the murders of abducted children to manage, conduct, and solve individual and serial child murder investigations more effectively and quickly and thereby increase the probability of apprehending the abductor and/or murderer.

Objectives:

- To identify and assess the organization of investigative resources, the gathering and examination of evidence, and the use of helpful forensic techniques that will aid the productive investigative procedures of local law enforcement officials;
- To develop of an investigative process to determine if two or more children were murdered by the same person(s) in order to enhance the coordination of murder investigations among law enforcement agencies;
- To create a resource management guide for missing child homicide investigations;
- To assist the OJJDP training activities through the National Law Enforcement Training Program (NCMEC) and the Missing and Exploited Children Comprehensive Action Program (M/CAP) to implement a training and technical assistance program for missing child homicide investigations for State and local law enforcement; and

-
- To develop a national volunteer technical assistance program for local investigations through the NCMEC's Project ALERT (America's Law Enforcement Retiree Team). This program will provide the on-site technical assistance on volunteer veterans to local jurisdictions in child murder investigations. Project ALERT is comprised of a retired veteran law enforcement investigators. NCMEC provides specialized training, travel, and subsistence allowances for these investigators, where their assistance has been requested, to furnish on-site investigative technical assistance in missing children cases, especially where foul play and a homicide may be involved.

Program Strategy: The applicant's initial work task priority over the three-year project period will be to seek out and work with law enforcement and criminal justice organizations throughout the United States to secure their cooperation and investigative case file information on successful abducted and missing child murder investigations.

- (1) The first year's activity will be to gather the relevant cases; assemble the case file information into formats for survey and analysis; and, where possible, interview the investigators of the selected cases.
- (2) The second major work task will be to analyze the collected information and investigator interviews of approximately 400 case files of successful murder investigations of missing children. The applicant will examine the characteristics of these single or serial child murder investigations that may have contributed to a notable conclusion to the investigative process and determine if two or more murders were committed by the same person(s). These data and their analyses will provide the first rigorous investigative field examination to determine the critical factors that help solve singular and/or serial child or mixed age murder cases and have led to the apprehension, prosecution, and conviction of missing child abductor murderers. The second task (during the second year of the project) will be to develop an investigative information base for subsequent modeling of the investigative techniques. This will be translated into a working draft of the investigative guide.
- (3) The third and fourth tasks of the project will start and take place during the latter part of the second year of the project and continue into the third year of the project. These tasks are: (a) to field test the draft investigative guide through monitoring of selected abduction homicide cases; (b) with the assistance of OJJDP, through the National Law Enforcement Training Program, NCMEC, M/CAP, and Project ALERT personnel, to replicate the training and use of the investigative techniques developed by the project at a national level.

Products:

1. A missing child homicide investigation guide that will include information on how an investigator organizes the vital first steps of an investigation, including the following:
 - a. An investigator ascertains what information sources should be employed, contacted, requested to assist, when, and in what order;
 - b. An investigator eliminates clues and evidence that have little chance of providing fruitful investigative results;
 - c. An investigator best uses and deploys resources assigned to the investigation; and
 - d. An investigator identifies the most relevant evidence that case experience has shown to be most useful in solving crime.
2. The applicant, after analyzing the cases involved in this investigative analysis project, will develop and provide documented instructional material that will be reviewed, edited, and published by OJJDP through NCMEC for national training and technical assistance purposes.
3. The investigative manual will enable trainers to train Federal, State, and local law enforcement on improved technique for the investigation of missing children homicides.

Eligibility Requirements: Eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The program period for the cooperative agreement supporting the Investigative Case Management for Missing Children Homicides program is three (3) years. One cooperative agreement will be awarded with an initial budget period of 12 months.

Award Amount: Up to \$150,000 has been allocated for the first budget period of twelve months. Commensurate financial support for the remaining two project budget periods will be determined by the performance of the grantee and program development needs as determined by the Administrator of OJJDP and/or the availability of funds.

Due Date: Applications must be received by mail or delivered to OJJDP by July 6, 1993.

Contact: For further information contact Robert O. Heck, Special Emphasis Division, (202) 307-5914.

A Study of the Effectiveness of Private Investigators in Locating and Recovering Parentally Abducted Children

Purpose: To study the factors related to employing a private investigator by the searching parent in cases of parentally abducted children.

Background: According to the recent study, "Obstacles to the Recovery and Return of Parentally Abducted Children," sponsored by the OJJDP, a private investigator was employed in less than 30 percent of parental abduction cases. In most cases, a combination of factors motivated the parent to hire a private investigator. First, the parent overwhelmingly desired to do everything possible to recover the missing child. Second, the parent felt dissatisfaction with the local law enforcement efforts. For the searching parent who used a private investigator, the level of satisfaction with this decision varied.

The majority of parents who hired private investigators reported little or no satisfaction with the efforts of the investigators. However, one-third of the parents reported being very satisfied with the investigator's efforts. The study did not reveal the factors that distinguished those satisfied from those not satisfied. Also, the factors that led parents to select one private investigator over another were unclear. Previous research did not report on particular case factors that would have influenced parental decisions to employ a private investigator.

Goals: To provide information on cases of parental abduction in which the searching parent seeks the assistance of a private investigator in locating the missing child.

Objectives:

- To identify from a random sample of parental abductions those cases where parents had employed a private investigator to search for the missing child or children;
- To survey missing children clearinghouses, agencies, and related organizations to determine their policies, guidelines, and/or views on the use of private investigators;

-
- To list the factors parents use in selecting private investigators;
 - To identify the characteristics of the parents who have employed private investigators and compare them to those searching parents who have not;
 - To identify the circumstances around abduction cases in which a private investigator was employed and those in which one was not; and
 - To describe the factors that led the parents to feel satisfaction or dissatisfaction with the performance of private investigators.

Program Strategy:

- **TASK I.** The grantee should review pertinent literature concerning the issue of missing children who were parentally abducted. The grantee should identify missing children agencies or organizations, both private and public at State and Federal levels, that provide services or information in the search for missing children. The literature and advice they provide searching parents should be reviewed to identify recommendations, if any, concerning the use of private investigators. When no such statement exists regarding the use of private investigators, further inquiries should be made to the specific organization to ascertain why.
- **TASK II.** Task II will require the grantee to draw a sample of missing children cases that involved parental abductions. The sample should be large enough to allow for the study of cases that used private investigators. The demographic information should concentrate on the searching parents. Case information should detail particular events, evidence, and leads in the search for the missing child as well as pertinent characteristics of the abducting parent. Also, parents' data should be collected on the factors that lead to their satisfaction or dissatisfaction with their decision to employ a private investigator.

Products:

- An interim report for OJJDP to determine the quality and volume of information available on this issue.
- A final report at the project's end detailing the findings of the project. The final report should include the following:
 - 1) The review of literature from Task I, including material concerning private investigators that the various missing children agencies distribute;
 - 2) The factors that influence the use of private investigators and satisfaction or dissatisfaction with them as required in Task II;
 - 3) The factors, presented in a hierarchy from least to most important with an accompanying narrative explanation, that affect parental satisfaction or dissatisfaction in the employment of private investigators;
 - 4) The conclusions and recommendations based on the data collected and ensuing analysis concerning the use of private investigators in cases of parentally abducted children;
 - 5) Other pertinent information not anticipated; and
 - 6) A separate executive summary.

Reference:

- Girdner, L. and Hoff, P., (eds.), "Obstacles to the Recovery and Return of Parentally Abducted Children," draft final report, OJJDP Grant 90-MC-CX-K001, 1992.

Eligibility Requirements: Eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The budget period will be 12 months.

Award Amount: Up to \$100,000 will be awarded for the completion of the project in the 12-month budget period.

Due Date: Applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: Jeffrey Slowikowski, Research and Program Development Division, (202) 307-0586.

Issues in Resolving Cases of International Parental Abductions of Children

Purpose: To examine the issues and processes, institutional and cultural, encountered by searching parents in international parental child abductions.

Background: Our society has become more mobile and the number of Americans married to people born in other countries has increased in recent years. The problems encountered by searching parents whose children have been abducted by the children's other parent are compounded by the difficulties of dealing with the multiple legal systems and cultural issues when the abduction is extended to a foreign country. As of this date, 26 countries have adopted the treaty, *The Hague Convention on the Civil Aspects of International Child Abduction (Hague Convention)*, a treaty designed to deter these abductions by assisting with the return of the children and the securing of visitation rights. In 1992, the State Department's Child Custody Division, the United States' central authority under the Hague Convention, handled 664 cases of children taken from the United States to Hague Convention countries. Of these 664 cases, 40 percent resulted in a favorable resolution, i.e., either voluntary or court-ordered return or access; 34 percent remained in process; and 20 percent resulted in no action, either because the child could not be located, the application was withdrawn, or it was determined that the Convention did not apply. Only five percent of the cases resulted in a denial of the request for return or access. The Child Custody Division estimates that when abductions are to non-Convention countries, the success rate is from 20 to 25 percent.

Goal: To provide OJJDP and others with information on the problems encountered by parents residing in the U.S. who seek the recovery of children taken or retained by the other parent across an international border in breach of rights of custody or of access (visitation rights). This information will help OJJDP and others develop approaches and programs to overcome those problems.

Objectives:

- To examine the issues and obstacles encountered in the recovery of children when the foreign country is party to the Hague Convention compared to those encountered when the country is not a party to the Convention;
- To assess the effectiveness of the Hague Convention in obtaining the return of parentally abducted children; and

-
- To assess the problems, the origins of which are not legal, that occur when children are parentally abducted across international borders.

Program Strategy: Through surveys and interviews with families who have had a child abducted to another country, the project will explore: 1) the nature of these cases, 2) the processes by which parents attempt to locate and recover their children, and 3) the difficulties of negotiating with the various systems in both the United States and the country to which the child has been taken. Although legal issues will be examined, the focus of this project will not be limited to legal issues. The study sample should involve a variety of cases, including cases resolved under the Hague Convention, and cases involving non-Hague Convention countries.

An advisory group should be established to provide expert advice on potentially productive lines of investigation and on methodological and practical problems which may be encountered in collecting and analyzing data. The advisory group should be kept small (approximately three) and should be composed of individuals who have demonstrated expertise in the area of international child abductions.

Products: This project will produce a final report which describes the research strategies and methods employed, presents issues and obstacles identified from the data collected, and makes recommendations to solve these problems. A separate executive summary should be included with the final report.

Eligibility Requirements: Eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The budget period will be 12 months.

Award Amount: Up to \$200,000 has been allocated for the copy of this project in the 12-month budget period.

Due Date: Applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: Eric Peterson, Research and Program Development Division, (202) 307-5929.

Criminal Justice Response to Parental Abduction Cases

Purpose: This study will assess parental abduction case processing and decision making in the justice system.

Background: Section 404(b)(3) of the JJDP Act, as amended, 42 U.S.C. 5773(b)(3), requires OJJDP to conduct periodic national incidence studies to determine for a given year the actual number of children who are victims of parental kidnapping. In response, the *National Incidence Studies of Missing, Abducted, Runaway & Thrownaway Children* (NISMART I) estimated that there were 354,100 family abduction cases in 1988 (Finklehor, Hotelling & Sedlak, 1990). Of these cases, 46 percent were serious in that they involved: 1) an attempt to conceal the child or to prevent contact with the child, 2) transportation of the child out of State, or 3) an attempt to keep the child indefinitely or to permanently alter custodial privileges. In one out of ten cases the child was removed from the State. In about one-third of the cases, there was an attempt to conceal the child's whereabouts. The researchers also found that in one-half of family abductions, the caretakers did know where the children were most of the time. Returning the child to proper custody was a greater problem than not knowing the whereabouts of the child.

A recent OJJDP study discusses the significant trauma and long-term distress experienced by the families, left-behind siblings, and children of parental abductions (Center for the Study of Trauma, *Families of Missing Children: Psychological Consequences*, 1992). Over 57.6 percent of the recovered children experienced symptoms of anxiety, 51.5 percent changes in eating habits, and 42.7 percent experienced nightmares. Another OJJDP study interviewed parents and/or caretakers and found 58 children who were victims of parental abductions, many of which appeared to be serious cases. In 55 percent of the cases, the abducting parent concealed the child; in 42 percent, threatened or demanded something of the complainant parent; and in 21 percent, took the child out of State (Research Triangle Institute, 1992). Interviews with caretakers also revealed that officers took a report nine out of ten times. Seventy-one percent (71%) of the caretakers rated the length of time it took for an officer's initial response as very good or excellent. Fifty-eight percent (58%) of the caretakers rated police efforts to recover their child as very good or excellent.

Parental abductions frequently happen in the context of custody disputes or visitation proceedings and are generally handled by civil courts. However, every State and the District of Columbia has implemented some form of criminal custodial interference statute. Many States have re-classified parental abduction crimes as felonies, and Federal laws mandate a role for law enforcement in the reporting of missing children, including parentally abducted children. Complicating factors, however, may prevent the pursuit of criminal parental abduction charges.

Prior OJJDP funded research identifies several obstacles to the recovery and return of parentally abducted children (Girdner & Hoff, 1992). First, many law enforcement officers are hesitant to "pick up" the child or to accompany a parent to recover a child without clear statutory authority or an order from a court of their State. Second, State laws vary as to whether parental kidnapping is considered a felony or a misdemeanor. In many States, parental abduction becomes a felony only after the child is transported across State lines. Third, in several States, it appears that law enforcement officers allocate a low priority to parental abduction investigations. Finally, training and experience in the location and recovery of parentally abducted children is limited.

The researchers also identify several obstacles to the prosecution of such cases. For instance, the prosecution of parental abduction cases received a low priority within the criminal justice system, and the lack of knowledge of applicable laws and lack of experience on the part of many attorneys and judges emerged as major obstacles.

Current OJJDP efforts regarding parental abduction cases are aimed at developing publications; disseminating informational and training materials to the criminal justice field; providing training for investigators and prosecutors; providing ongoing technical assistance to investigators and prosecutors on specific cases; and developing model sentencing guidelines to inform judges of potentially harmful factors abduction cases, such as the motivation for the abduction, changing a child's name, keeping a child out of school, and telling a child that the other parent does not want them or is dead.

Even with these cumulative studies and research efforts, there appears to be a lack of knowledge regarding actual case processing and court dispositions. Are parental abductors being arrested? Which parental abduction cases get referred to the district attorney's office? Which cases get prosecuted? And what are the court dispositions of these cases?

This project will track parental abduction cases from their official point of entry into the justice system to disposition and will examine the variations in dispositions of parental abduction cases. Case studies will track cases and perpetrators through initial investigation to case disposition.

Goals:

- To provide an examination and description of the justice system processing of parental abduction cases; and
- To identify promising approaches in dealing with parental abduction cases in the justice system.

Objectives:

- To provide a synthesis of the most recent research relevant to parental abduction case processing in the justice system;
- To develop a detailed design for conducting a multi-site study of justice system case processing;
- To develop a data collection plan and field-tested instrument;
- To conduct a multi-site study of parental abduction case decision making and processing in the justice system, using the data collection instrument and conducting other data collection activities; and
- To prepare a comprehensive report including results, implications, and descriptions of policies and organizational approaches to handling parental abduction cases.

Program Strategy: Applicants should familiarize themselves with recent OJJDP studies and programs. The applicant should provide the design for the study and detailed criteria for site selection. Applicants must ensure adequate representation of parental abduction cases in their proposed study. The project should be conducted in more than one site and the size of the jurisdictions should vary. The detailed design and site selection will be among the first tasks of the project.

Applicants should provide a discussion of research questions which will serve as a basis for the data collection instrument. Issues to consider include a comparison of cases in the criminal justice system with cases handled in the civil justice system; the proportion and characteristics of cases referred to the district attorney's office; the proportion and characteristics of cases receiving sentences; the proportion of cases mediated and/or diverted from the justice system; and the proportion of cases involving physical and/or sexual abuse.

Parental abduction cases will be tracked during the 30-month project to gain an understanding of the processes, decisions, dispositions of cases, and the factors in cases that affect these decisions, including the length of the abduction, primary motivation for the abduction, and allegations of child abuse, and organizational structure and resources for handling these cases. Interviews will be conducted with justice system professionals to understand and describe each site's policies and programs.

The project should investigate the various stages of the process, including initial contact, police screening, referrals for prosecution, diversion, court proceedings, court dismissals, pleas, trials, acquittals, sentencing and final disposition. The project should address issues such as the relationship between local and Federal law enforcement, the amount of information lost in case processing, and the degree of agreement on a case between police and prosecutor. The project should emphasize both felony and misdemeanor parental abduction cases, and should also identify promising approaches to handling parental abduction cases.

The project also calls for a project advisory board comprised of at least three outside experts in the field of parental abductions. Members of the advisory board will provide both substantive and technical advice in the areas of parental abductions and research methodology. The selection of advisory board members will be coordinated with and approved by OJJDP.

Products:

- **Summary of recent research and literature.** The grantee will provide a synthesis of the most recent research and literature relevant to parental abduction case processing in the justice system.
- **Revised workplan.** Initially, a detailed workplan should be submitted in the application, describing the project's methodology, activities, timetable for completion of tasks and activities, milestones, and products. As a product of the grant award, the grantee must submit a revised workplan which addresses all program objectives

and activities and which reflects the input of OJJDP and the advisory board members. Included in the revised workplan should be a publication and dissemination strategy, outlining the products to be published and their respective audience.

- **Data collection plan and instrument.**
- **Case studies.** Case studies from each site will include an analysis of case processing and decision making, conclusions, and recommendations for processing parental abduction cases.
- **Article for publication.** The grantee will provide an article-length summary of the project's results, suitable for OJJDP publication, that informs policymakers, professionals, and researchers.
- **Draft final report.** The report will contain an the synthesis of literature, a detailed summary of the work undertaken during the course of the project, and a separate executive summary.
- **Final report.** In the final report, the grantee will incorporate modifications recommended by OJJDP and the project advisors, as appropriate.

References:

- Center for the Study of Trauma, University of California, San Francisco, "Families of Missing Children: Psychological Consequences," draft final report, OJJDP Grant 87-MC-CX-0027, 1992.
- Center for the Study of Trauma, University of California, San Francisco, "Reunification of Missing Children," draft final report, OJJDP Grant 88-MC-CX-K002, 1992.
- Research Triangle Institute, Research Triangle Park, NC, "The Police and Missing Children: Findings from a National Survey," OJJDP Grant 86-MC-CX-K036, 1992.
- Finklehor, D., Hotaling, G., and Sedlak, A., Missing, Abducted, Runaway & Thrownaway Children in America, First Report: Numbers & Characteristics, National Incidence Studies," OJJDP, Washington, DC, 1990.
- Girdner, L., and Hoff, P. (eds.), "Obstacles to the Recovery & Return of Parentally Abducted Children," draft final report, OJJDP Grant 90-MC-CX-K001, 1992.

* References will be available from the Juvenile Justice Clearinghouse, (800) 638-8736.

Eligibility Requirements: Eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The project will be funded for a 24-month project period.

Award Amount: The award amount will not exceed \$450,000 for the entire project period (24 months).

Due Date: Applications must be received by mail or delivered to OJJDP by June 21, 1993.

Contact: Pam Cammarata, Research and Program Development Division, (202) 307-5929.

Missing Children's Field-Initiated Program

Purpose: Through the Field-Initiated Program, OJJDP encourages eligible parties to develop promising, new ideas relevant to the mission of OJJDP's Missing and Exploited Children's Program. These ideas may include either a research, a demonstration, or training programs.

