



Office of Justice Programs and Department of Justice

147529



# FY 1994 Discretionary Competitive Program Announcements and Application Kit

# 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 (JJDP) Act of 1974, Public Law 93-415, as amended. 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, and the disproportionate representation of minorities in the juvenile justice system.

**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.

**Information Dissemination and Planning Unit** informs individuals and organizations of OJJDP initiatives; disseminates information on juvenile justice, delinquency prevention, and missing children; and coordinates program planning efforts within OJJDP. The unit's activities include publishing research and statistical reports, bulletins, and other documents, as well as overseeing the operations of the Juvenile Justice Clearinghouse.

**Concentration of Federal Efforts Program** promotes interagency cooperation and coordination among Federal agencies with responsibilities in the area of juvenile justice. The program primarily carries out this responsibility through the Coordinating Council on Juvenile Justice and Delinquency Prevention, an independent body within the executive branch that was established by Congress through the JJDP Act.

**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.

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

NCJRS

OCT 18 1994

ACQUISITIONS

# Office of Juvenile Justice and Delinquency Prevention

**John J. Wilson**  
*Acting Administrator*

147529

**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 [redacted] 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 [redacted] owner.

## **FY 1994 Discretionary Competitive Program Announcements and 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**

Laurie Robinson ..... Acting Assistant Attorney General

Noël Brennan ..... Deputy 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 ..... Director, Missing and Exploited  
Children's Program

David D. West ..... Acting Director, Concentration of  
Federal Effort Program

David D. West ..... Director, Information Dissemination  
and Planning Unit

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

---

<b>Introduction</b> .....	1
---------------------------	---

## **Application and Administrative Requirements**

Eligibility Requirements .....	3
Application Requirements .....	3
Application Review Process .....	4
Selection Criteria .....	4
Evaluation .....	5
Discretionary Grant Continuation Policy .....	5
Financial Requirements .....	6
Civil Rights Requirements .....	6
Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements .....	6
Audit Requirements .....	7
Disclosure of Federal Participation .....	7
Suspension or Termination of Funding .....	7

## **Discretionary Competitive Program Announcements**

<b>Fiscal Year 1994 Discretionary Competitive Program Listing</b> .....	11
---	----

## **Delinquency Prevention**

Mental Health in the Juvenile Justice System .....	13
Law-Related Education in Juvenile Justice Settings .....	15
Innovative Approaches in Law-Related Education .....	18

## **Community-Based Alternatives**

Program To Promote Alternative Programs for Juvenile Female Offenders .....	21
Serious, Violent, and Chronic Juvenile Offender Treatment Program .....	25
Field-Initiated Research Program .....	28

## **Improvement of the Juvenile Justice System**

Studies of Violence Committed by or Against Juveniles .....	30
Training for Line Staff in Juvenile Corrections and Detention .....	35
A Comprehensive Response to America's Gang Problem .....	38
National Gang Assessment Resource Center .....	40
Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program .....	43

Evaluation of the Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program .....	47
Performance-Based Standards for Juvenile Detention and Corrections .....	51
Training and Technical Support for State and Local Jurisdictional Teams To Focus on Juvenile Corrections and Detention Overcrowding .....	56
Evaluation of Intensive Community-Based Aftercare Demonstration and Technical Assistance Program .....	59
National Juvenile Justice and Delinquency Prevention Training and Technical Assistance Center .....	62
Telecommunications Assistance .....	66
Interventions To Reduce Disproportionate Minority Confinement in Secure Detention and Correctional Facilities (The Deborah Ann Wysinger Memorial Program) .....	69
 <b>Appendix A. Application Form and Instructions</b>	
Application for Federal Assistance (SF-424) .....	75
Instructions for Completing Applications for Assistance From the Office of Juvenile Justice and Delinquency Prevention .....	76
 <b>Appendix B. Peer Review Information</b>	
OJJDP Peer Review Guideline .....	95
OJJDP Competition and Peer Review Procedures .....	109
 <b>Appendix C. Certifications</b>	
Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements .....	117
 <b>Appendix D. Contact Lists</b>	
State Advisory Groups .....	121
Criminal Justice Councils .....	128
Juvenile Justice Specialists .....	135
OMB State Single Points of Contact .....	143
 <b>Appendix E. Excerpts from the <i>Catalog of Federal Domestic Assistance</i></b>	
Excerpts From the <i>Catalog of Federal Domestic Assistance</i> .....	151
 <b>Appendix F. Extra Blank Forms</b>	
Application Form SF-424	
Certification Form	

---

# Introduction

---

In accordance with the provisions of the Juvenile Justice and Delinquency Prevention Act of 1994 (JJDP Act), as amended, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) published its final comprehensive plan for fiscal year 1994, which incorporates the program priorities under the Missing Children's Assistance Act, in the *Federal Register* dated July 14, 1994.

The *FY 1994 Discretionary Competitive Program Announcements and 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 competitive program announcement in the Discretionary Competitive Program Announcements 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

---

## 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 applying.

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 that are receiving other funds in support of the proposed activity should identify 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 and 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 should 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 is yes to any of the above questions, provide the following information:
  - a. List the names of any organizational units that will assist in any part of this other particular program activity.
  - b. Enter the title of the other project, the name of the public or private grantor, and the 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., Room 742  
Washington, DC 20531

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

OJJDP will notify applicants in writing that their applications have been received. 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 reviews by the State. A list of the State Single Points of Contact is provided in Appendix D of this kit.

## **Application Review Process**

### **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 whether there are additional program-specific review criteria and/or changes in points assigned to criteria used in the peer reviews for that particular program.

---

Peer reviewers 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 meeting the goals and objectives of this program.

The design provides a detailed implementation plan with a timeline that 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.

Application 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.

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 1994. 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 1994 program priorities, compliance with performance requirements of prior grant years, compliance with OJP fiscal and regulatory requirements, and any special conditions of award. In addition, the OJJDP Administrator may conclude that peer review is appropriate to determine whether to continue funding for a new project period. 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.

## **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 upon request and will govern the administration of funds by 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 organization-wide 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.

# **Discretionary Competitive Program Announcements**

---

---

## Fiscal Year 1994 Discretionary Competitive Program Listing

### Delinquency Prevention

Mental Health in the Juvenile Justice System .....	\$100,000
Law-Related Education in Juvenile Justice Settings .....	\$440,000
Innovative Approaches in Law-Related Education .....	\$260,000

### Community-Based Alternatives

Program To Promote Alternative Programs for Juvenile Female Offenders .....	\$200,000
Serious, Violent, and Chronic Juvenile Offender Treatment Program .....	\$2,000,000
Field-Initiated Research Program .....	\$250,000

### Improvement of the Juvenile Justice System

Studies of Violence Committed by or Against Juveniles .....	\$1,000,000
Training for Line Staff in Juvenile Corrections and Detention .....	\$250,000
A Comprehensive Response to America's Gang Problem National Gang Assessment Resource Center .....	\$750,000
Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program .....	\$1,000,000
Evaluation of the Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program .....	\$250,000
Performance-Based Standards For Juvenile Detention and Corrections .....	\$250,000
Training and Technical Support for State and Local Jurisdictional Teams To Focus on Juvenile Corrections and Detention Overcrowding .....	\$100,000
Evaluation of Intensive Community-Based Aftercare Demonstration and Technical Assistance Program .....	\$140,000
National Juvenile Justice and Delinquency Prevention Training and Technical Assistance Center .....	\$300,000
Telecommunications Assistance .....	\$200,000
Interventions To Reduce Disproportionate Minority Confinement in Secure Detention and Correctional Facilities (The Deborah Ann Wysinger Memorial Program) .....	\$600,000

---

# Delinquency Prevention

---

## Mental Health in the Juvenile Justice System

**Purpose:** To develop and implement a 1–2 day conference for up to 200 participants on the topic of juveniles with mental health problems and impairments, including learning disabilities. The conference will target juveniles, including those in residential care or in juvenile detention and correctional facilities who are at risk of becoming status or delinquent offenders, alleged and adjudicated status offenders, and delinquents with undiagnosed or untreated mental health problems. The purpose of the conference is to inform juvenile justice policymakers, law enforcement, the judiciary, prosecutors, and the defense bar about the mental health needs of this population and to propose actions that community organizations and local, State, and Federal agencies can take to address this issue and improve the delivery of services.

**Background:** This program implements Section 243(a)(4) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In a recent review of research on the prevalence of mental disorders among youth in the juvenile justice system (Otto, Greenstein, Johnson, Friedman, 1992), the following findings were identified:

- While estimates of mental disorders in the general population range as high as 22 percent, the prevalence rate of mental disorders for youth in the juvenile justice system is substantially higher.
- At least one-fifth and perhaps as many as 60 percent of youth in the juvenile justice system can be diagnosed as having a conduct disorder.
- The rate of psychotic disorders for these youth is generally found to be greater than that of the general population, ranging from 1 percent to 6 percent.
- Attention deficit disorders and affective disorders are a significant problem in this population.
- Many youth in this population have multiple diagnoses.

While these statistics provide a starting point for assessing the scope of the problem, a review of the literature on youth with mental disorders suggests “that little more attention has been paid to this population in the past 15 years than was paid in the 15 years prior to that” (ibid, p. 11). Neither the true magnitude of the problem nor the need for services among these youth is well known. Furthermore, there is a lack of information on who is being served, how services are organized and delivered, and how the mental health and juvenile justice systems coordinate their efforts. What we do know is that the juvenile justice system is not well prepared to handle youth with mental health problems and learning disabilities and that as a result, youth frequently bounce back and forth among the juvenile justice, mental health, and education systems as each grapples with the question of how best to care for those with multiple and complex needs (Cocozza, 1992).

Two recent developments have focused attention on the issue of mental disorders among youth in the juvenile justice system and given impetus to efforts to bring about change. The first is the work of the National Coalition for the Mentally Ill in the Criminal Justice System. Since 1989 the Coalition has promoted a national agenda that has a dual objective of (1) developing effective models for screening, diverting, and treating both adults and juveniles who are mentally ill or dually diagnosed offenders in the custody of adult or juvenile criminal justice agencies and (2) establishing comprehensive community-based care systems. The second activity involves a move toward collaborative planning by different social service systems serving children and their families. Recognition that a “cross-systems” approach is the most effective and cost-efficient way to provide flexible and comprehensive services has motivated policymakers and service providers in the mental health, education, and juvenile justice systems to open lines of communication and address this issue in a way that has not been done previously.

---

Accordingly, OJJDP will sponsor a conference that brings together representatives of the mental health, education, and juvenile justice systems to exchange information regarding the scope of the problem and explore strategies for meeting the needs of this particular population. The conference will focus on policy issues and on the collaborative planning process.

**Goals:**

- Inform participants about the prevalence of mental disorders among youth in the juvenile justice system and show the relationship between mental illness and juvenile crime.
- Build consensus among juvenile justice practitioners about methods for dealing with youth who have mental disorders and need the services of both the mental health and juvenile justice systems.
- Build consensus on what resources are required and where these resources should be directed.
- Identify what OJJDP's policy objectives should be.

**Objectives:**

- Plan for and hold the conference by September 30, 1995.
- Secure keynote speakers and plenary session panelists who can undertake the following:
  - Identify the legal issues affecting mentally ill youth in the juvenile justice system.
  - Discuss definitional and prevalence issues and the activities that need to be undertaken to increase knowledge about the nature and scope of mental health service needs in the juvenile justice system.
  - Present selected examples of innovative ideas and program models to handle juveniles with mental disorders.
  - Share the results of recent efforts to promote collaborative planning at the State and local levels.
  - Examine issues arising from the interaction between the mental health and juvenile justice systems.
  - Examine models of service delivery and organizational interactions involving juveniles with mental health problems in the juvenile justice system and identify promising program models and concepts.

**Program Strategy:** OJJDP will solicit proposals from applicants to plan and implement a national conference for juvenile justice, mental health, and education policymakers and practitioners. Applicants should establish an advisory group to plan the agenda and ensure participation of the key players. This conference must be held in the Washington, D.C., area for a 1-2 day period. All tasks to be performed must be specified and a time-frame provided. Applicants should explain how they would initially propose to structure the conference and identify key issues to be addressed and key people to be involved in both the conference and the advisory board.

**Products:** Applicants should describe the products they believe to be the most appropriate and relevant to achieve the goals and objectives of this initiative. Applicants should describe the nature of the products and the way they will be used to transfer knowledge to those at the State and local level who are unable to attend.

**References:**

- Cocozza, Joseph J., "Introduction," *Responding to the Mental Health Needs of Youth in the Juvenile Justice System*. Edited by Joseph J. Cocozza. National Coalition for the Mentally Ill in the Criminal Justice System. November 1992, pp. 1-5.
- Otto, Randy K., Jonathan J. Greenstein, Michael K. Johnson, and Robert M. Friedman, "Prevalence of Mental Disorders Among Youth in the Juvenile Justice System," *Responding to the Mental Health Needs of Youth in the Juvenile Justice System*. Edited by Joseph J. Cocozza. National Coalition for the Mentally Ill in the Criminal Justice System, November 1992, pp. 7-48.

---

**Eligibility Requirements:** Applications are invited from public and private organizations with a demonstrated knowledge of mental health and juvenile justice issues and experience in planning conferences and conducting training.

**Selection Criteria:** Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this *Application Kit* (page 4).

**Award Period:** The program period is 1 year.

**Award Amount:** Up to \$100,000 will be awarded to the successful applicant.

**Due Date:** All applications must be received by mail or delivered to OJJDP by September 20, 1994.

**Contact:** For further information, contact Betty M. Chemers, Program Manager, 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:** This program implements Sections 261(a)(7) and 299(e) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Law-related education (LRE), as specific curriculums for elementary and secondary schools, has been found in schools throughout the country since 1975. OJJDP has funded LRE since 1984 in response to congressional "earmarks." LRE teaches students about the foundations of 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 a pluralistic, democratic society based on the rule of law.

LRE is particularly successful as a teaching tool when nontraditional, interactive approaches to learning are used. The program encourages students to deal with issues for which there may be no right or wrong answers through discussion, exploration, reflection, roleplaying, and 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 through the application of law. These individuals serve as positive role models for students.

In 1990, OJJDP began experimenting with LRE programs for at-risk youth through its consortium of grantees, which implemented the national LRE program in juvenile correction and detention facilities. Interim assessments of this effort suggest positive effects on youth. Administrators and staff of facilities and programs using LRE programs with this target population have been extremely supportive of the effort.

To expand and augment these initial activities in fiscal year 1993, OJJDP funded two organizations to provide training and technical assistance in law-related education focused on youth in juvenile justice settings. Fiscal year 1993 awards were made to the American Correctional Association/New York Division for Youth and to the Virginia Commonwealth University/Virginia Institute for Law and Citizenship Studies for implementation of LRE programs in juvenile justice settings. OJJDP wishes to demonstrate this program in additional sites.

---

**Goal:** 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 curriculums and lesson plans specifically designed for youth under the supervision of the juvenile court or juvenile corrections authorities.
- To provide training and technical assistance to teachers and others in the juvenile justice system on LRE techniques and curriculums.
- To establish one or more demonstration sites using LRE with the target population and to conduct an assessment of its use.
- To increase public awareness of LRE in juvenile justice settings.
- To develop an implementation model that is transferable to States or local sites, which can be adapted to the future evaluation of the impact of LRE programs on targeted youth.

**Program Strategy:** OJJDP will solicit concept papers addressing the goals and objectives of this competitive program. OJJDP will select the most promising concept papers and invite full applications of ideas relevant to the delivery of LRE in juvenile justice settings.

Therefore, there is no mandated program strategy. However, certain elements of the proposal's project design are necessary to meet the objectives of this solicitation. These mandatory elements are listed below:

- Inclusion of one or more traditional juvenile justice agencies that can be used as a demonstration site or to field test curriculums.
- Inclusion of teaching methods and practices that research has shown to be necessary to successful LRE programs.
- Development and/or inclusion of written curriculums that take into account the various reading levels of youth held in juvenile detention and corrections facilities.
- A written statement of willingness to work cooperatively with other successful LRE grantees in this program, including the OJJDP grantees that make up the National Training and Dissemination Program.
- An agreement to work with other successful grantees and to participate in a conference for interested juvenile justice agencies on the results of this effort.

**Products:** Written products will include the following:

- LRE curriculums developed for or adapted from other curriculums and focused on clients of the juvenile justice system.
- Assessment reports of demonstration sites.
- Training, technical assistance, and marketing materials developed during the project.
- A detailed description of an LRE implementation model for juvenile justice settings that can be adapted to formally evaluate LRE with the targeted youth.
- 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 the program. OJJDP will select the most promising ideas submitted and invite full applications. Concept papers will be judged by the relevance of the proposed approach to institutionalize LRE in juvenile justice settings, a determination of their uniqueness (i.e., an approach differing from those used by current or planned OJJDP projects), the size of the target population, and the proposed project design. Parties not selected will be notified in writing.

---

**Eligibility Requirements:** Applications are invited from public agencies and private non-profit organizations that have demonstrated experience in juvenile justice and law-related education and the capability to undertake activities related to at least three of the above objectives. 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. The two grantees cited in the opening paragraphs of this announcement are ineligible for additional funding for projects funded FY 1993 because of OJJDP's intention to expand the use of LRE for the target population.

**Selection Criteria:** As noted above, OJJDP will invite full applications from the agencies/organizations that submit the most promising concept papers. Full applications will be rated by a peer review panel based 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 demonstrating 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 meeting the goals and objectives of this program. The design includes a detailed workplan with timelines for each significant goal, objective, and deliverable. The design contains program elements that are directly linked to successful implementation of the project.

**4. Project Management. (10 Points)**

The project's management structure and staffing are 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 for conducting the project successfully is documented. Organization experience with youth in the juvenile justice system and LRE is highly recommended. Key project staff must have 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 proposed to be undertaken.

**Award Period:** Grantees selected will be funded for 12 months. No additional funding is anticipated.

**Award Amount:** A total of \$440,000 is available for what are expected to be two projects selected from this solicitation. Individual application budgets should not exceed \$220,000.

**Due Date:** Concept papers must be received by mail or delivered to OJJDP by August 22, 1994. OJJDP will review the concept papers and invite selected applicants to submit full applications for competition. OJJDP will notify applicants within twenty-one (21) days after the concept paper submission closing date in the *Federal Register*. Full applications must be received by mail or delivered to OJJDP by October 7, 1994.

---

**Contact:** For further information contact Dr. Robert Lewis, Program Manager, 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:** This program implements Sections 261(a)(7) and 299(e) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Law-related education (LRE) was originally designed as a specific curriculum for elementary and secondary schools and has been used in schools throughout the country in various forms since 1975. LRE programs have been funded by OJJDP since 1984 in response to congressional "earmarks." Through LRE, students develop insights that promote social responsibility, reaffirm the fundamental values of right and wrong, and inspire a commitment to good citizenship. LRE programs have helped students develop the knowledge, skills, understanding, and attitudes necessary to function effectively in a pluralistic, democratic society that is based on the rule of law.

Although OJJDP and the U.S. Department of Education have provided substantial Federal assistance for LRE, many imaginative and innovative approaches of researchers and practitioners may not be 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 that support the prevention of delinquency in or outside the classroom.

### **Objectives:**

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

**Program Strategy:** OJJDP solicits concept papers that address 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. A mandated program strategy is not stated. However, certain elements must be included in 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/participants.
  - 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 curriculums that take into account the comprehension levels of youth involved, including a range of innovative teaching aids (e.g., the curriculum may be presented with the latest technological tools).

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

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

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

**Concept Papers:** Interested, eligible parties 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, as stated above. OJJDP will select the most promising ideas submitted and invite full applications. Concept papers will be judged by the relevance of the proposed approach to delinquency prevention, a determination of their uniqueness ( i.e., an approach differing from those used by current OJJDP's intention projects or grantees), and the proposed project design. Parties that are not selected will be notified in writing.

**Eligibility Requirements:** Concept papers are invited from public and private non-profit agencies, organizations, institutions, and individuals who can demonstrate experience in LRE and the capability to undertake activities related to this solicitation. Pursuant to Section 299(e) of the Juvenile Justice and Delinquency Prevention Act, the five grantees currently awarded OJJDP funds for LRE are ineligible for these funds. Prior grantees awarded funds under this initiative are also ineligible because of OJJDP's intention to seek new concepts to promote LRE.

**Selection Criteria:** As noted above, OJJDP will invite full applications from those submitting the most promising concept papers. 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 meeting 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 are 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 for conducting the project successfully is documented. Organizational experience with youth in the juvenile justice system and LRE is highly recommended. Key project staff must have 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 proposed to be undertaken.

**Award Period:** Grantees selected will be funded for 12 months. No additional funding is anticipated.

**Award Amount:** A total of \$260,000 is available for up to three new projects selected from this solicitation. Individual applications should not exceed \$100,000. Additional funding at the end of the award period is dependent upon the grantee's performance, availability of funds, and OJJDP priorities.

**Due Date:** Concept papers must be received by mail or delivered to OJJDP by August 22, 1994. OJJDP will review these concept papers and invite selected applicants to submit full applications for competition. OJJDP will notify applicants within twenty-one (21) days after the concept paper submission closing date in the *Federal Register*. Full applications must be received by mail or delivered to OJJDP by October 7, 1994.

**Contact:** For further information contact Dr. Robert Lewis, Program Manager, Training and Technical Assistance Division, (202) 307-5940.

---

---

# Community-Based Alternatives

---

## Program To Promote Alternative Programs for Juvenile Female Offenders

**Purpose:** To plan and develop innovative programs that will provide alternative intervention services for females in the juvenile justice system.

**Background:** This program implements Sections 261(a)(1) and (4) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. OJJDP's Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders states that an effective juvenile justice system strategy for turning delinquent juveniles around combines accountability and sanctions with increasingly intensive community-based intervention, treatment, and rehabilitation services.

In the case of female juvenile offenders, there is a strong need for services to be more finely focused on the special needs of female offenders. Many discussions of juvenile delinquency focus on male delinquents, although about one quarter of those arrested for juvenile offenses are female, and the rate of females' involvement in violent crimes is increasing faster than that of their male counterparts. Recent research also reveals that both male and female juvenile delinquents are young, poor, and often members of minority groups. However, females' offenses tend to be less serious than those committed by males and are more often juvenile status offenses. Running away and other delinquency may be related to experiencing physical and sexual abuse at home. Historically, however, the juvenile justice system has tended to detain female runaways rather than taking their problems seriously.

Recent research demonstrates that females' experience of childhood and adolescence is strongly affected by their gender. These studies imply that any discussion of females' problems and experiences with the juvenile justice system must consider gender in all its dimensions.

According to data provided by 85 State corrections institutions, there are many special problems facing female juvenile offenders in the juvenile justice system. These include the perpetuation of a cycle of generational abuse, teen pregnancy, delinquency, early parenthood, and emotional dysfunction.

Recent data also supports the conclusion that because of the relatively small number of adjudicated female juvenile offenders, little attention has historically been focused on female offenders or on their special needs. As a result, there is a wide gap between the services provided to females and those that historically have been provided to males at a similar level. A comparative study of 348 violent adolescent females and a similar number of boys revealed that although half of the male offenders were admitted to rehabilitation programs or alternative programs, only 29.5 percent of the female offenders received some treatment alternative.

Studies also strongly indicate that it is inappropriate to assume that male and female delinquents have the same needs in the juvenile justice system. Further research supports the conclusion that when females act out their problems, they, more often than boys, become self-destructive, run away, become involved in prostitution, or turn to unhealthy, exploitive, or abusive environments for attention and shelter. The need for more focused rehabilitative care for females is supported by studies which show that a majority of young females who go to runaway shelters or juvenile detention facilities have been sexually abused.

Programs to meet the unique needs of female delinquents are inadequate in most States, leaving these delinquents with few program alternatives that respond to their needs. Attention to the situation is long overdue and will make a major contribution to solving the problem of female delinquency. In order to address these

---

problems effectively, it will be necessary to develop and implement effective, alternative community-based strategies that focus on the unique problems of female juvenile offenders.

An effective system for rehabilitating juvenile female offenders should include, at a minimum, the following elements:

- Training and education.
- Life management and personal growth skills.
- Health care and counseling.
- Parenting skills.
- Job training skills.
- Community service.

In fiscal year 1994, OJJDP, under a competitive announcement, proposes funding two community-based programs to develop a plan for a systematic strategy for adjudicated female juvenile offenders that provides a continuum of rehabilitative services that focus on the unique problems of female juvenile offenders.

**Goal:** To develop a comprehensive program that will provide alternative services to adjudicated female juvenile offenders and enable them to become productive members of their communities and avoid further involvement in the juvenile justice system.

**Objectives:**

- To assess the existing range of alternative services available to female juvenile offenders in the target communities.
- To define the female juvenile offender population.
- To develop a program strategy and implementation plan.
- To develop an evaluation design and implementation plan that will measure the effectiveness of the program strategy.
- To develop a plan for securing support services from both public and private community organizations.

**Program Strategy:** This solicitation invites applications from public and private, not-for-profit community-based agencies or organizations that have developed or are developing comprehensive alternative strategies designed primarily to identify and meet the special needs of young female offenders.

