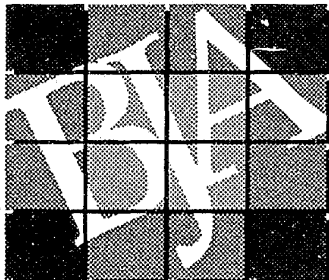


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U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



Bureau of Justice Assistance

# Edward Byrne Memorial State and Local Law Enforcement Assistance Program

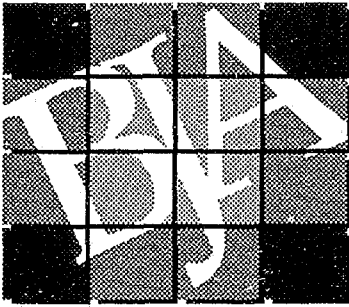
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**FY 1992 DISCRETIONARY PROGRAM  
APPLICATION KIT**

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134225



Bureau of Justice Assistance

**Edward Byrne Memorial  
State and Local  
Law Enforcement  
Assistance Program**

NCJRS

FEB 23 1992

ACQUISITIONS

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**FY 1992 DISCRETIONARY PROGRAM  
APPLICATION KIT**

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February 10, 1992  
NCJ 134225

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**U.S. Department of Justice**  
Office of Justice Programs  
Bureau of Justice Assistance

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**U.S. Department of Justice**  
**National Institute of Justice**

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The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program Offices and Bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.

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# Introduction

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Pursuant to the Fiscal Year (FY) 1992 Discretionary Programs Announcement (Federal Register, December 26, 1991, Vol. 56, No. 246, page 66877), this Application Kit seeks applications for programs to implement the Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grant Program, authorized by the Anti-Drug Abuse Act of 1988. This program is administered by the Bureau of Justice Assistance (hereafter, BJA), a component of the Office of Justice Programs in the United States Department of Justice. The total amount of BJA discretionary funds available for FY 1992 is \$54,000,000. Competitive, Noncompetitive, and Continuation Programs are described in separate sections of this kit. The following explains each section with the percentage of total dollars available per section:

**Competitive Programs (52.3%):** These programs are open to a broad range of organizations. Awards will be made to organizations/agencies that offer the greatest potential for achieving the objectives outlined in the description of the program. Selections are made on the basis of the information contained in the applications received. These will be reviewed and rated by a panel of experts in the program area.

**Noncompetitive Programs (22.4%):** These new programs are limited to specific applicants who have a special expertise and service. The majority of these programs provide specialized training and technical assistance which is needed by State and local practitioners. Many are national associations which provide assistance and training through their membership which is generally made up of State and/or local criminal justice practitioners. Some of this training and technical assistance is provided most efficiently through other Federal agencies.

**Continuation Programs (25.3%):** These programs are limited to specific applicants who have previously received at least one year of funding for a multi-year program. Most of these grantees were initially selected through a competitive process.

The Discretionary Grant Program is designed to increase the range of effective programs, practices and technologies available to enhance the capabilities of State and local criminal justice practitioners in their efforts to control drugs and crime. This is accomplished through demonstration programs, evaluations of new practices and technologies, the transfer of program models, and the provision of technical assistance and training.

The Discretionary Grant Program complements the Formula Grant Program through which each State receives a block of funds to implement its statewide drug control strategy. The Discretionary Grant Program provides guidance to the States by determining "what works" and by encouraging the replication of successful models with formula grants and other resources. It also provides training and technical assistance to aid the successful implementation of these programs.

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The programs included in the Discretionary Program Announcement for FY 1992 reflect the priorities of the National Drug Control Strategy and the U. S. Department of Justice and address issues and problems identified by State and local criminal justice practitioners. High priority is given to programs which hold drug users and offenders accountable for their behavior through the use of intermediate sanctions, drug testing, fines, and denial of benefits. Private citizens are encouraged to work in partnership with the criminal justice system to prevent drug use and crime and to reclaim their neighborhoods from drug criminals. Programs aimed at drug traffickers emphasize vigorous prosecution and the removal of drug profits through both criminal and civil proceedings. Several programs focus on improving the functioning of the criminal justice system and on increasing the effectiveness of drug and crime control efforts. The needs of the victims of crime are also addressed through the programs contained in this announcement.

BJA strongly encourages applications from a broad range of public and private organizations, including those which have not heretofore been grant recipients. To facilitate broad participation, programs that are available on a competitive basis are presented in the first section, followed by programs with limited eligibility that are then presented in the Noncompetitive Section. The Continuation Section is in the last section of the Application Kit.

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# **Application and Administrative Requirements**

## **Eligible Applicants**

Applications are invited from public and private organizations. Private-for-profit organizations must waive their fee in order to be eligible. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Applicants must also demonstrate that they have the management and financial capabilities to effectively implement a project of this size and scope.

Many programs are announced on a competitive basis, open to all eligible applicants. Eligibility for other programs, primarily continuation programs, is limited to specific grantees or organizations. To assist the reader in identifying programs for which they may be eligible to apply, this Application Kit is organized into three sections: a Competitive Section, a Noncompetitive Section, and a Continuation Section. The programs within each of the sections are organized by program priority. Interested parties should read carefully the program eligibility and selection criteria.

**Competitive Programs:** These programs are open to a broad range of organizations. Awards will be made to organizations/agencies that offer the greatest potential for achieving the objectives outlined in the description of the program. Selections are made on the basis of the information contained in the applications received. These will be reviewed and rated by a panel of experts in the program area.

**Noncompetitive Programs:** These new programs are limited to specific applicants who have a special expertise and service to provide. The majority of these programs provide specialized training and technical assistance which is needed by State and local practitioners. Many of these grantees are national associations which provide assistance and training through their membership of State and/or local criminal justice practitioners. Some of this training and technical assistance is most efficiently provided through other Federal agencies.

**Continuation Programs:** These programs are limited to specific multi-year efforts which have previously received at least one year of funding. Most of these grantees were selected initially through a competitive process.

## **Application Requirements**

All applicants must submit a completed Application for Federal Assistance (Standard Form 424), including a program narrative, a detailed budget, and budget narrative. All applications must include the information requested in Part IV, Program Narrative of the application (SF-424).

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In submitting applications which involve the cooperative efforts of 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 the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one organization 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 co-applicants. Under this arrangement, each organization would agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF-424 and indicate their acceptance of the conditions of joint and several responsibility with the other co-applicants.

Applications that include noncompetitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$10,000.

Applicants who have not previously received Federal funds are asked to submit a copy of the Office of Justice Programs Accounting System and Financial Capability Questionnaire (OJP Form 7120/1). Copies of the form are provided in this application kit and must be prepared and submitted along with the application. Other applicants may be requested to submit this form. The questionnaire is required only from those applicants who have not previously received Federal funding.

An original and two copies of the application are required. To facilitate the review of the applications, three additional copies are requested. Applications should be sent to the following address:

**Bureau of Justice Assistance  
Central Control Desk, Room 1058-E  
633 Indiana Avenue, N.W.  
Washington, D.C. 20531**

Applications must be postmarked by the due date indicated in the individual announcement for which the application is being submitted.

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of their application to the State Single Point of Contact, if one exists, and if the program has been selected for review by the State.

An additional copy of the application must also be submitted to the State Office which administers the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program for the State. A list of the State Offices is found in Appendix A. An applicant is required to notify BJA immediately if the same or a similar application as the one submitted to BJA is funded through the State Formula Grant Program. Applicants for national scope programs are not required to submit copies of their application to all the States which might benefit from the program.



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## Application Content and Review Criteria

In completing Standard Form 424, all of the following items must be addressed as they will be used in the selection process:

**Organizational Experience:** Applicants must concisely describe their organizational experience and explain how their capabilities enable them to achieve the goals and objectives of the program. This explanation also should include the applicant's *financial capability*; i.e., the fiscal controls and accounting procedures which assure that Federal funds will be accounted for properly. Where appropriate, applicants must demonstrate their capability to obtain the cooperation and/or resources of State and local governmental entities to implement the program.

**Soundness of Proposed Strategy:** There are three elements that must be addressed in formulating a sound strategy.

- A succinct statement of the applicant's understanding of the *Goals and Objectives* of the program including a discussion of the potential contribution of this program to the field.
- The proposed *Program Strategy* for achieving these goals, objectives, and their major elements.
- The proposed approach to *Evaluating* the program products and activities of the program.

**Clarity and Appropriateness of the Program Implementation Plan:** Applicants must prepare a plan that outlines the major activities involved in implementing the program and describe how available resources will be allocated. The plan must include an annotated organizational chart depicting the roles and responsibilities of key organizational/functional components and a list of key personnel responsible for managing and implementing the major elements of the program. There must be a *Time-task* plan which clearly identifies the major milestones and products, organizational responsibility, and a schedule for the completion of activities and products. Finally, the applicant must concisely describe the interim and final *Products* of the program, and address the purpose, audience, and usefulness to the field of each product.

**Program Budget:** The applicant must provide a budget with a detailed justification for all costs, including the basis for computation of these costs. In the case of co-applicants, detailed budgets for each organization's expenses must be submitted. The program budget must be complete, reasonable and cost-effective in relation to the proposed program.

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**Qualifications of the Program Staff:** The applicant must fully describe the capabilities and work experience of all key staff members. The relationship of the prior work experience to the requirements of the program being undertaken must be clearly demonstrated.

**Selection Criteria:**

**For Competitive Programs:** The number of grading points assigned to each of the selection criteria will vary from program to program depending upon its relative importance in achieving that program's purpose. Applicants will find this point distribution in the *Selection Criteria* section of each program description contained in this publication.

**For All Others:** Applicants must address all of the above items in their applications. Emphasis will be given to particular items as indicated in the *Selection Criteria* section of each program description.

**Review Process**

**Competitive Applications:** Applications submitted in response to a competitive announcement will be reviewed by a panel of experts, which will make recommendations to the Director of BJA for funding. The panel will assign numerical values to each competing application based on the point distribution in the *Selection Criteria* of each program description in this publication. The final award decision will be made by the BJA Director. Letters will be sent to all applicants notifying them whether their proposal has been selected or the reasons it was not selected. BJA will then negotiate specific terms of the awards with the selected applicants.

**For All Others:** Noncompetitive awards will be negotiated directly with current grantees to continue program activities or with organizations that are uniquely qualified to provide specific services.

**Evaluation**

Each funded program shall contain an evaluation component as required by Section 501(c) of the Anti-Drug Abuse Act of 1988. The applicant should refer to the guidelines established by the National Institute of Justice (NIJ), in consultation with BJA, for the evaluation of programs funded under the Discretionary Grant Program, entitled *Evaluating Drug Control and System Improvement Projects: Guidelines for Projects Supported by the Bureau of Justice Assistance*.

The purpose of evaluating each program is to assess how well it has been implemented and the extent to which the activities funded have achieved the program's goals. Such assessments should be designed to provide administrators and policymakers with an improved understanding of whether specific activities are successful or unsuccessful in controlling drugs or improving the criminal justice system.

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In addition, many funded projects will be considered for participation in evaluations conducted by BJA and NIJ which are coordinated or conducted in cooperation with Discretionary Program grantees.

Each funded program or project will be required to submit formal results from an assessment or evaluation within 60 days of the completion of each year's activities and within 90 days of project completion. Each application must include a plan for assessment or evaluation.

### **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 (OJP), Guideline Manual M7100, 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.

### **Civil Rights Requirements**

In accordance with Sec. 809 (c) (1) of the Act, no person in any State shall on the grounds of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title. Recipients of funds under the Act are also subject to the provisions of Title VI of the Civil Rights Act of 1964; Sec. 504 of the Rehabilitation Act of 1974, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1974; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. Upon request, applicants shall maintain such records and submit to BJA or OJP timely, complete, and accurate information regarding their compliance with the foregoing statutory and regulatory requirements.

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

### **Audit Requirement**

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

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

### **Disclosure of Federal Participation**

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

### **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 (3-91) to determine the certification to which they are required to attest. A copy of the OJP Form 4061/6 (3-91) is a part 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.

### **Suspension or Termination of Funding**

BJA may suspend, in whole or in part, or terminate funding for a grantee for the following reasons:

- Failure to conform to the requirements or statutory objectives of the Act; or
- Failure to comply substantially with the Act, regulations promulgated thereunder, or with the terms and conditions of its grant award.