Background: Customarily, the Missing Children's Program has sponsored initiatives that were either mandated by Congress or by agency priorities. In both cases, applicants were limited to proposals which responded to specific requests by OJJDP. Thus, other imaginative and innovative approaches of researchers and practitioners were not presented to OJJDP. Through the Field-Initiated Program, OJJDP welcomes concept papers which address but are not limited to the Missing and Exploited Children's Program priority areas authorized in section 405(a) of the JJDP Act, as amended, 42 U.S.C. 5775(a). Eligible projects in these areas may include either a research, a demonstration, or a training programs designed with the following goals:

- To determine what impact family violence has on custody decisions and noncustodial parental abductions;
- To address the needs of missing children taken into protective custody by social service agencies, including options for the successful resolution of these cases;
- To increase knowledge and develop effective intervention and investigation practices with respect to allegations of child abuse in parental abduction cases;
- To study the methodology and typology of parents who abduct their children as well as the family members and friends who assist them;
- To increase knowledge and develop public service announcements for media aimed at public education and awareness of the psychological and legal consequences of parental abduction;
- To support secondary analyses of existing missing children databases; and
- Any other issues within the scope of Section 405(a) of the JJDP Act.

Goal: To seek innovative concept papers from researchers and practitioners relevant to, and not already required by, the current Missing and Exploited Children's Program plan.

Objectives:

- To promote and support either a research, a demonstration, or a training program which address innovative approaches toward improving existing practices and policies related to activities identified in Section 405(a) of the Missing Children's Act;
- To encourage new methods for dealing with the current priority problems; and
- To develop knowledge that will lead to new techniques, approaches, and methods addressing the problems of missing and exploited children, and the prevention and deterrence of abduction and sexual exploitation.

Program Strategy: The Field-Initiated Program solicits innovative concept papers that define the needs and/or problems of missing children, and describe the objectives, strategy, and methodology to be employed. OJJDP will select the most promising concept papers submitted and invite full applications for competition.

Applicants should submit a concept paper of no more than ten (10) double-spaced, typed pages.

Products: The applicant must provide detailed information on the specific products which will result from the research, the demonstration, or the training program described in their concept paper.

Eligibility Requirements: Eligible applicants must meet the requirements stipulated in the Supplementary Information section of this Notice [page 10].

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Supplementary Information section of this Notice [page 10].

Award Period: The grant period will be up to 18 months.

Award Amount: The total amount available is \$300,000. Application budgets should not exceed \$100,000. Award amounts will be subject to negotiation.

Due Date: Concept papers must be received by mail or delivered to OJJDP June 7, 1993. OJJDP will notify selected applicants within fifteen (15) days of the receipt of the concept paper. OJJDP will invite only these selected applicants to submit full applications for competition. The full application must be received by mail or delivered to OJJDP by July 20, 1993.

Contact: For further information contact Marilyn Landon, Research and Program Development Division, (202) 307-0586.

Appendixes

Appendix A.
Application Form and Instructions

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
— "New" means a new assistance award.
— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:
23. Remarks	

INSTRUCTIONS FOR THE SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A,B,C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A,B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in *Column* (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For *new applications*, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost.

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

INSTRUCTIONS FOR THE SF-424A (continued)

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 - Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

SPECIAL INSTRUCTIONS

Applicants must provide on a separate sheet a budget narrative which will detail by budget category, the Federal and non-Federal (in-kind and cash) share. The grantee cash contribution should be identified as to its source, i.e., funds appropriated by a State or local government or donation from a private source. The narrative should relate the items budgeted to project activities and should provide a justification and explanation for the budgeted items including the criteria and data used to arrive at the estimates for each budget category.

INSTRUCTIONS

PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- b. Provide for each grant program, function or activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified by activity or function, list them in chronological order to

show the schedule of accomplishments and their target dates.

- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in Item 2 are being achieved.
- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information; name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget items have changed more than the prescribed limits contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, part 66, Common Rule (or Attachment J to OMB Circular A-110, as applicable), explain and justify the change and its effect on the project.
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

Public reporting burden for this collection of information is estimated to average 26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Comptroller, Office of Justice Programs, U.S. Department of Justice, 633 Indiana Avenue, NW., Washington, D.C. 20531; and to the Public Use Reports Project, 1121-0140, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Instructions for Completing Applications for Assistance From the Office of Juvenile Justice and Delinquency Prevention

Juvenile Justice Programs FY 1993

Applying for funds from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) can be difficult. The first or even second time filling out the forms can cause consternation and confusion among many would-be applicants. OJJDP has produced these directions and examples to help alleviate this confusion.

Of course, directions can help only if they are read. All the application forms have directions which should be studied before filling out the forms. It is recommended that applicants copy the forms for a dry run before completing the final copy.

Application Requirements

OJJDP issues specific solicitations that address particular programs and policy goals of the Office. All applications sent to OJJDP should respond to a particular solicitation. Each solicitation stipulates what the application must contain and the criteria on which the application will be judged.

The major parts of the application are:

- Standard Form 424.
- Standard Form 424A (budget information).
- Detailed Budget.
- Budget Narrative.
- Program Narrative
- Assurances and Certifications.

Instructions for completing each of the major parts of the application package follow.

Standard Form 424

The Standard Form 424 (SF-424), a 1-page sheet with 18 items (see attached sample), is basically a cover sheet for the entire application. However, this form is required for every application for Federal assistance. **No application can be accepted without a completed, signed original SF-424.** Below are directions for each item on the form:

Item 1 OJJDP funds cannot be used for construction. Applicants should check "Non-Construction."

-
-
- Item 2** Fill in the date the application is sent to OJJDP.
- Item 3** For State organizations that must submit the application to the State Single Point of Contact, fill in the date that the application was sent to that person or organization. (Please note: the identifier boxes next to item 3 are provided for applicant use. They need not be filled in.)
- Item 4** OJJDP will complete this box.
- Item 5** The legal name of the organization refers to the primary organization such as the university or parent organization. The full legal name of the organization must be put in this box. The address of the organization should be put in the address box. The organizational unit is the specific subunit that is applying for funding. Only one person should be named as contact for the project. That person's name and phone number must appear in the appropriate box.
- Item 6** Each employer must have an individual Employer Identification Number from the IRS.
- Item 7** The appropriate letter must be put in the box (not circled, checked, or underlined).
- Item 8** Check the appropriate box. Unless the grant is specifically referred to as a continuation in the solicitation, applicants should check "NEW."
- Item 9** Type in "Office of Juvenile Justice and Delinquency Prevention."
- Item 10** Use the *Catalog of Federal Domestic Assistance* number and title of the program under which assistance is requested
- Item 11** The title of the grant being applied for exactly as it appears in the solicitation.
- Item 12** Be specific in naming the areas affected.
- Item 13** Fill in the expected project dates. The specific dates can change.
- Item 14** Self-explanatory. Be specific.
- Item 15** Line (a) should contain the amount of requested Federal assistance. The remaining lines should be filled out as needed. Line (g) must be filled in.
- Item 16** Executive Order 12372 requires that each State establish a Single Point of Contact between the Federal Government and State governments. If the applicant is a State agency covered by this Executive Order, then the application must be submitted for review to the responsible State agency. Contact OJJDP if there are questions about this requirement.
- Item 17** This item applies only to the organization. Mark as appropriate.
- Item 18** Type the legal name of the individual authorized to represent the organization. This item also requests the title and phone number of this individual. Applications will not be accepted without a signed original.

To help OJJDP personnel, please indicate which copy of SF-424 is the original by stamping it "Original" or signing it in blue ink.

Standard Form 424A Budget Information

All applications must include SF-424A, Budget Information (sample attached). Please submit an individual SF-424A for each project applied for. Applicants should make sure that all appropriate columns and rows balance. Full directions for this form are found on page 3 of SF-424A.

Generally, applications for new grants will require use of only lines 1 and 5 in section A. In column (a), put the project title (or an easily understandable abbreviation). In column (b), put the OJJDP catalog number. New programs require only columns (c) and (d) (if there is additional funding from other sources). Line 1 requires only the total amounts of each funding source. Column (g) requires the total of all funding sources. Line 5, of course, totals all columns.

In section B, applicants will generally need to fill out columns (1) and (5). Under column (1), fill in the amounts as specified. If no funds are to be used under that specific category, enter "0." Be sure that the columns add up correctly.

Section C is required if non-Federal funds will be used for this grant.

In section D, applicants must break down the first year of funding into quarters and indicate the appropriate source of funds for each of these quarters.

Section E should be used only if the project is expected to last beyond the period of the initial award.

Detailed Budget

To understand how the grant award will be used by the applicant, OJJDP requires a Detailed Budget and a Budget Narrative in the application. The Detailed Budget must break down into more explicit terms the sources of the costs associated with the project. It must show how the applicant arrived at the total requested award amount. For example, the Detailed Budget will include:

- The salary of each staff person involved in the project and the portion of that salary to be paid from the grant award.
- The fringe benefits paid to each staff person (such as pension, health insurance, etc.).
- The travel costs to be incurred due to the project (a specific list of destinations, expected dates, per diem rates, travel fares, and lodging expenses).
- Equipment purchased with funds from the project.
- All supplies required to complete the project.
- Any indirect costs established by the Federal Government for universities or other organizations (specify rate and source).

Budget Narrative

The Budget Narrative closely follows the content of the Detailed Budget. It must provide the justification for all costs. Among other things, it must explain how fringe benefits were calculated, how travel costs were arrived at, why particular items of equipment or supplies must be purchased, and how indirect costs are calculated (if applicable). The Budget Narrative should refer to specific parts of the Program Narrative in justifying items listed (particularly supplies, travel, and equipment). Finally, the applicant must show that all costs in the application are reasonable.

Program Narrative

All applications must include a complete Program Narrative. This narrative must fully describe the expected design and implementation of the proposed program. OJJDP issues specific solicitations that contain selection criteria and/or application requirements. Office of Justice Programs (OJP) Form 4000/3 provides additional instructions for writing this narrative. Applicants should follow the structure presented in the Selection Criteria portion of the solicitation.

Although not all solicitations will make direct mention of it, applicants should include a "timeline" of the project, including major milestones and publications. It will provide reviewers with a better grasp of what the applicant hopes to accomplish and how the applicant will reach the program goal.

Applicants should also include an abstract of the project (150–200 words). This abstract should briefly present the goal(s) and objectives of the project and how the applicant intends to accomplish both. It should be placed directly behind the SF-424.

Assurances and Certifications

OJP Form 4000/3, an attachment to SF-424, must be included when the application is sent to OJJDP. This form includes a list of assurances, which the applicant should read carefully and sign before submitting the application. These assurances govern the use of Federal funds for federally assisted projects.

Applications must also include OJP Form 4061/6, "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements." The signed original of this form must be included with the signed original SF-424.

Checklist for OJJDP Applications

This checklist is provided for the applicant's convenience. Although not required, applicants are requested to send a copy of this completed checklist with the application.

Although applicants are free to compile the application in whatever order they wish, the order below is preferred by OJJDP.

- 1. Standard Form 424 (signed).
- 2. Abstract of Project (150–200 words).
- 3. Table of Contents.
- 4. Standard Form 424A.
- 5. Detailed Budget.
- 6. Budget Narrative.
- 7. Assurances (OJP Form 4000/3, signed).
- 8. Certifications (OJP Form 4061/6, signed).
- 9. Program Narrative (must address the specific selection criteria found in the solicitation).
- 10. Timeline of major milestones and publications.
- 11. Resumes of all personnel who will work on the project.
- 12. Four additional copies of the application package.

Instructions prepared by Joseph Moone, OJJDP

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
— "New" means a new assistance award.
— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. National Study	16.542	\$	\$	\$ 100,000	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$100,000	\$	\$

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 60,000	\$	\$	\$	\$60,000
b. Fringe Benefits	9,000				9,000
c. Travel	2,000				2,000
d. Equipment	5,000				5,000
e. Supplies	3,500				3,500
f. Contractual	15,500				15,500
g. Construction	0				0
h. Other	5,000				5,000
i. Total Direct Charges (sum of 6a - 6h)	100,000				100,000
j. Indirect Charges	0				0
k. TOTALS (sum of 6i and 6j)	\$100,000	\$	\$	\$	\$100,000
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$	\$	\$	\$
9.					
10.					
11.					
12. TOTALS (sum of lines 8 and 11)		\$ NA	\$ NA	\$ NA	\$ NA

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
14. NonFederal	0	0	0	0	0
15. TOTAL (sum of lines 13 and 14)	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$ 0	\$ 0	\$ 0	\$ 0
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)	\$ 0	\$ 0	\$ 0	\$ 0

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	NA	22. Indirect Charges:	NA
---------------------	----	-----------------------	----

23. Remarks

Appendix B.

Peer Review Information



Guideline

OJP G 4062.8

October 15, 1990

Subject: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (OJJDP)
PEER REVIEW GUIDELINE

1. **PURPOSE.** This Guideline provides instructions for peer reviewers utilized by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and establishes procedures OJJDP will utilize in organizing and conducting peer reviews of applications submitted for funding. This Guideline implements the Department of Justice, OJJDP, Regulation on Competition and Peer Review Policy, 28 CFR Part 34. (See appendix 1.)
2. **SCOPE.** The provisions of this Guideline apply to all grant applications submitted to OJJDP that require peer review. The requirements and procedures discussed herein are of interest to applicants, peer reviewers, and OJJDP employees.
3. **BACKGROUND.**
 - a. The Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, 42 U.S.C. 5601, et. seq., as amended by the Juvenile Justice and Delinquency Prevention Amendments of 1988, Subtitle F of Title VII of Pub. L. 100-690, Nov. 18, 1988, (hereinafter referred to as the "Act") requires that applications submitted for Part C discretionary funds be reviewed by a panel of experts from outside the Department of Justice.
 - b. While OJJDP had previously utilized peer review to assist in the selection of grants for award, the 1988 amendments included several important changes in OJJDP competition and peer review requirements for categorical (discretionary) assistance programs. Previously, Title II had contained different, or had no, competition and peer review requirements for each of the three categorical programs established in Parts A, B, and C of Title II. The 1988 amendments consolidated all of OJJDP's Title II categorical programs (Special Emphasis, Research, Demonstration, Evaluation, Technical Assistance, and Training) in Part C, National Programs, of the Act, and now require all such applications to be reviewed through a formal peer review process (except grants made under Section 241(f) to an eligible organization of State advisory groups).
 - c. Under the 1988 amendments, all presently funded OJJDP grants and cooperative agreements require peer review in order to be considered for continuation (new project period) funding. Further, all continuation and other noncompetitive applications with the exception of training grants funded pursuant to Section 241(f), must be found to be of outstanding merit based

on the ratings of majority of the members of a Peer Review Panel in order to be eligible for an award without competition. In order to be eligible for an award without competition, training applications require both peer review and a written determination by the Administrator that the applicant is uniquely qualified to provide the proposed training services and that other qualified sources are not capable of providing such services.

- d. Accomplishment of OJJDP's mission to provide a comprehensive and coordinated approach to the problems of juvenile delinquency is dependent, to a large extent, upon the success of the programs and projects it funds. Inherent in this success is the careful and informed selection of projects for funding. A very important element of this process is peer review. Peer review is the technical and programmatic evaluation of projects and applications by experts from outside the Department of Justice who are qualified by training and/or experience to evaluate and make recommendations with regard to proposed programs.

4. PEER REVIEW POLICY.

- a. It is the policy of the OJJDP to use peer review in the assessment of all assistance applications for new awards and for continuation projects seeking funding beyond the original project period except in instances listed below which are specifically excluded under the terms of the OJJDP Competition and Peer Review Regulation:
 - (1) Assistance awards of funds transferred to OJJDP by another Federal agency to augment authorized juvenile justice programs, projects, or purposes;
 - (2) Funds transferred to other Federal agencies by OJJDP for program purposes as authorized by law;
 - (3) Procurement contract awards which are subject to applicable Federal laws and regulations governing the procurement of goods and services for the benefit and use of the government;
 - (4) Assistance awards from the 5% set aside of Special Emphasis funds under Section 261(e); and
 - (5) Assistance awards under Section 241(f).
- b. Peer review recommendations are advisory only and not binding on the OJJDP Administrator except in the case of noncompetitive, new, or nontraining continuation applications that are determined through peer review not to be of such outstanding merit as to justify a noncompetitive award. Awards made to applicants "uniquely qualified to provide

proposed training services" pursuant to Section 244 need not be rated outstanding in order to merit award. Although the Act requires peer review for all Part C programs, the final decision whether or not to fund a program rests solely with the OJJDP Administrator. The Administrator will, however, give due consideration to peer review recommendations in the selection of projects for award.

- c. In special circumstances, a grant application may require a second review. When a second review is required, the Administrator will determine whether the panel will be composed of new reviewers, the original reviewers, or a combination of both, depending on the circumstances. Instances wherein a second review might be necessary include the following situations:
- (1) During the course of a review, prejudiced, misleading, or false information was presented to the peer reviewers.
 - (2) A procedural error occurred that resulted in the review process being inconsistent with the program announcement, specific instructions to the applicants, or the OJJDP Peer Review Regulation.

5. DEFINITIONS.

- a. Competition and Peer Review Coordinator is an OJJDP employee designated by the Administrator to oversee all aspects of the peer review process.
- b. Competitive Awards are those made under OJJDP program announcements (published in the Federal Register) that inform the public of the availability of funds for specific purposes and invite formal applications (or, in some instances, pre-applications). The selection criteria to be applied by the peer reviewers are listed in the Federal Register announcement. Applications are reviewed by a Peer Review Panel and recommendations are made to the Administrator.
- c. Division Director is the Director of any one of the following OJJDP divisions: Research and Program Development Division; Special Emphasis Division; State Relations and Assistance Division; or, Training, Dissemination and Technical Assistance Division.
- d. Financial Review refers to review by the Financial Management Grants Assistance Division of the Office of Justice Programs, Office of the Comptroller, to determine that budgeted costs are reasonable, allowable, and cost effective for activities proposed to be undertaken. All applicants must meet OJP standards of fiscal integrity (as described in the current editions of OJP M 7100.1, paragraph 24 and OJP HB 4500.2, chapter 3). This financial review occurs after the

Administrator has made a decision to process the application for an award. The fact that a complete financial review will be conducted by OJP does not obviate the need for the peer reviewers to rate the application's responsiveness to the selection criteria with regard to the budget and cost effectiveness.

- e. Internal Reviewer is an officer or employee of the Department of Justice qualified by experience and expertise to conduct appropriate application/program reviews.
- f. Internal Review Group consists of those internal reviewers selected to review preapplications or applications submitted to OJJDP in response to a competitive program announcement, to review a noncompetitive application(s), or to review and evaluate the recommendations of a Peer Review Panel as part of the internal review process.
- g. Noncompetitive Awards are those made in the absence of program announcements inviting applications. These may include new awards or awards to continue substantially the same activity for a new project period. Awards for a new project period, are routinely described as continuation awards. Noncompetitive applications must be determined to be of outstanding merit by a Peer Review Panel in order to be eligible for funding without competition unless they are training grants to uniquely qualified applicants funded under Section 244 of the Act.
- h. Nontraining Application refers to an application that is not funded under Section 244 of the Act.
- i. Peer Reviewer is an expert selected to advise on the merit of applications submitted for funding. The peer reviewer is an expert in a field related to the subject matter of the proposed program and must not be an officer or employee of the Department of Justice.
- j. Peer Reviewer Recommendations consist of ratings or summary rankings of preapplications or applications for the purpose of making recommendations to the Administrator regarding the selection of applications for funding.
- k. Peer Review Panel consists of three or more experts selected to review, evaluate, and make recommendations with respect to preapplications or applications submitted to OJJDP in response to a competitive program announcement or to review a single noncompetitive application.
- l. Preapplication refers to an abbreviated application or concept paper. Preapplications may be requested in the case of competitive programs for which a large number of applications is expected. Preapplications will be reviewed by OJJDP staff

to eliminate those that fail to meet minimum program requirements, as specified in a program announcement, or clearly lack sufficient merit to qualify as potential candidates for funding consideration. If the Administrator finds it advisable, preapplications may be subjected to the peer review process.