All applicants must describe how they will develop a comprehensive strategy designed to meet the unique needs of female offenders. The comprehensive strategy should include but not be limited to specific needs such as education and training, life management and personal growth skills, health care and counseling, parenting skills, job training skills, and community service.

OJJDP encourages submission of applications from new programs as well as existing programs with proven track records and those which desire to expand their programs in accordance with these guidelines. Agencies or organizations that operate existing programs must provide a formal external evaluation of program effectiveness.

All applicants must address the following requirements in their applications:

- How the applicant will develop a detailed plan, indicating the approach that will be taken to developing a strategy and ultimate implementation of the program.
- A description of the planning process to be utilized, including lead agency, planning group or task force membership, and level of community involvement.

---

When completed, the applicant's plan will include the following basic background elements:

- Description and documentation of the existing alternative policies and procedures of the applying institution.
- Assessment of the effectiveness of existing local alternative services.
- Recommendations for new alternative program integration, expansion, and/or improvement.
- Definition and description of the local female juvenile offender population.
- Needs assessments currently used for placement of female juvenile offenders in an alternative program.
- Needs assessment to be used for placement of female juvenile offenders in the new alternative program.
- Proposed independent evaluation design for the alternative female offender program, including process and outcome.

The applicant's program design will provide for the earliest possible assessment of adjudicated female juvenile offenders and for the earliest possible identification of offender needs.

The applicant's program design will also include but is not limited to the following:

- A strong basic education component that combines necessary academic skills in reading, language arts, and mathematics with positive social training.
- A life management component that enables female juvenile offenders to obtain the skills and understanding needed to take charge of their own lives rather than to be products of the system.
- A personal growth component that enables female juvenile offenders to acquire more positive self images, greater understanding of themselves and the meaningful roles they can play in the community and larger society, and a broader appreciation of their personal responsibilities as productive citizens.
- A health and counseling component that provides female juvenile offenders with a wider knowledge and understanding of the value of preventive health care as well as taking care of their bodies. Topics in this component should include prenatal care, safe sex, gynecology, and mental health.
- A parenting component that enables female juvenile offenders to acquire the skills and perspective necessary for raising healthy and positively motivated children.
- A job training component that enables female juvenile offenders to become productive members of the workforce.
- A community service component that requires female juvenile offenders to take an active, positive, and tangible role in providing meaningful service to the local community.
- Opportunities for female juvenile offenders to have regular interaction with positive role models.
- Opportunities for female juvenile offenders to return to their families if and when this is possible, establishment of an alternative plan such as therapeutic foster care, or, for appropriate individuals, supported independent living.
- A plan for evaluating the program.
- A resource plan to enlist the financial and technical support of other Federal, State, and local agencies, private foundations, or other funding sources.
- Identification of training and technical assistance needs for implementing the program.

**Eligibility Requirements:** Applications are invited from public and private, not-for-profit organizations that can demonstrate knowledge of or experience in developing alternative community-based juvenile justice-social service intervention programs for female offenders.

National- or State-level organizations are not eligible for funds. Local affiliates of national or State organizations may apply, but funding will be provided only for implementation of a program in a designated locality. Local applicant organizations may submit joint proposals as long as one organization is designated as the pri-

---

mary organization. The applicant organization must be involved in a juvenile justice system that is located in and serves a Metropolitan Statistical Area (MSA) of more than 350,000. Consideration will be given to the geographic distribution (North, South, East, and West) of applications.

**Selection Criteria:** Applicants will be rated by a peer review panel on the extent to which they address the application requirements and meet the following selection criteria.

***1. Conceptualization of the Problem. (15 points)***

The problem to be addressed by the project is clearly stated and represents a clear understanding of the nature and scope of problems and issues related to providing a comprehensive range of alternative, community-based services for female juvenile offenders.

***2. Goal and Objectives. (10 points)***

The goals and objectives are clearly defined and consistent with the goal and objectives stated in this solicitation. The objectives are measurable and obtainable.

***3. Project Design. (35 points)***

The project design is sound, contains program elements directly linked to the achievement of project objectives, reflects the program characteristics stated in the background section of this guideline, and incorporates the elements of the program strategy as stated in this guideline. The project design must demonstrate understanding of linkages to community-based resources, family involvement, and the integration of social service programs. The application must include plans for process and impact program evaluation.

***4. Program Implementation Plan. (20 points)***

The program implementation plan provides a time/task outline that specifies activities and products. The project management structure is adequate to conduct the project successfully. The management structure for the project must be consistent with the project goals and tasks described in the application.

***5. Organizational Capability. (15 points)***

The applicant demonstrates organizational capability sufficient to support the project successfully. Both the personnel of the organization and its technical capabilities must be sufficient to accomplish the tasks of the project. The applicant must demonstrate that staff members have sufficient substantive and technical expertise (see Eligibility Requirements). The applications will be judged on the appropriateness of position descriptions, required qualifications, and staff selection criteria.

***6. Budget. (5 points)***

The proposed budget is reasonable, allowable, and cost effective vis-à-vis the activities proposed to be undertaken. All costs must be fully justified in a detailed budget narrative that explains how a particular cost item was determined. Depending upon OJJDP budget allocations, it is anticipated that the implementation component of this program will be funded in fiscal year 1995.

**Award Period:** The project period will be 12 months.

**Award Amount:** A total of \$200,000 is available for two awards of up to \$100,000 each.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

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

---

## Serious, Violent, and Chronic Juvenile Offender Treatment Program

**Purpose:** To implement 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 level of offending increases.

**Background:** This program implements Section 243(a)2 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. The serious and violent crime rate among juveniles has increased sharply in recent years. Juveniles account for a growing share of all violent crimes committed in the United States, and a small portion of these offenders commit 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 are at their highest levels ever; an increasing percentage of these facilities are at the highest levels ever; and an increasing percentage of these facilities are operating over capacity. Unfortunately, the already strained juvenile justice system does not have adequate fiscal and programmatic resources to identify serious, violent, and chronic offenders and to intervene effectively with them.

The program set forth in this announcement implements Section 261(a)(6) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which gives OJJDP authority to create treatment programs for juveniles who commit serious crimes.

OJJDP's *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* states that an effective juvenile justice strategy for turning delinquent juveniles around combines accountability and sanctions with increasingly intensive intervention, treatment, and rehabilitation services. These sanctions, which emphasize discipline and responsibility, must include a continuum of care 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 community social institutions, as essential strategy elements.
- Use of risk and needs assessments that combine factors such 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.
- A broad continuum of options, integrating community-based resources and sanctions.

Under a competitive announcement in fiscal year 1993, OJJDP funded two jurisdictions (Allegheny County, Pennsylvania, Juvenile Court and the Department of Human Services, Washington, D.C.) to develop a plan for a systematic strategy for juvenile offenders that combines accountability and sanctions with increasingly intensive community-based intervention, treatment, and rehabilitation services as the seriousness of the offense increases or warrants.

OJJDP will support the implementation of the plans in the two initial sites if they successfully develop action plans. Additionally, two new sites will be competitively selected for funding of their implementation plans in response to this program announcement.

---

**Goal:** To implement an effective juvenile justice system strategy for intervention, treatment, and rehabilitation of serious and violent juvenile offenders 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; and other funding sources.
- To implement the program strategy.

**Program Strategy:** This solicitation invites applications from jurisdictions that have developed a comprehensive juvenile justice system strategy or are near the completion of a plan or strategy that combines accountability and sanctions with a wide spectrum of intensive community-based, public and private services. The comprehensive strategy should feature public and private collaboration and reflect recent research on the effectiveness of juvenile corrections programs. The funds available under this program announcement will assist with the implementation of the comprehensive strategy.

The applicant's plan will include the following basic background elements:

- Definition and description of the juvenile offender population.
- Assessment of the existing continuum of secure and nonsecure intervention, treatment, and rehabilitation services and recommendations for program components and services that will expand the capability of the system and create a continuum of care.
- Risk and needs assessments used for placement and treatment of juvenile offenders.
- Description of the planning process utilized, including the lead agency, composition of planning group or task force, and community involvement.

The applicant's program design must:

- Identify the target population.
- Describe the risk and needs assessment process to be used.
- Based on the assessment of existing services and recommendations for new programs, provide for a continuum of sanctions and services for juveniles.
- Incorporate a plan for involving families in the continuum of services.
- Incorporate a plan for implementing an aftercare program as a formal component of all residential placements.
- Develop a victim assistance component utilizing local organizations.
- Incorporate a plan for evaluating the program.
- Develop a resource plan to enlist the financial and technical support of other Federal, State, and local agencies; private foundations; or other funding sources.
- Identify training and technical assistance needs for implementing the program.

---

Applicants must specifically identify the parts of the program design that the funds being requested will support (e.g., to develop better risk assessment instruments, to meet identified training needs, to develop a day treatment program, to hire aftercare personnel). Applicants must provide a timetable for initiating the various components of their program design and explain how they will be tracked.

Applicants who have developed comprehensive plans that do not include all of the elements listed above may use a small portion of the funds to develop those elements, provided that this can be accomplished within the initial 4–6 months of the award. The newly developed elements would be incorporated in the plan and resubmitted to OJJDP for approval before implementation funds can be spent.

#### References:

- Wilson, John J., and Howell C. James, *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders, Program Summary*, OJJDP, Washington, D.C., 1990.

**Eligibility Requirements:** Applications are invited from public agencies (e.g., local courts, probation, parole, and corrections) that have developed 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 plan or strategy developed by the jurisdiction should be attached to the application as an appendix.

The applicant must be: (1) involved in a juvenile justice system that is located in and serves a Metropolitan Statistical Area (MSA) of more than 350,000, or (2) a county with a population of more than 350,000.

The applicant must show evidence that its data collection system is capable of accommodating all components of the initiative and document that it has an ongoing functioning coordination infrastructure (such as a task force) that incorporates public and private sector involvement to oversee the project.

**Selection Criteria:** Applications will be rated by a peer review panel on the extent to which they address the application requirements and meet the following selection criteria:

#### **1. Conceptualization of the Problem. (15 points)**

The problem to be addressed by the project is clearly stated and represents a clear understanding of the nature and scope of problems and issues related to integrating the components of a comprehensive program strategy that provides a continuum of increasingly intensive services based on the needs of the delinquent juveniles, including the incorporation of community-based resources, aftercare, and family involvement.

#### **2. Goals and Objectives. (10 points)**

The goals and objectives are clearly defined and consistent with the goal and objectives stated in this solicitation. The objectives are measurable.

#### **3. Project Design. (35 points)**

The project design is sound, contains program elements directly linked to the achievement of project objectives, reflects the program characteristics stated in the background section of these guidelines, and incorporates the elements of the program strategy stated in these guidelines. The project design must demonstrate understanding of linkages to community-based resources, family involvement, and the integration of an aftercare program. The evaluation design must include both process and impact measures.

#### **4. Program Implementation Plan. (20 points)**

The program implementation plan provides a time/task outline that specifies activities and products. The project management structure is adequate to conduct the project successfully. The management structure for the project must be consistent with the project goals and tasks described in the application.

---

### **5. Organizational Capability. (15 points)**

The applicant demonstrates organizational capability sufficient to support the project successfully. The organization's personnel and technical capabilities must be sufficient to accomplish the tasks of the project.

The applicant must demonstrate that staff members have sufficient substantive and technical expertise (see Eligibility Requirements). The applications will be judged on the appropriateness of the position descriptions, required qualifications, and staff selection criteria.

### **6. Budget. (5 points)**

Budgeted costs are reasonable, allowable, and cost-effective for the activities proposed to be undertaken. All costs must be fully justified in a budget narrative that explains how each particular cost item was determined.

**Award Period:** The project period will be 24 months.

**Award Amount:** Up to \$2,000,000 has been allocated for this program: A maximum of \$500,000 each will be awarded to Washington, D.C., and Allegheny County, Pennsylvania, as continuation grants. Two additional competitively selected jurisdictions will receive awards of \$500,000 each.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

**Contact:** For further information contact Jonathan Budd, Program Manager, Special Emphasis Division, (202) 307-5914.

## **Field-Initiated Research Program**

**Purpose:** Through the Field-Initiated Research Program, OJJDP encourages eligible parties to develop promising and innovative research programs that are relevant to the mission of OJJDP. This program offers an opportunity to support research ideas generated in the field rather than by OJJDP.

**Background:** Customarily, OJJDP-funded research programs are either mandated by Congress or by agency priorities. In both cases, applicants are limited to proposals which respond to specific requests from OJJDP. Thus, other imaginative and innovative approaches of researchers are not always known to OJJDP. Through the Field-Initiated Research Program, OJJDP welcomes proposals that address, but are not limited to, the priority areas authorized in Section 243(a)(1) of the OJJDP Act, as amended, 42 U.S.C. 5653. Priority topics include research programs that address the following areas:

- Mental health issues.
- Gender bias.
- Rural delinquency.
- Family preservation.
- Due process.
- Waiver and transfer to the criminal justice system.
- Violent youth gangs.
- Disproportionate minority representation.

- 
- Institutional crowding.
  - Other issues directly related to OJJDP's *A Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders*.

**Goal:** To seek innovative applications from researchers relevant to, and not already required by, the current OJJDP program plan.

**Objectives:**

- To promote and support innovative research programs in the juvenile justice field with emphasis on 1994 priorities.
- To encourage new methods for dealing with the current priority problems.
- To develop knowledge that will lead to new techniques, approaches, and methods related to the juvenile justice system and delinquency prevention in terms of current priorities.

**Program Strategy:** Through the Field-Initiated Research Program, OJJDP actively solicits innovative program proposals. Proposed programs must address pertinent issues and problems in the areas of current priorities. Proposals should define the needs and/or problems to be addressed and describe the objectives, strategies, and methodology to be employed. A brief review of the history of the issue and current knowledge and approaches to addressing this issue should be included. Through a competitive process, all applications will be subjected to peer review.

**Eligibility Requirements:** Eligibility Requirements stipulated in the Application and Administrative Requirements section of this *Application Kit* (page 3).

**Selection Criteria:** Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this *Application Kit* (page 4).

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

**Award Amount:** The total amount available is \$250,000. Award amounts will be subject to negotiation. It is expected that OJJDP will fund up to three awards.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

**Contact:** For further information contact D. Elen Grigg, Program Manager, Research and Program Development Division, (202) 307-5929.

---

# Improvement of the Juvenile Justice System

---

## Studies of Violence Committed by or Against Juveniles

**Purpose:** To examine the incidence of violence committed by or against juveniles in the District of Columbia and Los Angeles, California.

**Background:** A great deal of the recent surge of concern about juvenile crime can be attributed to the fact that juveniles have been involved in an alarmingly increasing number of violent crimes. In the 5-year period from 1987 to 1991, the number of Violent Crime Index (VCI)<sup>1</sup> arrests of juveniles increased by 50 percent. In particular, juvenile arrests for murder increased by a striking 85 percent (Allen-Hagen and Sickmund, 1993).

However, between 1991 and 1992, juvenile arrest rates for three of the four VCI offenses declined for the first time in recent years. Juvenile arrest rates for murder, robbery, and forcible rape all showed modest declines. Only the increased rate in aggravated assault arrests was responsible for the 1-percent overall increase in juvenile VCI arrest rates. While these rates may be encouraging, it is too early to judge whether they are the beginning of a new trend (Snyder, 1994a).

Despite the declining rates, the total number of juvenile arrests for aggravated assault, robbery, and forcible rape all increased from 1991 to 1992, and the number of murder arrests remained relatively constant at approximately 3,300 (Snyder, 1994b). In 1992, juveniles accounted for 18 percent of all VCI arrests, 15 percent of murders and aggravated assaults, 16 percent of forcible rapes, and 26 percent of robberies (Snyder, 1994b).

Not surprisingly, just as the number of violent crimes committed by juveniles has increased, the number of juvenile victims of violence is also on the rise. Between 1987 and 1992, the estimated number of violent crimes committed against juveniles increased 23 percent from 1.26 million to 1.55 million victimizations (Moone, 1994).

As a result, the youngest members of society experience the highest rates of violence. For example, in 1992 juveniles ages 12–17 were victims of violent crimes at a rate five times that of persons 35 and older, as measured by the National Crime Victimization Survey (NCVS)<sup>2</sup>. Moreover, while they account for just one-tenth of the population age 12 and over, youth ages 12–17 were the victims in a disproportionately high 23 percent of all violent crimes in 1992 (Moone, 1994).

A subgroup of the juvenile population deserving special research attention is minority youth. Both African-American and Hispanic youth are disproportionately represented in all stages of the juvenile justice system. For example, in 1992 only 15 percent of the juvenile population was African American (Butts, 1994), but African-American youth accounted for 49 percent of juvenile arrests for violent crimes (Roscoe and Morton, 1994).

There is evidence that factors other than race may explain a great deal of the variation between white and non-white involvement in juvenile violence. One such factor is identified by research under OJJDP's *Causes and Correlates* program, which indicates that African-American juveniles living in nondisadvantaged areas do not exhibit higher rates of delinquency than white youth living in nondisadvantaged areas (Huizinga, Loeber, and Thornberry, 1994). OJJDP is interested in identifying other factors that influence the likelihood of minority children becoming involved in violence.

---

Equally troubling are data concerning minority youth as victims of violence. According to the Bureau of Justice Statistics (BJS), teenage black males had the highest victimization rate of any group in society in 1992—113 victimizations per 1000 (BJS, 1994a). In that same year, 59 percent of murder victims ages 15–19 were black, while only 39 percent were white (Poe, 1994).

While all of these trends warrant concern about juvenile violence and justify further research into the subject, it is helpful to place juvenile crime in perspective when considering the general increase in violence in America. In the 10-year period between 1974 and 1983, a 30-percent increase in VCI arrests was attributable to increases in adult crime. Although this pattern changed in the late 1980's, adult arrests were responsible for 81 percent of the increase in VCI arrests in the 10 years from 1983 to 1992 (Snyder, 1994c).

Additionally, arrest rates tend to overstate the true level of juvenile crime because of the greater tendency of juveniles to commit crimes in groups. If, for example, police arrest five juveniles in connection with a killing, this incident will be recorded as five juvenile homicide arrests, not as one juvenile murder (Jones and Krisberg, 1994). For this reason, records of crimes cleared may more accurately reflect the proportion of America's violent crime problem that is attributable to juveniles. By the FBI's definition, a crime is considered cleared when at least one person is arrested, charged, and turned over to a court for prosecution. By this measure, juveniles were responsible for 12.8 percent of all VCI crimes in 1992, 9 percent of murders, 14 percent of forcible rapes, 16 percent of robberies, and 12 percent of aggravated assaults (Snyder, 1994d).

According to the National Council on Crime and Delinquency, the single most important factor affecting juvenile violence in the past decade, and juvenile homicide specifically, has been the growth in the availability of firearms (Jones and Krisberg, 1994). During the 1980's, the firearm homicide rate for juveniles ages 15–19 increased by 61 percent while the nonfirearm murder rate for the same age group decreased by 29 percent (Jones and Krisberg, 1994). In 1992, 85 percent of all murder victims in this age group were killed with guns (Poe, 1994).

This unprecedented level of juvenile firearm violence coincides with unprecedented numbers of juveniles owning and carrying firearms. The Youth Risk Behavior Survey of 1991 found that 11 percent of the 12,272 high school students in a national sample reported having carried a handgun at least once during the 30 days preceding the survey (BJS, 1994b). Perhaps more tellingly, another 1991 survey conducted in four States found that 83 percent of male juvenile inmates in maximum security settings owned a gun just prior to their confinement. At the time of this survey, 22 percent of the male students in nearby inner-city high schools owned at least one gun (Sheley and Wright, 1993).

In order to improve the understanding of juvenile violence, Congress has mandated four new violence studies to be conducted in urban and rural areas in the United States, pursuant to the 1992 amendments to the Juvenile Justice and Delinquency Prevention Act [Pub. L. 102-586, Sec. 248(b)(6)(A-E)]. Two of the urban areas are Washington, D.C., and Los Angeles, California.

#### **Goals:**

- To provide valuable information regarding community violence patterns, with a particular focus on homicides and firearm use involving juveniles.
- To improve the juvenile justice system by identifying strategic law enforcement responses to juvenile violence and by identifying diversion, prevention, and control programs to ameliorate juvenile violence.

#### **Objectives:**

- To identify characteristics and patterns of behavior of juveniles who are at risk of becoming violent or victims of homicide.
- To identify factors particularly indigenous to Washington, D.C., and Los Angeles, California, that contribute to violence committed by or against juveniles.

- 
- To determine the accessibility of firearms and how firearms are used by or against juveniles.
  - To identify the nature and extent of violence committed by or against minority youth.
  - To determine the conditions that cause any increase in violence committed by or against juveniles.
  - To identify existing and new diversion, prevention, and control programs to ameliorate such conditions.
  - To improve current systems to prevent and control violence by or against juveniles.
  - To develop a plan to assist State and local governments to establish effective ways to reduce homicides committed by or against juveniles.

**Program Strategy:** Two separate awards will be made: one to examine the incidence of juvenile violence in Washington, D.C., and one to examine the incidence of juvenile violence in Los Angeles. While applicants may wish to compete for more than one designated location, separate applications must be submitted for each site and each application will be evaluated independently.

In the application, the applicant should demonstrate an understanding and knowledge of the current violence situation in Washington, D.C., or Los Angeles, including the problems and issues surrounding juvenile-related homicides, violence committed by or against juveniles, use of firearms by juveniles, accessibility of firearms, patterns and trends of juvenile violence, and violence committed by or against minority youth.

The applicant should provide the research design and methodology for achieving the stated objectives of this study. The applicant should provide a discussion of research questions that will serve as the basis for a data collection instrument(s). Issues to consider include: a comparison of the level and types of violence in the area to be studied with national trends; similarities and differences in violent behavior among youth in Washington, D.C., or Los Angeles youth and youth nationwide; explanations of any differences in violent behavior among youth in Washington, D.C., or Los Angeles youth as compared to national trends; ethnic distributions of violent behavior; trends in juvenile-related homicides; factors specific to the study area's neighborhoods that contribute to violence; motives for violent acts; relationship between offenders and victims; and the environments in which victimization is most likely to occur.

Other issues to consider are the use and accessibility of firearms and the role of drugs and alcohol as contributors to violent behavior. These issues should be considered in the context of the study area's laws and policies relating to drug and firearm use.

Additionally, both individual- and neighborhood-level analyses should be conducted as a means of assessing both the role of the individual and the ecological context in which the violent acts occur.

In meeting the stated objectives, the project will build on several recent studies. One such project funded by OJJDP, *Program of Research on the Causes and Correlates of Delinquency: Urban Delinquency and Substance Abuse, Initial Findings* (Huizinga, Loeber, and Thornberry, 1994), involved a longitudinal study in Denver, Colorado; Pittsburgh, Pennsylvania; and Rochester, New York. The major factors influencing delinquency were identified as delinquent peer groups, poor school performance, high-crime neighborhoods, weak family attachments, and lack of consistent discipline and behavioral monitoring. The study identified three developmental pathways to delinquency and continues to provide the juvenile justice system with valuable data on juveniles who are moving toward violent offending.

The proposed project should build on this study and compare the findings in the three study sites with violent behavior in Washington, D.C., or Los Angeles. To what is violent behavior related? What are the causes and correlates of violent behavior in the study areas, and how do these causes differ from the causes and correlates identified in Denver, Rochester, and Pittsburgh? Applicants are invited to address specific ways in which to build on the *Causes and Correlates* study; for example, is the family more or less influential than found in the three study sites?

---

A second OJJDP-funded study, *Serious, Violent, and Chronic Offender Program Development*, is currently developing a comprehensive program model design to include violent juvenile offenders and those at risk of becoming violent juvenile offenders. The model design is based on what works and is consistent with underlying theoretical constructs. (This publication will be available at a later date.)

A third initiative, *Communities That Care*, has developed a community-wide strategy for preventing juvenile behavior problems by reducing risk factors that increase violence propensity and by increasing protective factors that shield youth from these problems (Hawkins and Catalano, 1993). With the leadership and commitment of local leaders, communities can take significant steps to establish effective ways to reduce violence committed by or against juveniles.

Building on these studies, the project will: (1) identify diversion, prevention, and control programs to reduce violence specific to Washington, D.C., and Los Angeles; (2) identify improvements in all components of the juvenile justice system for preventing and controlling violence by or against juveniles; and (3) develop a plan to assist State and local governments to establish viable ways to reduce violence committed by or against juveniles.

Finally, a core program advisory board of at least three outside experts will be selected to provide substantive and technical advice to the program. The selection of the advisory board members will be coordinated with OJJDP for joint approval. The board will provide advice, guidance, and overall direction of the project, and will review project plans and the draft and final reports.