Prior to suspension of a grant, BJA 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 Department of Justice regulations in 28 CFR Part 18.

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Noncompetitive continuation awards for additional budget periods may also be withheld for justifiable reasons. They include: (1) the results do not justify further activity; (2) the recipient is delinquent in submitting required reports; (3) adequate grantor agency funds are not available to support the project; (4) the recipient has failed to show satisfactory progress in achieving the objectives of the project or otherwise failed to meet the terms and conditions of the award; (5) a recipient's management practices have failed to provide adequate stewardship of grantor agency funds; (6) outstanding audit exceptions have not been cleared; or (7) any other reason indicating the continued funding would not be in the best interest of the Federal Government.

# MATRIX OF FUNDS

## Fiscal Year 1992

Programs by Priority Area	Competitive Funds	Non-Competitive Funds	Continuation Funds	Page
<b>GANGS/VIOLENT OFFENDERS</b>				
Urban Street-Gang Drug-Trafficking Enforcement Program	\$ 500,000			17
Urban Street-Gang Drug-Trafficking Program Technical Assistance		\$ 150,000		77
Southeastern States Summit on Violent Crime		\$ 125,000		80
<b>VICTIMS</b>				
National Victims Resource Center			\$100,000	141
Prosecution Based Training and Technical Assistance	\$ 100,000			22
Training Curriculum to Improve the Treatment of Victims of Bias Crimes	\$ 150,000			29
<b>COMMUNITY POLICING/POLICE EFFECTIVENESS</b>				
Community-Oriented Policing Initiative		\$ 1,150,000		83
Drug-Impacted Small Jurisdictions Demonstration Program	\$ 200,000			33
Drug Market Analysis	\$200,000			37
Innovative Neighborhood Oriented Policing Program Training and Technical Assistance		\$250,000		87
Operation Weed and Seed	\$ 2,000,000			39
Operation Weed and Seed - Technical Assistance		\$ 350,000		90
Organized Crime Narcotics Task Forces			\$ 1,550,000	143
Organized Crime Narcotics Task Forces--Center for Task Force Training			\$ 650,000	148
Organized Crime Narcotics Task Forces--Statewide Integrated Resource Model			\$ 300,000	151
State and Local Training Technical Assistance	\$ 1,000,000			42

NOTE: Some of these programs reflect FY 1991 carryover funds, therefore, the total for all programs exceeds \$50 million.

Programs by Priority Area	Competitive Funds	Non-Competitive Funds	Continuation Funds	Page
Training Local Law Enforcement Officers in Anti-Drug Activities Involving Illegal Aliens			\$ 150,000	156
Washington, D.C. Metro Area Drug Enforcement Task Force			\$ 500,000	158
Working Group for State Drug Control Executives Program			\$ 300,000	163
<b>INTERMEDIATE SANCTIONS/USER ACCOUNTABILITY</b>				
Correctional Options--Part 1 Demonstrations Sites	\$ 9,360,000			46
Correctional Options--Part 2 (A) Training and Technical Assistance	\$ 950,000			50
Correctional Options--Part 2 (B) Standards for Boot Camps		\$ 125,000		94
Correctional Options--Part 3 Boot Camp Prisons	\$ 1,265,000			52
Correctional Options Evaluation <i>(Included here for information only. This program is explained under the Evaluations priority.)</i>	\$ 1,300,000			69
Denial of Federal Benefits			\$ 250,000	165
Private Sector/Prison Industry Enhancement Certification Technical Assistance			\$ 350,000	168
Structured Fines Training and Technical Assistance		\$ 200,000		97
<b>DRUG PREVENTION</b>				
Boys and Girls Clubs Public Housing Demonstration		\$ 2,300,000		100
Boys and Girls Clubs Public Housing Evaluation <i>(Included here for information only. This program is explained under the Evaluations priority)</i>	\$ 200,000			69
Communities in Action to Prevent Drug Abuse National Training and Information Center		\$ 400,000		104
Community Drug Abuse Prevention Initiatives National Crime Prevention Council		\$ 1,000,000		107
Drug Abuse Resistance Education Program		\$ 1,700,000		110

NOTE: Some of these programs reflect FY 1991 carryover funds, therefore, the total for all programs exceeds \$50 million.

Programs by Priority Area	Competitive Funds	Non-Competitive Funds	Continuation Funds	Page
IMPACT		\$ 200,000		115
National Citizens' Crime Prevention Campaign		\$ 3,000,000		117
National Town Watch Crime and Drug Prevention Campaign			\$100,000	171
Neighborhood Crime and Drug Abuse Prevention Program - Eisenhower Foundation			\$500,000*	173
Strategic Intervention for High Risk Youth			\$ 1,275,000	175
Strategic Intervention for High Risk Youth Evaluation <i>(Included here for information only. This program is explained under the Evaluations priority)</i>	\$ 250,000			69
Wings of Hope Anti-Drug Program - Southern Christian Leadership Conference			\$ 225,000	180
<b>INTENSIVE PROSECUTION AND EXPEDITIOUS ADJUDICATION</b>				
Asset Forfeiture Training for Prosecution			\$ 300,000	183
Drug Case Management Training and Technical Assistance		\$ 150,000		121
Drug Night Courts - Demonstration	\$ 375,000			59
Drug Night Courts Training and Technical Assistance		\$ 125,000		124
Federal Alternatives to State Trial Program			\$ 200,000	187
Local Drug Prosecution			\$ 250,000	190
Model State Drug Statutes, Development, Dissemination, and Implementation			\$ 350,000	193
National Conference on Drugs			\$ 100,000	198
Regional Drug/Prosecution Units Program	\$ 500,000			64
Statewide Training for Local Prosecutors			\$ 150,000	200
South Carolina Grand Jury's Criminal Drug Organization Project			\$ 500,000	203
<b>EVALUATIONS</b>				
State Reporting and Evaluation Program			\$ 750,000	206

\* This represents FY 1991 carryover funds that are available to be awarded as soon as the previous years funds have been expended.

NOTE: Some of these programs reflect FY 1991 carryover funds, therefore, the total for all programs exceeds \$50 million.



<b>Programs by Priority Area</b>	<b>Competitive Funds</b>	<b>Non-Competitive Funds</b>	<b>Continuation Funds</b>	<b>Page</b>
Evaluation of Discretionary and Formula Grant Programs <i>(Including the Boys and Girls Clubs Program, the Corrections Options Program, and the Strategic Intervention for High Risk Youths Program.)</i>	\$ 2,500,000			69
<b>DRUG TESTING</b>				
Drug Testing Throughout the Criminal Justice System			\$ 500,000	210
Drug Use Forecasting Program			\$ 800,000	213
<b>MONEY LAUNDERING/FINANCIAL INVESTIGATIONS</b>				
Asset Seizure and Forfeiture Training Program			\$ 300,000	217
Civil Racketeer-Influenced Corrupt Organizations Training and Technical Assistance			\$250,000	219
COMMAND Asset Seizure and Forfeiture and Administration Service		\$200,000		128
Financial Investigation Demonstration			\$ 2,200,000	222
<b>INFORMATION SYSTEMS, STATISTICS, AND TECHNOLOGY</b>				
Bureau of Justice Assistance Clearinghouse			\$550,000	226
Criminal History Records Information System	\$ 9,000,000			131
Drugs and Crime Data Center and Clearinghouse			\$200,000	228
Operational Systems Support Training and Technical Assistance		\$ 700,000		133
Peer Review Services	\$ 125,000			73
<b>TOTALS</b>	<b>\$28,225,000</b>	<b>\$12,125,000</b>	<b>\$13,650,000</b>	
<b>PERCENTAGE</b>	<b>52.3%</b>	<b>22.4%</b>	<b>25.3%</b>	

NOTE: Some of these programs reflect FY 1991 carryover funds, therefore, the total for all programs exceeds \$50 million.

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# **COMPETITIVE SECTION**

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# Gangs/Violent Offenders

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## URBAN STREET-GANG DRUG-TRAFFICKING ENFORCEMENT PROGRAM

**PURPOSE:** The purpose of this program is to develop and demonstrate citywide or multijurisdictional enforcement strategies to investigate and prosecute drug distribution by organized, urban street-gang networks in cities or in multiple contiguous jurisdictions (populations in excess of 250,000).

**BACKGROUND:** The phenomenon of urban street-gang involvement in drug trafficking and its attendant violent crime is becoming increasingly widespread. The gangs to be targeted under this initiative are those that are expansionist and entrepreneurial in character. They typically spread from a core geographical location to other cities, where they franchise the drug market either by absorbing existing distribution networks or by replacing them through the use of intimidation and violence. These gangs, while involving juveniles, are generally headed by young adults from about 18 to 25 years of age. To be effective, Federal, State, and local law enforcement and prosecutorial agencies must work together, focusing on gang leadership; sharing information; and conducting joint investigation, enforcement, and prosecution activities.

Five initial sites have been funded by BJA: San Diego, California; Kansas City, Missouri; Atlanta, Georgia; New York County (Manhattan); and Tucson, Arizona.

### GOAL(S):

- To identify and assess existing street-gang drug-trafficking enforcement programs.
- To implement street-gang enforcement programs in selected jurisdictions.
- To develop a prototype street-gang enforcement program.
- To provide training and technical assistance to the demonstration projects.
- To disseminate effective street-gang enforcement programs.

### OBJECTIVES: *(Demonstration Track)*

- To identify and assess the applicability of existing street-gang drug-trafficking enforcement programs.
- To develop a program operations manual.
- To demonstrate gang enforcement programs in selected jurisdictions.
- To evaluate the demonstration program.

**PROGRAM STRATEGY:** This solicitation invites applications for projects to investigate and prosecute drug distribution and drug-related violent crimes by organized, urban street-gang networks. The focus of the program is on mid-level "crack" cocaine distribution. The program will concentrate on influential and controlling gang members. BJA intends to support the development of additional street-gang drug-trafficking suppression approaches to broaden the base of program experience from which essential elements can be identified and used as the basis for developing a program model, or prototype having wide applicability.

The program will be implemented in two concurrent tracks. Track I solicits applications designed to develop and implement demonstration sites, and Track II supports technical assistance to demonstration sites. Ultimately, the aim is to develop a prototype urban street-gang drug-trafficking enforcement program that will include a program operations manual and a technical assistance and training plan. Each demonstration site funded under Track I will be developed incrementally in three stages: Assessment, Development of Program, and Implementation. The technical assistance, training, and prototype development efforts funded under Track II will be implemented in two stages: the provision of technical assistance to demonstration sites, and the development of a prototype gang drug-trafficking enforcement program based on the experience of the demonstration sites. Although separately funded, both Tracks will be closely interrelated.

The demonstration sites will work with the training and technical assistance grantee in the prototype development process. The training and technical assistance grantee will assist the sites in developing and implementing their programs. A decision will be made at the completion of each stage, based on the quality and utility of the products, whether to complete the current stage or terminate the program.

### **Track I - *Demonstration Sites***

Two new demonstration projects will be initiated during this fiscal year. Applications must address the following critical elements:

- Development of a formal and integral working relationship between law enforcement and Federal, State or local prosecution authorities to investigate and prosecute, where possible, gang members as part of a conspiratorial entity or enterprise;
- Development of a gang information system for use within the grantee's jurisdiction to function as a clearinghouse for narcotics-related gang information;
- Coordination with other components of the criminal justice system (e.g. probation and parole); and
- Willingness and ability to share information with other grantees in this program to the extent permitted by law.

The program does not include:

- A focus on juvenile crime;
- Street-level gang sweeps by police; and
- Prevention or treatment components.

### **Stage I - Assessment**

The first stage of the program consists of identification and assessment of existing urban street-gang enforcement strategies at each of the demonstration sites. Officials there will be assisted in the assessment by the training and technical assistance grantee. The products to be completed during this stage are:

- A plan specifying how the assessment will be conducted;
- A draft and final assessment report which includes:
  - recommendations for refining the goals and objectives of the program; and
  - descriptions of strategies for developing and implementing a street-gang drug-trafficking suppression program;
- Recommendations for developing a model strategy; and
- Preliminary design to evaluate the feasibility and effectiveness of the strategy.