- m. Program Announcement refers to a notice published in the Federal Register that invites applications responsive to a specific program and set of requirements.
- n. Program Manager is an individual member of the OJJDP staff who is directly responsible for the specific application(s) being peer reviewed.
- o. Ranking is an application's relative position, based on summary ratings.
- p. Ratings are scores assigned by individual reviewers based on the application's responsiveness to the selection criteria.
- q. Summary Ratings are the averages of the total scores assigned to each application by each peer reviewer.
- r. Training Applications are those proposals to begin or continue training services to be funded under Part C, Section 244 of the Act.

6. PEER REVIEW PROCEDURES.

- a. Number of Peer Reviewers on Each Panel. The number of reviewers constituting a Peer Review Panel will vary by program (as affected by the volume of applications anticipated or received and the range of expertise required). A minimum of three peer reviewers will review each application.
- b. Peer Reviewer Qualifications. The Administrator of OJJDP selects and approves qualified consultants from a peer review pool to serve as peer reviewers for each application or group of applications. The general criteria to be used by the Administrator in the selection of peer reviewers are:
 - (1) Generalized knowledge of juvenile justice or related fields; and
 - (2) Specialized knowledge in areas or fields addressed by the applications to be reviewed under a particular program.
- c. Peer Review Pool.
 - (1) An OJJDP support contractor maintains a pool of qualified consultants from which peer reviewers shall be selected. Any individual with requisite expertise may be selected

from the pool with approval of the Administrator or his/her designee. This pool is maintained for peer review purposes as well as other technical assistance purposes and includes a sufficient number of experts to meet the Office's peer review needs.

- (2) The Peer Review Pool is managed by an OJJDP support contractor. The consultants are subcontractors employed by the contractor. Consultant experts are continually added to the pool with the goal of including a wide range of expertise, experience, background, and geographic representation. Consultants performing peer review are reimbursed by the support contractor at a flat rate established by the Administrator, OJJDP.
- (3) Individuals wishing to be considered for enrollment in the consultant pool may submit their credentials to the Competition and Peer Review Coordinator, or to the OJJDP support contractor who will evaluate their qualifications for inclusion in the consultant pool. If a panelist subsequently agrees to perform a peer review task and fails to fulfill his/her obligation without substantial justification, the Administrator may request that the support contractor remove the panelist from the Peer Review Pool. Reviewers who fail to satisfactorily complete their assignments will not be reimbursed for their work.

d. Selection of Peer Review Panels.

- (1) The Program Manager may recommend qualified reviewers known to him/her to the support contractor and shall request the support contractor to assist with the nomination process by providing a listing of qualified reviewers in specific topical areas. In all instances, the consultant expert must be enrolled in the Peer Review Pool to be eligible to serve as a panelist.
- (2) The Program Manager, through his/her Division Director, will recommend to the Administrator a group of potential reviewers from the Peer Review Pool. The Administrator may select reviewers from this list, or return the list for the addition of other qualified consultant experts enrolled in the Peer Review Pool. In making the recommendations, the Program Manager will take care to nominate reviewers with specialized areas of expertise applicable to the particular review.
- (3) The Program Manager, with the concurrence of the Division Director, shall submit his/her recommendations via a memorandum to the Administrator. The suggested reviewers should be listed in order of preference and their resumes shall be attached to the approval

memorandum. A copy of the memorandum shall be provided to the Competition and Peer Review Coordinator who will notify the support contractor and the Division Director of the panel composition following the Administrator's approval.

- (4) When considering candidates for a Peer Review Panel, the Program Manager and Division Director should recommend a highly qualified group that represents expertise related to the individual applications under review. Each panel should be structured to provide broad representation and many views on matters under the Peer Review Panel's consideration. Some considerations that should help achieve reasonable balance in Peer Review Panel's are the following:
 - (a) Each member should have expertise in or complementary to the subject area under review.
 - (b) Where possible, the Peer Review Panel should be comprised of a mix of researchers, practitioners, and academicians.
 - (c) Panel members should be drawn from as wide a geographic area as practical.
 - (d) Special attention should be paid to obtaining qualified reviewers from under represented groups such as minorities and women.
 - (e) Where appropriate, the Peer Review Panel should be comprised of a mix of experts from the public and private sectors including community based youth serving organizations.
- (5) The Administrator of OJJDP shall have final selection and approval authority over the appointment of Peer Review Panels.

7. INTERNAL REVIEW.

- a. An internal review of applications or preapplications will be conducted by the Program Manager and/or by other DOJ staff designated by the Administrator.
- b. The first stage of the internal review will determine if the application(s) is in compliance with minimum program and statutory requirements. Applications that do not meet basic requirements will not be forwarded to a Peer Review Panel. Applicants whose proposals are rejected during the first internal review stage will be notified in writing of the reasons for the rejection. (Examples of reasons for first stage rejection may include, but are not limited to:

applications proposing activities other than those called for in the program announcement; applications proposing to serve a target population different than that specified in the program announcement; and applications from agencies or organizations that do not possess the qualifications specified in the program announcement.)

- c. A second internal review takes place after the completion of the external peer review. At this point the Program Manager will prepare a memorandum through the Division Director to the Administrator describing: the review process; the conclusions and recommendations of the reviewers; the scores received by the application(s); any significant problems encountered during the review; suitability of the applicant(s); and significant recommendations for modifying or enhancing the application(s) being recommended for funding. The memorandum will close with a formal recommendation to the Administrator concerning funding. Any problems related to the review process or the applicant's eligibility should immediately be brought to the attention of the Competition and Peer Review Coordinator by the Program Manager.

8. PEER REVIEW.

- a. Peer review may be conducted by mail or in meetings, or through a combination of both. A peer review meeting is the preferred method when practicable. The meetings allow for useful dialogue among the experts, provide an opportunity for the reviewers to seek clarification from the Program Manager concerning program and technical requirements and, through careful monitoring, assure that each application receives equal consideration.
- b. Infrequently, it may be necessary for peer reviewers to make site visits. In all instances OJJDP will determine the necessity of site visits. Should a Peer Review Panel believe that it cannot finalize a recommendation without a site visit, the Peer Review Panel should make a request in writing to the Competition and Peer Review Coordinator who will present the request to the Administrator. The final decision is that of the Administrator.
- c. For peer reviews that involve meetings, Peer Review Panel members will be gathered together for instruction, including a review of the program announcement, selection criteria, and peer review procedures. The Competition and Peer Review Coordinator will provide general oversight for the peer review session. The Program Manager will be available to provide interpretation of the program announcement and, in the case of continuation applications, information concerning a grantee's past performance. The Program Manager will provide objective information concerning the program requirements and the applicant's performance history and shall not reveal

his/her personal bias about the application(s) to the Peer Review Panel. The OJJDP support contractor will provide staff to facilitate and record the meeting and to prepare a summary of the proceedings.

- d. Where time or other relevant factors, such as cost, preclude the convening of a Peer Review Panel meeting, mail reviews, with appropriate instructions, will be used.

9. SELECTION CRITERIA.

- a. All applications will, at a minimum, be rated on the extent to which they meet the following general selection criteria:

- (1) The problem to be addressed by the project is clearly stated;
- (2) The objectives of the proposed project are clearly defined;
- (3) The project design is sound and contains program elements directly linked to the achievement of project objectives;
- (4) The project management structure is adequate to the successful conduct of the project;
- (5) Organizational capability is demonstrated at a level sufficient to successfully support the project; and
- (6) Budgeted costs are reasonable, allowable and cost effective for the activities proposed to be undertaken.

- b. Each competitive program announcement will indicate any additional program-specific review criteria to be considered in the peer review for that program. For noncompetitive applications, criteria may be added to the rating review forms that may address such matters as an applicant's past performance. In instances where supplemental criteria will be added, the applicant will receive written notification of the specific supplemental criteria. The assigned weights for each criterion will be specified in the program announcement, or in the case of noncompetitive applications, the applicant will be notified in writing.

10. SCORING OF APPLICATIONS.

- a. Competitive Applications. For competitive applications, the maximum score on each criterion shall be indicated in the program announcement and the total possible score for all criteria shall equal 100 points. By way of illustration:

- (1) Statement of the problem --- 20 points.

- (2) Definition of objectives --- 20 points.
 - (3) Project design --- 20 points.
 - (4) Management structure --- 15 points.
 - (5) Organizational capability --- 15 points.
 - (6) Reasonableness of costs --- 10 points.
- b. For competitive applications the ratings of the applications will constitute each peer reviewer's recommendation. Summary ratings will be calculated from numerical scores assigned by the individual reviewers to each application according to the selection criteria. The ranking of each application will be based on its summary rating. There will be instances where the ranking does not reflect the majority of ratings of the peer reviewers. In such cases, the Administrator will consider this information in making a selection of an application for funding. The rating categories are as follows:
- (1) (80-100 points). Responsive with no significant revisions required.
 - (2) (65-79 points). Responsive with minor revisions required.
 - (3) (55-64 points). Minimally responsive with major deficiencies that would require extensive correction.
 - (4) (0-54 points). Not responsive.
- c. Noncompetitive Applications. For noncompetitive applications the rating of the application will constitute the peer reviewer's recommendation. The ratings will be calculated from numerical scores assigned by the individual peer reviewers to the application according to the selection criteria. The rating categories for noncompetitive applications are the same as referenced above for competitive applications, as follows:
- (1) (80-100 points). Responsive with no significant revisions required.
 - (2) (65-79 points). Responsive with minor revisions required.
 - (3) (55-64 points). Minimally responsive with major deficiencies that would require extensive correction.
 - (4) (0-54 points). Not responsive.

- d. All nontraining new and continuation applications not submitted in response to a program announcement that receive a rating of 80 or more points from a majority of the reviewers will be considered as having been determined to be of outstanding merit as required by Section 262(B)(i)(II) of the Act.

11. RESULTS OF PEER REVIEW.

- a. Peer review recommendations, in conjunction with the results of internal review, assist the Administrator in the final selection of applications for funding.
- b. In all instances the peer reviewers are encouraged to make suggestions for enhancing the project design.
- c. Occasionally, supplementary reviews are conducted. Supplementary reviews are those performed by peer reviewers which are necessary for particular programs or project applications:
 - (1) To address highly technical aspects of applications which initial Peer Review Panel members are not qualified to address; and
 - (2) In the event of conflicts of interest or other disqualifying circumstance within the Peer Review Panel resulting in an insufficient number of reviews.
- d. Peer review recommendations are advisory only and are binding on the Administrator only as provided by Section 262(d)(1)(B)(i) of the Act or noncompetitive assistance awards to programs determined through peer review not to be of such outstanding merit that an award without competition is justified. In such cases, the determination of whether to issue a competitive program announcement will be the decision of the Administrator.

12. STANDARDS OF CONDUCT. All peer review panelists will be treated as if they are "special Government employees" (18 USC 202 (a)) and, as such, are held to Department of Justice Standards of Conduct (28 C.F.R., Part 45; see appendix 2).

13. CONFLICTS OF INTEREST.

- a. In addition to the general Department of Justice (DOJ) conflict of interest rules set forth in its Standards of Conduct, OJJDP peer reviewer panelists are subject to the following rule with respect to conflict of interest.
- b. It is OJJDP peer review policy to prohibit a Peer Review Panel member from participating in the review of any application when he or she has a real or potential conflict of interest.

Use of individuals shall be avoided where the following situations or relationships are known:

- (1) The peer reviewer has been, or would be, directly involved in the project (e.g., as an advisory board member, a consultant, collaborator, or as a conference speaker whose expenses would be paid from the grant).
 - (2) The peer reviewer is from the same institution or organization as the applicant or was employed there within the past year.
 - (3) The peer reviewer and the applicant have collaborated recently on work related to the proposal.
 - (4) The peer reviewer is under consideration for a position at the applicant's organization or institution.
 - (5) The peer reviewer has served in an official capacity with the applicant's organization within the past year.
 - (6) The peer reviewer's organization has members (or closely affiliated officials; e.g., board of trustees members) who serve in an official capacity with the applicant's organization or institution.
 - (7) The peer reviewer and the applicant have a family relationship.
 - (8) The peer reviewer and the project director or other key personnel identified in the application have been related as a student and thesis advisor or post-doctoral advisor.
 - (9) The peer reviewer and applicant are known to be close friends or open antagonists.
 - (10) The peer reviewer has a proposal planned for submission or currently under review within the same subject area.
 - (11) The peer reviewer has had a recent declination, substantial budget reduction, or other unfavorable action from the OJJDP.
 - (12) The peer reviewer is currently directly involved in a closely associated project.
- c. The above situations should be considered by the Program Manager before an individual peer reviewer is recommended to serve on a peer review panel and by the panelist before he/she accepts an invitation to serve on a specific review. Should a conflict of interest, or the appearance of a conflict of interest, develop after the individual has been selected, it should be brought to the attention of the Competition and Peer

Review Coordinator by the Program Manager, Division Director, OJJDP support contractor, or the peer reviewer.

- d. During the course of a review, should a peer reviewer have any question that he/she may have a conflict or an appearance of a conflict, the reviewer should immediately notify the Competition and Peer Review Coordinator, or the support contractor's representative assigned to facilitate the review.
14. CONFIDENTIALITY. Peer Review Panel members, OJJDP staff, and the support contractor must treat as absolutely confidential all application materials, reviewer identities, comments, deliberations, and recommendations of the Peer Review Panel. Panelists are prohibited from providing any information about the Peer Review Panelist's deliberations or recommendations to any one. Application materials and information about the Peer Review Panelist's discussion or recommendations on particular applications must not be divulged to, or discussed with, any persons not involved in the review process. Should a Peer Review Panel member receive a request for application materials or information about panel discussions or recommendations, the reviewer must notify the Competition and Peer Review Coordinator. Any persons requesting information about the review process, or about a specific application, should be referred to the Competition and Peer Review Coordinator.
15. INFORMING PEER REVIEWERS OF ACTION. OJJDP staff workloads normally preclude routine notice to each reviewer of the action taken on specific proposals. Peer reviewer inquiries should be addressed in writing to the OJJDP Program Manager. An information copy should be forwarded by the Program Manager to the Competition and Peer Review Coordinator.
16. INFORMING APPLICANTS OF PEER REVIEWER COMMENTS. Unsuccessful applicants will receive (on their proposal only) either a summary of panelist comments which specify application deficiencies, or copies of panelist rating and comment sheets (with panelist identification removed). When summaries are provided initially, copies of panelist rating and comment sheets will be provided if an applicant specifically requests these documents. Likewise, successful applicants may receive both summaries of panelist comments and verbatim copies of peer reviews (excluding panelist identification). Requests for peer reviewer's comments should be submitted in writing to the Program Manager. An information copy should be forwarded by the Program Manager to the Competition and Peer Review Coordinator.
17. COMPENSATION. All peer reviewers will be eligible to be paid a consultant fee in accordance with Par. 6c.(2) of this Guideline. In addition, peer review panelists will be eligible for reimbursement for travel expenses, including per diem in lieu of subsistence, as authorized by Section 5703 of Title 5, United States Code. Vouchers and any other necessary reimbursement

forms will be provided to the reviewers by the support contractor.

18. MANAGEMENT OF THE PEER REVIEW PROCESS. A technical support contractor will assist the OJJDP Program Manager in managing the peer review process. In addition to providing assistance during the peer review meeting, the support contractor will procure the meeting site, record and summarize the meeting, and reimburse the panelists for travel, lodging, and consulting fees.



ROBERT W. SWEET, JR.

Administrator

Office of Juvenile Justice and Delinquency Prevention

APPENDIX 1. OJJDP COMPETITION AND PEER REVIEW PROCEDURES; FINAL
COMPETITION AND REVIEW REGULATION

Final
Competition
and
Peer
Review
Regulation

Tuesday
September 25, 1990

Part II

Department of
Justice

Office of Juvenile Justice and
Delinquency Prevention

28 CFR Part 34
OJJDP Competition and Peer Review
Procedures; Final Competition and
Review Regulation

OCT 15 1990

APPENDIX 1. (CONT'D)

35234 Federal Register / Vol. 55, No. 186 / Tuesday, September 25, 1990 / Rules and Regulations

DEPARTMENT OF JUSTICE

Office of Juvenile Justice and
Delinquency Prevention

28 CFR Part 34

OJJDP Competition and Peer Review
ProceduresAGENCY: Office of Justice Programs,
Office of Juvenile Justice and
Delinquency Prevention.ACTION: Final competition and peer
review regulation.

SUMMARY: The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has revised its competition and peer review regulation, originally published at 50 FR 31361, August 2, 1985, and codified at 28 CFR part 34, to implement the expanded competition and peer review requirements of section 262(d) of the Juvenile Justice and Delinquency Prevention Act of 1974, 42 U.S.C. 5601 *et seq.*, as amended by the Juvenile Justice and Delinquency Prevention Amendments of 1988, subtitle F of title VII of Public Law 100-690, November 18, 1988 (hereinafter "Act"). The regulation governs the award of categorical grant funds under part C—National Programs, of the Act.

EFFECTIVE DATE: This regulation is effective on September 25, 1990.

FOR FURTHER INFORMATION CONTACT: Roberts Dorn, Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC 20531. Telephone: (202) 307-0088.

SUPPLEMENTARY INFORMATION: The following supplementary information is provided.

Background Information

A proposed rule was published in the Federal Register on February 7, 1989, for public comment. No comments were received. This final regulation is essentially the same as the proposed rule. However, the "Peer Review Manual" referenced in the proposed rule is hereinafter known as the "Peer Review Guideline" in conformity with the directives system of the Office of Justice Programs. Copies of "Guideline" are available upon request from the Office of the Administrator, 833 Indiana Avenue, NW, Washington, DC 20531.

This regulation implements the competition and peer review requirements added to OJJDP's categorical assistance programs by the Juvenile Justice and Delinquency Prevention Amendments of 1988, subtitle F of title VII of Public Law 100-690, November 18, 1988. These

amendments consolidated OJJDP's title II categorical programs in part C of the Act. Previously, title II contained different, or had no, competition and peer review requirements for each of the three categorical programs established in parts A, B and C of title II. Now, pursuant to section 262(d), competition and peer review requirements have been standardized for all categorical programs funded under part C—National Programs. The technical assistance and training program authority, which had been in part A, is now incorporated in part C, subpart I. Special Emphasis Prevention and Treatment Programs which had been under part B, subpart II, are now covered under subpart II of part C. The National Institute for Juvenile Justice and Delinquency Prevention programs remain in part C under subpart I. The retitled part C consolidates all these categorical programs, and all part C funds are governed by this revised regulation unless expressly excluded. (See § 34.2.)

Executive Order 12291

This announcement does not constitute a "major" rule as defined by Executive Order 12261 because it does not result in: (a) An effect on the economy of \$100 million or more, (b) a major increase in any costs or prices, or (c) adverse effects on competition, employment, investment, productivity, or innovation among American enterprises.

Regulatory Flexibility Act

This rule does not have "significant" economic impact on substantial number of small "entities", as defined by the Regulatory Flexibility Act (Pub. L. 96-354).

Paperwork Reduction Act

There are no collection of information requirements contained in this regulation required to be submitted to the Office of Management and Budget for review under the Paperwork Reduction Act, 44 U.S.C. 3504(h).

List of Subjects in 28 CFR Part 34

Grant programs, Juvenile delinquency.

Accordingly, title 28 Code of Federal Regulations, part 34, is revised to read as follows:

**PART 34—OJJDP COMPETITION AND
PEER REVIEW PROCEDURES****Subpart A—Competition**

Sec.

- 34.1 Purpose and applicability.
34.2 Exceptions to applicability.

Sec.

- 34.3 Selection criteria.
34.4 Additional competitive application requirements and procedures.

Subpart B—Peer Review

- 34.100 Purpose and applicability.
34.101 Exceptions to applicability.
34.102 Peer review procedures.
34.103 Definition.
34.104 Use of peer review.
34.105 Peer review methods.
34.106 Number of peer reviewers.
34.107 Use of Department of Justice staff.
34.108 Selection of reviewers.
34.109 Qualifications of peer reviewers.
34.110 Management of peer reviews.
34.111 Compensation.