#### **Products:**

- **Data collection plan and instrument(s).**
- **General plan and locality-specific plan.** Plans will be developed to assist Washington, D.C., and Los Angeles, California, and specific neighborhoods in those cities to establish viable ways to reduce homicide and other violent acts committed by or against juveniles. The plans will include policy and program recommendations.
- **Articles for publication.** The grantee will provide article-length summaries of the project's results, suitable for OJJDP publication, that inform policymakers, professionals, and researchers about the project's results.
- **Draft final report.** The report will contain a detailed review of the work undertaken during the project, the data obtained, conclusions, and a separate executive summary.
- **Final report.** The final report will incorporate modifications to the draft report as suggested by OJJDP and the advisory board, as appropriate.

#### **References:**

- Allen-Hagen, B., and M. Sickmund, "Juveniles and Violence: Juvenile Offending and Victimization," *OJJDP Fact Sheet #3*. July 1993.
- Bureau of Justice Statistics, "Violent Crime," April 1994.
- Bureau of Justice Statistics, "Firearms and Crimes of Violence," February 1994.
- Butts, J., "Delinquency Cases in Juvenile Court, 1992," *OJJDP Fact Sheet*, unpublished.
- Hawkins, D., and R. Catalano, "Communities That Care: Risk Focused Prevention Using the Social Development Strategy," Developmental Research and Programs, Inc., 1993.
- Huizinga, D., R. Loeber, and T. Thornberry, *Urban Delinquency and Substance Abuse, Initial Findings, OJJDP Research Summary*. Washington, D.C., 1994.
- Jones, M., and B. Krisberg, "The Facts About Youth and Violence in America," The National Council on Crime and Delinquency, April 13, 1994.

- Moone, J., "Juvenile Victimization: 1987-1992," *OJJDP Fact Sheet*, unpublished.
- Poe, E., "Youth Victims of Homicide," *OJJDP Fact Sheet*, unpublished.
- Roscoe, M., and R. Morton, "Disproportionate Minority Confinement," *OJJDP Fact Sheet #11*. April 1994.
- Sheley, J., and J. Wright, "Gun Acquisition and Possession in Selected Juvenile Samples," National Institute of Justice and Office of Juvenile Justice and Delinquency Prevention, Washington, D.C., 1993.
- Snyder, H., "Juvenile Violent Crime Arrest Rates 1972-1992," *OJJDP Fact Sheet #14*. May 1994.
- Snyder, H., "1992 Juvenile Arrests," *OJJDP Fact Sheet #13*. May 1994.
- Snyder, H., "Are Juveniles Driving the Violent Crime Trends?" *OJJDP Fact Sheet #16*. May 1994.
- Snyder, H., "Violent Crimes Cleared by Juvenile Arrest," *OJJDP Fact Sheet #15*. May 1994.
- Wilson, J., and J. Howell, *A Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders, OJJDP Program Summary*. Washington, D.C., 1993.

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

**Eligibility Requirements:** Public and private organizations with knowledge of and/or experience in the field of juvenile violence are eligible to apply. Private, for-profit organizations must agree to waive any profit or fee. Joint applications by two or more organizations are welcome. In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations which describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered coapplicants. In the event of a coapplicant submission, one coapplicant must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other coapplicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each coapplicant must sign the SF-424 and indicate its acceptance of the conditions of joint and several responsibility with the other coapplicant.

Applications which include noncompetitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$25,000. The contractor may not be involved in the development of the statement of work. The applicant must provide sufficient justification of not offering for competition the portion of work proposed to be contracted.

**Selection Criteria:** Applicants will be evaluated and rated by a peer review panel according to the selection criteria outlined below. Peer review will be conducted according to OJJDP Competition and Peer Review Policy, 28 CFR Part 34, Subpart B.

**1. Statement of the Problem. (15 points)**

Each applicant must describe the problem addressed in this program in a clear problem statement. The applicant must demonstrate an understanding of the substantive issues related to violence committed by or against juveniles in the study areas.

**2. Definition of Objectives. (10 points)**

The applicant should provide a clear and definitive statement of the applicant's understanding of the goals and overall objectives of the project.

**3. Project Design. (30 points)**

The overall program design must be appropriate, methodologically sound, and constitute an effective approach to meet the goals and objectives of this project. The applicant must provide adequate justification for research strategy and demonstrate the appropriateness of the methods for achieving the project's objectives and goals.

---

#### **4. Management Structure. (15 points)**

The management of the project must be consistent with the project goals and tasks described in the application. The project implementation plan will be evaluated to determine: the adequacy and appropriateness of the project management structure and activities specified in the project implementation plan; and the extent to which the applicant has demonstrated in the time-task plan and program design that it will complete the major milestones of the project on time.

#### **5. Organizational Capability. (20 points)**

Both the personnel of the organization as well as the technical capabilities of the organization must be sufficient to accomplish the tasks of the project. Staff members must demonstrate that they have sufficient substantive and technical experience. The clarity and appropriateness of position descriptions, required qualifications, and staff selection criteria relative to the specific functions set out in the project implementation plan must also be demonstrated. The organization must demonstrate, based on its past experience and current capabilities, that it has adequate management and personnel resources to ensure the successful completion of the project.

#### **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 project objectives. All costs must be fully justified in a budget narrative.

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

**Award Amount:** A total of \$1,000,000 will be awarded. Two separate awards will be made. Each award will not exceed \$250,000 for the first 12 months.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

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

---

<sup>1</sup>The FBI's Violent Crime Index offenses include murder, forcible rape, robbery, and aggravated assault.

<sup>2</sup>NCVS measure of violent crimes include robbery, assault, and rape.

## **Training for Line Staff in Juvenile Corrections and Detention**

**Purpose:** To establish a multiyear training program for line staff of juvenile corrections and detention facilities.

**Background:** This program implements Sections 244(4) and 245 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. According to information collected by the American Correctional Association, more than 38,000 juvenile detention and corrections staff worked in the United States in 1993.<sup>1</sup> The overwhelming majority of these staff-youth-care providers—counselors, and juvenile caseworkers—have had few opportunities for professional, formal inservice training.

In today's juvenile corrections environment, training can be of great importance in helping staff address the critical issues facing the field. For example, the recently completed national study on conditions of juvenile confinement found serious problems in crowding, health care, security, and control of suicidal behavior.<sup>2</sup> Crowding has been found to be associated with higher rates of institutional violence, suicidal behavior, and greater reliance on short-term isolation.

---

Other problems prevalent in juvenile corrections and detention—increases in institutional population, litigation on conditions of confinement, major capacity expansion, and cost increases—can also be addressed through professional inservice training.

Many communities have found solutions to these issues. Additionally, many public and private organizations have crafted training curriculums that directly respond to the issues mentioned above. However, training opportunities are still unavailable to large numbers of persons working in this arena.

Professional associations such as the American Correctional Association and the National Juvenile Detention Association have expressed concern about the lack of training opportunities for line staff. These associations argue that budgets constrained at the State and local level have reduced training opportunities at a time when increasingly complex problems have arisen in juvenile detention and corrections. OJJDP will address this problem by establishing a training program for line staff in juvenile detention and corrections.

**Goal:** To improve the effectiveness of line staff of juvenile detention and corrections facilities working with America's troubled youth.

**Objectives:**

- Conduct an inventory of existing curriculums that addresses the crucial issues confronting juvenile detention and corrections today.
- Develop a report on several curriculums areas recommended to be used in this training initiative.
- Develop a set of core training modules tailored to the special needs of juvenile detention and corrections line staff.
- Establish an implementation mechanism for the training program that is developed and conduct an evaluation using measurable criteria.
- Conduct training using various approaches.

**Strategy:** OJJDP will competitively select a grantee to conduct the work of this initiative. The grantee will first conduct an inventory of existing training programs and materials. Additionally, the grantee will conduct a survey of a representative sample of juvenile detention and corrections agencies to determine present and future training needs. Upon completion of the surveys, a report will be presented to OJJDP recommending various curriculums that could be adapted, adopted, or purchased for the target population. From these results, several areas will be identified for development and refinement into curriculums for training modules. All curriculums developed for this program must contain learning or training objectives using Bloom's taxonomy. For each training program offered, the grantee will develop an evaluation protocol to determine the value and effectiveness of the curriculums.

The grantee will also undertake an analysis to determine the most economical and soundest approach to providing this training to the greatest number of persons in the target audience. The analysis will consider traditional classroom approaches, distance learning, computer-assisted training, regional or city offerings, and other approaches. Applicants are encouraged to be creative in addressing this task.

The grantee will provide OJJDP with recommendations for various options for providing training to the field. Initial training should be provided by the fourth quarter of the first award and continue throughout the remainder of the program period. Ongoing assessment and evaluations of training programs will be undertaken for curriculum modification or to respond to additional training needs.

**Products:**

- A report of existing professional inservice training opportunities focusing on juvenile detention and correctional line staff that, at a minimum, describes the target population, subject matter, learning objectives (if

---

articulated), modality or format (how the training was offered to its audience), costs per trainee, and effectiveness measures and results.

- A survey report of a representative sample of juvenile detention and corrections facilities of various sizes and geographic locations to determine present and future training needs and relative priority among survey results.
- A report of recommendations to OJJDP for development of several topic areas for which curriculums should be developed, adopted, or adapted, including the mechanism for providing the recommended training.
- A number of topic areas, as determined by OJJDP, developed into curriculums for this training program.
- Several developed curriculum modules offered to the field, including evaluation or assessment results, during the later months of the initial year and offered continually through the remaining grant period.

**Eligibility Requirements:** Applications are invited from public agencies and private organizations, or combinations of such agencies and organizations, that can demonstrate the experience and capability to conduct a training needs assessment, develop curriculums, and provide training for line staff of juvenile detention and corrections facilities. Private, for-profit organizations must waive any profit or fee to be eligible for this initiative. Applicants must also identify a list of persons to serve on a project advisory board.

**Selection Criteria:** Applicants will be rated on the extent to which they meet the following criteria:

***1. Conceptualization of the Problem. (15 Points)***

The applicant must demonstrate a clear understanding of, and competence to deal with issues addressed by line staff in juvenile detention and corrections, curriculum development, and providing training to the target population.

***2. Goals and Objectives. (15 Points)***

The project's goals and objectives must be clearly defined and consistent with the issues and requirements set forth in the conceptualization of the problem.

***3. Project Design. (25 Points)***

The procedures, workplan, tasks, and proposed products of the project must be directly linked with the stated objectives and with the problem addressed by this specific announcement.

***4. Project Management. (10 Points)***

The project's management structure and staff must be adequate for the successful implementation and completion of the project. The management plan must describe a system whereby logistical activities are handled in the most efficient and economical manner.

***5. Organizational Capability. (20 Points)***

The applicant organization's ability to conduct the project successfully must be documented in the proposal. Organizational experience in curriculum development and offering inservice training is required as well as experience with juvenile detention and corrections. Key project staff should have significant experience in the areas addressed in this initiative.

***6. Budget (15 Points)***

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

---

**Award Period:** This project will be funded for 36 months, in 12-month intervals. Additional funding after each budget period is dependent upon grantee performance, reaction of the field to this endeavor, and the availability of funds within the OJJDP appropriation.

**Award Amount:** Up to \$250,000 is available for the first year of this project.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 22, 1994.

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

---

<sup>1</sup>*Directory of Juvenile and Adult Correctional Departments, Institutions, Agencies and Paroling Authorities*, American Correctional Association, 1994, Laurel, Maryland.

<sup>2</sup>*Conditions of Confinement: Juvenile Detention and Corrections Facilities*, 1993, OJJDP, Washington, D.C.

## A Comprehensive Response to America's Gang Problem

**Purpose:** To implement a comprehensive approach for gang prevention, intervention, and suppression through the following coordinated efforts: assessing the nature and extent of the gang problem; planning and implementing comprehensive communitywide programs; evaluating the development and impact of such programs; providing training and technical assistance regarding promising gang program models; and disseminating information on effective gang program models, research, and evaluation findings.

**Background:** This program implements Sections 281 and 282 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Across the Nation, law-violating gangs are victimizing communities. In neighborhoods overwhelmed by gang infestation, residents may well perceive that the most powerful and instrumental organization of "social control" is indeed the gang structure. Students choose to skip classes rather than face potential gang victimization on school campuses. With the ready accessibility of guns, gang-related violence has become increasingly lethal. Drive-by shootings claim the lives of rival gang members as well as those of innocent bystanders. In some communities, entrepreneurial gang members are actively involved in the distribution and sale of illegal drugs which can precipitate drug turf disputes.

Gangs have been in existence for decades in certain urban areas, such as Los Angeles, Chicago, New York City, and Philadelphia. These cities are commonly referred to as "chronic gang problem" cities. Mysteriously, gang problems in Philadelphia and New York City diminished during the 1970's.

A disturbing trend observed over the last two decades is the emergence of a gang problem in numerous communities across the Nation. What was once thought to be a phenomenon largely confined to inner-city immigrant and minority populations has now proliferated in almost all of the 50 States, Puerto Rico, and the territories. In a 1992 national survey of law enforcement (Curry, 1993), officials in 91 percent of the 79 largest U.S. cities reported the presence of youth gang problems. Curry conservatively estimated that during 1991 there were 4,881 gangs with nearly 250,000 gang members.

Gang activity has extended beyond the inner city of major population centers into smaller cities, suburbs, and rural communities. In cities with emerging gang problems, justice practitioners are more likely to be ill-informed or caught off guard by unprecedented gang activity. When initially confronted with the emergence of law-violating gangs, the community may deny the existence of a problem rather than attempt to "head it off at the pass." When a jurisdiction experiences a prolonged period of denial, the youth gangs proceed unabated to entrench themselves in the community.

---

---

Gangs in the 1990's are best characterized by their diversity in terms of ethnic/racial composition, geographical location, organization, and the nature and extent of members' involvement in criminal activities and other factors. Youth gangs are most likely to establish a stronghold in impoverished inner-city areas, where dropout rates are high, legitimate employment opportunities limited, recreational facilities inaccessible, criminal victimization rates high, and drugs readily available. By no means are gangs limited to the inner cities, or to a particular economic class, race, or ethnicity. Gangs function on the streets, in the schools, and in correctional institutions.

OJJDP has sponsored numerous program development, research, training, and technical assistance projects which have focused specifically on ameliorating the problems associated with youth gangs. These projects have included efforts to prevent gang member recruitment, suppress illegal gang activities, intervene productively in the lives of gang youth, and provide legitimate opportunities for success for youth at risk of gang involvement.

With the passage of the 1992 Amendments to the Juvenile Justice and Delinquency Prevention Act, OJJDP received an authorization to implement two new discretionary grant program initiatives under the Part D gang legislation. Subpart I of Part D focuses on "Gang-Free Schools and Communities" (Section 281) and Subpart II describes "Community-Based Gang Intervention" (Section 282). This program announcement outlines OJJDP's comprehensive response to this gang mandate. For more details, the reader is urged to refer to OJJDP's background paper, *A Comprehensive Response to America's Gang Problem* (1994), regarding key findings from previous research, the Part D legislative mandate, an overview of federally sponsored gang initiatives, and the rationale for OJJDP's comprehensive gang approach. (See References section for details on page 51 of this *Application Kit*.)

OJJDP's comprehensive gang response includes five major components that will be coordinated efforts. The first three are new initiatives for which applications are being competitively solicited in fiscal year 1994:

1. A *National Gang Assessment Resource Center* will be established to assess the nature and extent of the gang problem, review the current gang literature, advance statistical data collection and analyses, identify promising program models, conduct gang-related legislative analysis, and synthesize this body of information into user-friendly dissemination products. (\$750,000)
2. OJJDP will launch a multisite demonstration of the *Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program*, utilizing the program model developed by Irving Spergel and his colleagues at the University of Chicago (1993). (\$1,000,000)
3. An independent *Evaluation of the Comprehensive Community-Wide Approach to Gang Prevention, Intervention and Suppression Program* will be sponsored to help sites establish realistic and measurable objectives, document program implementation, measure the efficacy of a variety of program strategies, and provide useful interim feedback to program implementors. (\$250,000)
4. *Training and technical assistance* regarding communitywide responses to gangs will be provided to all OJJDP-funded sites, as well as to other jurisdictions considering implementation of the Comprehensive Community-Wide Approach. (OJJDP will utilize an existing training/technical assistance contract to provide such services. No applications are being solicited for this activity.)
5. *Targeted acquisition and dissemination of gang materials* will be provided through OJJDP's Juvenile Justice Clearinghouse, in cooperation with all the comprehensive gang response participants mentioned earlier. (OJJDP will utilize the existing clearinghouse contract to provide these services. No applications are being solicited for this activity.)

OJJDP will establish a Gang Consortium which will include OJJDP gang program managers, and project directors and key staff from each of the OJJDP-sponsored gang program initiatives. The membership of the Gang

---

Consortium may also include interested representatives of other Federal agencies involved in gang-related program development. The purpose of the Gang Consortium will be to facilitate ongoing coordination of program development, information exchange, and service delivery nationwide.

### ***National Gang Assessment Resource Center***

**Goal:** To establish a national resource center to assist State and local jurisdictions in the collection, analysis, and exchange of information regarding gang-related statistics, legislation, research, and promising program strategies.

**Objectives:**

- To assess nationwide the current practices of collecting and analyzing gang-related data utilized by the justice system, schools, and other agencies that serve youth.
- To develop improved data collection and analysis strategies for Federal, State, and local implementation that would enhance the uniformity of gang-related data categories, and therefore, the comparability of statistics across localities.
- To assist localities in the implementation of improved data collection strategies through the provision of technical expertise, training manuals, and computer software.
- To plan and conduct routine nationwide surveys of gang trends and responses, utilizing multiple respondents in each survey site, as appropriate.
- To provide participating survey jurisdictions with meaningful and timely feedback regarding analysis of gang-related trends and practices in their respective communities, as well as provide statewide, regional, and national aggregates and comparisons.
- To foster the integration of key gang-related questions into other relevant national survey and gang-related research instruments (e.g., arrest surveys, inmate surveys, victimization surveys, school safety assessments, and delinquent/criminal career studies).
- To review and report on current gang-related literature, developing informative summary bulletins regarding key research, evaluation, program development, and training/technical assistance materials.
- To analyze gang-related legislation and report on legislative approaches and advances.
- To identify promising gang program strategies, particularly those with empirical evidence of effectiveness, and assist program sites in the development of program documentation suitable for dissemination.
- To participate fully in the coordination activities of OJJDP's Gang Consortium, and refer inquiries to other consortium members for assistance, as appropriate.

**Program Strategy:** Under this initiative, OJJDP is establishing a national center to facilitate the purposeful collection, assessment, and exchange of gang information.

- **TASK I - Statistical Data Collection and Analysis.** The National Gang Assessment Resource Center's primary responsibility will be to advance the collection and analysis of meaningful gang statistical data (as outlined in the first six program objectives).

As researchers and practitioners have attempted to determine the extent of the gang problem, they have been hampered by definitional ambiguity in current data collection practices. At present time, "gangs," "gang members," and "gang-related criminal incidents" are defined differently, across and within jurisdictions, by criminal justice agencies, community organizations, and schools. Applicants must comment on how they would approach this issue, and, indeed, the feasibility and utility of the National Gang Assessment Resource Center's attempting to develop and promulgate common gang-related definitions across the country.

---

The applicants are encouraged to review closely the gang survey work of Walter Miller (1982), Irving Spergel et al. (1990), and David Curry (1993), regarding their respective methodological approaches, trend analyses, and data constraints. OJJDP encourages applicants to consider replicating certain key features of Miller's survey approach, particularly the triangulation of data sources—that is, identification of multiple respondents who represent various agencies, professions, political philosophies, racial/ethnic backgrounds, and geographical locations within selected survey sites—and to build upon his data base. Furthermore, Walter Miller clearly articulated the need to explore the gang phenomenon within the broader context of “law-violating youth groups.” Applicants are encouraged to address this topic as well.

As the applicants specify research questions to be addressed in the national survey, it is suggested that several key issues be considered for inclusion: First, how much of youth violence is attributable to gang-related violence? Second, what situations or types of conflict precipitate gang-related violence? Third, how involved are gangs in the sale and trafficking of drugs? Fourth, what weapons are utilized in violent gang incidents? Fifth, what are law enforcement agencies observing in terms of gang migration?

The national survey work is not intended to track individual gang members but rather to amass comparable aggregate data. The data collection must be coordinated with those of other Federal agencies, including the Federal Bureau of Investigation; the Drug Enforcement Administration; the Bureau of Alcohol, Tobacco and Firearms; and the Bureau of Justice Assistance's Regional Information Sharing System. Furthermore, the national survey would require advance review and approval by the Office of Management and Budget (OMB), for which applicants should allow a minimum of 3 months. Guidance regarding this process is available from OJJDP.

Applicants must propose how they would assess the current gang-related data collection practices and develop an appropriate national survey approach. Applicants should provide a detailed plan and timeline for survey development, pretesting, site selection, respondent identification, OMB clearance, actual survey conduct, analysis feedback to local survey sites, and production of national survey reports. Furthermore, applicants must propose and justify timelines for repeated updates of baseline survey results and trend analysis during the course of the 3-year project period.

The National Gang Assessment Resource Center will be responsible for assisting jurisdictions in improving both their data collection and analysis procedures. Such improvements should not only benefit the conduct of the national survey but also local law enforcement operations and community gang program development. As noted by Curry (1993), a majority (83 percent) of the 72 large city police departments reporting gang problems used computers to record and maintain information on gangs in their jurisdictions. However, only 38 percent of the 72 could report, for 1991, the number of gangs, number of gang members, and number of gang incidents for their jurisdictions. Applicants should discuss how they would develop a technical assistance delivery plan, and what resources, including computer software, would be made available to local sites.

The National Gang Assessment Resource Center will work closely with OJJDP in identifying other relevant surveys and research instruments which might offer a vehicle for obtaining gang-related information in an efficient manner. Frequently, OJJDP supplements data collection instruments by selectively adding key items of interest. Applicants should describe how they would identify potential surveys/studies for consideration, foster this collaborative process, and develop language for gang-related items.

- **Task II - Updated Review of the Literature.** The National Gang Assessment Resource Center will utilize the OJJDP Juvenile Justice Clearinghouse as well as other members of the Gang Consortium to assist in the identification of current gang-related literature. The review of the literature should build upon rather than duplicate the OJJDP-sponsored efforts of Spergel and his colleagues (1991) presented in *Youth Gang Problem and Response: Literature Review*. The applicant must specify what types of literature/materials would be included in the ongoing review, and what types of review products could be disseminated.

- 
- **Task III - Gang Legislative Analysis.** The National Gang Assessment Resource Center will have responsibility for identifying and analyzing gang-related legislation at the Federal, State, and local level. The applicant must describe how this analysis would be conducted, and how the results would be effectively communicated to jurisdictions interested in advancing model gang legislation.
  - **Task IV - Identification of Promising Gang Program Strategies.** The National Gang Assessment Resource Center will identify promising strategies which might merit replication. Of particular interest are those rare programs with demonstrated effectiveness. Applicants must describe how programs might be identified, what assistance could be rendered to the implementing sites in the documentation of program implementation, and what reports will be produced.
  - **Task V - Coordination Activities of Gang Consortium.** Specific activities of the Gang Consortium will be determined by participants. Applicants are encouraged to suggest possible areas for coordination. For planning and budget purposes, applicants must include provisions for quarterly 2-day meetings in the Washington, D.C., area for the first project year, and semiannual meetings thereafter. The project staff will have significant responsibilities in helping OJJDP develop the meeting agenda and prepare special presentations.

During the first project year, the National Gang Assessment Resource Center will be required to participate in the first cluster conference (estimated 4 days in duration) of the *Comprehensive Community-Wide Approach to Gang Prevention, Intervention and Suppression Program*, as well as provide ongoing technical assistance to these sites to enhance gang statistical data collection and analysis. The actual location of the cluster conference and demonstration sites has not yet been determined. Applicants should tentatively plan to attend one annual cluster conference (estimated 3 days in duration) each subsequent year.

Furthermore, the National Gang Assessment Resource Center will have lead responsibility for planning, organizing, and facilitating a National Symposium on Gangs in 1995, in cooperation with other Gang Consortium members. The details of this symposium are to be developed. Most of the effort to be expended by the applicant in the first project year would entail staff planning and coordination activities. The symposium would be convened during the second project year. The National Gang Assessment Resource Center would have lead responsibility for producing symposium proceedings.

**Products:** Under Tasks I through V, this solicitation specifies requirements for developing a variety of survey designs, survey instruments, reports, bulletins, training/technical assistance resources, statistical software, presentations, and symposium proceedings. Applicants are required to address the content, intended audience, and timeframe for completion of each product.

Furthermore, the National Gang Assessment Resource Center will be required to produce an annual report for each of the project years in which all activities and findings are highlighted. Applicants must discuss the organization and content of the three reports.

**Eligibility Requirements:** Applications are invited from public and private nonprofit agencies, organizations, and institutions. Applicant organizations may submit joint proposals with another eligible organization provided that one organization is designated as the primary applicant. Applicants must demonstrate knowledge of juvenile and criminal justice issues relating to gangs, as well as knowledge and experience in planning and conducting major multisite surveys, data collection, data analysis, legislative analysis, literature review, model program assessment, report production, and technical assistance delivery. In addition, eligible applicants must meet the requirements stipulated in the Application and Administrative Requirements section of this *Application Kit*.