### **Stage II - Development of the Program**

Upon successful completion of the Assessment Stage and with the approval of BJA, the demonstration sites will develop an operations and implementation plan that describes in detail project goals and objectives, how they will be achieved, and who will be involved with implementation. A project operations manual must be developed for organizing, planning, developing, implementing, and monitoring the demonstration project. The demonstration sites will be assisted by the training and technical assistance grantee in developing the project operations manual. The products to be completed in this stage are:

- A final program design;
- A draft and final implementation plan;
- A draft and final project operations manual;
- A plan for addressing additional technical assistance and training needs; and
- A project evaluation design.

### **Stage III - Program Implementation**

After successful completion of Stage II, the project may begin with implementation activities. Products to be completed in this stage are:

- The operational street-gang drug-trafficking program; and
- A report on the results and evaluation of the program demonstration.

### **Track II - Training and Technical Assistance and Prototype Development**

A training and technical assistance and prototype development component will be funded on a noncompetitive basis for the purpose of assisting in and tracking the development and implementation activities of all sites and designing a prototype for replication based on the programs developed at each site. The total of seven funded sites will serve as an adequate laboratory from which the separately funded training and technical assistance grantee can extract elements showing the greatest potential. These elements can then be included in a prototype for the investigation and prosecution of street-gang drug trafficking. Refer to the program announcement entitled, "Urban Street Gang Program Technical Assistance" in the Noncompetitive Section of this announcement for additional information on this component.

**ELIGIBILITY REQUIREMENTS:** Law enforcement and prosecutorial agencies representing cities or multiple contiguous jurisdictions with populations in excess of 250,000 which also demonstrate a high level of urban street-gang drug distribution and drug-related violent crime are eligible for funding consideration. In addition, applicants must meet the requirements in the Application and Administrative Requirements section of this publication and demonstrate that they have the management and financial capability to effectively implement a project of this type.

**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

Organizational Capability	20 points
Soundness of the Proposed Strategy	30 points
Qualifications of the Project Staff	20 points
Clarity and Appropriateness of the Program Implementation Plan	20 points
Budget	10 points

**AWARD PERIOD:** Grants will be for a 15-month period from the date of award. It is anticipated that three months will be required for start-up time with an additional 12 months available for implementation activities. The Training, Technical Assistance and Prototype Development grant will be funded for 15 months.

**AWARD AMOUNT:** Demonstration sites will be funded up to \$225,000 each. The Training, Technical Assistance and Prototype Development will be funded for up to \$150,000 and can be found in the Noncompetitive Section of this document. The total available for this program including TA is \$650,000.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

# Victims

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## PROSECUTION BASED TRAINING AND TECHNICAL ASSISTANCE

**PURPOSE:** The purpose of this training and technical assistance program is to improve the response of Federal, State and local prosecutors and their office staffs, to the rights and needs of crime victims, with emphasis upon the development and dissemination of training materials and model victim impact statement guidelines.

**BACKGROUND:** The prosecutor is a key figure in the criminal justice process and has a critical role to play in informing victims of their rights and in responding to their unique needs. Victims' lives are abruptly shattered by perpetrators, and just as suddenly, they are immersed in the complexities of a two-party criminal justice system of alleged perpetrators against the state. This system is not structurally conducive to responding to the needs of victims. Yet once alleged perpetrators are apprehended, until the time they may be convicted and sentenced, it is incumbent on prosecutors' offices to provide victim assistance -- informed, sensitive assistance essential to the prevention of revictimization.

Professional staff members from the prosecutor's office serve as guides while the victim moves through the criminal justice system. Staff is counted upon to provide protection against intimidation and harassment; notification of key proceedings, such as bail and sentencing hearings; explanations relating to criminal procedure; and opportunities for the victim to express views on certain phases of the prosecution such as plea negotiations and offender sentencing. Especially in those cases when the victim is a witness, the victim's needs must be addressed if a successful prosecution is to be accomplished.

The prosecutor's legal responsibilities to victims have rapidly evolved over the past decade. The President's Task Force on Victims of Crime, Final Report (December 1982), provided the first comprehensive policy statement on the measures needed to improve the treatment of crime victims by prosecutors. Certain responsibilities for Federal prosecutors were then mandated by the Victim Witness Protection Act of 1982. More recently, Federal prosecutors are required to comply with the Crime Control Act of 1990, Public Law 101-647 ("hereafter referred to the Act"), which includes the Federal Crime Victims' Bill of Rights and the Victims of Child Abuse Act of 1990. This new legislation contains extensive amendments to the Federal criminal code affecting the treatment of victims by the Federal criminal justice system. The Act requires that Federal judicial procedures be implemented to accommodate the unique needs of children, and it greatly enhances the responsibilities and authority of Federal criminal justice personnel to serve child victims. Federal Victim-Witness Coordinators are responsible for the Federal Victim/Witness Program and for implementing the new provisions of the law for victims of Federal crime.

On the State level, 45 States have enacted a Victims' Bill of Rights and eight States (according to Matt Reid at the National Victims Center) have constitutional amendments



that secure victim rights. Many of these new laws have great implications for the interactions between prosecutors and victims.

In addition to evolving State and Federal statutes, case law is also defining and securing important rights for victims. In Payne v. Tennessee, the Supreme Court held that there is no *per se* bar prohibiting a jury from considering victim impact evidence at a capital sentencing hearing. Payne makes it essential for prosecutors to be familiar with effective victim impact statement guidelines in order to assist victims and to prosecute effectively.

Against the context of this background, the grant program will be undertaken in three distinct phases:

### **Phase I - *Training and Technical Assistance of Federal Victim-Witness Coordinators***

#### **Goal(s):**

- To assess existing procedures, protocol, and practices utilized by Federal Victim-Witness Coordinators to respond to the needs and rights of crime victims.
- To develop and present a training curriculum to improve the ability of Federal Victim-Witness Coordinators to effectively respond to victims of Federal crime.
- To disseminate the developed products to U.S. Attorneys offices, and particularly to Victim Witness Coordinators, nationwide.

#### **Objectives:**

- To conduct a review of effective policies, procedures, and programs used by U.S. Attorneys' offices to address victim needs and rights, as well as existing victim assistance curricula and materials.
- Based on the results of the review, to develop suggested procedures and practices to further improve the quality of the Federal Victim-Witness Coordinator's response to the needs and rights of crime victims.
- To develop, with the assistance of a planning committee composed of Federal Victim-Witness Coordinators and other Federal officials, a comprehensive training curriculum and accompanying training materials.
- To present the curriculum and developed materials at a 3-day training conference that addresses the basics of victim assistance services as well as specialized topics -- i.e., white collar crime, bank robbery, multiple victim cases, child victims and witnesses, multidisciplinary approaches, and serving military and Indian victims.
- To develop a manual of informational materials to accompany the 3-day training.
- To provide technical assistance to Federal Victim-Witness Coordinators.

- To disseminate the developed product to Victim-Witness Coordinators nationwide.
- To evaluate the effectiveness of the training and technical assistance provided and to make recommendations for addressing the future training needs of Federal Victim-Witness Coordinators vis-a-vis responding effectively to victims.

**Program Strategy:** This solicitation invites applications for a grantee to develop a training and technical assistance program for Federal Victim Witness Coordinators to improve and enhance services to victims of Federal crime.

Grant activities and products will include:

- A review of existing, relevant literature and training materials;
- Development of model procedures for use by Federal Victim-Witness Coordinators to effectively respond to the needs and rights of crime victims;
- Development of an up-to-date, comprehensive curriculum with a manual, reflecting model procedures, etc.;
- Development and presentation of a 3-day training agenda and strategy at a training site chosen to accommodate geographic needs of participants traveling from throughout the country -- e.g. reasonable travel and per diem costs;
- Development, publication and dissemination of flyers or brochures announcing the training conference;
- The identification of training and technical assistance personnel/presenters;
- A presentation of the project products to Office of Victims of Crime (OVC) staff;
- Development and implementation of a strategy for providing short-term technical assistance and disseminating grant products to Victim-Witness Coordinators nationwide;
- Implementation of an evaluation plan; and
- A final report, including the evaluation and recommendations for meeting the future training needs of those who provide assistance to victims of Federal crime.

**Phase II - *Training and Technical Assistance of State and Local Prosecutors and Their Respective Professional Staffs***

**Goals:**

- To identify effective, existing policies, procedures, protocol and practices utilized by prosecutors' offices to respond to the needs and rights of crime victims.
- To develop model policies, procedures, protocol and practices to enable prosecutors and their professional staffs to respond more effectively to the needs and rights of crime victims.

- To train prosecutors and their professional staffs in ways to utilize model policies, protocol, procedures, and practices to more effectively respond to the needs and rights of crime victims.
- To disseminate the developed project products to prosecutors and their professional staffs nationwide.

**Objectives:**

- To conduct a comprehensive literature review of relevant training curricula and effective policies, procedures, protocol, and practices used by prosecutors and their professional staffs to address the needs and rights of crime victims.
- Based on the results of the literature review, to develop model policies, procedures, protocol, and practices to provide a high-quality prosecutorial response to the needs and rights of crime victims.
- To develop a comprehensive training curriculum and accompanying training materials that incorporate, as content, the model procedures, protocol, practices and policies.
- To test the developed curriculum and accompanying materials through a training presentation, and based thereon, to refine the products.
- To provide short-term technical assistance to State and local prosecutors' offices.
- To disseminate the developed products, including the results of the literature assessment; the model procedures, protocol, practices and policies; the training curriculum and accompanying materials to professionals in the field nationwide.
- To evaluate the effectiveness of the training and technical assistance provided.

**Program Strategy:** This solicitation invites applications for a grantee to develop and implement a training and technical assistance program to increase State and local prosecutor awareness of the needs and rights of crime victims and to create or enhance services provided to victims by prosecutor office staff members.

The grant activities and products include:

- A review and literature assessment of existing, relevant literature and training curricula;
- Development of model policies, and procedures for use by prosecutors and their staffs to effectively respond to the needs and rights of crime victims;
- Development of an up-to-date, comprehensive curriculum with trainer and participant manuals, reflecting the model policies, procedures, etc.;
- A presentation of the project products to OVC staff;
- Development and implementation of a strategy for providing short-term technical assistance to State and local prosecutor office staff;
- The identification of training and technical assistance personnel;

- Implementation of the training strategy and evaluation plan and, based on the evaluation results, refinement of the training curriculum/materials;
- Development and implementation of a plan to disseminate the developed products to the field nationwide; and
- A final report, including an evaluation of the effort and recommendations for addressing the future needs of prosecutors vis-a-vis responding to victims effectively.

### **Phase III - Model Victim Impact Statement Guidelines**

**Goal(s):** To develop and effectively disseminate model guidelines for the drafting of victim impact statements.

**Objectives:**

- To assess existing model guidelines for the drafting of victim impact statements.
- To ascertain expert opinion on the needs of prosecutors and the needs of victims, and the adequacy of existing model guidelines in addressing those needs.
- Based on the expert evaluation of existing model guidelines, to refine the guidelines so that they more closely address the needs of victims and prosecutors.
- To disseminate recommended model guidelines nationwide.
- To implement a plan to encourage prosecutors to use the model guidelines.
- To formulate a prosecutor office protocol for making the guidelines available to victims, as a routine service.
- To evaluate the adequacy of the model guidelines, dissemination plan, and prosecutor office assistance protocol.

**Program Strategy:** This solicitation invites applications for a grantee to develop model victim impact statement guidelines and to implement a technical assistance program to increase prosecutor awareness and use of the model victim impact statement guidelines.

The activities and products include:

- A review and assessment of existing, relevant literature and guidelines on the effective drafting of victim impact statements;
- Identification of victims' and prosecutors' needs vis-a-vis victim impact statements;
- Identification and evaluation of effective guidelines currently being used by prosecutors' offices through a forum designed to elicit expert opinion;

- An up-to-date, comprehensive, recommended set of model guidelines for drafting victim impact statements, complete with explanatory annotations;
- A presentation to OVC staff of the project products;
- Formulation and implementation of a plan to disseminate the model guidelines and encourage their use nationwide;
- A recommended protocol for prosecutors' offices to make the guidelines available, as a routine service to victims;
- Provision of technical assistance with regard to the recommended guidelines; and
- A final report, including an evaluation of the adequacy of the model guidelines, dissemination plan, and prosecutor assistance protocol.