**Subpart C—Emergency Expedited Review
[Reserved]**

Authority: Juvenile Justice and Delinquency Prevention Act of 1974, as amended, (42 U.S.C. 5601 *et seq.*).

Subpart A—Competition**§ 34.1 Purpose and applicability.**

(a) This subpart of the regulation implements section 262(d)(1) (A) and (B) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 U.S.C. 5601 *et seq.*). This provision requires that project applications, selected for categorical assistance awards under part C—National Programs shall be selected through a competitive process established by rule by the Administrator, OJJDP. The statute specifies that this process must include announcement in the Federal Register of the availability of funds for assistance programs, the general criteria applicable to the selection of applications for assistance, and a description of the procedures applicable to the submission and review of assistance applications.

(b) This subpart of the regulation applies to all grant, cooperative agreement, and other assistance awards selected by the Administrator, OJJDP, or the Administrator's designee, under part C—National Programs, of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, except as provided in the exceptions to applicability set forth below.

§ 34.2 Exceptions to applicability.

The following are assistance and procurement contract award situations that OJJDP considers to be outside the scope of the section 262(d)(1) competition requirement:

(a) Assistance awards to initially fund or continue projects if the Administrator has made a written determination that the proposed program is not within the scope of any program announcement expected to be issued, is otherwise eligible for an award, and the proposed

APPENDIX 1. (CONT'D)

Federal Register / Vol. 55, No. 188 / Tuesday, September 25, 1990 / Rules and Regulations 39235

project is of such outstanding merit, as determined through peer review under subpart B of this part, that an assistance award without competition is justified (section 262(d)(1)(B)(i));

(b) Assistance awards to initially fund or continue training services to be funded under part C, section 244, if the Administrator has made a written determination that the applicant is uniquely qualified to provide proposed training services and other qualified sources are not capable of providing such services (section 262(d)(1)(B)(ii));

(c) Assistance awards of funds transferred to OJJDP by another Federal agency to augment authorized juvenile justice programs, projects, or purposes;

(d) Funds transferred to other Federal agencies by OJJDP for program purposes as authorized by law;

(e) Procurement contract awards which are subject to applicable Federal laws and regulations governing the procurement of goods and services for the benefit and use of the government;

(f) Assistance awards from the 5% "set aside" of Special Emphasis funds under section 251(e); and

(g) Assistance awards under section 241(f).

§ 34.3 Selection criteria.

(a) All individual project applications will, at a minimum, be subject to review based on the extent to which they meet the following general selection criteria:

(1) The problem to be addressed by the project is clearly stated;

(2) The objectives of the proposed project are clearly defined;

(3) The project design is sound and contains program elements directly linked to the achievement of project objectives;

(4) The project management structure is adequate to the successful conduct of the project;

(5) Organizational capability is demonstrated at a level sufficient to successfully support the project; and

(6) Budgeted costs are reasonable, allowable and cost effective for the activities proposed to be undertaken.

(b) The general selection criteria set forth under paragraph (a) of this section, may be supplemented for each announced competitive program by program-specific selection criteria for the particular part C program. Such announcements may also modify the general selection criteria to provide greater specificity or otherwise improve their applicability to a given program. The relative weight (point value) for each selection criterion will be specified in the program announcement.

§ 34.4 Additional competitive application requirements and procedures.

(a) *Applications for grants.* Any applicant eligible for assistance may submit on or before such submission deadline date or dates as the Administrator may establish in program announcements, an application containing such pertinent information and in accordance with the forms and instructions as prescribed therein and any additional forms and instructions as may be specified by the Administrator. Such application shall be executed by the applicant or an official or representative of the applicant duly authorized to make such application and to assume on behalf of the applicant the obligations imposed by law, applicable regulations, and any additional terms and conditions of the assistance award. The Administrator may require any applicant eligible for assistance under this subpart to submit a preliminary proposal for review and approval prior to the acceptance of an application.

(b) *Cooperative arrangements.* (1) When specified in program announcements, eligible parties may enter into cooperative arrangements with other eligible parties, including those in another State, and submit joint applications for assistance.

(2) A joint application made by two or more applicants for assistance may have separate budgets corresponding to the programs, services and activities performed by each of the joint applicants or may have a combined budget. If joint applications present separate budgets, the Administrator may make separate awards, or may award a single assistance award authorizing separate amounts for each of the joint applicants.

(c) *Evaluation of applications submitted under part C of the Act.* All applications filed in accordance with § 34.1 of this subpart for assistance with part C—National Programs funds shall be evaluated by the Administrator through OJJDP and other DOJ personnel (internal review) and by such experts or consultants required for this purpose that the Administrator determines are specially qualified in the particular part C program area covered by the announced program (peer review). Supplementary application review procedures, in addition to internal review and peer review, may be used for each competitive part C program announcement. The program announcement shall clearly state the application review procedures (peer review and other) to be used for each competitive part C program announcement.

(d) *Applicant's performance on prior award.* When the applicant has previously received an award from OJJDP or another Federal agency, the applicant's noncompliance with requirements applicable to such prior award as reflected in past written evaluation reports and memoranda on performance, and the completeness of required submissions, may be considered by the Administrator. In any case where the Administrator proposes to deny assistance based upon the applicant's noncompliance with requirements applicable to a prior award, the Administrator shall do so only after affording the applicant reasonable notice and an opportunity to rebut the proposed basis for denial of assistance.

(e) *Applicant's fiscal integrity.* Applicants must meet OJP standard of fiscal integrity (see OJP M 7103.1C, par. 24 and OJP HB 4500.2B, par. 43 a and b).

(f) *Disposition of applications.* On the basis of competition and applicable review procedures completed pursuant to this regulation, the Administrator will either:

(1) Approve the application for funding, in whole or in part, for such amount of funds, and subject to such conditions as the Administrator deems necessary or desirable for the completion of the approved project;

(2) Determine that the application is of acceptable quality for funding, in that it meets minimum criteria, but that the application must be disapproved for funding because it did not rank sufficiently high in relation to other applications approved for funding to qualify for an award based on the level of funding allocated to the program; or

(3) Reject the application for failure to meet the applicable selection criteria at a sufficiently high level to justify an award of funds, or for other reason which the Administrator deems compelling, as provided in the documentation of the funding decision.

(g) *Notification of disposition.* The Administrator will notify the applicant in writing of the disposition of the application. A signed Grant/Cooperative Agreement form will be issued to notify the applicant of an approved project application.

(h) *Effective date of approved grant.* Federal financial assistance is normally available only with respect to obligations incurred subsequent to the effective date of an approved assistance project. The effective date of the project will be set forth in the Grant/Cooperative Agreement form. Recipients may be reimbursed for costs resulting from obligations incurred before the

OCT 15 1990

APPENDIX 1. (CONT'D)

59236 Federal Register / Vol. 55, No. 186 / Tuesday, September 25, 1990 / Rules and Regulations

effective date of the assistance award, if such costs are authorized by the Administrator in the notification of assistance award or subsequently in writing, and otherwise would be allowable as costs of the assistance award under applicable guidelines, regulations, and award terms and conditions.

Subpart B—Peer Review**§ 34.100 Purpose and applicability.**

(a) This subpart of the regulation implements section 282(d)(2) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. This provision requires that projects funded as new or continuation programs selected for categorical assistance awards under part C—National Programs shall be reviewed before selection and thereafter as appropriate through a formal peer review process. Such process must utilize experts (other than officials and employees of the Department of Justice) in fields related to the technical and/or subject matter of the proposed program.

(b) This subpart of the regulation applies to all applications for grants, cooperative agreements, and other assistance awards selected by the Administrator, OJJDP, for funding under part C—National Programs that are being considered for competitive and noncompetitive (including continuation) awards to begin new project periods, except as provided in the exceptions to applicability set forth below.

§ 34.101 Exceptions to applicability.

The assistance and procurement contract situations specified in § 34.2 (c), (d), (e), (f), and (g) of subpart A of this part are considered by OJJDP to be outside the scope of the section 282(d) peer review requirement as set forth in this subpart.

§ 34.102 Peer review procedures.

The OJJDP peer review process is contained in an OJJDP "Peer Review Guideline," developed in consultation with the Directors and other appropriate officials of the National Science Foundation and the National Institute of Mental Health. In addition to specifying substantive and procedural matters related to the peer review process, the "Guideline" addresses such issues as standards of conduct, conflict of interest, compensation of peer reviewers, etc. The "Guideline" describes a process that evolves in accordance with experience and opportunities to effect improvements. The peer review process for all part C—National Programs assistance awards

subject to this regulation will be conducted in a manner consistent with this subpart as implemented in the "Peer Review Guideline".

§ 34.103 Definition.

Peer review means the technical and programmatic evaluation by a group of experts (other than officers and employees of the Department of Justice) qualified by training and experience to give expert advice, based on selection criteria established under subpart A of this part, in a program announcement, or as established by the Administrator, on the technical and programmatic merit of assistance.

§ 34.104 Use of peer review.

(a) *Peer review for competitive and noncompetitive applications.* (1) For competitive applications, each program announcement will indicate the program specific peer review procedures and selection criteria to be followed in peer review for that program. In the case of competitive programs for which a large number of applications is expected, preapplications (concept papers) may be required. Preapplications will be reviewed by qualified OJJDP staff to eliminate those pre-applications which fail to meet minimum program requirements, as specified in a program announcement, or clearly lack sufficient merit to qualify as potential candidates for funding consideration. The Administrator may subject both pre-applications and formal applications to the peer review process.

(2) For noncompetitive applications, the general selection criteria set forth under subpart A of this part may be supplemented by program specific selection criteria for the particular part C program. Applicants for noncompetitive continuation awards will be fully informed of any additional specific criteria in writing.

(b) When formal applications are required in response to a program announcement, an initial review will be conducted by qualified OJJDP staff, in order to eliminate from peer review consideration applications which do not meet minimum program requirements. Such requirements will be specified in the program announcement. Applications determined to be qualified and eligible for further consideration will then be considered under the peer review process.

(c) Ratings will be in the form of numerical scores assigned by individual peer reviewers as illustrated in the OJJDP "Peer Review Guideline." The results of peer review under a competitive program will be a relative aggregate ranking of applications in the

form of "Summary Ratings." The results of peer review for a noncompetitive new or continuation project will be in the form of numerical scores based on criteria established by the Administrator.

(d) Peer review recommendations, in conjunction with the results of internal review and any necessary supplementary review, will assist the Administrator's consideration of competitive, noncompetitive, applications and selection of applications for funding.

(e) Peer review recommendations are advisory only and are binding on the Administrator only as provided by section 282(d)(B)(i) for noncompetitive assistance awards to programs determined through peer review not to be of such outstanding merit that an award without competition is justified. In such case, the determination of whether to issue a competitive program announcement will be subject to the exercise of the Administrator's discretion.

§ 34.105 Peer review methods.

(a) For both competitive and noncompetitive applications, peer review will normally consist of written comments provided in response to the general selection criteria established under subpart A of this part and any program specific selection criteria identified in the program announcement or otherwise established by the Administrator, together with the assignment of numerical values. Peer review may be conducted at meetings with peer reviewers held under OJJDP oversight, through mail reviews, or a combination of both. When advisable, site visits may also be employed. The method of peer review anticipated for each announced competitive program, including the evaluation criteria to be used by peer reviewers, will be specified in each program announcement.

(b) When peer review is conducted through meetings, peer review panelists will be gathered together for instruction by OJJDP, including review of the OJJDP "Peer Review Guideline". OJJDP will oversee the conduct of individual and group review sessions, as appropriate. When time or other factors preclude the convening of a peer review panel, mail reviews will be used. For competitive programs, mail reviews will be used only where the Administrator makes a written determination of necessity.

§ 34.106 Number of peer reviewers.

The number of peer reviewers will vary by program (as affected by the volume of applications anticipated or

OCT 15 1990

APPENDIX 1. (CONT'D)

Federal Register / Vol. 55, No. 186 / Tuesday, September 25, 1990 / Rules and Regulations 39237

received). OJJDP will select a minimum of three peer reviewers (qualified individuals who are not officers or employees of the Department of Justice) for each program or project review in order to ensure a diversity of backgrounds and perspectives. In no case will fewer than three reviews be made of each individual application.

§ 34.107 Use of Department of Justice staff.

OJJDP will use qualified OJJDP and other DOJ staff as internal reviewers. Internal reviewers determine applicant compliance with basic program and statutory requirements, review the results of peer review, and provide overall program evaluation and recommendations to the Administrator.

§ 34.108 Selection of reviewers.

The Program Manager, through the Director of the OJJDP program division with responsibility for a particular

program or project will propose a selection of peer reviewers from an extensive and varied pool of juvenile justice and delinquency prevention experts for approval by the Administrator. The selection process for peer reviewers is detailed in the OJJDP "Peer Review Guideline".

§ 34.109 Qualifications of peer reviewers.

The general reviewer qualification criteria to be used in the selection of peer reviewers are:

- (a) Generalized knowledge of juvenile justice or related fields; and
 - (b) Specialized knowledge in areas or disciplines addressed by the applications to be reviewed under a particular program.
 - (c) Must not have a conflict of interest (see OJP M7100.1C, par. 94).
- Additional details concerning peer reviewer qualifications are provided in the OJJDP "Peer Review Guideline".

§ 34.110 Management of peer reviews.

A technical support contractor may assist in managing the peer review process.

§ 34.111 Compensation.

All peer reviewers will be eligible to be paid according to applicable regulations and policies concerning consulting fees and reimbursement for expenses. Detailed information is provided in the OJJDP "Peer Review Guideline".

Subpart C—Emergency Expedited Review—(Reserved)

Dated: August 29, 1990.

Robert W. Sweet, Jr.,

Administrator, Office of Juvenile Justice and Delinquency Prevention.

[FR Doc. 90-22832 Filed 9-24-90; 8:45 am]
BILLING CODE 4410-12-M

Appendix C.

Certifications



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.610—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Appendix D.

Contact Lists

State Advisory Groups

As required under section 223(A)(1) of the Juvenile Justice and Delinquency Prevention Act, States wishing to receive Formula Grants must submit a plan for carrying out the Act's purposes. To carry out this provision, each State's Governor designates a State agency to supervise the preparation and administration of the plan. In addition, section 223(A)(3) requires the designation of an advisory group, which may also serve as the supervisory board, for this State agency.

The State Advisory Groups (SAG's) consist of volunteers who have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. They include locally elected officials; representatives of local government such as law enforcement, juvenile justice agencies, judges, social services, and education; and representatives of private organizations and business groups employing youth. Membership is also opened to counsel for children and youth, public recreation service providers, private youth development workers, volunteers who work with delinquents and at-risk youth, and individuals with special experience in problems related to school violence and vandalism, alternatives to suspension and expulsion, emotional difficulties, child abuse and neglect, and youth violence.

SAG responsibilities include advising the Governor and legislature on juvenile justice issues (including compliance with the requirements of the Act), developing a comprehensive State juvenile justice plan, reviewing and awarding grants, and reviewing the progress and accomplishments of programs under their plans. With the reauthorization of the Juvenile Justice and Delinquency Prevention Act in October 1984, SAG's were assigned the additional responsibility of advising the President, Congress, and the Administrator of the Office of Juvenile Justice and Delinquency Prevention on juvenile justice matters.

Alabama

Joseph Thomas, Chair
State Advisory Group
617 Valley Trail
Warrior, AL 35180
(205) 833-2158
(205) 836-4940 (Fax)
(205) 647-4472 (Home)

Alaska

Thomas H. Begich, Chair
Alaska Juvenile Justice Committee
P.O. Box 142711
Anchorage, AK 99514
(907) 274-2135 (Home)
(907) 274-6251 (Fax)

American Samoa

Faiatui Laolagi, Chair
Criminal Justice Planning Agency
American Samoa Government
Pago Pago, AS 96799
011-684-633-5221
011-684-633-1100 (Fax)

Arizona

John B. Shadegg, Chair
Law Offices of John B. Shadegg
2045 East Missouri Avenue A
Phoenix, AZ 85021
(602) 955-7358
(602) 542-4644 (Fax)
(602) 942-8503 (Home)

Overnight mailing:
Arizona Juvenile Justice Advisory Council
c/o Blue Cross and Blue Shield
2444 West Las Palmaritas
Phoenix, AZ 85021

Arkansas

LaVonda Taylor
1021 Cherry Lane
West Memphis, AR 72301
(501) 735-2187
(501) 735-1450 (Fax)

California

Robert O. Price, Chair
State Advisory Group on Juvenile Justice and
Delinquency Prevention
2900 Crest Drive
Bakersfield, CA 93306
(805) 871-2183 (Home/Fax)

Colorado

Joe Higgins, Chair
Partners
735 South Avenue
Grand Junction, CO 81501
(303) 245-5555
(303) 245-7411 (Fax)

Connecticut

Richard W. Dyer, Chair
Juvenile Justice Advisory Committee
773 Main Street
Manchester, CT 06040
(203) 643-1136
(203) 643-5773 (Fax)

Delaware

James E. Ligouri, Chair
Juvenile Justice Advisory Group
c/o Hudson and Jones
225 South State Street
Dover, DE 19901
(302) 734-7401
(302) 734-7401 (Fax)

District of Columbia

Thomas Lewis, Chair
Juvenile Justice Advisory Group
c/o The Fishing School
P.O. Box 60674
Washington, DC 20039
(202) 882-0886
(202) 797-2198 (Fax)
(202) 882-0885 (Emergency)

Overnight mailing:
6110 Seventh Place NW.
Washington, DC 20011

Florida

Sheldon Gusky, Director, Chair
Governor's Juvenile Justice and
Delinquency Prevention Advisory
Committee
c/o Florida Public Defenders Coordinating Office
P.O. Box 11057
Tallahassee, FL 32302
(904) 488-6850
(904) 488-4720 (Fax)

Overnight mailing:
311 South Calhoun Street, Room 204
Tallahassee, FL 32302

Georgia

Joy Ann Maxey
605 Lenox Way NE.
Atlanta, GA 30324
(404) 261-2666
(404) 261-2669 (Fax)
(404) 231-2226 (Home)

Guam

Patrick M. Wolff, Chair
P.O. Box CE
Agana, GU 96910
011-671-472-4248
011-671-649-7502 (Fax)

Hawaii

Judy Sakai
Hale Kipa Youth Services
2006 McKinley Street
Honolulu, HI 96822
(808) 955-2248
(808) 942-0125 (Fax)

Idaho

Michael Jones, Chair
Idaho Youth Ranch
P.O. Box 8538
Boise, ID 83707
(208) 377-2613
(208) 377-2819 (Fax)

Overnight mailing:
7025 Emerald
Boise, ID 83707

Illinois

Dallas C. Ingemunson
226 South Bridge Street
P.O. Box 578
Yorkville, IL 60560
(708) 553-4157
(708) 553-4204 (Fax)

Indiana

Gaye Shula, Chair
Indiana Juvenile State Advisory Group
4137 North Meridian
Indianapolis, IN 46208
(317) 283-5392
(317) 232-4979 (Fax)

Iowa

Allison Fleming, Chair
Juvenile Justice Advisory Council
5822 North Waterbury Road
Des Moines, IA 50312
(515) 279-5781

Kansas

Sue Lockett, Chair
3751 Worwick Town Road
Topeka, KS 66610
(913) 232-2777
(913) 354-7739 (Fax)

Kentucky

Allen Button, Chair
Juvenile Justice Commission
635 West Main Street
Louisville, KY 40202
(502) 585-2100
(502) 585-2119 (Fax)

Louisiana

Bernardine Hall, Chair
Executive Director
Juvenile Justice and Delinquency Prevention
Advisory Board
c/o Youth House of Ouachita, Inc.
101 Ludwig Street
West Monroe, LA 71291
(318) 323-6644
(318) 323-6711 (Fax)
(318) 343-5905 (Home)