**Selection Criteria:** Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this *Application Kit* (page 4).

**Award Period:** OJJDP will award a single cooperative agreement for a project period of 3 years.

---

**Award Amount:** The initial award amount for the 3-year project period will be \$750,000.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 22, 1994.

**Contact:** For further information contact D. Elen Grigg, Program Manager, Research and Program Development Division, (202) 307-5929.

## ***Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program***

**Goal:** To implement and test a comprehensive program model design for gang prevention, intervention, and suppression that will mobilize the multidisciplinary leadership of the community.

**Objectives:** Program sites will seek to accomplish each of the following objectives for their respective communities:

- To engage the leadership of public agencies and community organizations, including criminal justice agencies and public housing projects, in a comprehensive gang program planning, strategy development, implementation, and refinement process.
- To accurately assess the nature and extent of a range of problem behaviors associated with law violating gangs.
- To identify the range of serious risk factors for youth attraction to and sustained involvement in gang-related criminal and drug abuse activities.
- To select for implementation those gang prevention, intervention, and suppression strategies that target the identified risk factors.
- To cooperate fully with national evaluators in the assessment, implementation, and impact of program development.
- To utilize interim evaluation findings to identify common structure and design and program implementation weaknesses and to implement revised plans as necessary to maximize the desired program impact.
- To utilize training and technical assistance resources to strengthen implementation and to develop appropriate staff in the demonstration model design.
- To participate fully in the coordination activities of OJJDP's Gang Consortium.

**Program Strategy:** OJJDP recently supported the first comprehensive national survey of organized agency and community group responses to gang problems in the United States (Spergel, 1990). The researchers sought to identify the most promising program strategies and proceeded to develop a model design for a *Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression*. This document is available upon request, in disk format, from the Juvenile Justice Clearinghouse (JJC) 800-638-8736. Applicants applying under this program announcement must demonstrate their commitment to implementing this program model design and cooperating fully in a program development, implementation, and impact evaluation.

In the national survey, Spergel and his colleagues sought to capture the perceptions of a range of representatives from gang-involved cities. In 1988 and 1989, a total of 254 respondents were surveyed in the 45 cities and 6 institutional program sites. Respondents included knowledgeable representatives of the justice system (i.e., police, prosecution, judiciary, probation, corrections, parole, and criminal justice planning organizations) as well as school, youth, community, and church organizations. Respondents were interviewed regarding gang-related definitions, the characteristics and activities of their respective community gangs, their agencies' programmatic and policy approaches to gangs, and the existence and operations of interagency structures.

---

Survey respondents were asked to identify the best approaches employed by their organizations to deal with gang problems. These responses were classified into five main strategies: (1) community organization, which includes improved communication and joint policy and program development among justice, community-based, and grassroots organizations; (2) social intervention, especially youth outreach or street work with at-risk and gang-involved youth; (3) social and economic opportunities provision; (4) suppression of serious and violent gang-related crime, including intensified arrest, prosecution, and incarceration; and (5) organizational change and development, which modified the other four strategies. Usually these strategies were implemented in various combinations within a given jurisdiction.

The researchers sought to identify existing program models of proven efficacy. The researchers concluded that, particularly in chronic gang areas, the more promising efforts were not limited to the implementation of a single strategy, but rather a combination of gang suppression, social intervention, community organizational development, and provision of youth opportunities. However, Spergel noted that relatively few conclusive evaluations have been conducted on the efficacy of various gang intervention and suppression programs. Rigorous impact assessments are needed to determine which program approaches achieve the desired results.

Certain common elements did appear to be associated with the sustained reduction of gang problems. Typically, community leadership recognized that a problem existed and, particularly in localities with emerging gangs, it advanced beyond the fairly frequent reaction of initial denial followed by simple suppression. The principal community actors then reached consensus on the nature of the problem and the critical points for intervention. The combined leadership of a significant justice system and community-based agencies focused on the mobilization of political and community resources to confront the gang problem. Finally, a mechanism or structure was created to operationally coordinate community-wide efforts.

Spergel and his colleagues developed community agency models and accompanying technical assistance manuals, which provided detailed discussion of how various components of a community can, in partnership, approach chronic and emerging gang problems. These 12 sets of detailed agency models and accompanying technical assistance manuals provide guidance for implementing the community-wide design by schools, youth employment agencies, grassroots organizations, community-based youth agencies, community mobilization groups, police, prosecutors, judges, probation, corrections, and parole agencies.

Jurisdictions considering applying under this program announcement will need to obtain and carefully review the agency models and technical assistance materials produced under the National Youth Gang Suppression and Intervention Program (Spergel, 1993), which are currently available through OJJDP's Juvenile Justice Clearinghouse (JJC). These materials define in depth the comprehensive program model design to be tested under this program announcement.

The following discussion outlines the major tasks involved to achieve the objectives of this program. In their proposals, applicants must discuss how they would approach each task in concert with the 11 mandatory agency components under the general community design:

- (1) Schools.
- (2) Youth employment agencies.
- (3) Grassroots organizations.
- (4) Community-based youth agencies.
- (5) Community mobilization groups.
- (6) Law enforcement.
- (7) Prosecution.
- (8) Judiciary.

- 
- (9) Probation.
  - (10) Corrections.
  - (11) Parole.

Further, OJJDP is requiring applicants to obtain written certification from the leadership of the key agencies of the 11 agency components regarding their commitment to fully participate in implementation and evaluation of this comprehensive program model design. To make an informed commitment, each participating agency should have an opportunity to first review its respective agency model and technical assistance manual. Each agency should also review this program announcement as well as the announcement that follows regarding the evaluation.

• **TASK I—Community-Wide Gang Task Force Planning.** The applicant must describe what gang planning group(s) is currently functioning, its accomplishments to date, and the applicant's leadership role in this group. Those applicant jurisdictions who have participated in OJJDP's *Gang and Drug POLICY Training* are requested to indicate when such training occurred and what community-wide planning and program implementation took place afterwards. Applicants should assess whether all mandatory agency components are currently involved in their gang planning group and specify plans for involving each of the 11 agency components.

Applicant jurisdictions may have already produced plans to target their gang problems. Each applicant must critically review such existing plans and identify which strategy areas of the comprehensive program model design need to be added, modified, or enhanced. The required strategy areas include:

- (1) Community organization.
- (2) Social intervention.
- (3) Social and economic opportunities provision.
- (4) Suppression of serious/violent gang-related crime.
- (5) Organizational change and development.

Community-wide gang task force planning will occur for the duration of this OJJDP project and will most likely extend beyond. At the onset of this program, each site will be given 2 to 6 months to engage all of the required community leadership in the planning process and produce the first comprehensive, community-wide action plan. Applicants must include a proposed approach to the development of this initial plan, which will be submitted to OJJDP for review and approval prior to actual implementation.

Plan revisions will evolve over the course of the project, particularly as implementation difficulties are encountered or new priority or strategic gang problems surface in the community. OJJDP requires that each participating site submit revisions to its plan on a quarterly basis.

• **TASK II—Assessment of Gang Problem Behaviors and Risk Factors.** Applicants must provide a thorough assessment of the nature and extent of a range of problem behaviors and risk factors associated with their local law violating gangs. Applicants must specify if theirs is a chronic gang problem or a problem that emerged within the past 5 to 10 years. If possible, gang-related statistics should be incorporated into this discussion. Applicants should contact various community agencies, including criminal justice and local citizens groups, to obtain information from a variety of perspectives on gang problem behavior in different community locations. Ongoing assessment throughout the course of this program demonstration will inform the planning and program implementation process.

Selected jurisdictions will be supported in this assessment effort by other members of OJJDP's Gang Consortium. The National Gang Assessment Resource Center will provide technical assistance to enhance data collection and analysis of gang-related statistics. The national evaluator will assist sites in identifying key risk

---

factors, program processes, and behavioral outcomes to be assessed, and the community-wide process of problem assessment in its training curriculum. JJC will provide literature searches on specific gang-related topics of interest.

- **TASK III—Local Adaptation of the Comprehensive Program Model Design.** The model design specified by Spergel and his colleagues describes a process for mobilizing community-wide leadership in the assessment of gang problem behavior, identification of key risk factors among local youth for gang recruitment and involvement, development of program plans and structure for addressing these risk factors and harmful behaviors, and evaluation of program outcomes. The technical assistance manuals developed for community agencies provide detailed suggestions for gang prevention, intervention, and suppression strategies. However, it may not be feasible for each individual component agency to attempt to implement all of the suggested strategies for its respective component. Rather, each participating agency will utilize the planning and assessment process to prioritize its selection of those program strategies that offer the greatest promise of realistically targeting identified serious gang-related risk factors in that locality.
- **TASK IV—Full Participation in the Program Evaluation.** The evaluators of this program will be challenged to empirically test the range and scope of program activities to be planned and implemented at the five demonstration sites. The evaluation team will first work with each site to assist participating agency staff to articulate a shared understanding of gang problem behavior and associated risk factors (i.e., a theory of cause) and philosophy of program implementation (i.e., a theory of action).

For the evaluation to produce definitive results, particularly regarding program effectiveness, each of the involved community agencies must be willing to fully cooperate. Such cooperation will require agency staff commitment for the following evaluation tasks: documentation of gang task force meetings and program plans; documentation of program accomplishments and setbacks; collection and sharing of gang-related data; provision of access to agency staff, seriously at-risk or gang-involved youth and their parents for possible interviews or questionnaire administration; development of accurate service delivery records and individual client progress reports; and establishment of experimental or quasi-experimental designs involving random assignment of prospective clients to experimental or control groups for individual services. This task listing should not be considered exhaustive, but rather suggestive of the scope of evaluation process.

The evaluators will provide interim feedback to the program sites and assist the program implementors in interpreting such findings. When necessary, program plans and operating procedures will be revised to increase the strength and fidelity of program implementation and to maximize the desired program impact.

Applicants must address how each involved agency will support the full range of evaluation tasks, documentation of program processes, and coordination with field staff in planning and sharing information and program accomplishments. Certification of willingness to participate fully in the evaluation must be provided by each component agency.

- **TASK V—Utilization of Training and Technical Assistance Resources Through Participation in OJJDP's Gang Consortium.** Under OJJDP's *Comprehensive Response to America's Gang Problem*, program sites will participate as full partners in OJJDP's Gang Consortium. The actual activities of the Gang Consortium will be determined by OJJDP and the participants. Applicants are encouraged to suggest possible areas for coordination. For planning and budget purposes, applicants must include provisions for one to two persons to attend quarterly 2-day planning meetings in the Washington, D.C., area for the first project year and semiannual meetings thereafter. The program sites will contribute to the development of the meeting agenda and present progress reports.

During the first project year, the Gang Consortium will convene the first cluster conference (estimated 4 days in duration) of the *Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program*. This first cluster conference will involve substantial training for the program sites regarding the community-wide assessment and planning process, program strategy implementation, gang-related statistical

---

data collection, the evaluation process, and request procedures for topical literature searches. Applicants must include provisions for representatives of the local component agencies serving on their gang task force to attend this conference. Following the cluster conference, program sites will be provided follow-up technical assistance, as needed. The actual location of the cluster conference has yet to be determined. Applicants should tentatively plan to attend one annual cluster conference (estimated 3 days in duration) each subsequent project year.

Furthermore, the program sites will participate in a National Symposium on Gangs, in cooperation with other Gang Consortium members. The symposium will be convened during the second project year.

**Eligibility Requirements:** Applications are invited from public and private nonprofit agencies, organizations, and institutions with leadership roles in established and active multiagency, jurisdiction-wide, planning task groups that specifically focus on gang prevention, intervention, and suppression.

Applicant organizations may submit joint proposals with another eligible organization provided that one organization is designated as the primary applicant. In addition, eligible applicants must meet the requirements stipulated in the Application and Administrative Requirements section of this *Application Kit*.

The jurisdiction to be served must currently be experiencing a significant gang crime problem. Applicants must document the incidence and severity of crimes committed by gangs in the geographical area in which proposed prevention, intervention, and suppression activities would be implemented.

To allow for the testing of this comprehensive community-wide approach at a diversity of sites, OJJDP intends to select for funding both chronic and emerging gang problem jurisdictions representing a range of geographical locations.

**Selection Criteria:** Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this *Application Kit* (page 4).

**Award Period:** OJJDP will award grants to up to five demonstration sites for a 3-year project period.

**Award Amount:** The initial budget period will be 1 year at a funding level not to exceed \$1,000,000 (\$200,000 per demonstration site). Additional funding for each of two remaining project years will be provided at a similar level, 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 September 22, 1994.

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

## ***Evaluation of the Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program***

**Goal:** To empirically assess how communities confronted by chronic and emerging gang problems can most effectively plan and implement a comprehensive program design for gang prevention, intervention, and suppression.

**Objectives:** The evaluation team will accomplish the following objectives in collaboration with each of the five program sites:

- To assist the leadership of involved community agencies in the assessment of local gang problem behaviors and the articulation of theoretically sound risk factors.

- 
- To facilitate the development of a realistic plan of action with measurable goals, objectives, and implementation milestones.
  - To develop an empirical approach for the assessment of program planning, implementation, and outcome, with recognition of the program commonalities as well as variations across sites.
  - To establish, as appropriate, experimental or quasi-experimental evaluation designs and sampling procedures to determine, with greater confidence, the actual impact of program strategies.
  - To design and pretest data collection strategies and instruments.
  - To specify mandatory data elements that will be collected uniformly across sites.
  - To train evaluation field data collectors and community agency personnel in the maintenance of accurate records and completion of data collection instruments.
  - To collect and analyze data and provide meaningful interim feedback to program implementors regarding areas of weak strategy implementation and questionable impact.
  - To assist program implementors in the interpretation of findings and the appropriate revision of action plans.
  - To prepare a case study for each demonstration site.
  - To conduct multisite analysis of program planning, implementation, and outcome highlighting those strategies considered most effective and suited for replication.
  - To participate fully in the coordination activities of OJJDP's Gang Consortium and refer inquiries to other consortium members for assistance, as appropriate.

**Program Strategy:** As is noted by numerous gang researchers and practitioners, very few gang program strategies have been validated as effective by definitive outcome evaluations. Program planners' search for gang strategies of proven utility has been frustrated by the lack of effective program models.

Local sites rarely have engaged independent evaluators in the assessment of their gang approaches. Even when an evaluation is conducted, the findings cannot be considered conclusive due to a combination of factors such as: the lack of a clearly articulated causal theory of gang problem behavior to be tested; the rather theoretical development of an eclectic mixture of program interventions which are not clearly defined or consistently implemented; the lack of measurable goals and objectives; and the hesitancy to establish experimental or quasi-experimental evaluation designs capable of generating conclusive impact analysis. For reasons such as these, it is essential that the Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program be tested, not merely implemented. All selected program sites will be required to cooperate fully in this evaluation effort.

The evaluators of this program will be challenged by the diversity of sites (i.e., those with chronic versus emerging gang problems); the multitude of involved community leaders and agencies (i.e., a minimum of 11 types of community agencies participating in the local Gang Task Force); and the range and scope of gang program strategies to be selected for local implementation. Applicants are urged to refer to the models and technical assistance materials (Spergel, 1993) for full discussion of the comprehensive, community-wide approach as well as data collection and evaluation issues.

Applicants are required to propose how they would approach each of the following tasks to accomplish the evaluation objectives. Discussion of each task must include delineation of roles and responsibilities, particularly in terms of the evaluation team members; the evaluation field data collectors; and program leadership and agency staff. Management and staffing of this multisite evaluation must also be discussed. OJJDP recognizes that applicants cannot propose final evaluation designs at this juncture, since the program sites will be given up to 6 months to finalize their respective action plans.

---

• **TASK I—Facilitation of Sound Planning by Program Sites.** OJJDP views action program development as a collaborative process in which the evaluators serve to facilitate the program sites' assessment of local gang problems, articulation of theoretically sound risk factors, and development of realistic action plans with both measurable and feasible goals, objectives, and implementation milestones. OJJDP urges applicants to consider utilizing the program development evaluation approach (Gottfredson, 1984) to assist demonstration sites in the planning, implementation, and testing of stronger programs.

• **TASK II—Design of the Evaluation.** The evaluators must commence their documentation of the local site planning process from the onset of the projects. Once the program sites come to closure on the strategies to be implemented under their initial action plans, the evaluators will also need to finalize their evaluation design for the assessment of program implementation and outcome. The evaluation design should include both site-specific and cross-site components, taking into consideration the variations as well as commonalities across sites. Applicants must propose what evaluation design features would be "core elements" or common across sites, as well as suggest potential site-specific design features.

To more conclusively measure impact, the evaluators, in concert with the program implementors, should consider the establishment of experimental or quasi-experimental designs. Sampling procedures must be specified in the evaluation design. Applicants must discuss which types of program strategies might be suitable for experimental designs. Applicants must discuss how they plan to manage and staff the implementation of this multisite evaluation design.

• **TASK III—Development of Site-Specific and Cross-Site Data Collection Plans.** The evaluators will develop data collection plans, with delineation of sampling procedures, timeframes, and responsibilities. The evaluators will probably consider utilizing or modifying existing data forms, as well as designing original data collection instruments. Applicants must address the data collection design and pretesting process.

The evaluators might develop data collection instruments (such as agency, youth, or parent surveys), which require advance review and approval by the Office of Management and Budget (OMB). Applicants must familiarize themselves with OMB requirements and allow a minimum of 3 months for the OMB clearance process, if required. Guidance regarding this process is available from OJJDP.

Applicants are encouraged to consider development of "core" measures to be collected across all participating sites, as well as site-specific data elements.

Applicants must propose how they would effectively train the evaluation team personnel, field data collectors, and local agency staff in accurate recordkeeping and completion of data collection instruments. Data collection manuals will be developed.

• **TASK IV—Provision of Interim Feedback To Inform Program Refinement.** When evaluators work in collaboration with program implementors, interim evaluation feedback can provide useful guidance regarding factors such as weakness of strategy implementation, slippage in quality control, inappropriate selection of individual clients for services, and questionable impact. The applicants must describe how they would provide timely and meaningful interim feedback to inform and enhance local program development and refinement.

• **TASK V—Documentation of Site-Specific Approaches and Identification of Effective, Replicable Program Strategies.** The evaluators will document, in the form of case studies, each of the program sites' planning process, strategy implementation, and outcome measures. In addition to site-specific analysis, the evaluators will include in their final evaluation report a cross-site analysis of core measures, close examination of comparable strategies tested at more than one site, comparisons of chronic and emerging gang problem locations, and identification of those strategies considered most effective and suited for replication. Applicants must discuss tentative plans for data analysis and final report preparation. Please note that the evaluation project period exceeds that of the funding period for program sites by 1 year to allow sufficient time for completion of data collection, analysis, and report writing.

---

• **TASK VI—Coordination Activities of Gang Consortium.** The specific activities of the Gang Consortium will be determined by OJJDP and the participants. Applicants are encouraged to suggest possible areas for coordination. For planning and budget purposes, applicants must include provisions for quarterly 2-day planning meetings in the Washington, D.C., area for the first project year, and semiannual meetings thereafter. The project staff will have significant responsibilities in terms of assisting OJJDP in developing the meeting agenda and preparing special presentations.

During the first project year, the evaluators will be required to participate in the first cluster conference (estimated 4 days in duration) of the Comprehensive Community-Wide Approach to Gang Prevention, Intervention and Suppression Program, as well as provide ongoing technical assistance to program sites to enhance the evaluation effort. The actual location of the cluster conference and program sites has yet to be determined. Applicants should tentatively plan to attend one annual cluster conference (estimated 3 days in duration) each subsequent year.

Furthermore, the evaluators will be actively involved in planning, organizing, and facilitating a National Symposium on Gangs, in cooperation with other Gang Consortium members. The details of this symposium are to be developed. The symposium would be convened during the second project year.

**Products:** Throughout the Program Strategy section, evaluation products were discussed. The site-specific evaluation designs must be finalized immediately after each individual site completes its proposed action plan. The cross-site evaluation design will be finalized after all program sites have completed proposed action plans. The evaluators must submit each evaluation design for OJJDP review and approval prior to actual implementation. The design should be finalized by the middle of the first year.

Data collection instruments, along with reports of pretest procedures and results, will be produced. Data collection manuals must also be developed for training and onsite reference for all evaluation staff and local agency staff.

Training/presentation materials will be developed for the OJJDP Gang Consortium meeting, larger cluster conferences, and the National Symposium on Gangs.

Interim feedback reports will be developed on a quarterly basis to coincide with the program sites' quarterly revisions of their program plans. This is not to suggest that a particularly noteworthy finding could not be immediately conveyed to the site. Applicants should discuss what type of feedback might be provided, how to assist sites in the interpretation and utilization of this feedback, and to whom these reports should be disseminated.

OJJDP intends for the evaluator to produce special topical reports and analysis throughout the course of this evaluation. Applicants must propose additional types of products. For example, the evaluators might write an article describing the characteristics of gang-involved youth receiving intervention services.

The case studies and final evaluation report will be finalized by the end of the fourth year. To ensure timely completion, the evaluator will submit detailed outlines of these reports to OJJDP by the 40th month, and drafts of these reports by the 46th month, allowing 2 months time for review and revision.

**Eligibility Requirements:** Applications are invited from public and private nonprofit agencies, organizations, and institutions. Applicant organizations may submit joint proposals with another eligible organization provided that one organization is designated as the primary applicant. Applicants must demonstrate knowledge of gang problem behavior, associated risk factors, and promising prevention, intervention, and suppression strategies. Applicants must demonstrate knowledge and experience in planning and conducting major multisite process and impact evaluations involving juvenile and criminal justice agencies, schools, youth service agencies, and grassroots organizations. In addition, eligible applicants must meet the requirements stipulated in the Application and Administrative Requirements section of this Notice.

---

**Selection Criteria:** Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this *Application Kit* (page 4).

**Award Period:** OJJDP will award a single cooperative agreement for a 4-year project period.

**Award Amount:** The initial budget period will be for 1 year at a funding level not to exceed \$250,000. Additional funding for each of the three remaining project years will be provided at a similar level, dependent upon performance of the cooperative agreement recipient, availability of funds, and OJJDP priorities.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 22, 1994.

**Contact:** For further information contact James C. Howell, Director, Research and Program Development Division, (202) 307-5929.

**References:**

References on comprehensive gang programs are available, in disk format, from the Juvenile Justice Clearinghouse (JJC), 800-638-8736. These documents are numbered and titled as follows: (1) D0001-D0025 Comprehensive Set of Gang-Intervention Models and Technical Assistance Manuals; (2) D0027 Youth Gang Problem and Response: Literature Review, 1991; (3) D0028 Survey of Youth Gang Problems and Programs in 45 Cities and 6 Sites, 1990; and (4) background paper, *Overview of the Gang Problem* by Barbara Tatem-Kelley, and (5) NIJ Research in Brief of *Gang Crime and Law Enforcement Recordkeeping*.

Paper copies are available for review in the OJJDP reading room at 633 Indiana Avenue NW., Washington, DC 20531.

## Performance-Based Standards for Juvenile Detention and Corrections

**Purpose:** This program will support the development and implementation of performance-based standards for juvenile detention and corrections. The performance measures and standards developed will address both services and the quality of life for confined juveniles. They must reflect the consensus of a broadly representative group of national organizations on the mission, goals, and objectives for juvenile detention and corrections. Upon completion of the development phase, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) will promote nationwide adoption and implementation of the measures and standards through a national program of training and technical assistance.

**Background:** This program recognizes the need to increase the accountability of detention and correctional agencies, facilities, and staff performing their basic functions. The development of performance-based standards is one of the primary recommendations endorsed by OJJDP for improving conditions of confinement made pursuant to Section 248 (a)(1) of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, 42 U.S.C. 5662 (a)(1) in the report, *Conditions of Confinement: Juvenile Detention and Correctional Facilities*.

The study authors drew the following conclusions:

A substantial proportion of existing nationally recognized standards focus on developing written policies and procedures . . . rather than defining outcomes that facilities should achieve. Performance-based standards are more difficult to formulate because they require standard-drafters to agree on the outcomes that should be achieved. In many instances we found that conformance to procedural standards had no discernible effect on conditions within facilities.

---

The authors recommended that

... organizations that develop nationally recognized standards for juvenile facilities promulgate measurable performance standards that can serve both as goals for facilities to attain and as benchmarks against which their progress can be measured. Such standards are particularly important in areas of security, health care, education, mental health services, and treatment programming.

This recommendation to develop performance-based standards was endorsed by two major forums that considered the *Conditions of Confinement* study recommendations. At the June 1993 National Juvenile Corrections and Detention Forum, sponsored by OJJDP and the American Correctional Association (ACA), there was a consensus that the field was ready for this approach to improve conditions of confinement. Further, they recommended that these standards be practitioner-driven and enhance existing nationally recognized standards for juvenile detention and corrections facilities. The Juvenile Corrections Leadership Forum, sponsored by the Edna McConnell Clark Foundation, issued a report recommending that Congress mandate the development of performance-based standards for the operation of juvenile detention and correctional institutions. In addition, ACA convened a special task force to explore the development of performance-based standards. At the State level, the Juvenile Detention Center Association of Pennsylvania (JDCAP) embarked on a project to develop program standards for juvenile detention. JDCAP initiated the standards development process as a strategy to ensure continual quality improvement in detention services and programming. These demonstrations of support reflect the commitment from professionals in the field to develop performance measures and standards.