**ELIGIBILITY REQUIREMENTS:** In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- Expertise in developing training curricula and accompanying materials;
- Expertise in providing training and technical assistance;
- Demonstrated knowledge of the issues associated with the criminal justice system's handling of crime victims and service provision to victims, especially with regard to the prosecution phase. Applicants must also have knowledge of the Federal criminal justice system and new legislation affecting direct victim services; and
- Demonstrated management and financial capability to manage a program of this size and scope.

Applicants must submit a "time-task" plan that clearly identifies major milestones, designates organizational responsibility, and indicates a schedule for the completion of activities for each grant phase.

**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the following criteria.

Organizational capability	20
Soundness of the proposed strategy	25
Qualifications of the project staff	20
Clarity and appropriateness of program implementation plan	25
Cost effectiveness of the proposed budget	10

**AWARD PERIOD:** This award will provide support for the development and implementation of training and technical assistance activities over an 18-month period.

**AWARD AMOUNT:** Up to \$210,000 has been allocated to support one cooperative agreement. This program is a collaborative effort between OVC and BJA. Both organizations will jointly process and administer the award.

**DUE DATE:** Applications must be received no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Victoria O'Brien, Special Projects Division, OVC, (202) 514-6444.

The BJA contact is Charles Hollis, Chief, Prosecution Branch, BJA, (202) 514-5943.

## **A TRAINING CURRICULUM TO IMPROVE THE TREATMENT OF VICTIMS OF BIAS CRIMES**

**PURPOSE:** The purpose of this program is to improve the response of law enforcement and victim assistance professionals to victims of bias crimes.

**BACKGROUND:** Bias crimes, sometimes called hate crimes, are words or acts calculated to intimidate or harm an individual or group of people because of their race, religion, national origin or sexual preference. Fueled by prejudice and bigotry, bias crimes can terrify their victims and fracture communities into distrustful, hostile groups.

The most frequent victims of bias crimes are African Americans, Hispanics, Southeast Asians, Jews, and homosexuals, with homosexuals being the single most affected group. The most common types of offense are verbal intimidation, assault, and vandalism.

Many in the criminal justice system, as with society in general, do not recognize the profoundness and seriousness of bias crimes. The acts themselves may seem unimportant when compared to other crimes of violence. It can be difficult for police officers to identify bias crimes, and they may regard some of these incidents as pranks, minor vandalism, or harmless expressions of personal dislike. Only a few law enforcement agencies devote any significant resources specifically to the investigation of bias incidents.

Victims often do not report incidents to law enforcement. As a result of this under-reporting, combined with inconsistent enforcement, there are no accurate data regarding the exact number, location, and type of bias crimes committed each year.

During the last decade, some of the larger organized "hate" associations, such as the Ku Klux Klan, have had declining memberships. There is information to suggest, however, that the incidence of bias crimes has been increasing in recent years. Currently, perpetrators are more likely to be individuals or small groups acting on their own. An increasing public concern about bias crimes has moved some State legislatures to enact or strengthen their bias crime laws. A parallel movement is occurring on college campuses.

### **GOAL(S):**

- To develop model policies, procedures and practices for responding to victims of bias crimes.
- To create a training and technical assistance package designed to improve the response by law enforcement and victim service providers to victims of bias crimes.
- To disseminate to professionals in the field information about effective strategies for responding to victims of bias crimes.

## **OBJECTIVES:**

- To identify effective policies, procedures, practices and related training materials used by law enforcement and victim assistance agencies to respond to victims of bias crimes.
- To develop a prototype for providing services to victims of bias crimes.
- To develop training and technical assistance materials to transfer the prototype to the field.
- To disseminate the products of the program to law enforcement and victim assistance agencies nationwide.

**PROGRAM STRATEGY:** This solicitation invites applications for a grantee to develop a prototype and training and technical assistance materials. The program will be developed incrementally in four stages: assessment; prototype development; the development of training and technical assistance materials; and the dissemination of these materials to the field.

### **Stage I - Assessment**

The first stage of the program consists of the identification of effective policies, procedures, practices, and training materials currently used by law enforcement and victim assistance agencies in responding to victims of bias crimes.

The activities and products to be completed during this stage are:

- A plan specifying how the assessment will be conducted;
- A review and assessment of existing policies, procedures and practices used by law enforcement and victim assistance agencies in responding to victims of bias crimes;
- A review and assessment of existing training curricula and materials;
- A review of the literature regarding the treatment of victims of bias crimes; and
- An assessment report.

### **Stage II - Development of Prototype**

Upon successful completion of the Assessment Stage, the grantee will develop a prototype for providing services to victims of bias crimes.

The activities and products to be completed during this stage are:

- A plan for designing model policies, procedures, and practices for law enforcement officers and victim service providers;
- A draft and final prototype of policies, procedures, and practices.



### **Stage III - Development of Training and Technical Assistance Materials**

Upon successful completion of Stage II, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will translate the prototype into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation must be developed to facilitate implementation of the prototype.

The activities and products to be completed during this stage are:

- A plan for the development of the training and technical assistance materials;
- A draft and final training and technical assistance package, including trainer and participant manuals and other informational materials pertaining to the prototype;
- A strategy for evaluating the training;
- Identification of training personnel;
- A pilot-test of the training curriculum and its evaluation; and
- Refinement of the curriculum and manuals as necessary.

### **Stage IV - Dissemination to the Field**

After successfully completing Stage III, the grantee will develop a plan to inform the field of the grant products and make them available to law enforcement and victim service provider agencies.

The activities and products to be completed during this stage are:

- A plan to inform law enforcement and victim assistance agencies about the availability of training materials;
- Dissemination of materials to the field;
- A final report, including an evaluation of the effort; and
- A presentation to OVC and BJA staff of the project products.

**ELIGIBILITY REQUIREMENTS:** In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- Expertise in developing training curricula and accompanying materials;
- Expertise in providing training and technical assistance;
- Demonstrated knowledge of the issues associated with criminal justice handling of crime victims and service provision to victims;
- Demonstrated management and financial capability to manage a program of this size and scope.

**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the weighted criteria.

Organizational Capability	20
Soundness of the Proposed Strategy	25
Qualifications of the Project Staff	20
Clarity and Appropriateness of Program Implementation Plan	25
Budget	10

**AWARD PERIOD:** This award will provide support over a 12-month period.

**AWARD AMOUNT:** Up to \$150,000 has been allocated to support one cooperative agreement. This program is a collaborative effort between OVC and BJA. Both organizations will jointly process and administer the award.

**DUE DATE:** Applications must be received no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Susan Laurence, Special Projects Division, OVC, (202) 307-5950.

The BJA contact is Richard Ward, Chief, Law Enforcement Branch, BJA, (202) 514-5497.

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# Community Policing/Police Effectiveness

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## DRUG-IMPACTED SMALL JURISDICTIONS DEMONSTRATION PROGRAM

**PURPOSE:** The purpose of this program is to demonstrate effective strategies for preventing and controlling drug trafficking and drug-related crime problems in jurisdictions with populations of 50,000 or less. This initiative is being conducted in two related tracks. Track I involves a prototype development and technical assistance grant to the Institute for Law and Justice (ILJ). Track II consists of demonstration sites.

**BACKGROUND:** Drug trafficking and drug-related crime have devastated many small jurisdictions. These communities, which represent a large segment of the population of the United States, often lack the resources and expertise of larger jurisdictions in dealing with the expansion and sophistication of drug crime.

The criminal justice system should have a primary role in mobilizing communities to develop comprehensive strategies for combatting illegal drugs and improving services to crime victims. Police and communities must work together in a relationship of trust, cooperation, and partnership to promote safety. Applicants are encouraged to concentrate their prevention and intervention efforts associated with this initiative in public housing areas, drug-free school zones, recreational parks, and community centers threatened by drug-related crime and illegal gang activity. The involvement of residents, neighborhood organizations, and institutions is an essential component of this initiative.

### GOAL(S):

- To identify and assess the applicability of drug control strategies to small jurisdictions.
- To adapt drug control strategies for implementation in small jurisdictions.
- To implement drug control strategies in selected jurisdictions.
- To evaluate the effectiveness of the drug control strategies in the demonstration sites.
- To disseminate effective drug control strategies for small jurisdictions.

### OBJECTIVES:

- To assess existing community drug prevention and control strategies.
- To develop a prototype drug prevention and control strategy for small jurisdictions.

- To develop training and technical assistance materials to transfer the prototype to selected sites.
- To provide training and technical assistance to demonstration sites.
- To disseminate the results of the demonstration.

**PROGRAM STRATEGY:** This solicitation invites applications from jurisdictions to serve as demonstration sites (Track II). Four initial sites have been funded by BJA: Bowling Green, Kentucky; Granite City, Illinois; Hastings, Nebraska; and Ocala, Florida. The BJA intends to fund two additional sites under Track II. These sites will begin implementing and testing the prototype now being developed by the ILJ under Track I. The prototype is being developed on the basis of an ongoing national assessment of successful strategies for preventing and controlling drug trafficking in small jurisdictions, as well as the experiences of the four demonstration sites noted above. Ultimately, the BJA intends to field a model program for the prevention and control of drug trafficking and drug related crime that can be replicated in small jurisdictions across the country.

Each new demonstration site under Track II will be developed incrementally in three stages: Assessment, Development of Program, and Implementation. The ILJ will assist the new demonstration sites during each stage.

Applications must provide the following:

- A clear statement of the jurisdiction's drug trafficking problems, which should include but not be limited to: A discussion of drug types, volume, a profile of drug traffickers and their customers, identification of where transactions are occurring, and the magnitude of drug-related crime;
- A plan for conducting a thorough needs assessment of the jurisdiction's current and projected problems with drug trafficking and drug-related crime. The plan must indicate the types and sources of information to be used, and it must contain provisions for identifying current community resources and gaps in resources, as well as a critical review of strategies that have been or are being, employed in the jurisdiction to prevent and control drug trafficking; and
- A description of the process that will be used to develop the jurisdiction's plan for implementing the prototype being developed by ILJ. This description must address how key participants will be identified and involved. In addition, evidence should be presented that the process to be used will take into account:
  - Need for police-community partnerships.
  - Identification of potential implementation barriers and resolutions for each.
  - Coordination and concentration of resources to target manageable geographic areas and/or groups of people.
  - Need to improve services to victims of drug-related crime.
  - Need to monitor implementation progress and to evaluate eventual project outcomes -- e.g., selecting performance indicators.

### **Stage I - *Assessment***

The first stage of the project consists of the collection and analysis of relevant information as cited above. The products to be completed during this stage are:

- A plan specifying how the assessment will be conducted; and
- A draft and final assessment report.

### **Stage II - *Program Development***

Upon successful completion of Stage I, and with the approval of BJA, demonstration sites will design their plan for implementing and evaluating the prototype developed by ILJ. The products to be completed during this stage are:

- A draft and final program design and implementation plan; and
- A program evaluation design.

### **Stage III - *Program Implementation***

Upon successful completion of Stage II, the project may begin with implementation activities. Products to be completed in this stage are:

- The operational drug-trafficking program; and
- A report on the results and evaluation of the prototype implementation.

**ELIGIBILITY REQUIREMENTS:** Applications for demonstration sites will be invited from public agencies and not-for-profit organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the primary applicant. In addition to the requirements set forth in the Application and Administrative Requirements section of this document, applicant(s) must demonstrate the following to be eligible for consideration:

- Authority, access to resources, and flexibility in organizing and developing human and financial resources in the community;
- Management and financial capability to effectively implement a project of this size and scope;
- Interagency coordination and cooperation that provides multidisciplinary approaches for preventing and controlling drug trafficking and drug-related crime; and
- Willingness and ability to address the needs of victims of drug trafficking and drug-related crime.

**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

Organizational Capability	20 points
Soundness of the Proposed Strategy	30 points
Qualifications of the Project Staff	20 points
Clarity and Appropriateness of the Program Implementation Plan	20 points
Budget	10 points

**AWARD PERIOD:**

**Track I - *Prototype Development and Technical Assistance***

The initial cooperative agreement, which provides support for Stages I - III, runs for 18 months, from October 1991 - March 1993.