Maine

Michael Saucier, Chair
Juvenile Justice Advisory Group
c/o Thompson and Bowie
4 Canal Plaza, Fourth Floor
Portland, ME 04112
(207) 774-2500
(207) 774-3591 (Fax)
(207) 773-2866 (Home)

Maryland

George Rasin, Chair
Juvenile Justice Advisory Council
800 Southerly Road
Edenwald Apartment 713
Towson, MD 21204
(410) 339-6473 (Home)

Massachusetts

Elaine Riley, Chair
495 Revere Beach Boulevard
Revere, MA 02151
(617) 284-2853 (Home)

Michigan

Vicki Neiberg, Chair
Michigan Committee on Juvenile Justice
1615 Roseland
East Lansing, MI 48823
(517) 351-4419
(517) 351-0598 (Fax)

Minnesota

Barbara Swanson, Chair
Youth Services Bureau
407 South Lake Street
Forest Lake, MN 55025
(612) 464-3685
(612) 464-3687 (Fax)

Mississippi

Margaret Hall
109 Glen Eagle
Oxford, MS 38655
(601) 236-1570 (Home)

Missouri

Lynn Lyss, Chair
Juvenile Justice Advisory Group
721 South Central
Clayton, MO 63105
(314) 725-3799
(314) 725-3899 (Fax)

Montana

Randy Bellingham
P.O. Box 2559
Billings, MT 59103
(406) 248-7731
(406) 248-7889 (Fax)

Nebraska

Kathy B. Moore, Chair
Voices for Children
14643 Grover Street
Omaha, NE 68144
(402) 334-1194
(402) 334-2165 (Fax)

Nevada

Diane Mercier, Chair
Governor's State Juvenile Justice Advisory Group
834 Willow Street
Reno, NV 89502
(702) 323-6766 (Messages)

New Hampshire

Talu Robertson
Education Department
Antioch New England Graduate School
Roxberry School
Keene, NH 03431
(603) 357-3122, extension 359
(603) 257-0718 (Fax)

New Jersey

B. Thomas Leahy, Vice Chair
Governor's Juvenile Justice and Delinquency
Prevention Committee
2 East Maple Avenue
Bound Brook, NJ 08805
(908) 356-0001 (Home)

New Mexico

Betty Downes, Chair
Juvenile Justice Advisory Committee
Route 19, Box 45
Santa Fe, NM 87505
(505) 983-2058
(505) 983-6567 (Fax)

New York

Ralph Fedullo, Chair
Executive Director
Juvenile Justice Advisory Group
c/o St. Anne Institute
160 North Main Street
Albany, NY 12206
(518) 489-7411
(518) 489-1208 (Fax)

North Carolina

Linda Hayes
Country Club Drive
Route 4, Box 829
Dunn, NC 28334
(919) 892-2178
(919) 891-1198 (Fax)

North Dakota

Mark Johnson, Chair
Executive Director
Juvenile Justice and Delinquency Prevention
State Advisory Group
c/o North Dakota Association of Counties
P.O. Box 417
425 North Fifth Street
Bismarck, ND 58502
(701) 258-4481
(701) 258-2469 (Fax)

Northern Mariana Islands

Donald Barcinas
Commonwealth of the Northern Mariana Islands
Youth Advisory Council
P.O. Box 73-CHRB
Saipan, MP 96950
011-607-322-9350 or 0838
011-607-322-6311 (Fax)

Ohio

Donald Lee Swain, Chair
Governor's Council on Criminal Justice
D. L. Swain and Associates
1210 Westminster Drive
Cincinnati, OH 45229
(513) 242-7768

Oklahoma

Susan Morris, Chair
Youth and Family Resource Center
326 West 11th Street
Shawnee, OK 74801
(405) 275-3340
(405) 275-3343 (Fax)
(405) 275-4975 (Home)

Oregon

Merri Souther Wyatt
Oregon Community Children and Youth Services
Commission
2644 Northeast Alameda
Portland, OR 97212
(503) 284-4430 (Home)

Pennsylvania

Ian Lennox, Chair
Juvenile Justice Advisory Committee
Citizens Crime Commission of Delaware Valley
1518 Walnut Street, Room 507
Philadelphia, PA 19102
(215) 546-0800
(215) 546-9797 (Fax)

Puerto Rico

Victor I. Garcia-Toro, Chair
Urbanizacion El Paraiso
131 Calle Wilo
Rio Piedras, PR 00926
(809) 751-9031 (Home)

Republic of Palau

Fumio Rengil
P.O. Box 339
Koror, Republic of Palau 96940
(608) 488-1218
(608) 488-1662 (Fax)

Rhode Island

Robin Hoffman
Salve Regina University
105 O'Hare
Newport, RI 02840
(401) 847-6650, extension 3277

South Carolina

Vacant

South Dakota

Richard Tieszen, Chair
South Dakota Youth Advocacy Project
222 East Capitol Avenue
Pierre, SD 57501
(605) 224-1500
(605) 224-1600 (Fax)

Tennessee

Gerald Stow, Chair
Tennessee Commission on Children and Youth
5001 Maryland Way
Brentwood, TN 37027
(615) 371-2000
(615) 371-2069 (Fax)

Texas

Raul Garcia, Chair
Governor's Juvenile Justice and Delinquency
Prevention Advisory Board
3209 Rock Brooke
San Angelo, TX 76904
(915) 944-5437
(915) 942-4797 (Fax)

Utah

Jan W. Arrington, Chair
Utah Board of Juvenile Justice and Delinquency
Prevention
586 North 200 East
Farmington, UT 84025
(801) 626-3800
(801) 451-2662 (Home)

Vermont

William Mikell
P.O. Box 587
444 South Union Street
Burlington, VT 05401
(802) 658-3337
(802) 658-4293 (Fax)

Virgin Islands

Sheila Schulerbrandt, Chair
Juvenile Justice and Delinquency
Program Advisory Board
Law Enforcement Planning Committee
Office of the Governor
P.O. Box 982
St. Thomas, VI 00802
(809) 776-0166
(809) 776-2126 (Home)

Virginia

J. Barrett Jones, Chair
Virginia Juvenile Justice Advisory Committee
917 East Jefferson Street, Room 100
Charlottesville, VA 22901
(804) 979-1142
(804) 296-1209 (Fax)

Washington

Mary Ann Murphy, Chair
Manager, Governor's Juvenile
Justice Advisory Committee
c/o Regional Center for Child
Abuse and Neglect
Deaconess Medical Center
P.O. Box 248
Spokane, WA 99210
(509) 623-7501
(509) 624-2816 (Fax)

Overnight mailing:
West 604 Sixth Avenue
Spokane, WA 99204

West Virginia

Robert D. Kerns, Chair
Juvenile Justice Subcommittee on the Governor's
Comm. on Crime, Delinquency and
Correction
906 Charlotte Place
Charleston, WV 25314
(304) 343-7858

Wisconsin

Kathy M. Arthur, Chair
Governor's Juvenile Justice Committee
1924 Forrest Street
Wauwatosa, WI 53213
(414) 785-0320
(414) 785-1729 (Fax)
(414) 774-7461 (Home)

Wyoming

William Murray, Chair
1208 Renshaw, Unit A
Laramie, WY 82070
(307) 742-5160

Steering Committee:

Farrell Lines, Chair
P.O. Box 987
300 Central SW., Room 3000
Albuquerque, NM 87103

Susan Morris
Youth and Family Resource Center
326 West 11th Street
Shawnee, OK 74801

Michael E. Saucier
c/o Thompson and Bowie
4 Canal Plaza, Fourth Floor
Portland, ME 04112

Elizabeth Clarke
Illinois Juvenile Justice Commission
100 West Randolph
Suite 5-500
Chicago, IL 60601

Allison Fleming
Juvenile Justice Advisory Council
5822 North Waterbury Road
Des Moines, IA 50312

Kellee Ann Smart
Benton/Franklin Juvenile Justice Center
5606 West Canal Place
Kennewick, WA 99336

Henry Crawford
125 Prospect Street, Room 4A
Stamford, CT 06901

Frank Burcham
541 Hillsboro Street
Farmington, MO 63640

Joseph Thomas
617 Valley Trail
Warrior, AL 35810

Robert Price
2900 Crest Drive
Bakersfield, CA 93306

Robert J. Baughman
1211 Connecticut Avenue NW., Suite 414
Washington, DC 20036

Criminal Justice Councils

Criminal Justice Councils are mandated by the Juvenile Justice and Delinquency Prevention Act of 1974 as amended, subpart II, section 262(b)(5)(6)(7) and designated by the Governor of each State. The purpose of each State's Criminal Justice Council is to act as the sole agency for supervising the preparation and administration of the Juvenile Justice and Delinquency Prevention Act State plan. Each council has the authority to implement the plan in conjunction with the State Advisory Group and to award Office of Juvenile Justice and Delinquency Prevention State Formula Grant funds.

Alabama

Gene Anderson
Director
Department of Economic and Community Affairs
401 Adams Avenue
P.O. Box 5690
Montgomery, AL 36103-5690
(205) 242-5891
(205) 242-5515 (Fax)

Alaska

Theodore Mala
Director
Department of Health and Social Services
Division of Family and Youth Services
P.O. Box 110630
Juneau, AK 99811-0630
(907) 465-3191
Overnight:
350 Main Street, Fourth Floor
Juneau, AK 99811-0630

American Samoa

Amitoelau J. Masei
Director
Criminal Justice Planning Agency
Government of American Samoa
P.O. Box 3760
Pago Pago, American Samoa 96799
011-684-633-5221 or 5222
011-684-633-1838 (Fax)

Arizona

Marti I. Lavis
Director
Governor's Office for Children
1700 West Washington, Suite 404
Phoenix, AZ 85007
(602) 542-3191
(602) 542-4644 (Fax)

Arkansas

Judith Faust
Interim Director
Division of Children and Family Services
Department of Human Services
626 Donaghey Plaza South
P.O. Box 1437
Little Rock, AR 72203-1437
(501) 682-6734
(501) 682-6571 (Fax)

California

Ray Johnson
Executive Director
Office of Criminal Justice Planning
1130 K Street, Suite 300
Sacramento, CA 95814
(916) 324-9140
(916) 324-9167 (Fax)

Colorado

William Woodward
Director
Division of Criminal Justice
Department of Public Safety
700 Kipling, Suite 1000
Denver, CO 80215
(303) 239-4447
(303) 239-4491 (Fax)

Connecticut

Susan Shimelmane
Undersecretary
Office of Policy and Management
Policy Development and Planning Division
80 Washington Street
Hartford, CT 06106
(203) 566-3020
(203) 566-6295 (Fax)

Delaware

Thomas J. Quinn
Executive Director
Office of Management Budget and Planning
Criminal Justice Council
Carvel State Office Building
820 North French Street, Fourth Floor
Wilmington, DE 19801
(302) 577-3430
(302) 577-3862 (Fax)

District of Columbia

Robert L. Lester
Acting Executive Director
Office of Criminal Justice
Planning and Analysis
717 14th Street NW., Suite 500
Washington, DC 20005
(202) 727-6537
(202) 727-1617 (Fax)

Florida

Robert B. Williams
Secretary
Division of Children, Youth and Families
2811-C Industrial Plaza Drive
Tallahassee, FL 32301
(904) 488-3302
(904) 922-6189 (Fax)

Georgia

Lydia Jackson
Executive Director
Juvenile Justice Coordinating Council
10 Park Place South, Suite 410
Atlanta, GA 30303
(404) 656-1725
(404) 651-9354 (Fax)

Guam

Lucia L.S. Topasna
Director
Department of Youth Affairs
Government of Guam
P.O. Box 23672
Guam Main Facility, GU 96921
011-671-734-3911 or 3914

Hawaii

Carol Imanaka
Children and Youth Specialist
Department of Human Services
Office of Youth Services
1481 King Street, Suite 223
Honolulu, HI 96814
(808) 973-9494

Idaho

Sharon Harrigfeld-Hixon
Administrator
Commission for Children and Youth
Office of the Governor
State House
Boise, ID 83720
(208) 334-2672 or 334-2904
(208) 334-6699 (Fax)

Illinois

Ed McEver
Acting Director
Department of Children and Family Services
406 East Monroe
Springfield, IL 62701-1498
(217) 785-2570

Indiana

Catherine O'Connor
Executive Director
Indiana Criminal Justice Institute
302 West Washington Street, Room E209
Indianapolis, IN 46204
(317) 232-1229 or 232-1233
(317) 232-4979 (Fax)

Iowa

Richard Moore
Director
Division of Children, Youth and Families
Lucas State Office Building, First Floor
Des Moines, IA 50319
(515) 242-5816
(515) 542-4649 (Fax)

Kansas

Carolyn Hill
Acting Commissioner
Youth and Adult Services
Department of Social and Rehabilitative Services
Smith/Wilson Building
300 Southwest Oakely
Topeka, KS 66606
(913) 296-2017
(913) 296-4649 (Fax)

Kentucky

Mark Bubenzer
Kentucky Justice Cabinet
Division of Grants Management
Juvenile Justice Unit
403 Wapping Street
Bush Building, Second Floor
Frankfort, KY 40601
(502) 564-3251
(502) 564-4840 (Fax)

Louisiana

Michael A. Ranatza
Executive Director
Commission on Law Enforcement and
Administration of Criminal Justice
1885 Wooddale Boulevard, Room 708
Baton Rouge, LA 70806-1442
(504) 925-4418
(504) 925-1998 (Fax)

Maine

Donald Allen
Commissioner
Department of Corrections
State House Station III
Augusta, ME 04333
(207) 287-4340
(207) 287-4370 (Fax)
Overnight:
103 Water Street, Room 201
Hallowell, ME 04347

Maryland

Nancy Nowak
Deputy Director
Office of Operations and Public Safety
301 West Preston Street, Room 1501
Baltimore, MD 21201
(410) 225-4817
(410) 333-5924 (Fax)

Massachusetts

Dennis A. Humphrey
Executive Director
Committee on Criminal Justice
100 Cambridge Street, Room 2100
Boston, MA 02202
(617) 727-4300 or 727-7096
(617) 727-5077 (Fax)

Michigan

George Roehm
Director
Grant Management Division
Office of Contract Management
Lewis Cass Building, Second Floor
Lansing, MI 48909
(517) 373-6510
(517) 335-2355 (Fax)

Minnesota

Byron Zuidema
Assistant Commissioner
Department of Jobs and Training
390 North Robert Street, Fifth Floor
St. Paul, MN 55101
(612) 296-8601 or 296-8004
(612) 297-5745 (Fax)

Mississippi

Jim Ingram
Commissioner
Department of Public Safety
Division of Public Safety Planning
301 West Pearl
Jackson, MS 39203-3088
(601) 960-2225
(601) 960-4263 (Fax)

Missouri

Richard C. Rice
Director
Department of Public Safety
P.O. Box 749
Jefferson City, MO 65102
(314) 751-4905
(314) 634-2808 (Fax)
Overnight:
301 West High Street
Truman State Office Building 870
Jefferson, MO 65102-0749

Montana

Edwin L. Hall
Administrator
Montana Board of Crime Control
303 North Roberts
Helena, MT 59620
(406) 444-3604
(406) 444-4722 (Fax)

Nebraska

Jean Lovell
Executive Director
Commission on Law Enforcement
and Criminal Justice
301 Centennial Mall South
P.O. Box 94946
Lincoln, NE 68509-4946
(402) 471-3687
(402) 471-2837 (Fax)

Nevada

Jerry Griepentrog
Director
Youth Services Division
Department of Health and Human Services
505 King Street, Room 101
Carson City, NV 89710
(702) 687-5982
(702) 687-4733 (Fax)

New Hampshire

Lorie L. Lutz
Director
Division of Children and Youth Services
Health and Human Services
6 Hazen Drive
Concord, NH 03301-6522
(603) 271-4691

New Jersey

Robert T. Winter
Director
Department of Law and Public Safety
Division of Criminal Justice
Trenton, NJ 08625-0085
(609) 984-6500
(609) 292-5943 (Fax)

New Mexico

C. Wayne Powell
Secretary
Children, Youth and Families
Department
P.O. Drawer 5160
Santa Fe County
Santa Fe, NM 87502-5160
(505) 827-7625

New York

Richard Girgenti
Director
Division of Criminal Justice Services
Executive Park Towers
Stuyvesant Plaza
Albany, NY 12203-3764
(518) 485-7919
(518) 457-3089 (Fax)

North Carolina

Bruce Marshburn
Director
Governor's Crime Commission
Department of Crime Control and Public Safety
P.O. Box 27687
Raleigh, NC 27611
(919) 733-5013
(919) 733-7585 (Fax)
Overnight:
430 North Salisbury Street, Room 1072
Raleigh, NC 27601

North Dakota

Alton L. Lick
Director
Division of Juvenile Services
P.O. Box 1898
3303 East Main
Bismarck, ND 58502-1898
(701) 221-6390
(701) 221-6158 (Fax)

Northern Mariana Islands

Joaquin T. Ogumoro
Commonwealth of the Northern Mariana
Islands Criminal Justice Statistics
Analysis Center
P.O. Box 1133 CK
Saipan, Northern Mariana Islands 96950
011-670-322-5091, 5092, or 5093
011-670-322-5096 (TeleFax)
783-622 (Telex)
Youth Advisory Council
011-670-322-0838

Ohio

Gary C. Mohr
Director
Office of Criminal Justice Services
400 East Town Street, Suite 120
Columbus, OH 43216
(614) 466-7782
(614) 466-0308 (Fax)

Oklahoma

Thomas S. Kemper
Director
Commission on Children and Youth
4545 North Lincoln, Suite 114
Oklahoma City, OK 73105
(405) 521-4016
(405) 524-0417 (Fax)

Oregon

John Ball
Executive Director
Oregon Community Children and Youth Services
Commission
530 Center Street NE., Suite 232
Salem, OR 97310
(503) 373-1283
(503) 378-8395 (Fax)

Pennsylvania

James O. Thomas
Executive Director
Commission on Crime and Delinquency
Executive House
Corner Chestnut and South Second, Room 419
Harrisburg, PA 17108
(717) 787-8559
(717) 783-7713 (Fax)

Puerto Rico

Raymond Mira-Rivera
Executive Director
Youth Affairs Office
P.O. Box 13723
Santurce Station
Santurce, PR 00907
(809) 725-2328
(809) 725-1254
(809) 725-8615 (Fax)

Overnight:
Ponce de Leon
Avenida 1254
Santurce, PR 00907

Republic of Palau

Ngiratkel Etpison
President
Republic of Palau
P.O. Box 100
Koror, Republic of Palau 96940
680-9-488-1218
680-9-488-1662 (Fax)
728-0914 VPROP KF (Telex)
GOVT PALAU (Cable)

Rhode Island

William Martin
Director of Administration
Governor's Justice Commission
222 Quaker Lane, Suite 100
West Warwick, RI 02893
(401) 277-2620
(401) 277-1294 (Fax)

South Carolina

Stan McKinney
Director
Division of Public Safety Programs
1205 Pendleton Street, Suite 483B
Columbia, SC 29201
(803) 734-0373
(803) 734-0486 (Fax)

South Dakota

Kevin McLean
Assistant Director
Department of Corrections
115 East Dakota
Pierre, SD 57501
(605) 773-6467

Tennessee

Linda O'Neil
Executive Director
Tennessee Commission on
Children and Youth
1510 Parkway Towers
404 James Robertson Parkway
Nashville, TN 37243
(615) 741-2633
(615) 741-5954 (Fax)

Texas

Doyne Bailey
Executive Director
Office of the Governor
Criminal Justice Division
P.O. Box 12428, Capitol Station
Austin, TX 78711
(512) 463-1919
(512) 463-1869 (Fax)

Overnight:
201 East 14th Street
Sam Houston Building
Austin, TX 78711

Utah

David H. Walsh
Acting Executive Director
Commission on Criminal and Juvenile Justice
101 State Capitol
Salt Lake City, UT 84114
(801) 538-1031
(801) 538-1024 (Fax)

Vermont

Ted Mable
Director
Agency of Human Services
Planning Division
103 South Main Street
Waterbury, VT 05676
(802) 241-2227
(802) 241-8103 (Fax)

Virgin Islands

Gaylord A. Sprauve
Governor's Drug Policy Advisor
Law Enforcement Planning Agency
116-164 Sub Base
Estate Nisky Number 6
St. Thomas, VI 00802
(809) 774-6400
(809) 774-4057 (Fax)
(call ahead to fax)

Virginia

Martin B. Mait
Deputy Director
Department of Criminal Justice Services
805 East Broad Street, 10th Floor
Richmond, VA 23219
(804) 786-4000

Washington

Barbara Flaherty
Executive Director
Family Independence Program
Department of Social and Health Services
Mail Stop 5460-HH11
Olympia, WA 98504
(206) 753-6050
(206) 596-9154 (Fax)

West Virginia

James M. Albert
Manager
Community Development Division
Criminal Justice and Highway Safety Office
Governor's Office of Community and
Industrial Development
1204 Kanawha Boulevard East
Charleston, WV 25301
(304) 558-8814
(304) 558-0391 (Fax)

Wisconsin

Jerome D. Lacke
Executive Director
State of Wisconsin
Office of Justice Assistance
222 State Street, Second Floor
Madison, WI 53703
(608) 266-7639
(608) 266-3323 (Fax)

Wyoming

Gary Sherman
Director
Department of Family Services
Hathaway Building, Third Floor
2300 Capitol Avenue
Cheyenne, WY 82002
(307) 777-5833
(307) 777-7747 (Fax)

Juvenile Justice Specialists

The juvenile justice specialist has many roles and responsibilities within the Office of Juvenile Justice and Delinquency Prevention. First and foremost, he or she must ensure that a properly constructed State Advisory Group exists at all times and that it functions according to all requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, subpart II, section 262(b)(5)(6)(7). The juvenile justice specialist must also see that the State plan (application for funding) is properly developed and submitted. The responsibility for ensuring that the approved State plan is legally implemented and adequately monitored also rests with the juvenile justice specialist, who must compile and submit annual monitoring reports and progress reports. Finally, the juvenile justice specialist awards, monitors, and evaluates subgrants to accomplish the objectives of the State plan.