OJJDP plans to support a 36-month program consisting of two 18-month phases. The first phase involves developing national performance measures and standards. The second phase involves the delivery of technical assistance and training to jurisdictions implementing performance-based standards. Initial funding will be for up to \$250,000 for a 9-month budget period out of an 18-month project period for the first phase. One cooperative agreement will be awarded competitively to an organization to provide substantive, technical, and logistical support to develop national performance measures and standards for juvenile detention and corrections facilities. Prior to the conclusion of the first phase, OJJDP will decide whether to continue with the applicant selected under this program announcement or to issue a separate solicitation for phase 2 training and technical assistance. OJJDP encourages applicants to seek funding from interested private foundations.

**Goal:** The program's ultimate goal is to improve the accountability of juvenile corrections and detention administrators and staff in creating "legitimate, alternative pathways to adulthood through equal access to services that are least intrusive, culturally sensitive, and consistent with the highest professional standards" (from the 1992 Juvenile Detention and Correctional Executive Assembly Mission Statement).

**Objectives:** The overall objective of this program is to improve conditions of confinement for juveniles by developing a system of accountability that measures critical outcomes with respect to the conditions in which juveniles are held and the performance of the people charged with their care and custody. This system will include defining specific performance objectives, outcomes, measures, and related standards for confined juveniles' education, treatment services, safety and security, legal rights, mental health, and health care.<sup>1</sup> In order to develop nationally recognized performance-based standards, it will be necessary to develop a consensus among representatives of key national organizations concerned with improving conditions of confinement for juveniles. Consensus will be needed on the formulation, adoption, and implementation of performance-based standards for juvenile detention and correctional facilities. The standards will be designed to meet specific goals and objectives related to conditions of confinement for juveniles, and, where appropriate, incorporate the provisions of nationally recognized standards in the development of performance standards.

Specific programmatic objectives for the development stage are:

- To develop a set of recommended performance measures and standards for defined goals and objectives with practitioner input.
- To develop assessment tools to monitor facility performance.

- 
- To develop a plan to support the implementation of the process of nationwide adoption and implementation of performance-based measures and standards at the facility level.

**Program Strategy:** This solicitation invites applications from public and private organizations to achieve the program's goals and objectives. In preparing proposals, applicants are expected to describe how they will carry out the 18-month development stage of the program, including the formulation, review, testing, dissemination, and planning for implementation of performance measures and standards.

At a minimum, it is anticipated that the following national professional and advocacy organizations will be actively involved in this effort via official sponsorship, the designation of representatives to assist in the project's work, or other means of cooperation:

- American Bar Association.
- American Correctional Association.
- Council of Juvenile Corrections Administrators.
- National Association of State Juvenile Corrections Administrators.
- National Coalition for the Mentally Ill in the Criminal Justice System.
- National Commission on Correctional Health Care.
- National Council on Crime and Delinquency.
- National Council of Juvenile and Family Court Judges.
- National Juvenile Detention Association.
- National Youth Law Center.

In addition, it is expected that other national organizations representing policymakers, planners, and prospective funders, such as the National Conference of State Legislators, National Association of Counties, and Juvenile Justice Coalition will be consulted during the course of the program for information, input, and support.

The following are among the responsibilities of the applicant to ensure the success of the program. The successful applicant will achieve the following objectives:

- Establish the mechanisms for consensus-building and resolution of critical substantive and procedural issues that will affect the successful execution of this program.
- Establish the conceptual framework to guide the formulation of specific outcome objectives that will be achieved and monitored through a system of performance measures and standards.
- Recommend to OJJDP an approach for the implementation of performance-based standards that will have the greatest impact on improving conditions for juveniles in custody.
- Communicate the mission of the program to professionals in the field and incorporate their concerns and comments.
- Identify the basic steps and resources (financial and technical assistance, information systems development, etc.) needed to implement a system of performance-based standards within an agency or facility.

The following characteristics, which have been identified by General Accounting Office (GAO) staff<sup>2</sup> as important elements of good performance measurement systems, should be taken into consideration in responding to this program announcement:

- A focus on outcomes and quality, not process.

- Definitions of objectives, outcomes, and quality from the perspective of the client or user.
- Use of a few select indicators for top managers (with more frequent measures for line managers).
- An emphasis on ensuring that the information produced is useful to both policy and program decisionmakers in improving program operations.
- An emphasis on ensuring that data are valid and consistent over time.
- Ensuring that contextual comparisons are provided (e.g., in relation to standards, baseline data, or other relevant comparisons).
- Regular, reports for policymakers and the public that are clear and easy to read.

Activities of this program must be coordinated with those of the National Commission on Correctional Health Care, which is developing performance measures and standards for health care in juvenile detention and correctional facilities.

**Products:** The following products are to be delivered during the first 18 months of the program's operation according to the specified deadlines:

- Within 3 months—A revised workplan defining the structure and decisionmaking apparatus for developing the performance measures and the standards and plans regarding consideration by practitioners in the field, adoption and field testing, and implementation. This report will include a review of the literature and recent field experiences with performance-based standards, a review of potential strategies for implementation and associated cost estimates, and recommendations about which option OJJDP should select. The workplan will also include identification of issues requiring additional research; training and technical resources necessary to support the efforts; and a schedule of development work to be done on the performance measures and standards by topical area, including committee members and schedules of meetings.
- Within 6 months—A progress report containing the goals and objectives relative to the areas of safety and security, education, treatment/programming, and juvenile rights; performance measurement criteria for each major topic area; and a proposed system of field review, testing, and input into the development process with a projected schedule for these activities.
- Within 12 months—A proposed plan for the refinement and implementation of the performance measures and standards, with sufficient detail for OJJDP to issue a solicitation for the implementation phase of the program.
- Within 18 months—A complete set of performance measures and standards for field implementation.

#### References:

- Gadsby, William J., and John Kamensky, "Designing a System of Program Performance Measure: What We Have Learned to Date," presentation before the Special Committee on Performance Measures, National Association of State Budget Officers, San Diego, California, October 5, 1991.
- Juvenile Corrections Leadership Forum, "Recommendations to Congress and to the Nation in Response to *Conditions of Confinement: A Study to Evaluate conditions in Juvenile Correctional and Detention Facilities*. Edna McConnell Clark Foundation, November 1993.
- Logan, Charles H., "Criminal Justice Performance Measures for Prisons," Bureau of Justice Statistics—Princeton University Study Group on Criminal Justice Performance Measures, *Performance Measures for the Criminal Justice System*. U.S. Department of Justice, October 1993 (NCJ-143505)
- National Juvenile Corrections and Detention Forum, "Recommendations for Juvenile Corrections and Detention in Response to *Conditions of Confinement: A Study to Evaluate the Conditions in Juvenile Correctional and Detention Facilities*," American Correctional Association, June 1993.
- Parent, Dale A., Valerie Lieter, Stephen Kennedy, Lisa Livens, Daniel Wentworth, and Sarah Wilcox, *Conditions of Confinement: Juvenile Detention and Corrections Facilities* Research Report. Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice. June 1994.

---

**Eligibility Requirements:** Public and private organizations with knowledge of and experience in the field of juvenile detention and corrections are eligible to apply. Applicants must demonstrate their capability to develop credible performance measures and standards within the established timeframes. Private for-profit organizations must agree to waive any profits or fees.

Joint applications by two or more organizations are welcome. In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and delivery of services as primarily cooperative or collaborative in nature will be considered coapplicants. In the event of a coapplicant submission, one coapplicant must be designated as the payee to receive and disburse project funds and be responsible for the coordination of the activities of the other coapplicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each coapplicant also must sign the SF-424 and indicate its acceptance of the conditions of joint and several responsibility with the other coapplicant(s).

**Selection Criteria:** Applicants will be evaluated and rated by a peer review panel according to the selection criteria outlined below. Peer review will be conducted according to OJJDP Competition and Peer Review Policy, 28 CFR Part 34, Subpart B.

***1. Statement of the Problem. (20 points)***

The applicant must include a clear and concise statement of the problem that reflects an understanding of the need for performance-based standards as a means of improving services and the quality of life in juvenile detention and correctional facilities; the need for generating a broad-based consensus on expected outcomes for the operation of juvenile facilities; and the challenges related to the development of performance measures and standards and their adoption and implementation nationwide.

***2. Definition of Objectives. (10 points)***

The goals and objectives of the program are clearly defined, measurable, and obtainable.

***3. Project Design. (30 points)***

The project design is sound and constitutes an effective, innovative approach to meet the goals and objectives of this program. Applicants are expected to describe what strategy(s) they will use to achieve the stated objectives and address the issues raised in the statement of the problem. Particular attention will be paid to innovative approaches to addressing issues and challenges raised in the statement of the problem.

***4. Project Management and Implementation Plan. (15 points)***

The application must include a project implementation plan that outlines management structure and a time-task staffing plan for the project. The project management and implementation plan will be evaluated to determine its consistency with the project goals and objectives and the tasks described in the project design; the adequacy and appropriateness of the project management structure and time schedule of activities specified in the plan; the extent to which the applicant has demonstrated in the time-task plan that it will complete the major milestones of the project on time, and evidence of commitment or collaboration and cooperation with juvenile justice organizations key to the success of the program.

***5. Organizational Capability. (15 points)***

The applicant organization(s)' capability to conduct the project successfully must be documented. Both the personnel of the organization(s) and the substantive and technical capabilities of the organization must be sufficient to accomplish the tasks of the project. Staff qualifications, position descriptions, and selection criteria will be reviewed for their appropriateness in relation to the specific functions set out in the project implementation plan.

The organization(s) must demonstrate, based on their past and current capabilities, that they have sufficient substantive knowledge, expertise, and organizational capabilities to carry out this program.

---

### **6. Reasonableness of Costs. (10 points)**

Applicants must submit a detailed budget with a budget narrative to justify the proposed costs of the first year of the program. Budgeted costs are reasonable, allowable, and cost effective for the activities proposed, and are directly related to the achievement of the project objectives. All costs justified in the budget narrative must explain how costs are determined. A supplemental budget estimating the projected costs for the second budget period must be provided in the budget.

**Award Period:** The organization selected for receipt of the cooperative agreement will be funded for an initial 9-month budget period. The project period for the first phase is 18 months.

**Award Amount:** A total of \$250,000 is available for the initial 9-month budget period under a cooperative agreement. Additional funding at the end of the first budget period is dependent upon the performance of the grantee and the availability of funds, and OJJDP priorities.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 27, 1994.

**Contact:** For further information, contact Barbara Allen-Hagen, Social Science Analyst, Research and Program Development Division, (202) 307-5929. This project will be comonitored by the Research and Program Development Division and the Training and Technical Assistance Division.

---

<sup>1</sup>The work related to the mental health and health care areas must integrate the work of the National Commission on Correctional Health Care (NCCHC), under its contract with OJJDP to develop performance-based health care standards for juvenile facilities.

<sup>2</sup> J. William Gadsby and John Kamensky, "Designing a System of Program Performance Measures: What We Have Learned to Date," presentation before the Special Committee on Performance Measures, National Association of State Budget Officers, San Diego, CA, October 5, 1991, pp. 16-17.

## **Training and Technical Support for State and Local Jurisdictional Teams To Focus on Juvenile Corrections and Detention Overcrowding**

**Purpose:** To support the development and implementation of state and local jurisdictional strategies for reducing over-crowding in juvenile corrections and detention facilities.

**Background:** This program implements Section 244 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. The Conditions of Confinement Study (CCS) supported by OJJDP in 1990 in response to the 1988 amendments to the Juvenile Justice and Delinquency Prevention Act identified overcrowding as the most urgent problem facing juvenile corrections and detention facilities.

According to the CCS, admissions to juvenile facilities rose after 1984 and reached an all-time high of nearly 690,000 in 1990, with the largest increase in detention. Admissions in detention rose from more than 400,000 in 1984 to 570,000 in 1990 with the daily population of confined juveniles increasing from about 50,800 in 1979 to about 65,000 in 1991.<sup>1</sup> In 1987, 36 percent of confined juveniles were housed in facilities whose populations exceeded their reported design capacity, increasing to 47 percent by 1991.<sup>2</sup> Additionally, CCS found that juvenile and staff injury rates increased as the percentage of juveniles housed in large dormitories increased.

The Conditions of Confinement study reported that facilities have responded to crowding by restricting, intake criteria, granting early releases, and refusing to take new admissions when populations reach or exceed capacity.<sup>3</sup> However, these measures have not improved the problem of overcrowding because they do not alter the

---

decisions of the police, prosecutors, juvenile judges, and probation and parole officers who control the flow of youth into detention and corrections facilities. The CCS recommended that jurisdictions develop policies that regulate the use and duration of juvenile confinement and that guide future development of confinement and nonconfinement placement options. To do this, States and localities should implement a planning process that identifies decisions that affect use of detention and confinement, that identifies characteristics of juveniles processed through the system, and that documents capacities of confinement and nonconfinement placement options.<sup>4</sup>

The trend in a number of jurisdictions toward the inappropriate use of detention and commitment to State and local facilities has been reversed when key decisionmakers—such as the chief juvenile court judge, chief of police, director of the local detention facility, head of the State juvenile correctional agency, chief prosecutor, and others—agree to make decisions collaboratively. Such planning and collaboration have been reflected in modified practices and policies that result in appropriate placement or appropriate use of detention and corrections facilities.

To address the problem of overcrowded facilities, OJJDP is supporting an initiative whose goal is to implement the recommendations of the CCS study regarding overcrowding.

**Goal:** To reduce overcrowding in State and local juvenile detention and corrections facilities.

**Objectives:**

- To develop and test a curriculum and technical assistance materials to support training and technical assistance for local and State decisionmakers whose decisions affect the flow of youth into corrections and detention facilities.
- To identify and document the experiences of a selected number of State/local jurisdictional responses to court orders regarding conditions of custody in juvenile corrections and detention facilities.
- To provide training and technical assistance to a selected number of teams of key State and local juvenile justice decisionmakers.
- To conduct training of trainers in use of the curriculum and materials developed for this project.
- To develop a technical assistance package for independent use by jurisdictions either confronted with a court order, or where conditions would indicate that a court order is an imminent possibility.

**Program Strategy:** OJJDP will competitively select a grantee to develop a curriculum and supporting technical assistance materials for use in training a selected number of teams of key juvenile justice decisionmakers who wish to develop local strategies for reducing overcrowding in juvenile detention and corrections facilities. The training and technical assistance model will be delivered during a 3-year project period to selected jurisdictions that indicate an urgent need to address this problem. The curriculum and model must be designed to address the specifics of the local overcrowding problem and directed toward development of an effective strategy for correcting the local problem. The services provided through this project will be offered only to jurisdictions that can engage all of the relevant decisionmakers and that can provide a person at the local level to serve as facilitator who is acceptable to all of the entities. The grantee will provide training and technical support to the facilitators and to the process in assisting local/State juvenile justice decisionmakers. As all of the objectives cannot be achieved in the first project period, the applicant will identify and justify those deliverables to be provided in the first grant year.

The grantee will identify a representative group of jurisdictions who have responded to court orders, or who have averted court orders regarding juvenile custody issues for purposes of documenting process, activities, responses, and outcomes. These materials will be appropriately organized and used as reference materials for this training and technical assistance.

---

The grantee will provide for technical support and training to local facilitator/trainers participating in this project and will conduct training for other facilitator/trainers from jurisdictions who would potentially be interested.

**Products:** Over the 36-month project period, the grantee will provide:

- A curriculum and technical assistance package for training and support of jurisdictional juvenile justice decisionmakers.
- A monograph of case material and analytic commentary of court ordered action regarding juvenile custody issues.
- A training guide for training trainers/facilitators in the jurisdictional training approach.
- A technical assistance package for independent use by jurisdictions that wish to implement this decisionmaking/ planning process.
- Training and technical support to a selected number of jurisdictions.
- Training of a selected number of trainers/facilitators in the process.

**Eligibility Requirements:** Applications are invited from public agencies and private organizations that can demonstrate experience and capability in training and technical assistance methodologies, juvenile justice system decisionmaking, and understanding of and sensitivity to the socioeconomic factors that serve as the background for decisionmaking in corrections and detention issues.

**Selection Criteria:** Applications will be rated on the extent to which they meet the following criteria:

***1. Conceptualization of the Problem. (20 Points)***

The applicant must demonstrate a clear understanding of, and competence to deal with, issues related to juvenile justice decisionmaking and the use of detention and correctional facilities.

***2. Understanding of Objectives. (15 Points)***

The project's objectives must be clearly defined and consistent with the issues and requirements set forth in the conceptualization of the problem, and supported with respect to assigned priorities.

***3. Project Design. (25 Points)***

The procedures, workplan, tasks, and proposed deliverables of the project must be directly linked to the stated objectives and to the problem addressed by this specific announcement.

***4. Project Management. (25 points)***

The project's management structure and staff must be adequate for the successful implementation and completion the project. The management plan must identify personnel having the required expertise in training/technical assistance methodologies and describe a system whereby logistical activities are handled in the most efficient and economical manner.

***5. Budget. (15 Points)***

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

**Award Period:** This project will be funded for 36 months in three 12-month budget periods. Additional funding for the second and third budget periods is dependent upon grantee performance, response of the field to the services, and availability of funds.

---

**Award Amount:** Up to \$100,000 is available for the first year of this project.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

**Contact:** For further information contact Emily Martin, Director, Training and Technical Assistance Division, (202) 307-5940.

---

<sup>1</sup> *Conditions of Confinement: Juvenile Detention and Corrections Facilities, Research Summary*, Dale Parent et al., Abt Associates, Inc., p. 7.

<sup>2</sup> *Ibid.*, p. 7.

<sup>3</sup> *Ibid.*, p. 8.

<sup>4</sup> *Ibid.*, p. 8.

## Evaluation of Intensive Community-Based Aftercare Demonstration and Technical Assistance Program

**Purpose:** This study will assess the process used by four demonstration States to implement the intensive community-based aftercare program and evaluate the technical assistance provided to these States.

**Background:** This program implements Section 243(a)(1) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Intensive community-based aftercare programs seek to address the acute personal and emotional needs of chronic juvenile offenders. During an initial residential placement, juveniles receive counseling, training, and treatment. Upon release from secure confinement, juveniles are subject to highly structured supervision to ensure that lessons and skills are reinforced, behavior is closely monitored, and interaction with the community is encouraged. This approach is designed to provide chronic juvenile offenders with a better chance of reintegrating successfully into their communities.

OJJDP is committed to supporting innovations that are designed to improve juvenile aftercare philosophy and practice. In July 1987, OJJDP awarded a grant to Johns Hopkins University's Institute for Policy Studies, in collaboration with the California State University at Sacramento, to conduct a multistage project that would:

- Assess current programs and relevant research related to the implementation and operation of community-based aftercare programs for chronic juvenile offenders.
- Develop program models and related policies and procedures to guide State and local juvenile corrections agencies and policymakers.
- Transfer the model designs into a training and technical assistance module for use in formal training.
- Implement and test the model(s) in selected jurisdictions.<sup>1</sup>

After the training and technical assistance module was completed, project staff, in collaboration with OJJDP, issued a request for proposals to States interested in receiving training and technical assistance to implement the program model. Eight States were selected: Colorado, Michigan, Nevada, New Jersey, North Carolina, Pennsylvania, Texas, and Virginia.

During 1992 and 1993, each State identified a local jurisdiction in which to implement the program, and formed an interagency action-planning team of approximately 10 members. Teams consisted of senior administrators from a broad array of State and local government agencies. Members typically represented social services agencies, mental health departments, corrections facilities, schools, law enforcement agencies, court

---

systems, district attorney's offices, probation departments, and parole/aftercare agencies. Each action-planning team attended a 3-day training/action-planning conference. Team members made requests to receive followup technical assistance, via mail or telephone, during the planning phase of their projects.

The next stage of this program will be a demonstration program in which four sites, selected by a competition among the existing eight sites, will each be awarded up to \$100,000 and will receive technical assistance and training from Johns Hopkins University. OJJDP is interested in evaluating the effectiveness of the aftercare programs initiated at each of the demonstration sites. The demonstration program will be for a period of 36 months. This award for the evaluation, of up to \$140,000 for the first year, will cover the process evaluation and completion of the impact evaluation design as approved in the awarded application. Continuation funding for the impact evaluation may be provided for two additional years, as determined by OJJDP.

**Goals:**

- To provide a process evaluation of the Intensive Community-Based Aftercare Program.
- To identify factors that contributed to and/or impeded the successful implementation of this program.
- To develop a preliminary research design for use in conducting an impact evaluation of the Intensive Community-Based Aftercare Program.

**Objectives:**

- To develop a detailed design, including data collection instruments, for a process evaluation of the Intensive Community-Based Aftercare program.
- To conduct a multisite (four demonstration sites) process evaluation of the Intensive Community-Based Aftercare Program implementation and the provision of technical assistance for the implementation.
- To conduct a program impact evaluability assessment at each of the four demonstration sites.

**Program Strategy:** Applicants should familiarize themselves with the OJJDP intensive community-based aftercare initiative and associated literature. Applicants should provide a design for the process evaluation study that reflects the requirement that the evaluation will be conducted in four sites. The design should also provide for the concurrent conduct of evaluability assessments for a future impact evaluation.

Applicants should provide a discussion of research questions for the process evaluation that will serve as a basis for the data collection plans and instruments. Depending on the demonstration States' experiences, the process evaluation design may focus on two levels of activities:

- State-level efforts in planning, policymaking, resource allocation, and guidance.
- Community-level responses, experiences, and achievements in implementing the program.

Issues to be addressed in the evaluation should include but not be limited to:

- What factors contributed to (or inhibited) changes at the State level and in the communities in the planning for and delivery of intensive aftercare program services?
- What lessons can be drawn from States and local communities for Federal and/or State policies, program planning efforts, and local service delivery of aftercare programs for youth?
- What changes occurred as a result of implementation and what were the factors that contributed to effective implementation?
- What planning and implementation strategies—coordination, consultation, use of OJJDP-provided technical assistance—were used at the State and local levels and to what effect?

Applications should propose a process evaluation that includes the various stages of the implementation process, beginning with the selection of the demonstration States based on their submitted plans. The evaluation

---

should cover the implementation of these plans and how the training and technical assistance contributed to the implementation process. They should include the planning and the implementation process used at the State and, if applicable, local levels.

Applications should contain a preliminary impact evaluation research design and also describe the methods that would be used to conduct an evaluability assessment for the impact evaluation. This should include an assessment of program goals, measurable impact objectives, data elements and sources for measuring impacts, the need for sampling designs and strategies, and the ability of the demonstration sites to support a rigorous impact evaluation.

#### Products:

- **Final design of the process evaluation.** This design will incorporate modifications recommended by OJJDP after the award process, as appropriate.
- **Draft comprehensive final report.** This report will contain two parts: (1) a preliminary impact evaluation research design based on the evaluability assessments and (2) a detailed report of the process evaluation including overall findings and an analysis of the factors that contributed to and/or impeded successful implementation.
- **Final report on the process evaluation.** The final report will incorporate modifications recommended by OJJDP and the project advisors, as appropriate.

#### References:

- Allinson, R. S., P. DeMuro, and R. A. Mathias (eds.) (1984). *Violent Juvenile Offenders: An Anthology*. National Council on Crime and Delinquency, San Francisco, 1992.
- Altschuler, David M., and T. Armstrong, *Intensive Community-Based Aftercare Programs: Assessment Report*. Submitted to Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, 1991.
- Altschuler, David M., and T. Armstrong, *Intensive Aftercare for High-Risk Juveniles: Policies and Procedures*. OJJDP Program Summary, 1994, unpublished.
- Altschuler, D., and T. Armstrong, "Intensive Aftercare for the High-Risk Juvenile Parolee: Issues and Approaches in Reintegration and Community Supervision," in Troy L. Armstrong (ed.), *Intensive Interventions with High-Risk Youths: Promising Approaches in Juvenile Probation and Parole*. Criminal Justice Press, Monsey, New York: 1991.
- Altschuler, D., and T. Armstrong, *Intensive Aftercare for High-Risk Juveniles: A Community Care Model*. OJJDP Program Summary, 1994, unpublished.
- Altschuler, David M., and T. Armstrong, *Intensive Community-Based Aftercare Programs: Training Manual for Action Planning Conference*. Submitted to Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice.
- Altschuler, David M., "Request for Proposals, Intensive Community-Based Aftercare for "High-Risk" Juvenile Parolees," The Johns Hopkins University, Baltimore, Maryland: 1992.
- Altschuler, D., and T. Armstrong, "Recent Trends in Programming for High-Risk Juvenile Parolees: Assessment Findings and Program Prototype Development in the OJJDP-Funded Intensive Juvenile Aftercare Initiative," in Albert Roberts (ed.), *Critical Issues in Criminal Justice*. Sage Publications, Inc., Newbury Park, California: 1994.
- Clear, Todd R. "Juvenile Intensive Probation Supervision: Theory and Rationale," in Troy L. Armstrong (ed.), *Intensive Interventions with High-Risk Youths: Promising Approaches in Juvenile Probation and Parole*. Criminal Justice Press, Monsey, N.Y.: 1991.