**Track II - *Demonstration Sites***

Grants will be for an 18-month period.

**AWARD AMOUNT:** Up to \$100,000 will be awarded to each demonstration site. Total funding available for this program is \$200,000.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

## **DRUG MARKET ANALYSIS**

**PURPOSE:** The purpose of this program is to develop a generic model to implement Drug Market Analysis (DMA) for State and local law enforcement.

**BACKGROUND:** Drug Market Analysis is an innovative computer information system that centralizes location-specific knowledge about drug trafficking. While Federal agencies focus on interdiction and national distribution, State and local law enforcement agencies target their operations toward organizations and individuals at lower levels of the drug market. A great variety of innovative and traditional street-level enforcement strategies have been implemented by law enforcement agencies.

### **GOAL(S):**

- To develop a DMA Model for multiple-site replication.
- To describe hardware and software computer needs within police agencies required to implement DMA.
- To disseminate a DMA Model to law enforcement agencies on appropriate methods of controlling drug trafficking.

### **OBJECTIVES:**

- Perform a cross-site analysis of existing DMA Projects.
- Develop implementation manuals based on the final model developed for DMA.
- Develop technical assistance materials to transfer selected program models.

**PROGRAM STRATEGY:** The DMA is based on the theory that police action can close down the operation of any given local drug market temporarily. This program seeks to assist street-level enforcement by systematizing the collection and use of information on drug enforcement strategies.

Through this program, the police will identify street-level drug markets quickly, implement drug enforcement strategies, and then determine accurately and on a "real-time" basis where the markets move. The DMA will allow law enforcement to track these markets and then intervene in the marketplace leading to disruption and eventual eradication of street-level drug trafficking. Such markets may be gang-related. Police can use information about gangs, violent crime, and other characteristics of the drug market to target areas for intervention.

The products to be completed are:

- A draft and final report on the cross-site analysis of DMA;
- An implementation manual describing the DMA Model; and
- A dissemination plan to transfer the DMA Model to State and local officials.

**ELIGIBILITY REQUIREMENTS:** Methods of procurement will be determined and a solicitation issued, as established by NIJ in consultation with BJA.

**SELECTION CRITERIA:** To be determined by NIJ in consultation with BJA.

**AWARD PERIOD:** To be determined by NIJ in consultation with BJA.

**AWARD AMOUNT:** Up to \$200,000 will be transferred to NIJ through an Interagency Agreement.

**DUE DATE:** To be determined by NIJ in consultation with BJA.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947, or Craig Uchida, Program Manager, NIJ (202) 307-2959.



## OPERATION WEED AND SEED

**PURPOSE:** The purpose of this program is to demonstrate an innovative, comprehensive and integrated multi-agency approach to law enforcement and community revitalization for controlling and preventing violent crime, drug abuse and gang activity in targeted high crime neighborhoods across the country.

**BACKGROUND:** In March 1991, at the Attorney General's "Summit on Law Enforcement, Responses to Violent Crime: Public Safety in the Nineties," a comprehensive multi-agency approach to combatting violent crime and drug abuse in high crime neighborhoods was introduced. This innovative approach involves a two-part strategy. The first prong of the strategy involves removing the most violent offenders from the targeted neighborhoods. This requires close coordination of law enforcement activities at the State, local and Federal level. The second prong of the strategy is to prevent the recurrence of illegal activity once it has been eliminated from the targeted sites through the allocation of a broad array of public human services, such as education, public health, recreation, housing and employment services.

The strategy further recognizes the importance of community involvement in combatting the problems of drugs and violent crime. Community residents need to be empowered to assist in solving the crime problems in their neighborhoods. Finally, the private sector must get involved in reducing crime. All of these entities, Federal, State and local government, the community, and the private sector must work together in partnership to create a safe, drug-free environment.

In FY 1991, three pilot sites were funded under this program: Kansas City, Missouri; Omaha, Nebraska; and Trenton, New Jersey. In each of the pilot sites, the U.S. Attorney is playing a critical role in directing the law enforcement efforts as well as providing strong leadership in coordinating the distribution of public and private service agency resources in the targeted neighborhoods.

This law enforcement and neighborhood revitalization program is based on the premise that the problem of drugs and violent crime must be addressed in a comprehensive manner. No single agency, Federal, State or local, can solve these complex problems alone. Rather, what is needed is a comprehensive, coordinated approach. Criminal justice agencies should work together in partnership with human service agencies, the private sector, and the community to maximize the impact of existing anti-drug programs and resources.

### GOAL(S):

- To eliminate violent crime, drug trafficking and drug-related crime from targeted high crime neighborhoods.
- To provide a safe environment for law-abiding citizens to live, work, and raise a family.

## **OBJECTIVES:**

- To develop a comprehensive, multi-agency strategy to control and prevent violent crime, drug trafficking and drug-related crime.
- To coordinate existing Federal, State, local, and private agency resources and concentrate those resources in the project sites to maximize their impact on reducing violent crime, drug trafficking and drug-related crime.
- To mobilize residents in the targeted sites to assist law enforcement in identifying and removing violent offenders and drug traffickers from their neighborhoods.

**PROGRAM STRATEGY:** The U.S. Attorney should assume primary responsibility for supervising the law enforcement component of the program. They should organize and head a Law Enforcement Task Force composed of the State Attorney General, State District Attorney, Chief of Police, Sheriff, Chief Probation Officer, Special Agent in Charge of the Drug Enforcement Administration, Federal Bureau of Investigation, Bureau of Alcohol and Tobacco and Firearms, and the U.S. Marshal. The Task Force should be responsible for developing a comprehensive strategy for apprehending and prosecuting the most violent offenders in the targeted neighborhoods. The Law Enforcement Task Force should further consider using and building on the Operation Triggerlock model. Operation Triggerlock is a nationwide Department of Justice program which targets violent offenders for prosecution in Federal court to take advantage of tough Federal firearms laws and preventive detention statutes.

Community policing is an essential component of this comprehensive strategy which provides a "bridge" between the traditional law enforcement component and the neighborhood revitalization component. Community policing involves law enforcement working with the residents of the community to develop solutions to the problems of violent and drug-related crime. Techniques such as officer foot patrols, citizen neighborhood watches, targeted mobil units, and community relations activities will increase positive interaction between the police and community. This community-oriented approach will ensure that reduced levels of drug use, trafficking, and related crime, which result from the "weed" activities, are maintained. In addition, special focus should be placed on the needs of minority communities, those communities that are disproportionately victimized by crime.

The U.S. Attorney should also organize a Neighborhood Revitalization Coordinating Committee to direct the delivery of human services to the targeted sites. Though not directly responsible for the implementation of neighborhood revitalization activities, the U.S. Attorney should serve as chair or co-chair of the Neighborhood Revitalization Coordinating Committee. Members of the Committee should include decisionmakers (representing agencies and private organizations) who have authority to commit resources to the project. The Neighborhood Revitalization Coordinating Committee should include: the Mayor; local Directors of the Departments of Social Services; Health and Human Services; Housing Authority; the Superintendent of Education; Directors of local charitable, civil, and service organizations; directors of community-based organizations; the State

Criminal Justice Administrator responsible for the administration of BJA State Formula Grant funds; and representatives of private foundations and business leaders.

The Law Enforcement Task Force and Neighborhood Revitalization Coordinating Committee should work closely together in selecting the targeted neighborhoods and in identifying drug prevention, education, drug treatment, family service, recreational, and other human service agency programs and resources, as well as economic development programs, to be concentrated in the targeted sites.

It should be further noted that the applicant, if it so chooses, may combine the Law Enforcement Task Force and Neighborhood Revitalization Coordinating Committee into a single interagency coordinating committee. This approach will facilitate agency and program coordination and can be addressed on a case-by-case basis.

**ELIGIBILITY REQUIREMENTS:** Separate guidelines for this program have been issued to 16 jurisdictions that have been pre-selected to compete for a Weed and Seed Demonstration grant.

**SELECTION CRITERIA:** Applications will be evaluated and rated based on criteria contained in the program guideline.

**AWARD PERIOD:** The award period is set in the program guidelines.

**AWARD AMOUNT:** Up to \$1 million per site will be available for approximately 8-11 sites. BJA has allocated \$2 million and the Executive Office for U. S. Attorneys will transfer up to \$9 million to BJA for this program.

**DUE DATE:** Application due dates are addressed in the program guidelines already received by each of the 16 jurisdictions which have been selected to engage in a limited competition.

**CONTACT:** For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5943.

## **STATE AND LOCAL TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to provide training and technical assistance to States and local jurisdictions in developing and implementing comprehensive, systemwide strategies to prevent and control illegal drug trafficking and use based on effective BJA discretionary initiatives.

**BACKGROUND:** The primary mission of BJA is to support national drug control efforts by improving State and local drug enforcement and to improve State and local criminal justice systems. To accomplish this, BJA is authorized to administer both a discretionary grant program and a formula grant program. A major purpose of the Discretionary Program is to demonstrate new and innovative programs and strategies which, if determined to be effective, can be documented and replicated throughout the Nation. This training and technical assistance project is designed to encourage States to include the programs and strategies developed through the Discretionary Program in their State drug control strategies when and where appropriate. The assistance will focus on prevention as well as on all components of the criminal justice system: law enforcement, prosecution, courts, and supervision. It will emphasize coordination of resources and activities by all components of the system to maximize the use of scarce resources and enhance the effectiveness of programs and strategies.

### **GOAL(S):**

- To enhance the States' administrative, management, and planning capabilities in the implementation of the Drug Control and System Improvement Formula Grant Program.
- To assist the States in the implementation of State drug control strategies and subsequent program initiatives through the delivery of technical assistance and training.
- To facilitate the delivery of operational technical assistance and training to State and local criminal justice agencies.
- To promote the implementation of programs developed under the BJA Discretionary Grant Program.
- To inventory and assess the program materials completed under BJA Discretionary initiatives.
- To develop/package Discretionary Program materials in a format that increases their utility to States in developing programs.

### **OBJECTIVES:**

- To enhance, through the provision of targeted and specific technical assistance, State Formula Grant administrative capabilities and State efforts to develop and implement statewide drug control plans, emphasizing BJA program models developed under the Discretionary Grant Program.

- To provide a wide range of training and technical assistance to State and local operational criminal justice agencies designed to address their individual needs and the collective needs of the components of the criminal justice system utilizing all appropriate sources, to include BJA discretionary grantees, other Federal, State and/or local agencies and other appropriate providers.

**PROGRAM STRATEGY:** This solicitation invites applications for a task order-based contract to provide a wide range of technical assistance and training support to State and local criminal justice agencies. There are three components of the program: (1) a BJA formula grant component designed to determine the technical assistance needs and priorities of the designated State Administrative Agencies and other relevant State executive branch agencies to enhance BJA's capacities to provide assistance to the States in their development and implementation of statewide drug control plans; (2) an assessment of available and planned Discretionary Grant Prototype Programs and the development of optimal format and dissemination plans to improve the utility of Discretionary Program materials for State and local agencies; and (3) the delivery of training and technical assistance in a wide range of programmatic areas to State Administrative Agencies and operational State and local criminal justice agencies designed to address the individual agencies defined need.

#### **Component I - *State Administrative and Planning Assistance***

Under the Anti-Drug Abuse Act of 1988, States are required to develop a statewide strategy to identify the priority needs related to drug and violent crime. In many instances, BJA-required plans are tactical strategies to implement broader State-specific drug plans. This project will develop a continuing program to support State strategy development, both broad State strategies as well as BJA-required plans, and the resulting program development, implementation, and monitoring efforts. This program will include: national and regional conferences related to both administrative and programmatic needs of the States; support to State-sponsored policy and planning conferences and activities; and ad hoc assistance to individual States. Applicant must describe how they will design and implement a technical assistance and training program that is responsive to both BJA direction and to the States' needs and interests, which vary considerably in terms of their existing capacities, planning processes, and needs for training and assistance.

The anticipated products to be completed for this component are:

- A national conference of State Administrative Agency officials to define their technical assistance and training needs and priorities; and
- Development of a Technical Assistance Resource Directory to assist the States in determining available technical assistance sources.