Alabama

Doug Miller
Division Chief
Donald Lee
Planner
Law Enforcement Planning Division
Department of Economic and Community Affairs
P.O. Box 5690
401 Adams Avenue
Montgomery, AL 36103-5690
(205) 242-5891
(205) 242-5515 (Fax)

Alaska

Donna Schultz
Juvenile Justice Specialist
Department of Health and Social Services
Division of Family and Youth Services
P.O. Box H-05
Juneau, AK 99811-0630
(907) 465-2112
(907) 465-3190 (Fax)
Overnight:
350 Main Street, Fourth Floor
Juneau, AK 99811-0630

American Samoa

Amitoelau J. Masei
Director
Criminal Justice Planning Agency
Government of American Samoa
P.O. Box 3760
Pago Pago, AS 96799
011-684-633-5221 or 5222
011-684-633-1838 (Fax)

Arizona

Cathryn Lore
Juvenile Justice Programs
1700 West Washington Street, Suite 404
Phoenix, AZ 85007
(602) 542-3191
(602) 964-4007 (Home)
(602) 542-4644 (Fax)

Arkansas

Larance Johnson
Juvenile Justice Specialist
Division of Children and Family Services
Department of Human Services
626 Donaghey Plaza South
P.O. Box 1437
Little Rock, AR 72203-1437
(501) 682-8734
(501) 682-8666 (Fax)

California

Cherie McKone
Juvenile Justice Specialist/Liaison Officer
Office of Criminal Justice Planning
1130 K Street, Suite 300
Sacramento, CA 95814
(916) 323-7611
(916) 324-8711 (Fax)

Colorado

Kathi Atkins
Linda Jones
Division of Criminal Justice
700 Kipling, Suite 3000
Denver, CO 80215
(303) 239-4454
(303) 239-4491 (Fax)

Connecticut

Valerie Bates
Juvenile Justice Specialist
Office of Policy and Management
Justice Planning Division
80 Washington Street
Hartford, CT 06106
(203) 566-3020 or 566-3500
(203) 566-6295 (Fax)

Delaware

Ben Klein
Criminal Justice Council
Carvel State Office Building
820 North French Street, Fourth Floor
Wilmington, DE 19801
(302) 577-3430
(302) 577-3440 (Fax)

District of Columbia

Doris Howard
Office of Criminal Justice
Plans and Analysis
717 14th Street NW., Suite 500
Washington, DC 20005
(202) 727-6518
(202) 727-1617 (Fax)

Florida

Ted Tollett
Program Administrator
Division of Children, Youth and Families
2811-C Industrial Plaza Drive
Tallahassee, FL 32301
(904) 488-3302
(904) 922-6189 (Fax)

Georgia

Pete Colbenson
Juvenile Justice Specialist
Juvenile Justice Coordinating Council
10 Park Place South, Suite 410
Atlanta, GA 30303
(404) 656-1725
(404) 651-9354 (Fax)

Guam

Lucia L.S. Topasna
Director
Department of Youth Affairs
Government of Guam
P.O. Box 23672
Guam Main Facility, GU 96921
011-671-734-3911 or 3914

Hawaii

Carol Imanaka
Children and Youth Specialist
Department of Human Services
Office of Youth Services
1481 South King Street, Suite 223
Honolulu, HI 96814
(808) 973-9494
(808) 973-9493 (Fax)

Idaho

Sharon Harrigfeld-Hixon
Juvenile Justice Specialist
450 West State
Third Floor
Boise, ID 83712
(208) 334-2672
(208) 334-6699 (Fax)

Illinois

Anne Studzinski
Juvenile Justice Specialist
Suite 4-700, Fourth Floor
100 West Randolph Street
Chicago, IL 60601
(312) 814-4163
(312) 814-2656 (Fax)

Indiana

John C. Krause
Juvenile Program Coordinator
Indiana Criminal Justice Institute
302 West Washington Street, Room E209
Indianapolis, IN 46204
(317) 232-7609
(317) 232-4979 (Fax)

Iowa

Lori Rinehart
Jail Removal Specialist
Division of Children, Youth and Families
Department of Human Rights
Lucas State Office Building, First Floor
Des Moines, IA 50319
(515) 281-3995
(515) 242-6119 (Fax)

Kansas

David O'Brien
Grants Program Administrator
SRS-Youth Services
300 Southwest Oakley
Topeka, KS 66606
(913) 296-2017
(913) 296-4649 (Fax)

Kentucky

Coleman Gilbert
Kentucky Corrections Department
State Office Building
Frankfort, KY 40601
(502) 564-4726
(502) 564-7952 (Fax)

Louisiana

Alyce Lappin
Juvenile Justice Specialist
Louisiana Commission on Law Enforcement
1885 Wooddale Boulevard, Room 708
Baton Rouge, LA 70806-1442
(504) 925-4443
(504) 925-1998 (Fax)

Maine

Tom Godfrey
Juvenile Justice Advisory Group
State House Station 144
Augusta, ME 04333
(207) 624-6025
(207) 289-4340 (Fax)
Overnight:
Reed Recreation Center
Stevens School Complex
Hallowell, ME 04347

Maryland

Richard W. Friedman
Juvenile Justice Specialist
Governor's Juvenile Justice Advisory Council
301 West Preston Street, 15th Floor
Baltimore, MD 21201
(410) 225-4817
(410) 333-5924 (Fax)

Massachusetts

Lynn M. Wright
Juvenile Justice Specialist
Committee on Criminal Justice
100 Cambridge Street, Room 2100
Boston, MA 02202
(617) 727-6300, extension 319
(617) 727-5356 (Fax)

Michigan

Ralph Monsma
Juvenile Justice Specialist
Office of Criminal Justice
Lewis Cass Building, First Floor
P.O. Box 30026
Lansing, MI 48909
(517) 373-6510
(517) 335-2355 (Fax)

Overnight:
320 South Walnut Street
Lansing, MI 48933

Minnesota

Jerry Ascher
Department of Jobs and Training
State Job Training Office
American Center Building
Room 690
St. Paul, MN 55101
(612) 296-8601
(612) 297-5820 (Fax)

Mississippi

Anthony Gobar
Juvenile Justice Specialist
Department of Public Safety
Division of Public Safety Planning
2301 West Pearl
Jackson, MS 39203-3088
(601) 960-4261
(601) 960-4263 (Fax)

Missouri

Randy S. Thomas
Juvenile Justice Specialist
Department of Public Safety
Truman Building, Room 870
P.O. Box 749
Jefferson City, MO 65102-0749
(314) 751-4905
(314) 634-2808 (Fax)

Overnight:
301 West High Street
Truman State Office Building, Room 870
Jefferson, MO 65102-0749

Montana

Candice Wimmer
Nina Stracener
Montana Board of Crime Control
303 North Roberts
Helena, MT 59620
(406) 444-3604
(406) 444-4722 (Fax)

Nebraska

Jean Mahon
Juvenile Justice Specialist
Commission on Law Enforcement
and Criminal Justice
301 Centennial Mall South
P.O. Box 94946
Lincoln, NE 68509-4946
(402) 471-3687
(402) 471-2837 (Fax)

Nevada

Dan Prince
Chief of Planning
Child and Family Services Division
Department of Health and Human Services
711 East Fifth Street
Carson City, NV 89710
(702) 687-5982
(702) 687-4733 (Fax)

New Hampshire

Paul Nugent
Juvenile Justice Specialist
Youth Detention Services
Department of Health and Human Services
45 South Fruit
Concord, NH 03301-6522
(603) 271-5951
(603) 271-5920 (Fax)

New Jersey

Terry Edwards
Division of Criminal Justice
Juvenile Justice Unit, CN 085
25 Market Street
West Wing, Sixth Floor
Trenton, NJ 08625-0083
(609) 984-2090
(609) 292-5943 (Fax)

New Mexico

Richard Lindahl
Juvenile Justice Specialist
Children, Youth and Families Department
P.O. Box 5160
Santa Fe, NM 87502-5160
(505) 827-7625
(505) 827-7914 (Fax)

New York

Howard Schwartz
Juvenile Justice Specialist
Division of Criminal Justice Services
Executive Park Towers, Ninth Floor
Stuyvesant Plaza
Albany, NY 12203-3764
(518) 485-7919
(518) 457-3089 (Fax)

North Carolina

Donna Robinson
Juvenile Justice Specialist
Governor's Crime Commission
Department of Crime Control and Public Safety
3824 Barrett Drive, Suite 100
Raleigh, NC 27609
(919) 571-4736
(919) 571-4745 (Fax)

North Dakota

Alton L. Lick
P.O. Box 5521
3303 East Main
Bismarck, ND 58502
(701) 221-6194
Terry Traynor
North Dakota Association of Counties
425 North Fifth Street
Bismarck, ND 58502
(701) 258-4481
(701) 258-2469 (Fax)

Northern Mariana Islands

Jack T. Ogumoro
Commonwealth of the Northern Mariana Islands
Criminal Justice Statistics Analysis Center
P.O. Box 1133 CK
Saipan, MP 96950
011-670-322-9350 (Direct)
011-670-322-0838 (Office)
011-670-322-6311 (Fax)

Ohio

Melissa Dunn
Juvenile Justice Specialist
Office of Criminal Justice Services
400 East Town Street, Suite 120
Columbus, OH 43216
(614) 466-7782
(614) 466-0308 (Fax)

Oklahoma

Rodney Albert
Juvenile Justice Specialist
Commission on Children and Youth
4545 North Lincoln, Suite 114
Oklahoma City, OK 73105
(405) 521-4016
(405) 524-0417 (Fax)

Oregon

Gina Wood
Manager, Juvenile Justice Programs
Oregon Community Children and Youth
Services Commission
530 Center Street NE., Suite 300
Salem, OR 97310
(503) 373-1283
(503) 378-8395 (Fax)
(503) 250-9647 (Messages)

Pennsylvania

Andy Landon
Donald Sadler
Ruth Williams
Juvenile Justice Specialists
Commission on Crime and Delinquency
P.O. Box 1167
Federal Square Station
Harrisburg, PA 17108
(717) 787-8559
(717) 783-7713 (Fax)

Puerto Rico

Maria Martir
P.O. Box 13723
Santurce Station
Santurce, PR 00907
(809) 725-2328 or 1254
(809) 725-8615 (Fax)

Overnight:
1254 Ponce de Leon Avenue
Stop 18
Santurce, PR 00908

Republic of Palau

Elizabeth Oseked
Juvenile Justice Specialist
Republic of Palau
P.O. Box 100
Koror, Republic of Palau 96940
011-680-9-488-1218
011-680-9-488-1662 (Fax)
728-0914 VPROP KF (Telex)
GOVT PALAU (Cable)

Rhode Island

Susan Bowler
Governor's Justice Commission
222 Quaker Lane, Suite 100
Warwick, RI 02886
(401) 277-2620
(401) 277-1294 (Fax)

South Carolina

Susan Montgomery
Kay Anderson
Juvenile Justice Specialists
1205 Pendleton Street
Columbia, SC 29201
(803) 734-0373
(803) 734-0486 (Fax)

South Dakota

Beth O'Toole
Juvenile Justice Specialist
Department of Corrections
Office of the Secretary
115 East Dakota Avenue
Pierre, SD 57501-3216
(605) 773-3478
(605) 773-3194 (Fax)

Tennessee

William Haynes
Connie Thomas
Gloria McKnight
Juvenile Justice Services
Tennessee Commission on Children and Youth
1510 Parkway Towers
404 James Robertson Parkway
Nashville, TN 37243
(615) 741-2633
(615) 741-5956 (Fax)

Texas

Jim Keste
Camille Cain
Juvenile Justice Specialist
Office of the Governor
Criminal Justice Division
P.O. Box 12428
201 East 14th Street
Sam Houston Building
Austin, TX 78711
(512) 463-1919
(512) 463-1849 (Fax)
Overnight:
Criminal Justice Division
221 East 11th Street
Austin, TX 78701

Utah

Willard Malmstrom
Juvenile Justice Specialist
Commission on Criminal and Juvenile Justice
101 State Capitol
Salt Lake City, UT 84114
(801) 538-1031
(801) 538-1024 (Fax)

Vermont

Brenda Bean
Juvenile Justice Specialist
Agency of Human Services
Planning Division
103 South Main Street
Waterbury, VT 05676
(802) 241-2227
(802) 244-8103 (Fax)

Virgin Islands

Patricia Adams
Juvenile Justice Specialist
Law Enforcement Planning Agency
116-164 Sub Base
Estate Nisky, Number 6
St. Thomas, VI 00802
(809) 774-6400
(809) 774-4057 (Fax)
(call ahead to fax)

Virginia

Ed Holmes
Marion Kelly
Juvenile Justice Specialists
Department of Criminal Justice Services
805 East Broad Street, 10th Floor
Richmond, VA 23219
(804) 371-8688 (Holmes)
(804) 225-4072 (Kelly)
(804) 371-8981 (Fax)

Washington

Jack Ickes
Rosalle McHale
Juvenile Justice Specialists
Juvenile Justice Unit
Department of Social and Health Services
12th and Franklin, Mail Stop OB-34G
P.O. Box 45203-OB34G
Olympia, WA 98504-5203
(206) 753-4958 (Ickes)
(206) 586-4314 (McHale)
(206) 586-9154 (Fax)

West Virginia

Martha Hinchman
Juvenile Justice Specialist
Community Development Division
Criminal Justice and Highway Safety Office
Governor's Office of Community and Industrial
Development
1204 Kanawha Boulevard East
Charleston, WV 25301
(304) 558-8814
(304) 558-0391 (Fax)

Wisconsin

Michael Derr
State of Wisconsin
Office of Justice Assistance
222 State Street, Second Floor
Madison, WI 53702
(608) 266-3323
(608) 266-6676 (Fax)

Wyoming

John Moses
Juvenile Justice Specialist
Department of Family Services
Hathaway Building, Third Floor
2300 Capitol Avenue
Cheyenne, WY 82002
(307) 777-5833
(307) 777-7747 (Fax)

State Single Points of Contact

The State Single Points of Contact list is provided to assist the applicant in complying with Executive Order 12372, Intergovernmental Review Process, which permits States to establish a State process for the review of Federal programs, to select which programs they wish to review, and to make their views known to the agency through a State "single point of contact" (SPOC). Applicants for grants that fall under any of the following programs must notify the State SPOC if the State has established a review process and the program has been selected by the State for reviews. Refer to the effective edition of I 1030.5, Requirements for Implementation of Executive Order 12372, for guidelines on implementing this requirement.

Arizona

Janice Dunn
Arizona State Clearinghouse
3800 North Central Avenue, 14th Floor
Phoenix, AZ 85012
(602) 280-1315

Arkansas

Joseph Gillespie
Manager, State Clearinghouse
Office of Intergovernmental Service
Department of Finance and Administration
P.O. Box 3278
Little Rock, AR 72203
(501) 682-1074

California

Glenn Stober
Grants Coordinator
Office of Planning and Research
1400 Tenth Street
Sacramento, CA 95814
(916) 323-7480

Colorado

State Clearinghouse
Division of Local Government
1313 Sherman Street, Room 520
Denver, CO 80203
(303) 866-2156

Connecticut

William T. Quigg
Intergovernmental Review Coordinator
Office of Policy and Management
Intergovernmental Policy Division
80 Washington Street
Hartford, CT 06106-4459
(203) 566-3410

Delaware

Francine Booth
Executive Department
Thomas Collins Building
Dover, DE 19903
(302) 736-3326

District of Columbia

Rodney Holman
Executive Office of the Mayor
Office of Intergovernmental Relations
District Building, Room 416
1350 Pennsylvania Avenue NW.
Washington, DC 20004
(202) 727-9111

Florida

Janice L. Alcott
Director
Florida State Clearinghouse
Executive Office of the Governor
Office of Planning and Budgeting
The Capitol
Tallahassee, FL 32399-0001
(904) 488-8114

Georgia

Charles H. Badger
Administrator
Georgia State Clearinghouse
270 Washington Street SW.
Atlanta, GA 30334
(404) 656-3855

Hawaii

Mary Lou Kobayashi
Planning Program Manger
Office of State Planning
Office of the Governor
P.O. Box 3540
Honolulu, HI 96811
(808) 587-2802

Illinois

Tom Berkshire
Office of the Governor
State of Illinois
Springfield, IL 62706
(217) 782-8639

Indiana

Frank Sullivan
Budget Director
State Budget Agency
212 State House
Indianapolis, IN 46204
(317) 232-5610

Iowa

Steven R. McCann
Division for Community Progress
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
(515) 281-3725

Kentucky

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, KY 40601
(502) 564-2382

Maine

Joyce Benson
State Planning Office
State House Station 38
Augusta, ME 04333
(207) 289-3261

Maryland

Mary Abrams
Chief
Maryland State Clearinghouse
Department of State Planning
301 West Preston Street
Baltimore, MD 21201
(410) 225-4490

Massachusetts

Karen Arone
State Clearinghouse
Executive Office of Communities and
Development
100 Cambridge Street, Room 1803
Boston, MA 02202
(617) 727-7001

Michigan

Milton Waters
Director of Operations
Michigan Department of Commerce
Michigan Neighborhood Builders Alliance

Please direct correspondence to:
Manager, Federal Project Review
Michigan Department of Commerce Builders
Michigan Neighborhood Builders Alliance
P.O. Box 30242
Lansing, MI 48909
(517) 373-6223

Mississippi

Cathy Mallette
Clearinghouse Officer
Office of Policy Development
Department of Finance and Administration
455 North Lamar Street, Suite 120
Jackson, MS 39202
(601) 359-6765

Missouri

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 430
Jefferson City, MO 65102
(314) 751-4834

Nevada

Dana G. Strum
Clearinghouse Coordinator
Department of Administration
State Clearinghouse
Capitol Complex
Carson City, NV 89710
(702) 687-4065