The references listed above are available from the Juvenile Justice Clearinghouse, (800) 638-8736.

---

**Eligibility Requirements:** Eligible applicants must meet the requirements stipulated in the Application and Administrative Requirements section of this *Application Kit* (page 3).

**Selection Criteria:** Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this *Application Kit* (page 4).

**Award Period:** The project will be funded for a 1-year project period, with 2 continuation years possible at OJJDP's discretion.

**Award Amount:** The award amount will not exceed \$140,000 for the first year of the 3-year project period..

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

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

---

<sup>1</sup> Altshuler, D.M., Armstrong, T.L., *Intensive Aftercare for High Risk Juvenile Parolees: A Model Program Design*. The Johns Hopkins University Institute for Policy Studies. Baltimore, Maryland. June 1992.

## **National Juvenile Justice and Delinquency Prevention Training and Technical Assistance Center**

**Purpose:** To facilitate systematic and comprehensive training and technical assistance coverage of the field of juvenile justice and delinquency prevention that is highly responsive to consumer needs and U.S. Department of Justice priorities.

**Background:** Sections 244, 245, and 246 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, authorize support of training and technical assistance programs for juvenile justice and other juvenile services personnel. OJJDP has provided such support through awards to various organizational entities competent in training/technical assistance development and delivery in many different subject areas. The expertise of OJJDP award recipients combined with the management controls built into the applicant selection and subsequent project oversight process have generally resulted in high-quality training and technical assistance. However, training/technical assistance programs and materials generated under OJJDP auspices differ markedly in terms of format, method of delivery, scope of coverage, access, availability, and usefulness to the OJJDP's consumer audiences.

OJJDP expects to continue reliance on professional organizations in the juvenile justice and youth services fields to meet the training/technical assistance needs in these areas through grants, contracts, and other appropriate means of funding. At the same time, OJJDP is interested in enhancing its training/technical assistance capability, coverage, and impact, as well as in increasing the cost effectiveness of its training efforts, in recognition of the expanding universe of juvenile justice and related programs, of advances in training technologies, and of growing training/technical assistance audiences.

Presently, practitioners have no readily available, single source of contact to obtain all relevant information pertaining to OJJDP sponsored training/technical assistance opportunities, costs, faculties, schedules, and the procedures required to obtain these services. This has resulted in access to training being limited to narrow segments of the population of need. In addition, OJJDP has not had a specific mechanism for early identification of emerging training/technical assistance needs in new program areas, for providing sufficiently rapid re-

---

sponse to such needs, and for helping to ensure the availability of training or trainers on specialized topics. Juvenile oriented community policing, drug recognition techniques, and peer intervention are examples of subject areas where OJJDP's training/technical assistance capability appears to be uneven in the above respects.

While each training event incorporates some form of evaluation, no mechanism currently exists for providing any synthesis of this information to support management-directed corrective actions with respect to training or technical assistance that is not responsive to consumer needs. Moreover, the funds available to OJJDP for training and technical assistance purposes are scarce and are only marginally equal to meeting the needs of the field. Thus, it is important that these resources be distributed as judiciously as possible, without duplication of effort, in accordance with a tenable order of priorities and at the highest level of responsiveness possible to consumer needs. It is a further OJJDP objective to ensure that its training/technical assistance award recipients—the various organizations providing the actual hands-on services to the field—receive the kind of assistance from OJJDP that can enable them to apply Federal funds with maximum effectiveness.

The Juvenile Justice Resource Center (JJRC) of Aspen Systems Corporation prepared a Working Paper on the concept of a National Juvenile Justice and Delinquency Prevention Training and Technical Assistance Center (NJJTAC) in response to a Task Order under contract #91MUCXC001. Prior to preparation of the Working Paper, OJJDP staff had developed the concept and formulated the goals and objectives to be met by such a Center. JJRC identified options based upon review of information regarding similar centers. The Working Paper is available to any interested applicant. It can be obtained by calling Marilyn Silver, Information Dissemination, and Planning Unit, OJJDP, (202) 307-0751, or by writing or visiting Peter Freivalds, Room #712, Training and Technical Assistance Division, 633 Indiana Avenue NW., Washington, DC 20531.

It is envisioned that the multipurpose juvenile justice Federal training/technical assistance support proposed in this Program Announcement will be of value both to OJJDP discretionary award recipients and to State agencies receiving formula grant funds.

OJJDP intends to fund a 36-month project to address the purposes listed above. The award recipient will be expected to pursue the goals and objectives set forth in this Program Announcement. Continuation of the project beyond the 36-month period will be contingent upon OJJDP's assessment of further need, performance of the grantee, and availability of funds.

**Goals:** To develop, enhance, and expand the professional skills of juvenile justice and delinquency prevention practitioners for purposes of increasing their capability to prevent delinquency and improve the functioning of the juvenile justice system.

**Objectives:**

- To provide a centralized access point for information to OJJDP consumers about the availability of training and technical assistance resources.
- To involve OJJDP consumers in periodic needs assessments of existing and emerging training/technical assistance needs.
- To provide for systematic and uniform evaluations from users of OJJDP training/technical assistance programs and from providers of such training.
- To review and document training/technical assistance technologies used by OJJDP grantees and contractors as well as those used by innovators of such technology.
- To develop curriculum and conduct training for specialized training teams to assist State and local programs to respond to special needs and emerging issues. Where an appropriate and effective curriculum has been developed by other OJJDP-funded grantees, the grantee will be expected to use the existing curriculum to avoid duplication of effort.

- 
- To develop standards and formats for development and distribution of OJJDP-supported curriculum, training, and technical assistance materials for purposes of ensuring quality, usability, and relevance.
  - To develop and maintain a data base on users of OJJDP training and technical assistance programs, instructors, curriculums, materials, and costs for purposes of supporting marketing, cross-grantee/contractor use of resources, and management of OJJDP training and technical assistance programs.
  - To issue an annual catalog of OJJDP-sponsored training and technical assistance programs.
  - To provide staff support for two meetings a year of OJJDP training and technical assistance grantees/contractors for purposes of sharing information and coordination of effort on collaborative projects.

**Program Strategy:** OJJDP will competitively select an organization to develop the National Juvenile Justice and Delinquency Prevention Training and Technical Assistance Center, and a cooperative agreement will be awarded for an initial 12-month period. Subsequent awards will be made annually for two additional 12-month budget periods during the 36 month project period.

Upon award of a cooperative agreement, and following review of OJJDP's training resources, the grantee will convene a meeting with OJJDP Technical Assistance and Training grantees for purposes of informing them of the NJJTAC workplan and procedures for carrying out the tasks assigned for the first project year.

It is expected that these technical assistance and training grantees and contractors will provide requested materials and share responsibility for developing materials to be commonly used. The grantee will have access to appropriate OJJDP records and staff in carrying out its responsibilities under this project.

The tasks outlined below are consistent with the stated OJJDP goals and objectives. Applicants are encouraged to be creative in their proposals to implement the overall project. An annual breakdown of expected activities and accomplishments is provided as a guide. Modifications are expected as the work of NJJTAC evolves and needs assessments are conducted. The major requirements are that the proposal describe, in appropriate detail, how the applicant will organize the NJJTAC and how the other goals and objectives will be achieved.

As should be clear from the level of funding allocated for this venture, OJJDP does not intend to support a physical plant. However, the project's office, equipment needs, location, and access to training facilities and resources are significant considerations to be covered in the application.

#### **Deliverables, Year 1:**

- Document and publish in the format of a catalog all of OJJDP's training and technical assistance resources including schedules, cost considerations, locations, eligibility requirements, instructors, and course descriptions.
- Develop in conjunction with OJJDP Training and Technical Assistance grantees a common participant evaluation format, with associated procedures for summarizing and analyzing information on consumer evaluations.
- Develop a common format for participant registration for OJJDP sponsored training and provide for collection and computerization of information regarding users of OJJDP training and technical assistance.
- Conduct a training and technical assistance needs assessment.
- Develop and test curriculum for training of jurisdictional teams to assist State and local jurisdictions to address emerging needs and issues.
- Review, document, and provide for access to OJJDP-supported training and technical assistance materials.

---

---

### **Deliverables, Year 2:**

- Develop and test curriculum for training of trainers.
- Deliver training for a selected number of jurisdictional teams.
- Issue a first annual report on training provided, including information on types and characteristics of users served by OJJDP training and technical assistance.
- Issue an annual catalog of OJJDP training and technical assistance.
- Analyze evaluation information issued in a year-end report.

### **Deliverables, Year 3:**

This 12-month budget period should be programmatically structured for the continuation and, where appropriate, for the completion of work started in the two previous project years. The year's program should reflect the Center as an established entity with some cyclical aspects to its activities (e.g., the ongoing need to update the catalogue of OJJDP training/technical assistance programs and program materials). Additional deliverables for year 3 include the following:

- Develop procedures and plans for certification for OJJDP sponsored training.
- Deliver a selected number of training-of-trainers courses.
- Deliver a selected number of specialized training programs consistent with needs assessment and requests from jurisdictions experiencing special kinds of problems for which training and/or technical assistance are appropriate responses.

**Products:** The written materials to be produced under this award include:

1. Catalog of OJJDP training/technical assistance programs.
2. Training/technical assistance needs assessment and recommendations report.
3. Training/technical assistance manuals and materials (several documents).
4. Training curriculum for trainers.
5. Training curriculum for jurisdictional teams.

**Eligibility Requirements:** Eligible applicants must meet the requirements stipulated in the Application and Administrative Requirements section of this *Application Kit* (page 3).

### **Selection Criteria:**

Applications will be rated by a peer review panel according to the following criteria:

#### ***1. Conceptualization of the Problem. (20 points)***

The applicant must convey a clear understanding of the purpose, the program(s), the work requirements, and the related issues addressed in this program announcement. In particular, the applicant must present a clear conceptualization of the NJJTAC to be established by the recipient. The applicant must further convey understanding of the expected results of this effort, and of possible obstacles to their achievement.

#### ***2. Definition of Goals and Objectives. (15 points)***

The goals and objectives to be achieved by the project must be clearly defined and expressed in operational terms consistent with the issues and performance requirements set forth in the conceptualization of the problem section of the application.

---

### **3. Project Design. (20 points)**

The application must include a project design, indicating a work-plan, specific procedures to be carried out, projected performance schedules, expected accomplishments, and products. The design must correspond with the project's goals and objectives and with the conceptualization of the problem.

### **4. Project Management. (20 points)**

The project's management structure and staffing must be appropriate for the successful implementation of the project. Key staff should have significant experience in program, training, and technical assistance management, and in the performance of other work outlined in this announcement.

### **5. Organizational Capability. (15 points)**

The applicant organization's ability to conduct the project successfully must be clearly documented in the proposal. The documentation must include organizational experience in the subject areas and with projects of the type described in this program announcement.

### **6. Reasonableness of Cost. (10 points)**

The proposed budget must be reasonable, allowable, and cost-effective vis-à-vis the work to be performed.

**Award Period:** The project period will be 36 months. The initial budget period is 12 months.

**Award Amount:** The award for the first 12-month budget period will be up to \$300,000. Allocations are also expected to be made for subsequent annual budget periods. Future awards will be determined based on program experience and the availability of funds.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

**Contact:** For further information contact Peter Freivalds, Program Manager, Training and Technical Assistance Division, (202) 307-5940.

## **Telecommunications Assistance**

**Purpose:** To provide program support, technical assistance, and necessary equipment for a variety of distance training (teleconferencing) events supporting OJJDP programs efforts.

**Background:** This program implements Sections 244 and 245 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. The telecommunications technologies available to business and government have become more economical to use and have changed the manner in which education, training, and information dissemination may be offered. Distance learning has become commonplace in many sectors of our society. No longer must the presenter or instructor sit in a conference room or classroom with participants or students. The presenter can engage his or her audience, interactively, from thousands of miles away and talk to them at a dozen or more sites.

Many organizations in the private and public sectors have decided to use advanced telecommunications technologies in their training and information dissemination activities. OJJDP experimented with teleconferencing during the past year and concluded that it provides many advantages not available with more traditional training and information dissemination modes.

---

The use of such technology is often limited because potential sponsors or users believe the cost will be prohibitive or because they do not have reliable information about options. The availability of competent professional expertise in the use of the technology and differential use of options should enhance grantee resources, eliminate wasted effort, and reduce the need for unplanned experimentation.

The benefits of using this technology include the following:

- Increase the flow of ideas and communication within the juvenile justice field.
- Increase the access to needed information and training for juvenile justice professionals.
- Reduce costs and time spent attending training and conferences, especially those requiring travel and overnight accommodations.
- Increase the skill level and productivity of juvenile justice professionals.
- Provide more timely transfer of information.

Since the benefits and effectiveness of using this technology are recognized, its use in the field becomes an issue of implementation. OJJDP does not possess all of the necessary skills to use the technology nor does it possess the resources to purchase the equipment needed to use the technology. For these reasons, OJJDP has decided to select a grantee to serve as a technical assistance resource for the agency and its grantees.

**Goal:** To establish for OJJDP the technical capability to sponsor audio conferences, teleconferences, and other means of electronic communications among groups at two or more locations.

**Objectives:**

- Provide technical assistance and facility support to OJJDP in the planning, development, and delivery of audio or teleconferences.
- Deliver assigned distance training or information dissemination through audio or teleconferences.
- Provide assigned technical assistance in the planning, development, and delivery of audio or teleconferences sponsored by OJJDP grantees.
- Provide assigned technical assistance and training to juvenile justice professional organizations in the implementation of this technology.
- Assist juvenile justice agencies in locating and utilizing facilities and other resources for delivery of distance technology.
- Provide inservice training to juvenile justice trainers, presenters, and facilitators on using the technology.
- Evaluate and assess assigned audio and teleconferences.

**Program Strategy:** OJJDP will competitively select an organization competitively to become a technical assistance provider in using distance technology for juvenile justice activities. The primary focus of the grantee will be to support OJJDP-sponsored audio conferences for information sharing and teleconferences for training or information dissemination purposes. Additionally, the grantee will be available to assist other OJJDP grantees or professional juvenile justice associations in the delivery of audio or teleconferences. Such assistance will be limited to technical assistance for events but will not include actual delivery or use of equipment.

Upon receipt of a cooperative agreement award, the grantee will be tasked to conduct a review of current OJJDP programs and priorities. This review will lead to the development of a priority listing of topic areas for which the distance technology will be employed during the ensuing 12 months.

The grantee will have access to appropriate OJJDP records and staff in pursuing its responsibilities under this grant.

---

**Products:** Specific products to be completed during the project period are:

- A report on an analysis of current OJJDP programs and priorities that lend themselves to this technology and for which the juvenile justice community would benefit from either a sponsored audioconference or teleconference.
- Delivery of at least five teleconferences on topics chosen by OJJDP.
- Delivery of at least 10 audioconferences on topics chosen by OJJDP.
- Conducting an inservice training event for juvenile justice professionals in the successful use and delivery of audio and teleconferences.

**Eligibility Requirements:** Applications are invited from public agencies and private organizations that can demonstrate the capability to conduct audio or teleconferences for OJJDP distance training and information dissemination activities. Private for-profit organizations must waive any fee or profit to be eligible.

**Selection Criteria:** 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 applicant must demonstrate a clear understanding of, and competence to deal with, distance technology for training and information dissemination for the juvenile justice and delinquency prevention communities.

***2. Definition of Objectives. (15 Points)***

The objectives to be achieved by the project must be clearly defined and consistent with the issues and requirements set forth in the conceptualization of the problem.

***3. Project Design. (25 Points)***

The procedures, workplan, tasks, and proposed products of the project must be directly linked with the stated objectives and with the problem addressed by this announcement.

***4. Project Management. (10 Points)***

The project's management structure and staffing must be adequate for the successful implementation and completion of the project. The management plan describes a system whereby logistic activities are handled in the most efficient and economical manner.

***5. Organizational Capability. (20 Points)***

The applicant organization's ability to conduct the project successfully must be documented in the proposal. Organizational experience with distance training is mandatory and experience with juvenile justice issues is highly recommended. Key project staff should have significant experience in the subject areas addressed in this program announcement.

***6. Budget (15 Points)***

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

**Award Period:** The project will be funded for 12 months. Additional funding may be made available depending upon future appropriations and OJJDP priorities.

**Award Amount:** Up to \$200,000 will be available for this project.

---

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

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

## **Interventions To Reduce Disproportionate Minority Confinement in Secure Detention and Correctional Facilities (The Deborah Ann Wysinger Memorial Program)**

**Purpose:** To assist States, local units of government, and not-for-profit organizations in the development of interventions which would address the problem of disproportionate minority confinement.

**Background:** This program implements Section 261(a)(8) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. National data and studies have demonstrated that minority offenders are overrepresented in secure facilities across the country. In response to this problem, the Office of Juvenile Justice and Delinquency Prevention issued regulations in 1989 requiring States participating in the Formula Grants Program to determine whether disproportionate minority confinement exists and to design strategies to reduce the problem where it exists. As of February 1994, 42 States had completed the required data analyses, with all but one determining that minority juveniles were overrepresented in secure facilities. Analysis of the data provided by the States further indicates that minority youth are disproportionately represented at several points in the juvenile justice system.

**Goal:** To assist States, local units of government, and nonprofit organizations achieve the objectives of Section 223(a)(23), "by helping them develop initiatives to reduce the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails and lockups who are members of minority groups if such population exceeds the proportion such groups represent in the general population."

### **Objectives:**

- To refine previous assessment findings and improve systems that collect, analyze, and interpret data and provide information.
- To develop interventions and new techniques that will reduce disproportionate minority confinement in secure detention and correctional facilities.
- To develop models that can be used by other States in addressing disproportionate confinement issues.
- To convene an oversight body of professional and lay community leaders engaged in various endeavors that impact upon juvenile justice and minority overrepresentation. This includes social and human services, law enforcement, judges, probation, detention, corrections, private sector, youth, mental health, community leaders, and public schools.

**Program Strategy:** While other program categories address the problems of disproportionate minority confinement, the mandate in the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, makes it imperative that a special program be designated to address this issue. This competitive Special Emphasis program provides funds to States, local units of government, tribal governments, and not-for-profit organizations to demonstrate effective interventions designed to eliminate the disproportionate confinement of minority juveniles in secure detention or correctional facilities, adult jails and lockups, and other secure institutional facilities.

States are encouraged to use the services of neighborhood organizations, private not-for-profit agencies; and local units of government in implementing these projects. Substantial minority involvement must be demonstrated. In addition, the applicant should elicit the active participation of the following groups in planning, implementing, and monitoring the programs: law enforcement, prosecution, public schools, social and human service agencies, unions, youth, labor, mental health, juvenile detention and corrections, and community groups. The involvement of these groups will help ensure that broad-based community input will guide the program's implementation. One way in which this involvement can be accomplished is through the use of an advisory or oversight committee to the program.

States, local units of government, private not-for-profit organizations, and tribal entities may apply for funding under this program. To qualify under this provision, the applicant must be able to satisfactorily show that the State has completed an analysis of the disproportionate minority confinement problem. In addition, applicants must have filed with the Office of Juvenile Justice and Delinquency Prevention a Disproportionate Minority Confinement Assessment Report. (Applies to designated State juvenile justice planning agencies). The site and planned program must be supported by data or other valid indicators of appropriateness or need. The program selected for funding must be consistent with the State's established strategy for addressing disproportionate minority confinement. The applicant must demonstrate the endorsement of the SAG for the planned initiative.

Areas in which programs can be developed include the following:

- Training and education programs for law enforcement and juvenile justice practitioners.
- Diversion programs for minority youth who come in contact with the juvenile justice system.
- Prevention programs in communities with high numbers of minority residents.
- Programs to increase the capacity of community-based organizations to provide alternatives to detention and incarceration for minority youth.
- Aftercare programs designed to assist minority youth returning to their communities from secure institutions.
- Efforts to change or modify laws, codes, ordinances, regulations, and procedures that may contribute to reductions in disproportionate minority confinement in secure facilities.
- Other areas in which initiatives might be launched are:
  - ✓ detention criteria
  - ✓ early release
  - ✓ restitution
  - ✓ risk assessment
  - ✓ home detention
  - ✓ day care centers
  - ✓ case management
  - ✓ continuing care
  - ✓ management information
  - ✓ system development or improvement
  - ✓ boot camps

**Products:**

- Quarterly progress and financial reports.
- Program implementation plan.
- Monitoring plan.
- Operational system for States and local units of government to monitor disproportionate minority confinement.
- Final report detailing project activities, findings, and final products.

---

**Eligibility Requirements:** State agencies, local units of government, tribal governments, and private not-for-profit organizations with experience and expertise in the treatment of families and children are eligible for funding under this initiative. Eligible organizations include health, mental health, detention and corrections, after-care, probation, schools, and the courts, as well as other entities such as public defenders, prosecutors, judges, and law enforcement agencies.

State agencies, local units of government, or other entities in the five States previously funded under the Deborah Ann Wysinger Memorial Program initiative are not eligible to compete for funding under this program.

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

***1. Problems To Be Addressed. (15 points)***

The application clearly identifies the scope of the intervention proposed in this announcement and documents the problem addressed as a major priority of the findings of the Assessment Report.

***2. Goals and Objectives. (15 points)***

The applicant provides succinct statements demonstrating an understanding of the goals and objectives of the program.

***3. Project Design. (25 points)***

The project design is sound and meets the goals and objectives of the program. The design includes quantitative measures reflecting the extent to which project goals and objectives are reached.

***4. Project Management. (10 points)***

The project's management structure, staffing, and relationships with the State agency and local entities are appropriate with adequate controls to implement and complete the project successfully, efficiently, and economically. Relationships with other agencies and organizations are established in writing.

***5. Organizational Capability. (20 points)***

The applicant's organization and the implementing organization present documented evidence of their ability to manage the project.

***6. Budget. (15 points)***

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

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

**Award Amount:** A total amount of \$600,000 is available for this initiative. Grants ranging from \$50,000 to \$100,000 will be awarded until the \$600,000 amount is exhausted. Funding for a second year may be available depending on the performance of the grantee, the availability of funds, and the priorities of the Office of Juvenile Justice and Delinquency Prevention.

**Due Date:** Applications must be received by mail or delivered to OJJDP by September 20, 1994.

**Contact:** For further information, contact Eugene L. Rhoden, Jr., Assistant Director, Special Emphasis Division, (202) 307-1150.

**Appendix A.**  
**Application Form and Instructions**

# APPLICATION FOR FEDERAL ASSISTANCE

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction  <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier																					
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier																					
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier																					
<b>5. APPLICANT INFORMATION</b>																								
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)																						
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ][ ]		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> 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): _____																						
<b>8. TYPE OF APPLICATION:</b> <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): _____		<b>9. NAME OF FEDERAL AGENCY:</b>																						
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> [ ][ ][ ][ ] - [ ][ ][ ][ ] TITLE: _____		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>																						
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>																								
<b>13. PROPOSED PROJECT:</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>																						
Start Date	Ending Date	a. Applicant	b. Project																					
<b>15. ESTIMATED FUNDING:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>a. Federal</td><td>\$</td><td>.00</td></tr> <tr><td>b. Applicant</td><td>\$</td><td>.00</td></tr> <tr><td>c. State</td><td>\$</td><td>.00</td></tr> <tr><td>d. Local</td><td>\$</td><td>.00</td></tr> <tr><td>e. Other</td><td>\$</td><td>.00</td></tr> <tr><td>f. Program Income</td><td>\$</td><td>.00</td></tr> <tr><td>g. TOTAL</td><td>\$</td><td>.00</td></tr> </table>		a. Federal	\$	.00	b. Applicant	\$	.00	c. State	\$	.00	d. Local	\$	.00	e. Other	\$	.00	f. Program Income	\$	.00	g. TOTAL	\$	.00	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ 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	
a. Federal	\$	.00																						
b. Applicant	\$	.00																						
c. State	\$	.00																						
d. Local	\$	.00																						
e. Other	\$	.00																						
f. Program Income	\$	.00																						
g. TOTAL	\$	.00																						
		<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No																						
<b>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</b>																								
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:<br>— "New" means a new assistance award.<br>— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br>— "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.						
<b>5. TOTALS</b>		\$	\$	\$	\$	\$

## 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)	\$	\$	\$	\$	\$
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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 1994

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 one-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.

# APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED 09/01/94	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application  
 Construction  
 Non-Construction

Preapplication  
 Construction  
 Non-Construction

3. APPLICANT INFORMATION

Legal Name: Juvenile Justice Center	Organizational Unit:
Address (give city, county, state, and zip code): 7200 N. Lynn Street Arlington, VA 22201	Name and telephone number of the person to be contacted on matters involving this application (give area code): Weston Davis (703) 555-1256

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

0	0	-	9	8	7	6	5	4	3
---	---	---	---	---	---	---	---	---	---

7. TYPE OF APPLICANT: (enter appropriate letter in box)  N

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	N. Other (Specify) <u>Nonprofit Organization</u>

8. TYPE OF APPLICATION:

New     Continuation     Revision

If Revision, enter appropriate letter(s) in box(es):

A. Increase Award    B. Decrease Award    C. Increase Duration  
 D. Decrease Duration    Other (specify):

9. NAME OF FEDERAL AGENCY:  
Office of Juvenile Justice and Delinquency Prevention

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 6 5 4 2

TITLE: National Institute for Justice and Delinquency Prevention

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  
Project to Expand and Improve Juvenile Restitution Program

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):  
Arlington, VA

13. PROPOSED PROJECT:	14. CONGRESSIONAL DISTRICTS OF:
Start Date: 10/01/94    Ending Date: 09/30/95	a. Applicant: 10    b. Project: 10

15. ESTIMATED FINANCING:

a. Federal	\$ 100,000.00
b. Applicant	\$ .00
c. State	\$ .00
d. Local	\$ .00
e. Other	\$ .00
f. Program Income	\$ .00
g. TOTAL	\$ 100,000.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE \_\_\_\_\_

b. NO.  PROGRAM IS NOT COVERED BY E.O. 12372  
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

Yes    If "Yes," attach an explanation.     No

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 Hedda Cathmar	b. Title Executive Director	c. Telephone number (703) 555-3478
d. Signature of Authorized Representative		e. Date Signed 09/01/94

## 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:<br>— "New" means a new assistance award.<br>— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br>— "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.	\$	\$	\$	\$
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:

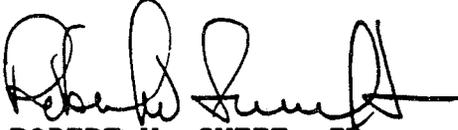
- (1) The peer reviewer has been, or would be, directly involved in the project (e.g., as an advisory board member, a consultant, collaborator, or as a conference speaker whose expenses would be paid from the grant).
  - (2) The peer reviewer is from the same institution or organization as the applicant 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

Federal Register

---

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)

33234 Federal Register / Vol. 55, No. 185 / 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:** Roberta Dorn, Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC 20531. Telephone: (202) 307-3068.

**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, 633 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 12291 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. 186 / 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 261(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 7100.1C, 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

## APPENDIX 1. (CONT'D)

33236 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 262(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 262(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 262(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 panels 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 4410-18-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 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

# **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) 647-4472 (Home)  
(205) 785-6000 (Office)  
(205) 833-2158 (Fax)

## Alaska

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

## American Samoa

The Rev. Fauifale Faolui, Chair  
Criminal Justice Planning Agency  
American Samoa Government  
Pago Pago, AS 96799  
011-684-633-5221 or 5222 (Office)  
011-684-633-7552 (Fax)

## Arizona

John B. Shadegg, Chair  
Law Offices of John B. Shadegg  
1430 East Missouri Avenue A  
Phoenix, AZ 85014  
(602) 955-7358 (Office)  
(602) 542-4644 (Fax)  
(602) 942-8503 (Home)  
Overnight:  
Arizona Juvenile Justice  
Advisory Council  
c/o Blue Cross and Blue Shield  
2444 West Las Palmaritas  
Phoenix, AZ 85021

---

---

## Arkansas

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

## California

Janet Nicholas, Chair  
State Advisory Group on Juvenile  
Justice and Delinquency Prevention  
17500 Norr Boom Road  
Sonoma, CA 95476

## Colorado

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

## Connecticut

Richard W. Dyer, Chair  
Juvenile Justice Advisory Committee  
773 Main Street  
Manchester, CT 06040  
(203) 643-1136 (Office)  
(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 (Office)  
(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) 462-8686 (Office)  
(202) 797-2198 (Fax)  
Overnight Mailing:  
6110 Seventh Place NW.  
Washington, D.C. 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 (Office)  
(904) 488-4720 (Fax)  
Overnight Mailing:  
311 South Calhoun Street, Room 204  
Tallahassee, FL 32302

## Georgia

Joy Maxey  
605 Lenox Way NE.  
Atlanta, GA 30324  
(404) 261-2666 (Office)  
(404) 261-2669 (Fax)

## Guam

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

---

---

## Hawaii

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

## Idaho

Michael Jones, Chair  
Idaho Youth Ranch  
P.O. Box 8538  
Boise, ID 83707  
(208) 377-2613 (Messages)  
(208) 377-6819 (Fax)  
Overnight Mailing:  
7025 Emerald  
Boise, ID 83707

## Illinois

Dallas C. Ingemunson, Chair  
226 South Bridge Street  
P.O. Box 578  
Yorkville, IL 60560  
(708) 553-4157 (Office)  
(703) 553-4204 (Fax)

## Indiana

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

## Iowa

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

## Kansas

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

## Kentucky

Rebecca Cleaver, Chair  
Jessamine County Middle School  
851 Wilmore Road  
Nicholasville, KY 40356  
(502) 564-4726 (Office)

## 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 (Office)  
(318) 323-6711 (Fax)

## Maine

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

## Maryland

George Rasin, Jr., Chair  
Juvenile Justice Advisory Council  
Edenwald Apartment 713  
800 Southerly Road  
Towson, MD 21286  
(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 (Home)  
(517) 351-0598 (Fax)

## Minnesota

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

## Mississippi

Alfred Martin  
The Greater Jackson Youth Services Corps  
517 North Farish Street  
Jackson, MS 39202  
(601) 353-1311

## Missouri

Frank Burcham, Chair  
Country View Management, Inc.  
P.O. Box 6  
Flat River, MO 63601  
(314) 431-0344/0544 (Office)  
(314) 756-1238 (Home)

## Montana

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

## Nebraska

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

## Nevada

Diane Mercier, Chair  
VA Lake Professional Center  
177 Cadillac Place  
Reno, NV 89509  
(702) 827-7501 (Messages)

## New Hampshire

Talu Robertson, Chair  
Education Department  
Antioch New England Graduate School  
Roxbury Street  
Keene, NH 03431  
(603) 357-3122, extension 359 (Office)  
(603) 357-0718 (Fax)

## New Jersey

B. Thomas Leahy, Vice Chair  
Governor's Juvenile Justice and  
Delinquency 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 (Office)  
(505) 983-6567 (Fax)

## **New York**

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

## **North Carolina**

Linda Hayes  
Country Club Drive  
Route 4, Box 829  
Dunn, NC 28334-0546  
(919) 892-2178 (Office)  
(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 (Office)  
(701) 258-2469 (Fax)

## **Northern Mariana Islands**

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

## **Ohio**

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

## **Oklahoma**

Paula Sanford, Chair  
3216 South Boulevard  
Edmond, OK 37103  
(405) 341-9401 (Office)

## **Oregon**

Jonathan Ater, Chair  
Ater Wynn, Attorneys at Law  
222 Southwest Columbia, Room 1800  
Portland, OR 97201  
(503) 226-1191 (Office)  
(503) 226-0079 (Fax)

---

## **Pennsylvania**

Ian Lennox, Chair  
Juvenile Justice Advisory Committee  
President, Citizens Crime Commission  
of Delaware Valley  
1518 Walnut Street, Room 307  
Philadelphia, PA 19102  
(215) 546-0800 (Office)  
(215) 546-9797 (Fax)

## **Puerto Rico**

Victor Ramirez, Chair  
G.P.O. Box 361326  
San Juan, PR 00936-1326  
(809) 765-5780 (Office)  
(809) 722-8615 (Fax)

## **Republic of Palau**

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

## **Rhode Island**

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

## **South Carolina**

Stacey Atkinson  
23 Sunrise Point  
Irmo, SC 29062  
(803) 781-0308 (Home)

## **South Dakota**

Richard Tieszen, Chair  
South Dakota Youth Advocacy Project  
222 East Capitol Avenue  
Pierre, SD 57501-2564  
(605) 224-1500 (Office)  
(605) 224-1600 (Fax)

## **Tennessee**

Philip A. Accord, Chair  
Children's Home  
315 Gillespie Road  
Chattanooga, TN 37411  
(615) 698-2456

## **Texas**

Raul Garcia, Chair  
Governor's Juvenile Justice and  
Delinquency Prevention Advisory Board  
3209 Rock Brooke  
San Angelo, TX 76904  
(915) 944-5437 (Office)  
(915) 942-6828 (Fax)

## **Utah**

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

## **Vermont**

William Mikell  
P.O. Box 587  
444 South Union Street  
Burlington, VT 05401  
(802) 862-6294 (Office)  
(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 (Office)  
(809) 776-2126 (Home)

## Virginia

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

## Washington

Ms. 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 (Office)  
(509) 458-7306 (Fax)  
Overnight:  
West 604 Sixth Avenue  
Spokane, WA 99204

## West Virginia

Kristen Mendelson, Chair  
124 Morgan Drive  
Morgantown, WV 26505  
(304) 599-6689

## Wisconsin

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

## Wyoming

Carl Madzey, Chair  
1061 Stafford  
Casper, WY 82609  
(307) 577-4630 (Office)  
(307) 577-4633 (Fax)

---

# 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

David Hooks  
Director  
Department of Economic and Community Affairs  
401 Adams Avenue  
P.O. Box 5690  
Montgomery, AL 36103-5690  
(205) 242-8672 or 5891  
(205) 242-0712 (Fax)

## Alaska

Margaret R. Lowe  
Commissioner  
Department of Health and Social Services  
Division of Family and Youth Services  
P.O. Box 110630  
Juneau, AK 99811-0630  
(907) 465-3030  
Overnight:  
350 Main Street, Fourth Floor  
Juneau, AK 99811-0630

## American Samoa

La'auli Ale Fioali'i  
Executive 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

Lynne Neely Gallagher  
Director  
Governor's Office for Children  
1700 West Washington, Suite 404  
Phoenix, AZ 85007  
(602) 542-3191  
(602) 542-4644 (Fax)

## Arkansas

Ms. R.B. Friedlander  
Director  
Division of Youth Services  
Department of Human Services  
450 Donaghey Plaza South  
P.O. Box 1437  
Little Rock, AR 72203-1437  
(501) 682-8654 or 8748  
(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 or 4454  
(303) 239-4491 (Fax)

## Connecticut

Susan Shimelman  
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

Nancy Ware  
Executive Director  
Mayor's Youth Initiative Office  
717 14th Street NW., Suite 900  
Washington, DC 20005  
(202) 727-4970  
(202) 727-3333 (Fax)

## Florida

George Hinchliffe  
Acting Assistant Secretary  
Department of Health and Rehabilitative Services  
1344 Cross Creek Circle  
Tallahassee, FL 32301  
(904) 488-3302  
(904) 922-6189 (Fax)  
Ted Tollett  
Program Administrator

## Georgia

Judy Neal  
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 3814

## Hawaii

Wayne Matsuo  
Executive Director  
Department of Human Services  
Office of Youth Services  
1481 King Street, Suite 223  
Honolulu, HI 96814  
(808) 937-9494

## Idaho

Sharon Harrisfeld-Hixon  
Administrator/Juvenile Justice Specialist  
Idaho Justice Commission  
Office of the Governor  
1109 Main Street, Lower Level  
Boise, ID 83720-7000  
(208) 334-2672  
(208) 334-6699 (Fax)

---

---

## Illinois

Sterling Ryder  
Acting Director  
Department of Children and Family Services  
406 East Monroe  
Springfield, IL 62701  
(312) 814-4163  
(312) 814-2656 (Fax)

## 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 G. Moore  
Administrator  
Criminal and Juvenile Justice Planning Division  
Lucas State Office Building, First Floor  
Des Moines, IA 50319  
(515) 242-5816  
(515) 242-6119 (Fax)

## Kansas

Donna L. Whiteman  
Secretary  
Youth and Adult Services  
Department of Social and Rehabilitative Services  
Smith/Wilson Building, West Hall  
300 Southwest Oakley  
Topeka, KS 66606  
(913) 296-2023

## Kentucky

Paul F. Issacs  
Acting Director  
Division of Grants Management  
Commonwealth of Kentucky Justice Cabinet  
Bush Building, Second Floor  
403 Wapping Street  
Frankfort, KY 40601  
(502) 564-7554  
(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 144  
Augusta, ME 04333  
(207) 624-6025  
(207) 624-6369 (Fax)

Overnight:  
Reed Recreation Center  
Stevens School Complex  
Winthrop Street  
Hallowell, ME 04347

## Maryland

Stephen Bocian  
Executive Director  
Governor's Office of Justice Administration  
301 West Preston Street, Room 1501  
Baltimore, MD 21201  
(410) 225-1834  
(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

David Lehman  
Director  
Juvenile Justice Grant Unit  
Michigan Department of Social Services  
Grand Towers  
255 Grand Avenue  
P.O. Box 30037  
Lansing, MI 48909  
(517) 335-6315  
(517) 335-6323 (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

Donald O'Cain  
Executive Director  
Department of Public Safety  
Division of Public Safety Planning  
301 West Pearl  
Jackson, MS 39203-3088  
(601) 960-2225  
(601) 960-4263 (Fax)

## Missouri

Terry Knowles  
Director  
Missouri Department of Public Safety  
P.O. Box 749  
Jefferson City, MO 65102  
(314) 751-4905  
(314) 751-5399 (Fax)  
Overnight:  
301 West High Street  
Truman Office Building, Room 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

Allen Curtis  
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

Scott M. Craigie  
Director  
Division of Child and Family Services  
711 East Fifth Street  
Capitol Complex  
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  
(603) 271-4729 (Fax)

---

## **New Jersey**

James F. Mulvihill  
Director  
Department of Law and Public Safety  
Division of Criminal Justice  
Trenton, NJ 08625-0085  
(609) 984-6500  
(609) 292-5942 (Fax)

## **New Mexico**

C. Wayne Powell  
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) 457-1186 (Fax)

## **North Carolina**

Virginia Price  
Executive Director  
Governor's Crime Commission  
Department of Crime Control and Public Safety  
P.O. Box 27687  
Raleigh, NC 27611  
(919) 571-4736  
(919) 571-7585 (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  
Bismarck, ND 58502  
(701) 221-6390  
(701) 221-6158 (Fax)

## **Northern Mariana Islands**

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

## **Ohio**

Gary C. Mohr  
Director  
Office of Criminal Justice Service  
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

Diane Walton  
Acting 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  
P.O. Box 1167  
Federal Square Station  
Harrisburg, PA 17108-1167  
(717) 787-2040  
(717) 783-7713 (Fax)

## Puerto Rico

Pedro Rosario-Urdaz  
Executive Director  
Office of Youth Affairs  
Calle San Jose, Room 252  
Viejo San Juan  
San Juan, PR 00901  
(809) 725-8920 or (809) 723-1254  
(809) 722-8615 (Fax)

## 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

Suzette Gebhart  
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

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

## South Dakota

Kevin McLain  
Assistant Director  
Department of Corrections  
115 East Dakota  
Pierre, SD 57501  
(605) 773-6467  
(605) 773-3194 (Fax)

## Tennessee

Linda O'Neil  
Executive Director  
Tennessee Commission on Children and Youth  
710 James Robertson Parkway, First Floor  
Nashville, TN 37243  
(615) 741-2633  
(615) 741-5956 (Fax)

---

---

## Texas

Doyme Bailey  
Executive Director  
Office of the Governor  
Criminal Justice Division  
P.O. Box 12428, Capitol Station  
Austin, TX 78711  
(512) 463-1919  
(512) 475-3155 (Fax)

Overnight:  
221 East 11th Street  
Insurance Annex  
Austin, TX 78701

## 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 or (801) 538-1528 (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

Joseph G. Bell, Ph.D.  
Director  
Department of Social and Health Services  
P.O. Box 45203  
Olympia, WA 98504-5203  
(206) 586-9157

## 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

Steven D. Sell  
Executive Director  
State of Wisconsin  
Office of Justice Assistance  
222 State Street, Second Floor  
Madison, WI 53703  
(608) 266-7639  
(608) 266-6676 (Fax)

## Wyoming

Gary Sherman  
Director  
Department of Family Services  
2300 Capitol Avenue  
Hathaway Building, Third Floor  
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  
Juvenile Justice Planner  
Department of Economic and Community Affairs  
401 Adams Avenue  
P.O. Box 5690  
Montgomery, AL 36103-5690  
(205) 242-8672 or 5891  
(205) 242-0712 (Fax)

## Alaska

Donna Schultz  
Juvenile Justice Specialist  
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

La'auli Ale Fioiali'i  
Executive 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

Darrell Morong  
Juvenile Justice Specialist  
Governor's Office for Children  
1700 West Washington, Suite 404  
Phoenix, AZ 85007  
(602) 542-3191  
(602) 542-4644 (Fax)

## Arkansas

Ms. R.B. Friedlander  
Director  
Division of Youth Services  
Department of Human Services  
450 Donaghey Plaza South  
P.O. Box 1437  
Little Rock, AR 72203-1437  
(501) 682-8654 or 8748  
(501) 682-6571 (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) 324-9167 (Fax)

## Colorado

Kathi Akins  
Carmen Velasquez  
Juvenile Justice Specialists  
Division of Criminal Justice  
Department of Public Safety  
700 Kipling, Suite 1000  
Denver, CO 80215  
(303) 239-4447 or 4454  
(303) 239-4491 (Fax)

## Connecticut

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

## Delaware

Katherine Butler  
Juvenile Justice Specialist  
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

Doris Howard  
Juvenile Justice Specialist  
Mayor's Youth Initiative Office  
717 14th Street NW., Suite 900  
Washington, DC 20005  
(202) 727-4970  
(202) 727-3333 (Fax)

## Florida

Kimberly Budnick  
Juvenile Justice Specialist  
Department of Health  
and Rehabilitative Services  
1344 Cross Creek Circle  
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 King Street, Suite 223  
Honolulu, HI 96814  
(808) 937-9494

## Idaho

Sharon Harrigfeld-Hixon  
Administrator/Juvenile Justice Specialist  
Idaho Juvenile Justice Commission  
Office of the Governor  
1109 Main Street, Lower Level  
Boise, ID 83720-7000  
(208) 334-2672  
(208) 3346699 (Fax)

## Illinois

Anne Studzinski  
Juvenile Justice Specialist  
Department of Children and Family Services  
406 East Monroe  
Springfield, IL 62701  
(312) 814-4163  
(312) 814-2656 (Fax)

## Indiana

John Krause  
Juvenile Justice Specialist  
Indiana Criminal Justice Institute  
302 West Washington Street, Room E209  
Indianapolis, IN 46204  
(317) 232-7611  
(317) 232-4979 (Fax)

## Iowa

Lori Rinehart  
Juvenile Justice Specialist  
Criminal and Juvenile Justice Planning Division  
Lucas State Office Building, First Floor  
Des Moines, IA 50319  
(515) 281-3995  
(515) 242-6119 (Fax)

## Kansas

Mark A. Matese  
Juvenile Justice Specialist  
Youth and Adult Services  
Department of Social and Rehabilitative Services  
Smith/Wilson Building, West Hall  
300 Southwest Oakley  
Topeka, KS 66606  
(913) 296-2023  
(913) 296-4649 (Fax)

## Kentucky

Paul F. Issacs  
Acting Director  
Division of Grants Management  
Commonwealth of Kentucky Justice Cabinet  
Bush Building, Second Floor  
403 Wapping Street  
Frankfort, KY 40601  
(502) 564-7554  
(502) 564-4840 (Fax)

## Louisiana

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

---

## Maine

Tom Godfrey  
Juvenile Justice Specialist  
Department of Corrections  
State House Station 144  
Augusta, ME 04333  
(207) 624-6025  
(207) 289-4340

### Overnight:

Reed Recreation Center  
Stevens School Complex  
Winthrop Street  
Hallowell, ME 04347

## Maryland

Richard W. Friedman  
Juvenile Justice Specialist  
Governor's Office of Justice Administration  
301 West Preston Street, Room 1501  
Baltimore, MD 21201  
(410) 225-1834  
(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  
Michigan Department of Social Services  
Grand Towers  
255 Grand Avenue  
P.O. Box 30037  
Lansing, MI 48909  
(517) 335-6315  
(517) 335-6323 (Fax)

## Minnesota

Jerry Ascher  
Juvenile Justice Specialist  
Community Based Services  
390 North Robert Street, Room 125  
St. Paul, MN 55101  
(612) 296-8601/8004  
(612) 297-5745 (Fax)

## Mississippi

Anthony Gobar  
Juvenile Justice Specialist  
Department of Public Safety  
Division of Public Safety Planning  
301 West Pearl  
Jackson, MS 39203-3088  
(601) 960-4261  
(601) 960-4262 (Fax)

## Missouri

Randy S. Thomas  
Juvenile Justice Specialist  
Missouri Department of Public Safety  
Truman Office Building, Room 870  
P.O. Box 749  
Jefferson City, MO 65102  
(314) 751-4905  
(314) 751-5399 (Fax)  
Overnight:  
301 West High Street  
Truman Office Building, Room 870  
Jefferson, MO 65102-0749

## Montana

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

---

## Nebraska

Jeff Golden  
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  
Juvenile Justice Specialist  
Division of Child and Family Services  
711 East Fifth Street  
Capitol Complex  
Carson City, NV 89710  
(702) 687-5982  
(702) 687-4733 (Fax)

## New Hampshire

BJ Reardon  
Juvenile Justice Specialist  
Division of Children and Youth Services  
Health and Human Services  
6 Hazen Drive  
Concord, NH 03301-6522  
(603) 271-4456  
(603) 271-4729 (Fax)

## New Jersey

Terry Edwards  
Juvenile Justice Specialist  
Department of Law and Public Safety  
Division of Criminal Justice  
25 Market Street, Sixth Floor  
Trenton, NJ 08625-0083  
(609) 984-2090

## New Mexico

Richard Lindahl  
Juvenile Justice Specialist  
Children, Youth and Families Department  
P.O. Drawer 5160  
Santa Fe County  
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  
Stuyvesant Plaza  
Albany, NY 12203-3764  
(518) 485-7919  
(518) 457-1186 (Fax)

## North Carolina

Donna Robinson  
Juvenile Justice Specialist  
Governor's Crime Commission  
Department of Crime Control and Public Safety  
P.O. Box 27687  
Raleigh, NC 27611  
(919) 571-4736  
(919) 571-7585 (Fax)  
Overnight:  
430 North Salisbury Street, Room 1072  
Raleigh, NC 27601

## North Dakota

Terry Traynor  
State Program Coordinator  
Division of Juvenile Services  
P.O. Box 417  
Bismarck, ND 58502  
(701) 258-4481  
(701) 258-2469 (Fax)

---

## Northern Mariana Islands

Reverend Dwight Chapman  
Juvenile Justice Specialist  
Commonwealth of the Northern Mariana Islands  
Criminal Justice Statistical Analysis Center  
P.O. Box 1133 CK  
Saipan, NMI 96950  
011-670-322-5091, 5092, or 5093  
011-670-322-5096 (Telefax)  
or 011-670-322-0838  
783-622 (Telex)

## Ohio

Melissa Dunn  
Juvenile Justice Specialist  
Office of Criminal Justice Service  
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  
Juvenile Justice Specialist  
Oregon Community Children and  
Youth Services Commission  
530 Center Street NE., Suite 232  
Salem, OR 97310  
(503) 373-1283  
(503) 378-8395 (Fax)

## Pennsylvania

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

## Puerto Rico

Javier Burgos Melendez  
Juvenile Justice Specialist  
Office of Youth Affairs  
Calle San Jose, Room 252  
Viejo San Juan  
San Juan, PR 00901  
(809) 725-8920 or 723-1254  
(809) 722-8615 (Fax)

## Republic of Palau

Elizabeth Oseked  
Juvenile Justice Specialist  
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

Susan Bowler  
Juvenile Justice Specialist  
Governor's Justice Commission  
222 Quaker Lane, Suite 100  
West Warwick, RI 02893  
(401) 277-2620  
(401) 277-1294 (Fax)

---

---

## South Carolina

Randy Grant (primary)  
Kay Anderson (secondary)  
Juvenile Justice Specialists  
Division of Public Safety Programs  
1205 Pendleton Street, Suite 483B  
Columbia, SC 29201  
(803) 734-0373  
(803) 734-0486 (Fax)

## South Dakota

Beth O'Toole  
Juvenile Justice Specialist  
Department of Corrections  
115 East Dakota Avenue  
Pierre, SD 57501  
(605) 773-6467  
(605) 773-3194 (Fax)

## Tennessee

William Haynes, Jr.  
Juvenile Justice Specialist  
Tennessee Commission on Children and Youth  
710 James Robertson Parkway, First Floor  
Nashville, TN 37243  
(615) 741-2633  
(615) 741-5956 (Fax)

## Texas

Jim Kester  
Juvenile Justice Specialist  
Office of the Governor  
Criminal Justice Division  
P.O. Box 12428, Capitol Station  
Austin, TX 78711  
(512) 463-1919  
(512) 475-3155 (Fax)  
Overnight:  
221 East 11th Street  
Insurance Annex  
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) 538-1024/1528 (Fax)

## Vermont

Shirley Martin  
Juvenile Justice Specialist  
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  
Street Thomas, VI 00802  
(809) 774-6400  
(809) 774-4057 (Fax)

## Virginia

Marion Kelly  
Juvenile Justice Specialist  
Department of Criminal Justice Services  
805 East Broad Street, 10th Floor  
Richmond, VA 23219  
(804) 786-4000

---

---

## **Washington**

Rosalie McHale  
Chief Juvenile Justice Coordinator  
Lisa Wolph  
Juvenile Justice Program Coordinator  
12th and Franklin, Mail Stop OB-34G  
Olympia, WA 98504  
(206) 586-4314  
(206) 586-9154 (Fax)

## **West Virginia**

Martha Craig-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  
Juvenile Justice Specialist  
State of Wisconsin  
Office of Justice Assistance  
222 State Street, Second Floor  
Madison, WI 53703  
(608) 266-7639  
(608) 266-6676 (Fax)

## **Wyoming**

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

---

---

# OMB State Single Points of Contact

---

In accordance with Executive Order 12372, "Intergovernmental Review of Federal Programs," Section 4, "the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development." This list is the OFFICIAL OMB LISTING. This list is also published in the Catalogue of Federal Domestic Assistance biannually.