## **Component II - *Documentation Assessment and Development***

The grantee will conduct an inventory of available documents which support the development and implementation of prototypes under the BJA Discretionary Grant Program. An assessment will be made to: (1) define the packaging of technical assistance/training materials (i.e., implementation manuals, training manuals) which will be of most use to the States and implementing agencies; and (2) identify additional material to complete the technical assistance/training package.

The products to be completed during this component are:

- An inventory of documents supporting prototypes under BJA Discretionary Grant Programs;
- An assessment of materials needed for the technical assistance/training package and of materials to be produced; and
- A dissemination strategy to inform the field of the products of this component.

## **Component III - *Operational Criminal Justice Technical Assistance and Training***

The grantee will be responsible for establishing an ongoing the capability to identify and utilize individuals and organizations qualified to provide a wide range of assistance that is both consistent with BJA policies and priorities and focused on the operational needs of the criminal justice system. These resources will be utilized to respond to particular requests from States and local jurisdictions as well as integrated into project efforts that assist the States and local agencies collectively. The identification of appropriate individuals and organizations will include, existing BJA discretionary grantees; Federal, State, and local officials; and other recognized experts, both individuals and organizations, which have demonstrated qualifications in planning, program development, implementation, and assessment. The applicant must outline a process for developing a consultant pool that is adequate to address the prevention and control of illegal drugs and which incorporate all elements of the criminal justice system at the State and local levels. Applicants must also explain how they would manage requests for technical assistance from State and local jurisdictions under a task-order procedure with BJA as well as describe the proposed approach for assessment of technical assistance efforts in terms of usefulness, effectiveness, and impact or benefit to the requesting agency.

The products to be completed during this stage are:

- Provision of technical assistance to State and local jurisdictions that make a request for assistance;
- Reports on each technical assistance and training effort;
- Development of an automated technical assistance capacity to collect, select, and utilize individuals and organizations in the conduct of technical assistance and training efforts; and

- Development and implementation of a procedure to assess the benefits and results of each technical assistance and training effort supported by this cooperative agreement.

**ELIGIBILITY REQUIREMENTS:** In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate capabilities in the following areas:

- Demonstrated capability to develop and deliver training and technical assistance, including conference planning and assistance for possible BJA and State meetings;
- Demonstrated knowledge of the issues associated with the criminal justice system, with emphasis on drug control activities; and
- Experience and organizational qualifications to manage a complex task-order program of this size and scope.

**SELECTION CRITERIA:** All applications will be evaluated and rated on the extent to which they meet the following weighted criteria:

Organizational Capability	30 points
Soundness of the Proposed Strategy	30 points
Qualifications of Staff	10 points
Clarity and Appropriateness of the Program Implementation Plan	20 points
Budget	10 points

**AWARD PERIOD:** The initial contract period will be 5 years.

**AWARD AMOUNT:** Up to \$1,000,000 will be available for this program. One contract will be awarded competitively.

**DUE DATE:** Requests for proposals will be announced on or about April 15, 1992.

**CONTACT:** For further information, contact Ronald J. Green, Program Manager, State and Local Assistance Division, (202) 514-6640.

# **Intermediate Sanctions/User Accountability**

## **CORRECTIONS OPTIONS--PART 1 DEMONSTRATION SITES**

**PURPOSE:** The purpose of this program is to demonstrate the development and implementation of correctional options within existing correctional systems.

**BACKGROUND:** The Correctional Options Incentive Amendments, Title XVIII of the Crime Control Act of 1990, was authorized in response to the pervasive problem of prison and jail overcrowding and the high recidivism rate of offenders who serve time in traditional correctional institutions. This program implements section 515(a) of Chapter B.

For the purposes of this program, the term "correctional option" includes community-based incarceration, weekend incarceration, boot camp prison, electronic monitoring of offenders, intensive probation, and any other innovative punishment designed to have the greatest impact on offenders who can be punished more effectively in an environment other than a traditional correctional facility.

Under this program, grants will be made to public agencies that provide alternatives to traditional modes of incarceration and offender release programs. The correctional options must be designed:

- To provide more appropriate intervention for youthful offenders who are not career criminals, but who, without such intervention, are likely to become career criminals or more serious offenders;
- To provide the degree of security and discipline appropriate for the offender involved;
- To provide diagnosis, treatment and services (including counseling, substance abuse treatment, education, job training and placement assistance while under correctional supervision, and linkage to similar outside services), that will enable the offender to pursue a course of lawful and productive conduct after release from legal restraint;
- To reduce criminal recidivism by offenders who receive punishment through such alternatives;
- To reduce the cost of correctional services and facilities by reducing criminal recidivism; and
- To provide work that promotes development of industrial and service skills in connection with a correctional option.

The following characteristics of successful correctional options should be addressed:

- The option should be selected and designed based on a systematic assessment of the existing correctional system;



- Multiple key criminal justice officials should be involved in selecting the option(s) (e.g., chief judge of the local felony-level court, the prosecutor and the corrections administrators);
- The option should fit within an overall, rational sentencing framework and range of sanctions;
- The target population should be well-defined;
- The options, goals, objectives, and strategies should be well defined and internally consistent; and
- The option must provide for enforcement of supervised conditions; e.g., clear consequences for non-compliance and rewards for compliance and acceptable behavior.

It is recommended that each applicant propose two or three options, at most, that clearly fit within the existing corrections system in the jurisdiction. Training and technical assistance will be provided to recipients of the demonstration grants. A program level evaluation will be conducted by the National Institute of Justice.

**GOAL(S):**

- To assess the existing correctional system.
- To implement correctional options that address gaps in the correctional system, yet fit within the sentencing policy framework.
- To evaluate the effectiveness of the corrections option.

**OBJECTIVES:**

- To identify the types of offenders requiring sanctions and the capability of the correctional system to provide those sanctions.
- To identify and assess promising and effective corrections options.
- To select and adapt promising, innovative correctional option(s).
- To implement the correctional option(s).
- To participate in a program-level evaluation.

**PROGRAM STRATEGY:** This solicitation invites applications from public agencies for correctional options that provide alternatives to traditional modes of incarceration and offender release programs. Four demonstration grants will be awarded in the amount of up to \$2,600,000 each to develop and implement alternatives to traditional modes for incarceration and offender release programs.

Applicants should explain, in the program narrative, what public and private State and local resources will be used to support the program.

Pursuant to section 516 (b), BJA funds may support up to 75 percent of the costs of the programs. BJA funds may be used for construction.

This program will be implemented in three stages:

### **Stage I - Program Planning**

The first stage of the program consists of identifying the youthful offenders population that requires supervision and assessing the adequacy of the existing correctional system.

The products to be completed during this stage are:

- A plan specifying how the assessments will be conducted.
- A draft and final assessment report which includes:
  - Description of the youthful offender population;
  - Description of gaps in existing correctional services;
  - Recommendations for developing and implementing corrections options to expand the capability of the existing correctional system; and
  - Recommendations for the evaluation design.

### **Stage II - Program Development**

Upon successful completion of the Assessment Stage, the applicant will select the options to be implemented, adapt the options to the jurisdiction to be served, and prepare an operations manual and an implementation plan. The operations manual will describe how to organize, plan, develop, implement, and monitor the correctional option(s) within the framework of the existing correctional system.

The products to be completed in this stage are:

- A plan for program design and program operations manual development;
- A final program design;
- A draft and final program operation manual; and
- A draft and final plan for implementing the program and supporting the evaluation.

### **Stage III - Program Implementation**

After successful completion of Stage II, the project may begin with implementation activities in the areas of program operation and evaluation.

**ELIGIBILITY REQUIREMENTS:** State and local public organizations are eligible to apply. Applicants should have experience in developing and implementing nontraditional correctional programs. In addition, the applicant must meet the requirements in the Application and Administration Requirements section of this document.

**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

Organizational Capability	20 points
Soundness of the Proposed Strategy	30 points
Qualification of the Project Staff	20 points
Clarity and Appropriateness of the Program Implementation	20 points
Budget	10 points

**AWARD PERIOD:** Awards will be for an 18-month period.

**AWARD AMOUNT:** Up to four projects will be funded under this initiative. Up to \$2,600,000 has been allocated for each project for a program total of \$10,400,000.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Sylvia Sutton, Program Manager, Corrections Branch, (202) 514-5943.

## **CORRECTIONS OPTIONS--PART 2(A) TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to provide technical assistance to States and local units of government and provide education and training programs for criminal justice personnel.

**BACKGROUND:** The Correctional Options Incentives Amendments (Title XVIII of the Crime Control Act of 1990), Chapter B, Section 515 (a)(2) authorizes grants to nonprofit organizations to provide educational and training programs for criminal justice personnel; and technical assistance to States and local units of government.

The Correctional Options Incentives Amendments and their legislative history define correctional options to include: "community-based incarceration, weekend incarceration, boot camp prison, electronic monitoring of offenders, intensive probation and any other innovative punishment designed to have the greatest impact on offenders who can be punished more effectively in an environment other than a traditional correctional facility."

Under this program, cooperative agreements will be made with private, nonprofit organizations for educational and technical assistance services.

### **GOAL(S):**

- To provide education and training programs which present current, practical information on correctional options to a broad spectrum of criminal justice personnel.
- To provide technical assistance to State and local units of government that will enhance their ability to develop and implement effective correctional options.
- To develop state-of-the-art materials on correctional options to facilitate the delivery of the training and technical assistance programs.
- To provide technical assistance on the effective use of corrections options to jurisdictions selected to participate in the Department of Justice Weed and Seed initiative.

### **OBJECTIVES:**

- To develop and implement a telecommunication network that will provide training, education and technical assistance for a widely dispersed audience rapidly, cost effectively and simultaneously with information on various issues related to corrections options/intermediate sanctions.

- To develop a cadre of practitioner consultants to deliver technical assistance and training to jurisdictions that are implementing one or more correctional options.
- To develop practical "how-to" information packets on the design, development and implementation of corrections options.
- To develop and disseminate information briefs on corrections options.
- To document the delivery of technical assistance to Weed and Seed projects.
- To develop adaptations of the telecommunications network to serve as a vehicle for the interactive exchange of ideas and information sharing among public policymakers and correctional practitioners who need to make informed decisions regarding the design and implementation of corrections options.

**PROGRAM STRATEGY:** BJA and the National Institute of Corrections (NIC) are collaborating on the development of the technical assistance and training sections of the Correctional Options Incentive amendments of the Crime Control Act of 1990. NIC/BJA will make awards to: (1) develop and implement an educational network on correctional options which employ the technology of satellite, video tele-conferencing with the capability to reach a wide audience. The purpose of this network will be to disseminate practical, current information on correctional options for criminal justice practitioners and (2) develop and implement a technical assistance package that addresses development, implementation, and dissemination of information to support the implementation of the corrections options amendments. Priority will be given to providing training and technical assistance to sites that receive demonstration grants under the Corrections Options Initiatives and the Department of Justice Weed and Seed demonstration programs.

**ELIGIBILITY REQUIREMENTS:** To be announced in a separate joint solicitation to be published in the Federal Register by the NIC and BJA.

**SELECTION CRITERIA:** To be announced in a separate joint solicitation by NIC and BJA.

**AWARD PERIOD:** To be announced in a separate joint solicitation by NIC and BJA.

**AWARD AMOUNT:** Up to \$950,000 will be available for these programs. Two awards will be made.

**DUE DATE:** To be announced in a separate solicitation.

**CONTACT:** For further information, contact Phyllis Modley, Program Manager, National Institute of Corrections, (202) 307-3995 or Richard Sutton, Corrections Branch, BJA, (202) 514-5947.

## CORRECTIONS OPTIONS--PART 3

### BOOT CAMPS PRISONS

**PROGRAM:** The purpose of the initiative is to develop and test a Youthful Offender Boot Camp Program as an intermediate sanction. This program will focus on adjudicated, youthful offenders as defined by individual State statute. The program will: serve as an intermediate criminal sanction; emphasize and provide discipline, treatment, and work; include activities and resources to reduce drug and alcohol abuse among offenders; and encourage the participants to become productive, law-abiding citizens.