New Hampshire

Jeffery H. Taylor
Director
New Hampshire Office of State Planning
Intergovernmental Review Process/
James E. Bieber
2 1/2 Beacon Street
Concord, NH 03301
(603) 271-2155

New Jersey

Richard J. Porth
Director
Division of Community Resources
Please direct all correspondence and questions
about intergovernmental review to:
Andrew J. Jaskolka
State Review Process
Division of Community Resources
CN 814, Room 609
Trenton, NJ 08625-0814
(609) 292-9025

New Mexico

George Elliott
Deputy Director
State Budget Division
Bataan Memorial Building, Room 190
Santa Fe, NM 87503
(505) 827-3640

New York

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, NY 12224
(518) 474-1605

North Carolina

Chrys Baggett
Director
Intergovernmental Relations
North Carolina Department of Administration
116 West Jones Street
Raleigh, NC 27611
(919) 733-0499

North Dakota

Office of Intergovernmental Assistance
Office of Management and Budget
600 East Boulevard Avenue
Bismarck, ND 58505-0170
(701) 224-2094

Ohio

Larry Weaver
State/Federal Funds Coordinator
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, OH 43266-0411
(614) 466-0698

Rhode Island

Daniel W. Varin
Associate Director
Statewide Planning Program
Department of Administration
Division of Planning
265 Melrose Street
Providence, RI 02907
(401) 277-2656

Please direct correspondence and questions to:
Review Coordinator
Office of Strategic Planning

South Carolina

Grant Services
Office of the Governor
1205 Pendleton Street, Room 477
Columbia, SC 29201
(803) 734-0494

South Dakota

Susan Comer
State Clearinghouse Coordinator
Office of the Governor
500 East Capitol
Pierre, SD 57501
(605) 773-3212

Tennessee

Charles Brown
State Planning Office
500 Charlotte Avenue
309 John Sevier Building
Nashville, TN 37219
(615) 741-1676

Texas

Tom Adams
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, TX 78711
(512) 463-1778

Utah

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
State Capitol, Room 116
Salt Lake City, UT 84114
(801) 538-1535

Vermont

Bernard D. Johnson
Assistant Director
Office of Policy Research and Coordination
Pavilion Office Building
109 State Street
Montpelier, VT 05602
(802) 828-3326

West Virginia

Fred Cutlip
Director
Community Development Division
Governor's Office of Community Industrial
Development
Building 6, Room 553
Charleston, WV 25305
(304) 348-4010

Wisconsin

William C. Carey
Federal/State Relations Office
Wisconsin Department of Administration
101 South Webster Street
P.O. Box 7864
Madison, WI 53707

Please direct correspondence and questions to:
William C. Carey
Section Chief
Federal/State Relations Office
Wisconsin Department of Administration
(608) 266-0267

Wyoming

Ann Redman
Wyoming State Clearinghouse
State Planning Coordinator's Office
Capitol Building
Cheyenne, WY 82002
(307) 777-7574

Territories

Guam

Michael J. Reidy
Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, GU 96910
(671) 472-2285

Northern Mariana Islands

Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

Puerto Rico

Partia Custodio
Chairman
Israel Soto Marrero
Director
Puerto Rico Planning Board
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-9985
(809) 727-4444

In accordance with Executive Order 12372, "Intergovernmental Review Process," this listing represents the designated State Single Points of Contact. Upon request, a background document explaining the Executive Order is available. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include Alabama, Alaska, Kansas, Idaho, Louisiana, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, Virginia, and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will be made only upon formal notification by the State.

Appendix E.
Excerpts From the *Catalog of Federal*
Domestic Assistance

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION

16.540 JUVENILE JUSTICE AND DELINQUENCY PREVENTION—ALLOCATION TO STATES

(State Formula Grants)

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Section 221-223, Public Law 93-415, as amended; Public Law 94-503, Public Law 95-115, Public Law 96-509, Public Law 98-473, Public Law 100-690, 42 U.S.C. 5601, et seq.

OBJECTIVES: To increase the capacity of State and local governments to support the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: This program, established by the Juvenile Justice and Delinquency Prevention Act of 1974, allocates formula grant funds to States and territories on the basis of their relative population under age 18. The minimum allocation to each State is \$325,000 and to the Territories, Guam, the Virgin Islands, the Republic of Palau, the Marshall Islands, Micronesia, and the Mariana Islands is \$75,000. If the Title II appropriation equal or exceeds \$75 million dollars (other than part D) the minimum allocation is \$400,000 per State and \$100,000 per Territory. State and Territory allocations will be reduced prorata to the extent necessary to ensure that no State receives less than it was allotted in fiscal year 1988. **Technical Assistance:** Not in excess of two percent of the funds available each fiscal year to Formula Grants is available for grants and contracts with public and private agencies, organizations and individuals to provide assistance to States, units of general local governments, and combinations thereof, and local private agencies to facilitate compliance with Section 223 of the JJDP Act and implementation of the State Plan approved by OJJDP. Technical assistance provided under this provision must be coordinated with the State agencies designated to implement the Formula Grants program. To be eligible, a State must submit a comprehensive plan applicable to a three-year period embodying the purposes of the Act and including provisions that: (1) provide for an advisory group appointed by the chief executive of the State to carry out specified functions and to participate in the development and review of the State's juvenile justice plan; (2) provide within three years of submission of the initial plan that juveniles who are charged with or who have committed offenses that would not be criminal if committed by an adult, or offenses which do not constitute violations of valid court orders or such nonoffenders as dependent and neglected children, are removed from secure juvenile detention and secure correctional facilities; (3) provide that juveniles alleged to be or found to be delinquent and youths within the purview of the deinstitutionalization mandate not be confined or detained in any institution in which they have regular contact with adult persons incarcerated because they have been convicted of a crime or are awaiting trial on criminal charges; and (4) provide that beginning after December 8, 1988 no juvenile shall be detained or confined in any jail or lockup for adults (with specified exceptions). Once the plan is approved, each State determines the specific use of funds. The States are responsible for processing applications for funds and administering funded projects. Two-thirds of funds must be passed through to units of local government, private nonprofit agencies, and Indian Tribes performing law enforcement functions unless a waiver is granted.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The Chief Executive of each State which chooses to apply for a formula grant shall establish or designate a

State agency as the sole agency for supervising the preparation and administration of the plan, in accordance with the Juvenile Justice Amendments of 1984. **Technical Assistance:** Grants and contracts may only be made to agencies, organizations and individuals that have experience in providing technical assistance to State agencies in implementing State plans, and in facilitating compliance with Section 223 of the JJDP Act. (Public Law 98-473).

Beneficiary Eligibility: Units of a State and its local government, public and private organizations, Indian tribes performing law enforcement functions, and agencies involved in juvenile delinquency prevention, treatment, and rehabilitation.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The standard application forms as furnished by the Federal agency, in accordance with 28 CFR, Part 66 (Common Rule), must be used for this program. An environmental impact assessment is necessary for this program to determine if an environmental impact statement is required. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: The Juvenile Justice and Delinquency Prevention Formula Grant Plan is submitted to the Office of Juvenile Justice and Delinquency (OJJDP) following pre-established criteria. Refer to Section on Regulations, Guidelines and Literature. This program is excluded from coverage under OMB Circular No. A-110. Technical Assistance applications are solicited through standard government procurement procedures. Technical Assistance contracts are subject to the provisions of OMB Circular Nos. A-87, A-21, and A-122.

Award Procedure: Letter to Governor and designated State agency Director upon approval by OJJDP. The grant award must be signed by the Director and returned to OJJDP. **Technical Assistance:** Funds are awarded via contract with organizations, agencies, or individuals selected through competitive government procurement procedures.

Deadlines: Submission of Plan should occur by November 30th of each year unless negotiated with OJJDP. **Technical Assistance:** Deadlines for contracts are published in requests for proposals.

Range of Approval/Disapproval Time: No deadline for Formula Grant Plan component. **Technical Assistance:** Approval/disapproval time for contracts ranges from 1 to 3 months.

Appeals: Hearings held by OJJDP. **Technical assistance:** Federal Acquisition Regulations apply.

Renewals: Comprehensive Plan submission required every 3 years. Annual updates and applications required each of the other 2 years. **Technical Assistance:** Contracts are renewed throughout contract modifications and competition processes.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Formula based on population. Grantees are required to provide dollar for dollar match on planning funds. Action programs allow no match. At least 66 2/3 percent of the funds received by the State under Section 222(a) of the Juvenile Justice and Delinquency Prevention Act of 1974, must be "expended by" or "passed through to" programs of units of local government, private nonprofit agencies, and Indian tribes performing law enforcement functions, insofar as they are consistent with the State Plan. This provision may be waived at the discretion of the OJJDP Administrator for any State depending upon the extent to which the services for delinquent or potentially delinquent youth are supported on a statewide basis.

Length and Time Phasing of Assistance: Fiscal year action funds may be carried forward for obligation for 2 years subsequent to the fiscal year of award. Under a Letter of Credit, drawdowns may be made. Technical Assistance: Three year incremental contracts are funded.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial, subgrant data and others as required by the effective edition of OJP Financial Guide (M 7100.1) on a monthly, quarterly and/or annual basis. A compliance monitoring report is required annually. See Section 223(a)(15) of the Act. A performance report is required annually, see Section 223a (22) of the Act. Section 204(b)(7) requires the auditing of State compliance monitoring systems in accordance with the effective edition of OJP Guideline Manual 7140.7, Audit of Compliance Monitoring Systems.

Audits: In accordance with provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with OMB Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754.

Obligations: (Grants) FY 90 \$53,038,704; FY 91 est \$52,710,500; and FY 92 est \$0. State Technical Assistance: FY 90 \$728,761; FY 91 est \$1,263,239; and FY 92 est \$0.

Range and Average of Financial Assistance: Allocates formula grants to States and territories on the basis of relative populations under 18.

PROGRAM ACCOMPLISHMENTS: In fiscal year 1990, 56 States and territories participated in the Juvenile Justice Program. At least 75 percent of the funds available to each State were earmarked for "advanced techniques" in preventing delinquency, diverting juveniles from criminal justice systems, and providing community-based alternatives to traditional corrections methods. All participating States and territories are required to establish systems for monitoring jails, lock-ups and facilities which may be used to detain or incarcerate juveniles. Substantial progress has been made in the removal of non-offender juveniles from these institutions.

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations for Formula Grants (28 CFR Part 31) and OJP Financial Guide (M7100.1C) applicable editions.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 20531. Telephone: (202) 307-5921. Contact: Eugene Rhoden.

RELATED PROGRAMS: 16.541, Juvenile Justice and Delinquency Prevention—Special Emphasis; 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Individual projects receive funding at the discretion of the responsible designated State agencies. These include programs such as community-based services for the prevention and treatment of juvenile delinquency, group homes and halfway houses, screening and intake services to permit increased diversion from juvenile court processes, expanded use of probation and training for related personnel, and those activities which would remove status offenders from secure detention, separate juveniles from adults in institutions where they have contact with incarcerated adults or remove juveniles from adult jails or lockups.

CRITERIA FOR SELECTING PROPOSALS: Criteria are established by the Juvenile Justice and Delinquency Prevention Act, as amended, and the regulations governing the Formula Grant Program provisions of the Juvenile Justice and Delinquency Prevention Act as published in the Federal Register.

16.541 JUVENILE JUSTICE AND DELINQUENCY PREVENTION—SPECIAL EMPHASIS

(Program Grants, Discretionary Grants and Contracts)

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Sections 261, 262, Public Law 93-415, as amended; Public Laws 94-503, 95-115, 96-509, 98-473, and 100-690, 42 U.S.C. 5601, et seq.

OBJECTIVES: To develop and implement programs that design, test, and demonstrate effective approaches, techniques and methods for preventing and controlling juvenile delinquency such as community based-alternatives to institutional confinement; developing and implementing effective means of diverting juveniles from the traditional juvenile justice and correctional system; programs stressing advocacy activities aimed at improving services to youth impacted by the juvenile justice system; model programs to strengthen and maintain the family unit; prevention and treatment programs relating to juveniles who commit serious crimes; and a national law-related education program of delinquency prevention.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts); Provision of Specialized Services.

USES AND USE RESTRICTIONS: To be eligible for a Special Emphasis Assistance Award or contract, an applicant must: (1) respond to legislative requirements contained in Section 261 (a) and (b) of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP and the State's comprehensive juvenile justice and delinquency prevention plan; (3) provide for proper program administration, evaluation, and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; (5) demonstrate that the proposed project meets the requirements of relative cost effectiveness pursuant to Section 262 (c1) and (c5) of the Juvenile Justice and Delinquency Prevention Act; and (6) respond to clear and documentable needs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Special Emphasis funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public and private nonprofit agencies, organizations, individuals, State and local units of government, combinations of State or local units.

Beneficiary Eligibility: Public and private youth serving agencies/organizations, State and local units of government, combinations of such units, or other private agencies, organizations, institutions or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Special Emphasis: In some program initiatives, applicants are invited to submit preliminary applications or concept papers in response to program announcements issued by OJJDP. The original and one copy are sent to the OJJDP in Washington, DC, and where applicable one copy is sent to the Criminal Justice Council; or the original and two copies are sent to the OJJDP if the proposed program extends beyond State boundaries. Preliminary applications are not to exceed 15 pages, but may have supporting information in appendices. Preliminary applications are judged on program requirements according to pre-defined selection criteria. Those applicants judged to meet selection criteria at the highest level are invited to develop full applications. Each program announcement provides the dates for preliminary application submission. The standard application forms as furnished by the Federal agency, in accordance with 28 CFR Part 66 (Common Rule) or OMB Circular No. A-110, must be

used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs", and applies except for grants which are national in scope. Program announcements will provide instructions regarding the necessity of submission to single State agencies. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: The applicant submits an original and 2 copies of proposals on Standard Form 424 in response to specific guidelines published by OJJDP. Applicants are expected to address each concern or requirement in the guidelines as clearly and specifically as possible, giving particular attention to goal and objective statements, methodology and data requirements. A peer review group is established as mandated in Section 262(d)(1)(A) of JJDP Act and applications are rated and ranked in relation to pre-defined selection criteria. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule.

Award Procedure: Assistance awards and contracts are awarded directly to applicants or may be awarded to State agencies established to administer the JJDP Act Formula Grant Program or a National Program Coordinator with a subgrant or contract to successful applicants for program administration and implementation. In either instance, both grantees and subgrantees are notified of a pending award.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: Informal reconsideration by Administrator for assistance applicants, administrative hearings for assistance award terminations. See C.F.R. Pat 18, 50 F.R. 28199, July 11, 1985.

Renewals: Continuation grant, supplemental award or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Special Emphasis: Grants awarded under the Juvenile Justice and Delinquency Prevention Act do not require a cash match; except for construction projects, where the match is 50 percent on community based facilities of 20 beds or less. In 1991, Federal funds will be matched dollar-for-dollar.

Length and Time Phasing of Assistance: Initial Awards usually are made for 12-18 months and with further funding based upon the project period, grantee performance and availability of funds. Drawdowns are possible under a Letter of Credit. In 1991, assistance for a particular project limited to no more than 3 years.

POST ASSISTANCE REQUIREMENTS:

Reports: For Special Emphasis: Quarterly and final financial and progress reports are required.

Audits: In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for three years after the date of the final report.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754.

Obligations: (Grants) Special Emphasis: FY 90 \$9,428,177; FY 91 est \$10,180,897; and FY 92 est \$4,850,000. Technical Assistance: FY 90 \$35,037; FY 91 est \$22,519; and FY 92 est \$0.

Range and Average of Financial Assistance: Not available.

PROGRAM ACCOMPLISHMENTS: In fiscal year 1990, Special Emphasis continuation awards were made to the following: A school based program designed to coordinate social services and educa-

tional resources to combat truancy and dropouts; the National Center for Prosecution of Child Abuse; a program to provide technical assistance to community-based agencies; a program to strengthen Hispanic Families; a program to establish Boys and Girls Clubs in Public Housing; the juvenile arson program; a program to train students to prevent drug abuse; a program to identify promising drug prevention, intervention and treatment programs; and a program to improve the quality of juvenile correctional services.

REGULATIONS, GUIDELINES, AND LITERATURE: Special emphasis program guidelines are published in the Federal Register and awards are governed by Financial Guide M7100.1 which is available upon request. Reports and studies developed through the OJJDP National Institute (NIJJDP) are available and can be secured by contacting OJJDP in Washington, DC.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531. Telephone: (202) 307-5914.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention—Allocation to States; 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Special emphasis grants have been awarded for law related education, a school-based student initiated drug prevention program, family strengthening, intensive supervision programs for serious offenders, juvenile arson programs, and drug and alcohol abuse prevention and treatment programs.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of the individual program announcements. Applications undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy 28 CFR Part 34.

16.542 NATIONAL INSTITUTE FOR JUVENILE JUSTICE AND DELINQUENCY PREVENTION

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Section 241-248, as amended; Public Laws 53-415, 94-503, 95-115, 96-509, and 98-473, 42 U.S.C. 5601, et seq.

OBJECTIVES: To encourage, coordinate, and conduct research and evaluation of juvenile justice and delinquency prevention activities; to provide for public and private agencies, institutions, justice system agencies, a clearinghouse and information center for collecting, disseminating, publishing, and distributing information on juvenile delinquency; to conduct national training programs of juvenile related issues, and provide technical assistance and training assistance to Federal, State, and local governments, courts, public and private agencies, institutions, and individuals, in the planning, establishment, funding, operation, or evaluation of juvenile delinquency programs.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts).

USES AND USE RESTRICTIONS: It is the purpose of the Institute to provide a coordinating center for the collection, preparation and dissemination of useful data regarding the prevention, treatment and control of juvenile delinquency and child exploitation; to provide training for professionals, paraprofessionals, volunteers, law enforcement personnel where activities relate to juvenile delinquency programs; and to support development of standards for the administration of juvenile justice. The funds are also used to conduct research, program development and evaluation into any aspect of juvenile delinquency, and to strengthen and maintain the

family unit; programs for the development of drug testing guidelines and procedures for the juvenile justice system to better address the needs of juveniles held in detention; for the improvement of our understanding of the development of pro-social and anti-social behavior patterns; for the study of how juveniles who are Alaskan Natives and American Indians are the number and characteristics of the juveniles taken into custody; for the collection, processing and reporting of data from the Nation's juvenile courts; and to carry out programs of research and evaluation on the extent and causes of juvenile crime and child exploitation and the means of prevention.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public or private agencies, organizations, or individuals.

Beneficiary Eligibility: Public or private agencies, organizations, or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Concept paper serves as a preliminary application for some projects (as specified in Program Announcement). Standard application forms, in accordance with 28 CFR Part 66 (Common Rule), as required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under E.O. 12372.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: As scheduled in annual program plan or as set forth in program announcements.

Range of Approval/Disapproval Time: From 1 to 6 months.

Appeals: 28 CFR Part 18.

Renewals: Supplemental grants.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Varies; generally 1 to 3 years. Drawdowns may be made.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial and subgrant data reported on a monthly, quarterly, and annual basis, as required by the OJP Financial Guide (M7100.1) applicable edition.

Audits: Full fiscal and program audit annually of at least 15 percent of projects; other onsite inspections as needed throughout the year. Also by special request. In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive \$100,000 or more a year in Federal financial Assistance shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 a year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754.

Obligations: (Grants) FY 90 \$10,094,507; FY 91 est \$11,294,241; and FY 92 est \$2,400,000.

Range and Average of Financial Assistance: In amounts consistent with the Institute's plans, priorities, and levels of financing.