## Arizona

Janice Dunn  
Arizona State Clearinghouse  
3800 North Central Avenue, 14th Floor  
Phoenix, AZ 85012  
(602) 280-1315  
(602) 280-1305 (Fax)

## Arkansas

Tracy L. Copeland  
Manager  
State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 West Seventh Street, Room 412  
Little Rock, AR 72203  
(501) 682-1074  
(501) 682-5206 (Fax)

## California

Grants Coordinator  
Office of Planning and Research  
1400 Tenth Street, Room 121  
Sacramento, CA 95814  
(916) 323-7480  
(916) 323-3018 (Fax)

## Colorado

State Clearinghouse  
Division of Local Government  
1313 Sherman Street, Room 521  
Denver, CO 80203  
(303) 866-2156  
(303) 866-2251 (Fax)

## Delaware

Francine Booth  
Executive Department  
Thomas Collins Building  
Dover, DE 19903  
(302) 739-3326  
(302) 739-5661 (Fax)

## District of Columbia

Rodney T. Hallman  
Office of Grants Management and Development  
717 14th Street NW., Suite 500  
Washington, DC 20005  
(202) 727-6551  
(202) 727-1617 (Fax)

## Florida

Suzanne Traub-Metlay  
Florida State Clearinghouse  
Intergovernmental Affairs Policy Unit  
Executive Office of the Governor  
The Capitol, Room 1603  
Tallahassee, FL 32399-0001  
(904) 488-8114  
(904) 488-9005 (Fax)

## Georgia

Charles H. Badger  
Administrator  
Georgia State Clearinghouse  
254 Washington Street SW., Room 401J  
Atlanta, GA 30334  
(404) 656-3855  
(404) 656-3829  
(404) 656-7938 (Fax)

---

## Illinois

Steve Klokkenga  
Office of the Governor  
107 Stratton Building  
Springfield, IL 62706  
(217) 782-1671  
(217) 782-6620 (Fax)

## Indiana

Frances E. Williams  
State Budget Agency  
212 State House  
Indianapolis, IN 46204  
(317) 232-2972  
(317) 233-3323 (Fax)

## Iowa

Steven R. McCann  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
(515) 242-4719  
(515) 242-4859 (Fax)

## Kentucky

Ronald W. Cook  
Office of the Governor  
Department of Local Government  
1024 Capitol Center Drive  
Frankfort, KY 40601-8204  
(502) 573-2382  
(502) 573-2512 (Fax)

## Maine

Joyce Benson  
State Planning Office  
State House Station 38  
Augusta, ME 04333  
(207) 287-3261  
(207) 287-6489 (Fax)

## Maryland

Roland E. English III  
Chief  
State Clearinghouse for Intergovernmental  
Assistance  
Maryland Office of Planning  
301 West Preston Street, Room 1104  
Baltimore, MD 21201-2365  
(410) 225-4490  
(410) 225-4480 (Fax)

## Massachusetts

Karen Arone  
State Clearinghouse  
Executive Office of Communities and  
Development  
100 Cambridge Street, Room 1803  
Boston, MA 02202  
(617) 727-7001, extension 443  
(617) 727-4259 (Fax)

## Michigan

Richard S. Pastula  
Director  
Office of Federal Grants  
Michigan Department of Commerce  
P.O. Box 30225  
Lansing, MI 48909  
(517) 373-7356  
(517) 373-6683 (Fax)

## Mississippi

Cathy Malette  
Clearinghouse Officer  
Office of Federal Grant Management and  
Reporting  
Department of Finance and Administration  
301 West Pearl Street  
Jackson, MI 39203  
(601) 949-2174  
(601) 949-2125 (Fax)

---

---

## Missouri

Lois Pohl  
Federal Assistance Clearinghouse  
Office of Administration  
P.O. Box 809  
Truman Office Building, Room 760  
Jefferson City, MO 65102  
(314) 751-4834  
(314) 751-7819 (Fax)

## Nevada

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, NV 89710  
(702) 687-4065  
(702) 687-3983 (Fax)

## New Hampshire

Jeffrey H. Taylor  
Director  
New Hampshire Office of State Planning  
Please direct all correspondence and questions to:  
James E. Bieber  
2 1/2 Beacon Street  
Concord, NH 03301  
(603) 271-2155  
(603) 271-1728 (Fax)

## New Jersey

Gregory W. Adkins  
Director  
Division of Community Resources  
New Jersey Department of Community Affairs  
Please direct all correspondence and questions to:  
Andrew J. Jaskolka  
State Review Process  
Division of Community Resources  
CN 814, Room 609  
Trenton, NJ 08625-0814  
(609) 292-9025  
(609) 984-0386 (Fax)

## 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  
North Carolina State Clearinghouse  
Office of the Secretary of Administration  
116 West Jones Street  
Raleigh, NC 27603-8003  
(919) 733-7232  
(919) 733-9571 (Fax)

## North Dakota

Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Bismarck, ND 58505-0170  
(701) 224-2094  
(701) 224-2308 (Fax)

## Ohio

Larry Weaver  
State Clearinghouse  
Office of Budget and Management  
30 East Broad Street, 34th Floor  
Columbus, OH 43266-0411  
Please direct correspondence and questions to:  
Linda Wise  
(614) 466-0698  
(614) 466-5400 (Fax)

---

---

## Rhode Island

Daniel W. Varin  
Associate Director  
Department of Administration  
Division of Planning  
One Capitol Hill, Fourth Floor  
Providence, RI 02908-5870  
(401) 277-2656  
(401) 277-2083 (Fax)

Please direct correspondence and questions to:  
Review Coordinator  
Office of Strategic Planning

## South Carolina

Omeagia Burgess  
Grant Services  
Office of the Governor  
1205 Pendleton Street, Room 477  
Columbia, SC 29201  
(803) 734-0494  
(803) 734-0385 (Fax)

## Tennessee

Charles Brown  
State Planning Office  
500 Charlotte Avenue  
John Sevier Building, Suite 309  
Nashville, TN 37243-0001  
(615) 741-1676

## Texas

Tom Adams  
Director  
Intergovernmental Coordination  
P.O. Box 13005  
Austin, TX 78711  
(512) 463-1771  
(512) 463-1984 (Fax)

## Utah

Carolyn Wright  
Utah State Clearinghouse  
Office of Planning and Budget  
State Capitol, Room 116  
Salt Lake City, UT 84114  
(801) 538-1535  
(801) 538-1547 (Fax)

## Vermont

Nancy McAvoy  
Pavilion Office Building  
109 State Street  
Montpelier, VT 05609  
(802) 828-3326  
(802) 828-3339 (Fax)

## West Virginia

Fred Cutlip  
Director  
Community Development Division  
West Virginia Development Office  
Building 6, Room 553  
Charleston, WV 25305  
(304) 558-4010  
(304) 558-3248 (Fax)

## Wisconsin

Martha Kerner  
Section Chief, State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street, Sixth Floor  
P.O. Box 7868  
Madison, WI 53707  
(608) 266-2125  
(608) 267-6931 (Fax)

## Wyoming

Sheryl Jeffries  
Herschler Building  
East Wing, Fourth Floor  
Cheyenne, WY 82002  
(307) 777-7574  
(307) 638-8967 (Fax)

---

---

## Territories

### Guam

Giovanni T. Sgambelluri  
Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
011-671-472-2285  
011-671-472-2825 (Fax)

### Northern Mariana Islands

Planning and Budget Office  
Office of the Governor  
Saipan, CM  
Northern Mariana Islands 96950

### Puerto Rico

Norma Burgos  
Chairwoman  
Jose E. Caro  
Director  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, PR 00940-1119  
(809) 727-4444  
(809) 723-6190  
(809) 724-3270 (Fax)  
(809) 724-3103 (Fax)

## Virgin Islands

Jose George  
Director  
Office of Management and Budget  
Number 41 Norregade Emancipation  
Garden Station  
Second Floor  
Saint Thomas, VI 00802  
Please direct all questions and correspondence to:  
Linda Clarke  
(809) 774-0750  
(809) 776-0069 (Fax)

In accordance with Executive Order 12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. 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; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; 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 only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

**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, Public Law 102-586, 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 \$343,658 and to the Territories, Guam, the Virgin Islands, and the Republic of Palau is \$81,219. 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 August 1st 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 92 \$45,640,000; FY 93 est \$61,186,250; and FY 94 est \$24,500,000. State Technical Assistance: FY 92 \$1,030,485; FY 93 est \$1,022,000; and FY 94 est \$500,000.

**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 1992, 56 States and territories participated in the Formula Grant 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) 307-5924. Contact: Roberta Dorn.

**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 Pro-

gram 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, 100-690, and 102-586, 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; programs to prevent hate 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 JJD 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 JJD 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.

**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.

#### **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 92 \$7,615,226; FY 93 est \$9,202,901; and FY 94 est \$23,500,000. Technical Assistance: FY 92 \$15,409; FY 93 est \$50,007; and FY 94 est \$0.

**Range and Average of Financial Assistance:** Not available.

**PROGRAM ACCOMPLISHMENTS:** In fiscal year 1992, Special Emphasis continuation awards were made to the following: A school

based program designed to coordinate social services and educational resources to combat truancy and dropouts; an alternative School model in public housing; a program to establish Boys and Girls Clubs in Public Housing; a program to assist Native American communities with the development of community-based alternatives for delinquent youth; a program to improve the quality of juvenile correctional services; programs to prevent alcohol and drug abuse; and a program to focus system attention on serious habitual serious juvenile offenders. New program funding was provided for field initiated projects and an improvement in correctional education project.

**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 (NIJJD) 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 aftercare, 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 93-415, 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, child exploitation; to review standards of juvenile detention and correctional facilities; to strengthen and maintain the family unit; to improve our understanding of the development of pro-social and anti-social behavior patterns; to report the number and characteristics of juveniles taken into custody; to collect, process and report on the data from the Nation's juvenile justice systems; to assess the juvenile justice system's handling of sex offenders and their offenses; to research and identify early court interventions, delays in sanctions and effective juvenile offender prevention and treatment programs.

#### **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:** 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 92 \$10,931,450; FY 93 est \$10,015,284; and FY 94 est \$18,500,000.

**Range and Average of Financial Assistance:** In amounts consistent with the Institute's plans, priorities, and levels of financing.

**PROGRAM ACCOMPLISHMENTS:** During fiscal year 1992, 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, youth services workers in community-based settings, english language instructors in juvenile correctional facilities,

model juvenile detention operations, juvenile corrections administrators and line supervisors, 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. The research program provided valuable reports and bulletins from a variety of program areas: Juveniles Taken Into Custody, FY 1991 Report; Juvenile Court Statistics, 1989; Restitution and Juvenile Recidivism; Offenders in Juvenile Court, 1989; and the following Congressionally Mandated Reports, The Obstacles to the Return and Recovery of Parentally Abducted Children, A Study to Evaluate the Conditions in Juvenile Detention and Correctional Facilities, and The Study of American Indian and Alaska Native Juvenile Justice Systems.

**REGULATIONS, GUIDELINES, AND LITERATURE:** The office of Justice Programs (OJP) Financial and Administrative Guide for Grants, M7100.1, The Federal Register Publications, Fiscal Year 1992 Program Plan (12-23-91); Fiscal Year 1992 Competitive Discretionary Programs (2-92); and Discretionary Program Announcement Application Kit.

#### **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, James Howell, (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, Development, and Evaluation Project Grants.

**EXAMPLES OF FUNDED PROJECTS:** Projects funded during year 1992, include programs addressing Juvenile Personnel Improvement, Legislative Waiver and Case Processing of and Juvenile Offenders, Juvenile Justice Data Resources, Juveniles Taken Into Custody, Children in Custody, Automated Juvenile Probation Case Management Systems, and the Longitudinal Research on the Causes and Correlates of Delinquency and Non-Delinquency.

**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 OJJD 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 92 \$6,893,778; FY 93 est \$12,924,936; and FY 94 est \$5,971,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGRAM ACCOMPLISHMENTS:** Awards planned in 1992 included: New research projects which focus on sexual exploitation of children; effective screening of child and youth service workers; additional data analysis on NISMART (First Incidence Study); and training for nonprofit organizations serving missing 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 planned for fiscal year 1991 included technical assistance, training and associated services concerning missing and exploited children, research related to the sexual exploitation of children and effective screening of child and youth service workers.

**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 distribution 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 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 Agreements 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 adequate 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 a period of 12 to 18 months with further funding based upon the project period and grantee performance and availability of funds. 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 conducted 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 conducted in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organization 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 92 \$3,540,938; FY 93 est \$4,071,027; and FY 94 est \$5,450,000.

**Range and Average of Financial Assistance:** Not available.

**PROGRAM ACCOMPLISHMENTS:** During fiscal years 1991 and 1992, the 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; Dover, DE; Trenton, NJ; Tampa Bay, FL; Cleveland, OH; Corpus Christi, TX; Reno, NV; Waltham, MA; Harlington, TX; Brockton, MA; Jacksonville, FL; and Salt Lake City, UT. A gang prevention and intervention component was added to the Targeted Outreach grant to the Boys and Girls Clubs of America and thirty clubs were involved in gang prevention, three were involved in gang intervention, and eight were involved in working with the Department of Health and Human Services Consortium Program. More than 2,429 youth were deterred from gang involvement through this program. Through the national Youth Gang Suppression and Intervention Program the office has determined 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 and a community mobilization model and models for corrections, judicial, parole, police, probation, prosecutor, school, community, and grass-roots agencies. Testing of model material was conducted at two regional conferences in Philadelphia, PA and Denver, CO during fiscal year 1991. A new program was developed to prevent youth from dropping out of school and joining gangs. One-hundred-forty-six (146) youth entered training to complete their high school education, receive job training and be placed in jobs. Support services were also made available for them and their families. Since October 1, 1991, the project has enrolled 143 students, 69 males and 74 females; from grades 10 to 12. One hundred-thirty-four (134) were

entered into training with 130 completing training. Training was completed in Early Child Day Care (15), Health (14), School Age Day Care (14), Recreational Aides (14), and Pre-Employment Work Maturity (87). Sixty three (63) students were promoted to grade eleven and fifty-two (52) were promoted to grade twelve with twenty-one (21) going to summer school, five students graduated. Nine students were known to be former gang members and four are currently gang members. Twenty four students were involved with the police before enrollment with twelve becoming involved after enrollment. Sixteen students have been placed in unsubsidized full-time employment; eight in unsubsidized part-time and six in subsidized employment. New programs are being developed to focus on gang prevention, intervention and suppression in Multnomah County, and the program responds to a host of juvenile delinquency problems facing gang-involved and gang-affected women and their children. An educational and a Asian female component has also been added. Another new program is the Race Against Drugs, sponsored by the National Child Safety Council. This program uses prominent motorsport figures and focuses on middle school youth. Other programs are being supported through the field initiated project.

**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 1992, include programs to prevent high school students from dropping out of school and joining gangs; to reduce teen victimization; and to provide training and technical assistance to key policy makers, and to foster improved public and private Agency gang and drug prevention, intervention and suppression strategies.

**CRITERIA FOR SELECTING PROPOSALS:** Applications are assessed 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 each program announcement. Applications may undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy 28 C.F.R. Part 34.

### 16.545 JUDICIAL CHILD ABUSE TRAINING

**FEDERAL AGENCY:** OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

**AUTHORIZATION:** Victims of Child Abuse Act of 1990, Section 223(a), Public Law 101-647.

**OBJECTIVES:** In 1993, Congress provided \$500,000 to the Office of Juvenile Justice and Delinquency Prevention for a grant to the National Council of Juvenile and Family Court Judges to develop model technical assistance and training programs to improve the courts' handling of child abuse and neglect cases.

**TYPES OF ASSISTANCE:** Project Grants.

**USES AND USE RESTRICTIONS:** The grant is to be awarded to the National Council of Juvenile and Family Court Judges.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** The Appropriations Law specifically names the National Council of Juvenile and Family Court Judges as the recipient of these program funds.

**Beneficiary Eligibility:** The Appropriations Law specifically names the National Council of Juvenile and Family Court Judges as the recipient of these program funds.

**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:** This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Application is submitted on Standard Form 424 and is subject to peer review in accordance with Section 262(B)(ii) of the Juvenile Justice and Delinquency Prevention Act, as amended.

**Award Procedure:** Award package is sent to grantee.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Not applicable.

**Renewals:** Supplemental grants.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Generally one year.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly and Final Financial Reports are required.

**Audits:** 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.

**FINANCIAL INFORMATION:**

**Account Identification:** 15-0401-0-1-754.

**Obligations:** (Grants) FY 92 \$500,000; FY 93 est \$500,000; and FY 94 est \$500,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGRAM ACCOMPLISHMENTS:** New program, not applicable.

**REGULATIONS, GUIDELINES, AND LITERATURE:** Grant 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:** Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:** Not applicable.

**Appendix F.**  
**Extra Blank Forms**  
*(Tear out forms for your own use)*



## 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:<br>— "New" means a new assistance award.<br>— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br>— "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.						
<b>5. TOTALS</b>		\$	\$	\$	\$	\$

## 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					
<b>k. TOTALS (sum of 6i and 6j)</b>	\$	\$	\$	\$	\$

<b>7. Program Income</b>	\$	\$	\$	\$	\$
--------------------------	----	----	----	----	----

**SECTION C - NON-FEDERAL RESOURCES**

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

**SECTION D - FORECASTED CASH NEEDS**

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

**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.				
<b>20. TOTALS (sum of lines 16 -19)</b>	\$	\$	\$	\$

**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 67.510—

#### 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

OJJDP

# JUVENILE JUSTICE CLEARINGHOUSE

---

A Service of the Office of Juvenile Justice  
and Delinquency Prevention

---

- ▶ Links the Office of Juvenile Justice and Delinquency Prevention with juvenile justice practitioners, policymakers, and the public.
- ▶ Provides toll-free telephone access to juvenile justice information specialists.
- ▶ Maintains an electronic bulletin board for online access to current news and announcements.
- ▶ Collects, synthesizes, and disseminates information on all areas of juvenile justice.
- ▶ Produces OJJDP publications covering the broad spectrum of juvenile justice.

**800-638-8736**



# Publications From OJJDP

The following lists OJJDP publications available from the Juvenile Justice Clearinghouse. To obtain copies, call or write:

Juvenile Justice Clearinghouse  
P.O. 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 or those from individuals outside the United States require payment for postage and handling. To obtain 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 7:00 p.m., e.s.t.

## Delinquency Prevention

*Education in the Law: Promoting Citizenship in the Schools.* 1990, NCJ 125548.

*Family Life, Delinquency, and Crime: A Policymaker's Guide.* 1994, NCJ 140517.

*Mobilizing Community Support for Law-Related Education.* 1989, NCJ 118217, \$9.75.

*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.

*Strengthening America's Families: Promising Parenting Strategies for Delinquency Prevention.* 1993, NCJ 140781, \$9.15.

## 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.

*The Compendium of the North American Symposium on International Child Abduction: How To Handle International Child Abduction Cases.* 1993, NCJ 148137, \$17.50.

*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 (Full Report).* 1990, NCJ 123668, \$14.40.

*Missing Children: Found Facts.* 1990, NCJ 130916.

*Obstacles to the Recovery and Return of Parentally Abducted Children.* 1994, NCJ 143458.

*Obstacles to the Recovery and Return of Parentally Abducted Children (Full Report).* 1993, NCJ 144535, \$22.80.

*OJJDP Annual Report on Missing Children.* 1990, NCJ 130582.

*Parental Abductors: Four Interviews (Video).* 1993, NCJ 147866, \$12.50.

*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.

*Runaways in Juvenile Courts.* 1990, NCJ 124881.

## Law Enforcement

*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 Policies and Practices Regarding Missing Children and Homeless Youth.* 1993, NCJ 145644.

*Law Enforcement Policies and Practices Regarding Missing Children and Homeless Youth (Full Report).* 1993, NCJ 143397, \$13.00.

*Targeting Serious Juvenile Offenders Can Make a Difference.* 1988, NCJ 114218.

## Courts

*The Child Victim as a Witness.* 1989, NCJ 118315.

*Court Careers of Juvenile Offenders.* 1988, NCJ 110854, \$8.40.

*Easy Access to Juvenile Court Statistics 1987-1991.* 1993, NCJ 148218, \$8.55.

*Helping Victims and Witnesses in the Juvenile Justice System: A Program Handbook.* 1991, NCJ 139731, \$15.00.

*Juvenile Court Property Cases.* 1990, NCJ 125625.

*Juvenile Court Statistics, 1991.* 1994, NCJ 147487.

*Offenders in Juvenile Court, 1990.* 1993, NCJ 145128.

## Restitution

*Guide to Juvenile Restitution.* 1985, NCJ 098466, \$12.50.

*Liability and Legal Issues in Juvenile Restitution.* 1990, NCJ 115405.

*National Trends in Juvenile Restitution Programming.* 1989, NCJ 115214.

*Restitution Experience in Youth Employment: A Monograph and Training Guide to Jobs Components.* 1989, NCJ 115404.

*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.

*Conditions of Confinement: Juvenile Detention and Corrections Facilities—Research Summary.* 1994, NCJ 141873.

*Desktop Guide to Good Juvenile Probation Practice.* 1991, NCJ 128218.

*Juveniles Taken Into Custody: Fiscal Year 1991 Report.* 1993, NCJ 145746.

*National Juvenile Custody Trends: 1978-1989.* 1992, NCJ 131649.

*National Survey of Reading Programs for Incarcerated Juvenile Offenders.* 1993, NCJ 144017, \$6.75.

*OJJDP: Conditions of Confinement Teleconference (Video).* 1993, NCJ 147531, \$14.00.

*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.* 1989, NCJ 121507.

*Public Juvenile Facilities: Children in Custody 1989.* 1991, NCJ 127189.

*Reduced Recidivism and Increased Employment Opportunity Through Research-Based Reading Instruction.* 1993, NCJ 141324, \$7.70.

## General Juvenile Justice

*Breaking the Code (Video).* 1993, NCJ 146604, \$20.65.

*Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders.* 1993, NCJ 143453.

*Gould-Wysinger Awards (1992): Mark of Achievement.* 1993, NCJ 142730.

*Gould-Wysinger Awards (1993): A Tradition of Excellence.* 1994, NCJ 146840.

*Guide to the Data Sets in the National Juvenile Court Data Archive.* 1991, NCJ 132073.

*Gun Acquisition and Possession in Selected Juvenile Samples.* 1993, NCJ 145326.

*Habitual Juvenile Offenders: Guidelines for Citizen Action and Public Responses.* 1991, NCJ 141235.

*Innovative Community Partnerships: Working Together for Change.* 1994, NCJ 147483.

*Juvenile Justice. Volume 1, Number 1, Spring/Summer 1993.* NCJ 141870.

*Law-Related Education For Juvenile Justice Settings.* 1993, NCJ 147063, \$13.20.

*Minorities and the Juvenile Justice System.* 1993, NCJ 145849.

*Minorities and the Juvenile Justice System (Full Report).* 1993, NCJ 139556, \$11.50.

*National Juvenile Justice Statistics Assessment: An Agenda for Action.* 1989, NCJ 119764.

*Office of Juvenile Justice and Delinquency Prevention Brochure.* 1993, NCJ 144527.

*Retarding America—The Imprisonment of Potential (Video).* 1993, NCJ 146605, \$12.95.

*Study of Tribal and Alaska Native Juvenile Justice Systems.* 1992, NCJ 148217, \$17.20.

*Urban Delinquency and Substance Abuse—Initial Findings.* 1994, NCJ 143454.

*Urban Delinquency and Substance Abuse: Technical Report and Appendices.* 1993, NCJ 146416, \$36.70.

*Violent Juvenile Offenders: An Anthology.* 1984, NCJ 095108, \$28.00.

*Youth Gangs: Problem and Response.* 1991, NCJ 146494, \$20.20.