**BACKGROUND:** The Youthful Offender Boot Camp Program is designed for youthful offenders to provide discipline, treatment, and work in response to their criminal behaviors. Discipline is used to control behavior and to teach self-control, which is essential for completing the academic, employment, and treatment components of the program, as well as for making a successful transition back to the community. Treatment for drug abuse is an essential component because drug abuse is physically, psychologically, and emotionally debilitating and often associated with involvement in other crime. Work experience and training related to job skill development are critical for obtaining legitimate employment, and may be important factors in reducing recidivism.

It is important to emphasize that this program constitutes an "intermediate sanction" (i.e., punishment less severe than long-term institutionalization, but more severe than immediate supervised release). While the program shall be designed to ensure public safety, it should not be used for violent or serious repeat offenders deserving long-term institutionalization.

For the purpose of this program, "youthful" offenders are fourteen to twenty-five years of age. Applicants are reminded that under the Federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended, juveniles adjudicated delinquent in juvenile or family court cannot be held in secure facilities with adult offenders.

**PROGRAM DESIGN:** Each offender admitted to the program will proceed through four phases during a 12-month period. The four phases consist of Selection, Basic Training, Preparedness, and Accountability. The major activities and services for each phase are outlined below.

The first phase, Selection, will consist of screening, interviewing, examining, selecting, and processing specified numbers of eligible participants.

The second phase, Basic Training, will consist of a highly structured residential program that can change the behavior and attitudes of participants while they are isolated from the influences of drugs and crime. Participants should remain in this phase no less than 90 days. Military-like drills and discipline will be emphasized. Performance workplans will be developed that will guide the Basic Training Phase as well as subsequent phases. It is important to ensure that successful graduates are able to resist negative influences in their

communities, complete academic and vocational programs, and engage in productive employment. To accomplish this, the program design includes a third phase, Preparedness and a fourth and final support phase, Accountability.

The Preparedness phase is designed to continue and reinforce, through intensive supervision, the Basic Training activities and services. Participants will be given specific direction, pursuant to their performance workplans, in all aspects of their education, work, drug treatment, and other activities to enable them to make the transition to the Accountability Phase. During the Accountability Phase, program participants will be guided in assuming more responsibility for continuing the discipline-work-treatment activities on their own in the community.

If participants in the Preparedness and Accountability Phases of the program fail to pursue academic and vocational training or employment, or to participate in community service activities as well as treatment, their involvement in the program will be terminated pending a review by the court in conjunction with program personnel.

### **Phase I - *Selection***

Objective: To screen, refer, and conduct intake activities.

Process: Adjudicated youthful offenders who are determined to be eligible for confinement by the court will be assigned to the program. Those referred to the program will be screened for the program by the appropriate agency. They will be interviewed, selected, and processed by program staff.

Activities:

- Disposition
- Designation of an Eligible Group of Adjudicated Youthful Offenders
- Commitment
- Referral
- Screening
- Selection
- Intake

### **Phase II - *Basic Training***

Objective: To provide discipline, treatment, and work as well as educational services.

Process: In this phase of the program youthful offenders will participate in a rigorous physical conditioning regimen, comprehensive diagnostic assessments, and intensive academic and employment skills development. Services will be designed to build confidence, self-esteem, and teamwork. Program staff will provide all services.

**Activities:**

- Diagnostic Assessments (drug testing, medical, educational, vocational, social, psychological, employment)
- Physical Conditioning and Athletics
- Work Skills
- Education: Remedial, Special, Alternative, Vocational
- Counseling
- Family Support
- Personal Hygiene/Health Maintenance
- Drug and Alcohol Abuse Prevention and Treatment
- Routine approaches to activities that reinforce self-discipline

**Phase III - Preparedness**

**Objective:** To provide discipline, treatment and work experience, as well as educational services.

**Process:** The youthful offenders will continue to participate in a rigorous physical conditioning regimen, pursuant to their performance workplan, and focus their academic and work activities in specific areas, based upon their identified needs and problems. They will gain experience in highly structured settings. Program staff will provide and/or guide all services in conjunction with community service providers.

**Activities:**

- Diagnostic Assessment
- Physical Conditioning and Athletics
- Work Skills Enhancement and Experience
- Education: Remedial, Special, Alternative, Vocational
- Counseling
- Family Support
- Drug and Alcohol Abuse Prevention and Treatment
- Community Service

**Phase IV - Accountability**

**Objective:** To provide direction and support for self-discipline, treatment and work experience, as well as educational services and drug resistance skills.

**Process:** The youthful offenders will continue a rigorous physical conditioning regimen, academic and employment activities, and make restitution. Program staff will guide all services which will be provided by a variety of community public agencies and private organizations.



Activities:

- Physical Conditioning and Athletics
- Work Experience
- Education
- Counseling
- Family Support
- Prevention/Treatment/Testing
- Drug Abuse Prevention & Treatment
- Restitution
- Monitoring

As the program involves intensive physical conditioning and discipline, specially qualified military personnel will be sought to assist in curriculum development, staff development, and training and technical assistance.

Evaluation - The evaluation will be implemented by an independent public or private organization selected through a competitive solicitation. It will be designed to determine the extent to which adjudicated youthful offenders as program participants, receive punishment and are held accountable for their adjudicated criminal behaviors; continue their education and improve their academic performance; acquire work skills and experience, as well as a work ethic; are motivated to become productive law-abiding citizens; and receive treatment to reduce their involvement in drug and alcohol abuse. Program organization, staffing, services provided to the youthful participants, staff and community attitudes toward the program, as well as program costs will be documented. Emphasis will be placed on determining the feasibility and cost-effectiveness of an intermediate sanction that emphasizes discipline, treatment, and work for different types of youthful offenders. Preference will be given to program applicants that agree to implement an experimental design, to randomly assign program participants, and to fully cooperate with all phases of the program evaluation.

Random assignment is required for conducting evaluations that are based on experimental designs; thus applicants who demonstrate their willingness to randomly assign eligible offenders will be given strong preference. The recipient must work with the court and the State or local corrections agency to assist in implementing the experimental design.

**GOAL(S):**

- To develop a cost-effective boot camp that is appropriate for youthful offenders.
- To demonstrate boot camps in selected jurisdictions.
- To conduct an experimental evaluation of the boot camps.

**OBJECTIVES:**

- To identify and assess existing boot camp programs for youthful offenders.
- To develop a prototype boot camp program.
- To implement the prototype boot camp program.
- To assist in the collection of information necessary for the evaluation.

**PROGRAM STRATEGY:** The program will be conducted in two discrete incremental stages. The two stages include: (1) A comprehensive description of the development, implementation, and operation of a boot camp prison program; (2) Testing of the prototype. This award is providing funds for stages I and II.

Pursuant to section 516 (b), BJA funds may support up to 75 percent of the costs of the program.

**Stage I - *Prototype Development***

The recipient will develop a prototype design for the development, implementation, and operation of a Youthful Offenders Boot Camp Program based on the design outlined in the Background section. The applicant must identify appropriate land, facilities, and other resources, beyond those provided by the Federal grant, that will be necessary for the implementation of the two stages. This will involve developing detailed service agreements with appropriate agencies. The prototype design will be accompanied by a detailed policy and procedure manual to be developed by the recipient. Appropriate technical and subject matter expertise will be utilized to refine the design and develop the prototype.

The prototype design and related policies and procedures will provide guidance regarding the following: identification of the appropriate target group; relationship of the program to other public and private agencies; program organization and management; the philosophy and content of the intervention; resource development; program monitoring; and evaluation of program effectiveness. The information will become part of the package to be disseminated to appropriate State and local agencies.

The products to be completed during this stage are:

- Plan for prototype development specifying, in detail, the approach and activities to be undertaken for each step of this stage, and the projected costs on a monthly basis;
- Draft and final prototype design and related program operations manual; and
- Dissemination strategy to inform the field of the development of the program, products and results of this stage.

## Stage II - Prototype Implementation and Testing

This stage of the program consists of a test of the prototype. The award recipient, in cooperation with the appropriate State and/or local agencies will implement the prototype and provide services to eligible adjudicated youthful offenders by 5 months after award. The recipient will also be expected to work cooperatively with an independent evaluator to ensure the integrity of the data collection and feedback activities.

Specifically, the recipient must work with the court and the State or local corrections agency to facilitate access to youthful offenders in both the experimental and the control group for interviews and record checks.

The major products for this stage are:

- Implementation Plan for implementing the prototype to provide services to the eligible adjudicated youthful offender population;
- Recommendations for the program announcement for test sites, if appropriate;
- Facilitation of the independent evaluation; and
- Dissemination strategy to inform the field about the development of the program, the products, and results of this stage.

**ELIGIBILITY REQUIREMENTS:** Applications are invited from local units of government. Applicants may choose to submit joint proposals with other eligible jurisdictions as long as one jurisdiction is designated in the application as the applicant and any co-applicants are designated as such. Preference will be given to collaborative efforts involving both public and private organizations because they afford authority, access to resources, and maximum flexibility in organizing and deploying human and financial resources. Applicants and co-applicants must demonstrate that they have prior experience in the design, conduct, and implementation of research and development programs; as well as a knowledge of issues associated with supervision of youthful offenders.

The applicants must also demonstrate that they have the management and financial capability to effectively implement a project of this size and scope. Applicants who fail to demonstrate that they have the capability to manage this program will be ineligible for funding consideration.

**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the following criteria:

Organizational Capability	25 points
Soundness of the Proposed Strategy	25 points
Qualifications of Project Staff	20 points
Clarity and Appropriateness of the Program Implementation Plan	15 points
Budget	15 points

**AWARD PERIOD:** An award will be for a period of 18 months.

**AWARD AMOUNT:** Up to three sites will be funded under this initiative. Up to \$420,000 has been allocated for each project, for a program total of \$1,265,000.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information contact, Dr. Richard Sutton, Program Manager, Corrections Branch, (202) 307-0894.

# Intensive Prosecution and Expeditious Adjudication

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## DRUG NIGHT COURTS - DEMONSTRATION

**PURPOSE:** The purpose of this program is to demonstrate, in up to three jurisdictions, extended operations of courts to expedite the adjudication of drug cases.

**BACKGROUND:** Our national court systems are coping with increasing criminal litigation. Over 12 million criminal cases were filed in 1989, an increase of over 60 percent from the criminal cases filed in 1984. Many of these cases are drug cases, resulting from increased enforcement of drug violations. Between 1984 and 1989, the number of drug cases increased by 67 percent in the U.S. District Courts. From a sampling of State court operations, the number of drug cases filed in general jurisdiction courts increased by 127 percent in Texas, 112 percent in Colorado, 90 percent in Florida, and 82 percent in Massachusetts. A special study of large general jurisdiction trial courts shows that drug-related cases increased by 56 percent in 17 cities between 1983 and 1987. Despite the explosion of litigation, and particularly in criminal case filings, the amount of resources in our State courts has remained relatively unchanged.

Over the past several years, special emphasis has been given to increasing the management capacity of our courts to handle the increasing case filings. Court delay techniques, such as differentiated case management and expedited management of drug cases have proven successful by increasing the disposition rates and addressing backlogs. Computer technology has contributed greatly to increased management capacity. However, in many courts, improved case management cannot be the sole response because of the sheer numbers of cases. Jurisdictions which have achieved this threshold must consider additional resources.

The decision to increase the capacity of our judicial system might take into account expansion of the physical assets of the court in which to operate. Most obvious is the need for additional courtrooms, areas for juries and witnesses, office space, etc. The costs for such additional physical assets can be expensive and, for many jurisdictions, prohibitive. Those courthouses which were not planned for potential future expansion can only be expanded by construction or purchase/rental of new facilities.

An alternative to increasing the physical assets of the court is to use the existing facilities during nonworking hours. Because normal hours of court operations end at 5:00 p.m., many of the facilities can be used during the early and late evening hours.

Initial surveys indicate the courts, especially in medium and large cities, are turning to extended hours of operation to cope with increasing litigation. Many of these courts are handling criminal cases. They differ in extent of their jurisdiction (i.e., arraignment, plea, bail setting, bench trials, sentencing) and hours of operation (i.e., early evening, late

evening, 24 hours a day). Also, the costs to these courts of operating beyond traditional business hours vary. Another difference is the type of criminal case handled. For example, unlike most of the courts which appear to handle all types of cases, Cook County, Illinois, operates a night court system exclusively for drug cases.