PROGRAM ACCOMPLISHMENTS: During fiscal year 1990, National Institute for Juvenile Justice and Delinquency Prevention funded grants that supported a wide variety of activities. Training has been provided to over 3,357,244 individuals, including: lawyers, judges, law enforcement executives; juvenile court, detention, and correctional administrators; probation officers; teachers; students; and, practitioners. These training programs dealt with a

range of juvenile justice topics, including juvenile restitution programming, model juvenile detention operations, law enforcement and juvenile and family court handling of serious juvenile offenders as well as abused and neglected children in need of permanent placements. Programs to help reduce drugs and crime in schools have been implemented nationwide. Significant accomplishments of the research program include reports and bulletins in the following areas: Missing, Abducted, Runaway, and Thrownaway Children, in America: First Report on Numbers and Characteristics National Incidence Studies 1990; National Juvenile Court Statistics, and published results of the 1988-89 Census of Children in Custody in Public and Private Juvenile Custody Facilities; Growth in Minority Detention Attributed to Drug Law Violators; Runaways in Juvenile Court; and Juvenile Court Property Cases.

REGULATIONS, GUIDELINES, AND LITERATURE: The office of Justice Programs (OJP) Financial and Administrative Guide for Grants, M7100.1.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Department of Justice, Office of Juvenile Justice and Delinquency Prevention, National Institute for Juvenile Justice and Delinquency Prevention, Washington, DC 20531. Telephone: (202) 307-5929, Irving Slott. (202) 307-5940, Emily Martin.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention—Allocation to States; 16.541, Juvenile Justice and Delinquency Prevention—Special Emphasis; 16.560, Justice Research and Development Project Grants.

EXAMPLES OF FUNDED PROJECTS: Projects funded during fiscal year 1990, include programs addressing American Indian and Alaskan Native Justice Systems; juvenile justice statistics and systems development; drug testing guidelines and drug identification, DSOII: Assessing the Effects of Deinstitutionalization of Status Offenders; Victims and Witnesses in the Juvenile Justice System; longitudinal research on the causes and correlates of delinquency; children in custody, Census; Study to Evaluate Conditions in Juvenile Detention and Correctional Facilities.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are incorporated in the individual program announcements. Applications undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy, 28 CFR Part 34.

16.543 MISSING CHILDREN'S ASSISTANCE

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Title IV, Public Law 93-415, as amended.

OBJECTIVES: To ensure that there is effective coordination among all federally funded programs related to missing children. Establish and maintain a national resource center and clearinghouse to: (1) provide technical assistance to local and State governments, public and private nonprofit agencies and individuals in locating and recovering missing children; (2) coordinate public and private programs to locate and recover missing children; (3) disseminate nationally, information on innovative missing children's programs, services, and legislation; and (4) provide technical assistance to law enforcement agencies, private nonprofit agencies, and individuals in the prevention, investigation, prosecution and treatment of the missing or exploited child case. Periodically conduct national incidence studies to determine the actual number of children reported missing each year, the number of children who are victims of stranger abductions, the number of children who are victims of parental kidnappings, and the number of missing children who are recovered each year. Compile, analyze, publish and disseminate an

annual summary of research currently being conducted on missing children, which will include an annual comprehensive plan for assuring cooperation and coordination among all agencies and organizations with responsibilities related to missing children. Provide a program to establish and maintain a national 24-hour toll-free telephone line where individuals may report information regarding the location of missing children.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements).

USES AND USE RESTRICTIONS: The Administrator is authorized to make grants to and enter into contracts with public agencies or private nonprofit organizations, or combinations thereof, for research, demonstration projects, or service programs designed (1) to educate parents, children, and community agencies and organizations in ways to prevent the abductions and sexual exploitation of children; (2) to provide information to assist in the locating and return of missing children; (3) to aid communities in the collection of materials which would be useful to parents in assisting others in the identification of missing children; (4) to increase knowledge of and develop effective treatment pertaining to the psychological consequences, on both parents and children, of (a) the abduction of a child, both during the period of disappearance and after the child is recovered; and (b) the sexual exploitation of a missing child; (5) to collect detailed data from selected States or localities on the actual investigative practices utilized by law enforcement agencies in missing children's cases; (6) to address the particular needs of missing children by minimizing the negative impact of judicial and law enforcement procedures on children who are victims of abuse or sexual exploitation and by promoting the active participation of children and their families in cases involving abuse or sexual exploitation of children; (7) to address the needs of missing children and their families following the recovery of such children; and (8) reduce the likelihood that children under 18 years will be removed from the control of their legal custodians without such custodians' consent; and to establish statewide clearinghouses to assist in recovering or locating missing children.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Missing Children's funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public and private nonprofit agencies, organizations, individuals, State and local units of government, combinations of State or local units.

Beneficiary Eligibility: State and local units of government, private nonprofit agencies, organizations, institutions or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: In carrying out the programs authorized by the Missing Children's Assistance Act, the OJJDP Administrator establishes annual research, demonstration, and service program priorities for grants and contracts and the criteria based on merit for making such grants and contracts. The proposed priorities and selection criteria are published in the Federal Register for public comment for a period of 60 days prior to final adoption. Grants and contracts exceeding \$50,000 must be made by competitive process. This program is excluded from coverage under E.O. 12372.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: See 28 C.F.R. Part 18.

Renewals: Supplemental grants or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Initial awards usually are made for 12 to 36 months with further funding based upon the project period and grantee performance. Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and final financial and progress reports are required.

Audits: Full fiscal and program audits will be done before or after close of grants. On-site inspections will be made throughout the grant. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133. In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate.

Records: Grantee must keep complete records on the disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754.

Obligations: (Grants) FY 90 \$4,401,006; FY 91 est \$8,293,274; and FY 92 est \$7,971,000.

Range and Average of Financial Assistance: Not applicable.

PROGRAM ACCOMPLISHMENTS: Continuance awards in 1990 included: Reunification of Missing Children Study; Psychological Consequences Study; Studies of the Incidences of Missing Children; and training for nonprofit organizations serving missing children. A new award was made: Obstacles to Recovery and Return of Parentally Abducted Children.

REGULATIONS, GUIDELINES, AND LITERATURE: Missing Children program priorities are published in the Federal Register and awards are governed by Financial Guide M. 7100.1 which is available upon request.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 20531. Telephone: (202) 307-0598.

RELATED PROGRAMS: 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Projects funded during fiscal year 1990 include technical assistance, training and associated services concerning missing and exploited children, the National Study of the Incidences of Missing Children, and research related to the psychological consequences to families with missing and exploited children.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded.

16.544 PART D—JUVENILE GANGS AND DRUG ABUSE AND DRUG TRAFFICKING

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, OFFICE OF JUSTICE PROGRAMS, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Sections 281 and 282, Public Law 93-415, as amended.

OBJECTIVES: To establish and support programs and activities that involve families and communities that are designed to: (1) reduce the participation of juveniles in drug-related crimes, particularly in elementary and secondary schools; (2) develop within the juvenile adjudicatory and correctional systems new and innovative means to address the problems of juveniles convicted of serious drug-related and gang-related offenses; (3) reduce juvenile involvement in gang-related activity, particularly activities that involve the distri-

bution of drugs by or to juveniles; (4) promote the involvement of juveniles in lawful activities in geographical areas in which gangs commit crimes; (5) provide treatment to juveniles who are members of such gangs, including members who are accused of committing a serious crime and members who have been adjudicated as being delinquent; (6) support activities to inform juveniles of the availability of treatment and services for which financial assistance is provided under this program; (7) facilitate Federal and State cooperation with local school officials to assist juveniles who are likely to participate in the activities of gangs that commit crimes and to establish and support programs that facilitate coordination and cooperation among local education, juvenile justice, employment and social services agencies, for the purpose of preventing or reducing the participation of juveniles in activities of gangs that commit crimes; (8) provide personnel, personnel training, equipment and supplies in conjunction with programs and activities designed to prevent or reduce the participation of juveniles in unlawful gang activities or unlawful drug activities, to assist in improving the adjudicative and correctional components of the juvenile justice system; (9) provide pre- and post-trial drug abuse treatment to juveniles in the juvenile justice system; and (10) provide abuse education, prevention and treatment involving police and juvenile officials in demand reduction programs.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreement, or Contracts).

USES AND USE RESTRICTIONS: To be eligible for an award or contract, an applicant must: (1) respond to legislative requirements contained in Section 281 and 282 of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP; (3) provide for proper program administration, evaluation and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; and (5) respond to clear and documentable needs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Part D funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public or private nonprofit agencies, organizations or individuals.

Beneficiary Eligibility: Public or private nonprofit agencies, organizations or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: In some program initiatives, applicants are invited to submit preliminary applications or concept papers in response to program announcements issued by OJJDP. The original and one copy are sent to the OJJDP in Washington, DC, and where applicable one copy is sent to the Criminal Justice Council; or the original and two copies are sent to the OJJDP if the proposed program extends beyond State boundaries. Preliminary applications are not to exceed 15 pages, but may have supporting information in appendices. Preliminary applications are judged on program requirements according to pre-defined selection criteria. Those applicants judged to meet selection criteria at the highest level are invited to develop full applications. Each program announcement provides the dates for preliminary application submission. The standard application forms as furnished by the Federal agency, in accordance with 28 C.F.R., Part 66 (Common Rule) or OMB Circular No. A-110 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs", and applies except for grants which are national in scope. Program announcements will provide instructions regarding the necessity of submission to single State agencies. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed

in applying for assistance, if the State has selected the program for review.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: See 28 C.F.R. Part 18.

Renewals: Supplemental grants or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Initial awards usually are made for 12 to 18 months with further funding based upon the project period and grantee performance. Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and final financial and progress reports are required.

Audits: In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Government," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for 3 years after the date of the final report.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754.

Obligations: (Grants) FY 90 \$1,890,777; FY 91 est \$3,594,223; and FY 92 est \$0.

Range and Average of Financial Assistance: Not available.

PROGRAM ACCOMPLISHMENTS: During fiscal year 1990, Office of Juvenile Justice and Delinquency Prevention funded grants that supported a wide variety of activities. These activities included the establishment of the Boys and Girls Clubs in public housing in San Francisco, CA; Danville, IL; Boston, MA; Montgomery, AL; Nashville, TN; Columbia, SC; and Dover, DE. A gang prevention and intervention component was added to the Targeted Outreach grant to the Boys and Girls Clubs of America and thirty clubs are involved in gang prevention, three are involved in gang intervention, and eight are involved in working with the Department of Health and Human Services Consortium Program. It is expected that 1,950 youth will be deterred from gang involvement through this program. Through the National Youth Gang Suppression and Intervention Program we have learned that the problem of gangs is becoming complex. Old means of identifying gang members are growing obsolete as members become more involved in drug trafficking. Gangs are not only found in large metropolitan areas, but are now emerging in small, rural areas. This project has developed a general community model, models for corrections, judicial, parole, police, probation, prosecutor, school, community, and grass-roots agencies. A new program is being developed to prevent youth from dropping out of school and joining gangs. Sixty youth will be able to complete their high school education, receive job training and jobs. Supportive services will also be available for them and their families.

REGULATIONS, GUIDELINES, AND LITERATURE: The office of Justice Programs (OJP) Financial and Administrative Guide for Grants, M.7100.1.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531. Telephone: (202) 307-0751.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention—Allocation to States; 16.541, Juvenile Justice and Delinquency Prevention—Special Emphasis; and 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Projects funded during fiscal year 1990, include programs to prevent high school students from dropping out of school and joining gangs; a program aimed at reducing teen victimization; and to provide training and technical assistance to key policy makers, leading to improved public and private gang and drug prevention, intervention and suppression strategies.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Pre-

vention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of the individual program announcements. Applications may undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy 28 C.F.R. Part 34.

Appendix F.
Extra Blank Forms
(Tear out forms for your own use)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): [] [] - [] [] [] [] [] [] [] []		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <ul style="list-style-type: none"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ 	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A Increase Award B Decrease Award C Increase Duration D Decrease Duration Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [] [] - [] [] [] [] [] [] TITLE: _____		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date	Ending Date	a Applicant	b Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a Federal	\$.00	a YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____	
b Applicant	\$.00	b NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c State	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
d Local	\$.00		
e Other	\$.00		
f Program Income	\$.00		
g TOTAL	\$.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a Typed Name of Authorized Representative		b Title	c Telephone number
d Signature of Authorized Representative		e Date Signed	

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
— "New" means a new assistance award.
— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16 -19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:
---------------------	-----------------------

23. Remarks

INSTRUCTIONS FOR THE SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For *new applications*, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes to existing grants*, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost.

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

INSTRUCTIONS FOR THE SF-424A (continued)

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 - Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

SPECIAL INSTRUCTIONS

Applicants must provide on a separate sheet a budget narrative which will detail by budget category, the Federal and non-Federal (in-kind and cash) share. The grantee cash contribution should be identified as to its source, i.e., funds appropriated by a State or local government or donation from a private source. The narrative should relate the items budgeted to project activities and should provide a justification and explanation for the budgeted items including the criteria and data used to arrive at the estimates for each budget category.

INSTRUCTIONS

PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- b. Provide for each grant program, function or activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified by activity or function, list them in chronological order to

show the schedule of accomplishments and their target dates.

- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.
- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information; name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget items have changed more than the prescribed limits contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, part 66, Common Rule (or Attachment J to OMB Circular A-110, as applicable), explain and justify the change and its effect on the project.
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

Public reporting burden for this collection of information is estimated to average 26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Comptroller, Office of Justice Programs, U.S. Department of Justice, 633 Indiana Avenue, NW., Washington, D.C. 20531; and to the Public Use Reports Project, 1121-0140, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.610—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Publications From OJJDP

The following lists all OJJDP publications currently available from the Juvenile Justice Clearinghouse. To obtain copies, call or write:

Juvenile Justice Clearinghouse
Box 6000
Rockville, MD 20850
800-638-8736

Most OJJDP publications are available free of charge from the Clearinghouse; requests for more than 10 documents require payment for postage and handling. For information on payment procedures, or to speak to a juvenile justice information specialist about additional services offered, contact the Juvenile Justice Clearinghouse Monday through Friday, 8:30 a.m. to 5:15 p.m., e.s.t.

Delinquency Prevention

Education in the Law: Promoting Citizenship in the Schools. 1990, NCJ 125548
Mobilizing Community Support for Law-Related Education. 1989, NCJ 118217, \$9.75

National Youth Gang Suppression and Intervention Program. 1990, NCJ 130917

OJJDP and Boys and Girls Clubs of America: Public Housing and High-Risk Youth. 1991, NCJ 128412

Preserving Families To Prevent Delinquency. 1992, NCJ 136397

Proyecto Esperanza: Community-Based Help for At-Risk Hispanic Youth. 1988, NCJ 113953

Missing and Exploited Children

America's Missing and Exploited Children—Their Safety and Their Future. 1986, NCJ 100581

Child Abuse—Prelude to Delinquency? 1985, NCJ 104275, \$7.10

Child Sexual Abuse Victims and Their Treatment. 1988, NCJ 113766

Investigator's Guide to Missing Child Cases: For Law Enforcement Officers Locating Missing Children. 1987, NCJ 108768

Missing, Abducted, Runaway, and Thrownaway Children in America, First Report: Numbers and Characteristics, National Incidence Studies. 1990, NCJ 123668, \$14.40

Missing, Abducted, Runaway, and Thrownaway Children in America, First Report: Numbers and Characteristics, National Incidence Studies, Executive Summary. 1990, NCJ 123667

Missing and Exploited Children: The Challenge Continues. 1988, NCJ 118218

Missing Children: Found Facts. 1990, NCJ 130916

OJJDP Annual Report on Missing Children. 1990, NCJ 130582

Report on Missing and Exploited Children: Progress in the 80's. 1987, NCJ 113586

Sexual Exploitation of Missing Children: A Research Review. 1988, NCJ 114273

Stranger Abduction Homicides of Children. 1989, NCJ 115213

Status Offenders

Assessing the Effects of the Deinstitutionalization of Status Offenders. 1989, NCJ 115211

Impact of Deinstitutionalization on Recidivism and Secure Confinement of Status Offenders. 1985, NCJ 099808

Runaways in Juvenile Courts. 1990, NCJ 124881

Law Enforcement

Directed Patrol Manual—Juvenile Problems. 1985, NCJ 097348

Drug Recognition Techniques: A Training Program for Juvenile Justice Professionals. 1990, NCJ 128795

Evaluation of the Habitual Serious and Violent Juvenile Offender Program, Executive Summary. 1986, NCJ 105230

Innovative Law Enforcement Training Programs: Meeting State and Local Needs. 1991, NCJ 131735

Law Enforcement Custody of Juveniles: Video. 1992, NCJ 137387, \$13.50

Law Enforcement Custody of Juveniles: Video Training Guide. 1992, NCJ 133012

Targeting Serious Juvenile Offenders Can Make a Difference. 1988, NCJ 114218

Courts

CASA: Court Appointed Special Advocate for Children . . . A Child's Voice in Court. 1988, NCJ 111392

The Child Victim as a Witness. 1989, NCJ 118315

Court Careers of Juvenile Offenders. 1988, NCJ 110854, \$8.40

Helping Victims and Witnesses in the Juvenile Justice System: A Program Handbook. 1991, NCJ 139731 \$15

Juvenile Court Drug and Alcohol Cases: 1985-1988. 1991, NCJ 132074

Juvenile Court Property Cases. 1990, NCJ 125625

Juvenile Court's Response to Violent Crime. 1989, NCJ 115338

Juvenile Court's Response to Violent Offenders: 1985-1989. 1992, NCJ 139558
Offenders in Juvenile Court, 1989. 1992, NCJ 138740

Restitution

Guide to Juvenile Restitution. 1985, NCJ 098466, \$12.50

Juvenile Restitution Management Audit. 1989, NCJ 115215

Liability and Legal Issues in Juvenile Restitution. 1990, NCJ 115405

National Directory of Juvenile Restitution Programs 1987. 1987, NCJ 105188

National Trends in Juvenile Restitution Programming. 1989, NCJ 115214

Restitution and Juvenile Recidivism. 1992, NCJ 137774

Restitution Experience in Youth Employment: A Monograph and Training Guide to Jobs Components. 1989, NCJ 115404

Restitution Improvement Curriculum: A Guidebook for Juvenile Restitution Workshop Planners. 1988, NCJ 110007

Victim-Offender Mediation in the Juvenile Justice System. 1990, NCJ 120976

Corrections

American Probation and Parole Association's Drug Testing Guidelines and Practices for Juvenile Probation and Parole Agencies. 1992, NCJ 136450

Growth in Minority Detentions Attributed to Drug Law Violators. 1990, NCJ 122011

Juveniles Taken Into Custody: Fiscal Year 1990 Report. 1991, NCJ 130758

National Juvenile Custody Trends: 1978-1989. 1992, NCJ 131649

OJJDP Helps States Remove Juveniles From Adult Jails and Lockups. 1990, NCJ 126869

Private-Sector Corrections Program for Juveniles: Paint Creek Youth Center. 1988, NCJ 113214

Privatizing Juvenile Probation Services: Five Local Experiences. 1988, NCJ 121507

Public Juvenile Facilities: Children in Custody 1989. 1991, NCJ 127189

General Juvenile Justice

Guide to the Data Sets in the National Juvenile Court Data Archive. 1991, NCJ 132073

Juvenile Alcohol and Other Drug Abuse: A Guide to Federal Initiatives for Prevention, Treatment, and Control. 1992, NCJ 138741

Minorities and the Juvenile Justice System. 1992, NCJ 139556, \$11.50

Minorities and the Juvenile Justice System, Executive Summary. 1992, NCJ 139557

OJJDP Funds 21 New Projects During Fiscal Year 1988. 1989, NCJ 116872

Project New Pride Training Manual. 1986, NCJ 100133, \$15.00

Twelfth Analysis and Evaluation: Federal Juvenile Delinquency Programs 1988. 1988, NCJ 115786

Statistics

Arrests of Youth 1990. 1992, NCJ 133011

Delinquency in the United States, 1983. 1987, NCJ 104867

National Juvenile Justice Statistics Assessment: An Agenda for Action. 1989, NCJ 119764