Extending the hours of court operations would suggest that more cases can be handled within a selected period of time without incurring significant additional costs. This program will test, demonstrate, and document prototypes which will add to the existing case management/processing strategies of the courts to achieve expeditious adjudication of drug cases.

**PROGRAM DESIGN:** The assessment of existing programs indicated that there are, at a minimum, four critical elements:

- Structure. For the purposes of this program, a drug night court originates and disposes of (including sentencing) all drug cases. It will have its own set of policies, procedures, and operating requirements which reflect the agreement of other justice system elements involved in the project. Further, the drug night court under this program operates beyond the normal hours set by the general jurisdiction court. Drug cases include drug use, possession, trafficking, and drug offenses as either primary or secondary charges. In addition, the court may litigate cases in which individuals involved are known as having a drug abuse problem and are charged with crimes related to drug use.
- Policies, Procedures, and Authorities. Night drug courts must have explicit policies, procedures, and authorities to guide their administration and operation and expedite processing of cases. Although policies, procedures, and authorities may be derived from those already established by the General Jurisdiction Court, there may be a need for modification to permit the full range of adjudication functions by the night drug court.
- Information Systems. Management and monitoring of the Night Drug Court Program requires a useful and accessible supporting information system to provide necessary ongoing management information for court operations. While the system can be manual or automated, it must have the capability to track and monitor cases through each event in the adjudication process and support the overall management functions, as well as daily administrative responsibilities, to provide appropriate notices for routine and exceptional proceedings. Applicants should describe the local information system and its capabilities to perform these functions in support of the program, including a description of the management and monitoring reports relevant to the proposed project which are, or can be, produced; a description of how these reports are, or can be, used for management purposes; and the relationship between the information generated and case scheduling and assignment functions.

- Interagency Coordination. The program requires close coordination among various justice system elements (including police, sheriff, district attorney, public defender, chief or presiding judge, court administrator, probation services) to ensure resources properly support program planning and implementation. The coordination required must permit regular communication among the elements to develop overall system policies and priorities, to identify and resolve problems as they occur, and to expedite cases through the adjudication process.

**GOAL(S):**

- To define and assess the application of extended court operations for the adjudication of drug cases.
- To implement a prototype(s) for extended court operations in selected sites.
- To disseminate effective extended court operations models.

**OBJECTIVES:**

- To adopt the prototype night court design in a specific jurisdiction.
- To implement the prototype(s).
- To assess the impact of the prototype(s).
- To disseminate the results of the demonstration effort.

**PROGRAM STRATEGY:** This program will be administered in four stages: assessment, prototype development, planning, and program implementation. The first three stages will be completed within the first 3 months, and the last stages will continue for an additional 12 months. A formal assessment of the feasibility of the drug night court concept has been completed by the American Bar Association (ABA). The ABA is also designing prototype(s) to serve as a basis for training and technical assistance and as a guide for the demonstration sites. (See announcement for Drug Night Court Training and Technical Assistance, page 125.) This solicitation invites applications to work with the ABA in completing a prototype that incorporates the design elements described above and in demonstrating the prototype.

**Stage I - Assessment**

The grantee will review assessment material assembled by the training and technical assistance provider. These materials will be used in developing a prototype. The product of this phase is a report which describes how assessment material applies to the demonstration site and suggests changes or modifications that should be made to guide the development of the prototype.

## **Stage II - *Prototype(s) Development***

The grantee will coordinate with the training and technical assistance provider in the development of the prototype. The grantee will attend a prototype development workshop to be designed and managed by the training and technical assistance provider. The meeting will be a working session to provide guidance to adopt the prototype to the site and to lend assistance on evaluation design.

The products of this stage are:

- Recommendations to the training and technical assistance provider on the design of the prototype; and
- A report on how the prototype will be adopted.

## **Stage III - *Planning***

This phase allows the selected sites the opportunity to prepare plans to implement the prototype night court, receive additional technical assistance and training, acquire resources to support project management, establish a system for the collection of data elements, and complete agreements among key criminal justice agency representatives.

The products to be completed during this stage are:

- An implementation plan and evaluation design;
- A listing of data elements to be collected; and
- Revised cooperative agreements.

## **Stage IV - *Program Implementation***

This stage constitutes project operations. Technical assistance continues to be furnished to the demonstration sites to resolve outstanding issues or address implementation problems.

The products to be completed during this stage are:

- Project descriptions;
- Progress reports, including problem identification; and
- An evaluation report.

**ELIGIBILITY REQUIREMENTS:** General Jurisdiction Courts in cities with populations of 250,000 or above are invited to submit an application under this program.



**SELECTION CRITERIA:** All applications will be evaluated and rated based on the extent to which they meet the following criteria:

Organizational Capability	10 points
Soundness of the Proposed Strategy	30 points
Qualifications of Project Staff	20 points
Clarity and Appropriateness of the Program Implementation Plan	30 points
Budget	10 points

Within the guidance contained in the Application and Administration Requirements section of this publication the applicant must address:

- How the critical elements will be incorporated into the program;
- The annual case filings, dispositions, and pending caseloads, as well as percentages of those cases which are drug-related for calendar years 1989 and 1990;
- How the court currently manages/litigates drug cases apart from other types of cases; and
- How the jurisdiction will collect and use arrestee/offender information (i.e., defendant's drug history, probation performance, status of pending cases, and risk assessment results) to support pre- and post-adjudication decisions.

**AWARD PERIOD:** An award will be for a period of up to 15 months.

**AWARD AMOUNT:** Up to \$125,000 will be made available for each site. The total available for this program is \$375,000.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Jody Forman, Program Manager, Courts Branch, (202) 307-0894.

## REGIONAL DRUG/PROSECUTION UNITS PROGRAM

**PURPOSE:** The purpose of this program is to demonstrate a regional drug prosecution unit.

**BACKGROUND:** The Regional Drug Prosecution Units Program is an outgrowth of previously BJA-funded programs (e.g., Interjurisdictional Prosecution Program) that centered on the creation and enhancement of narcotics task forces composed of prosecutors from two or more adjoining jurisdictions. The American Prosecutors Research Institute (APRI) has conducted evaluative studies that have identified the regional task force dimensions that are most closely associated with task force effectiveness. The present program draws upon preliminary results from this study to form the basis for demonstrating a prototype regional drug prosecution unit. Essential characteristics of effective regional prosecution units will be used as the basis for the development and demonstration of a prototype prosecution unit. The viability of the prototype unit in disparate environmental settings will be thoroughly assessed through this pilot demonstration program.

**PROGRAM DESIGN:** The prototype drug prosecution unit to be developed and demonstrated under this program will include the following components:

Each project will operate under the direction of the local prosecutor's office and will be composed of investigative personnel representing local and county enforcement agencies. Project directors should also consider, where deemed feasible, the inclusion of State and Federal enforcement agency participation. It is recommended that local enforcement agencies be represented by investigators "on-loan" from municipal police departments and serve on a rotating basis for at least 8 months. (Efforts should be made to ensure that the cadre of "on-loan" officers is representative of the entire region covered by the unit.) The senior agency administrators of the participating agencies will be required to sign a formal intergovernmental agreement affirming their intent to fully participate in the unit's activities. The local prosecutor will sign a formal agreement guaranteeing that "on-loan" personnel will not be eligible for hiring by that agency until at least 2 years after completion of the "on-loan" employment period. Each unit should be directed by an assistant prosecutor who is assigned to provide legal assistance in the prosecution of cases handled by the unit.

- Directing Agency. Direct supervision of the unit through a project director guided by an advisory group composed of representatives from unit-participating agencies is highly recommended. The project director and advisory group should establish policies for select cases to be investigated; allocate, focus and manage project resources; and provide oversight of project investigations.
- Strategic Planning Functions. All enforcement operations initiated by the unit must be based upon a formal investigative plan, developed with the assistance of the unit's problem analysis/planning component, that details concrete and measurable goals, objectives, activities, and contains an implementation plan. Each plan must

thoroughly explain the prosecuting strategy for the unit, how it links with strategies for investigation, and how it links with empirical evidence on key characteristics of regional drug problems. (That is, drug use depends upon a functional assessment of community capabilities for self-help and the channeling of those capabilities into an overall prosecutor-led enforcement program.) Each project should structure a process through implementation of the plans. Units are encouraged to capitalize on community input to aid in grouping individual drug-related incidents into a more comprehensive formulation of the drug problem in the region. This can act as a starting point for later interaction with community groups to tailor problem-solving programs.

- **Screening/Training Programs.** Prosecutor-led centralized units must adopt formal personnel screening programs to refine methods for selecting "on-loan" personnel. These programs should be described in the application and should be designed to screen out potential "on-loan" investigators unsuited or otherwise unmotivated for multijurisdictional investigation of drug offenses.

Formal training programs should be developed to enhance the "on-loan" investigator's knowledge of multijurisdictional drug enforcement and to help assimilate these officers into the centralized unit team. As part of the overall unit operations, unit directors are expected to facilitate the creation of unit-run training programs for training municipal-level investigators in advancements in drug enforcement strategies as well as in methods of eliciting community cooperation to assume preventative roles. It is also expected that training programs will include descriptive information of the functions and strategies of the centralized units.

- **Participative Management by Controlling Agency Administrator.** While centralized units need not be physically located at the controlling agency's headquarters, it is strongly recommended that the county prosecutor play a primary role in managing the unit. Each unit is required to document how this managerial contact would be accomplished throughout the course of the project (e.g., scheduled sessions with unit supervisors/planners, scheduled meetings with "on-loan" investigators). It is also strongly recommended that the elected prosecutor personally direct efforts to solicit participation by local law enforcement agencies.

- **Problem Analysis/Planning.** Every prosecutor-led centralized unit must contain a component dedicated to collecting, examining, and analyzing relevant environmental characteristics that help define dimensions of regional drug-related problems. At a minimum, this data should include report and arrest statistics tracing criminal activity by type, region, volume, and offender characteristics; a measurement of public demand for the unit's resources; and any other social indicators (e.g., measures of transiency, prevalence of abandoned buildings) that would help clarify the susceptibility of targeted neighborhoods/regions to high-volume drug trafficking.

Each prosecutor-led centralized unit must also contain a planning feature devoting full-time personnel to this function. It is required that each project demonstrate how it will incorporate problem analysis results into the development of unit plans for

organizational structure, enforcement strategies, and resource allocation. Each unit must define a timetable for the periodic incorporation of problem analysis results into planning revisions, and subsequently, subsequently how these planning revisions would affect/alter stated unit objectives.

It is recommended that each unit participate in the development of a computerized information system for the shared coordination of resources in order to support the effective investigation and prosecution of targeted offenses/offenders. Information generated by this system should also be the source for evaluative analysis of unit progress.

- Creative Enforcement Methods. Each project is required to demonstrate a willingness to experiment with program enforcement methods as part of the overall enforcement strategy. While some dependence on informant information is expected, units should explore alternative new methods that can serve as a prerequisite to unit success (e.g., "buy-bust" operations, undercover high school operations).
- "Open Forums." Each project is required to establish a system of monthly "open forums" with personnel from municipal, county, State, and Federal criminal enforcement agencies to exchange information on drug enforcement intelligence/problem areas. Results of these forums should be incorporated into any revisions of unit objectives and/or strategies aimed at addressing changes in drug offense commission patterns.

Applicants should describe why their jurisdiction is suitable for demonstrating the prototype unit that incorporate the components described above.

#### GOAL(S):

- To assess the applicability of the prototype regional drug prosecution unit.
- To implement the prototype unit in selected jurisdictions.
- To evaluate the effectiveness and replicability of the units in the demonstration sites.

#### OBJECTIVES:

- To continue to appraise and demonstrate the local prosecutor's leadership role in investigating and prosecuting drug cases in regional drug task force units.
- To develop a prototype regional drug prosecution unit.
- To develop training and technical assistance materials to transfer the prototype to selected sites.
- To provide training and technical assistance to the pilot demonstration sites.
- To assess the results of the pilot demonstration and refine the prototype.
- To disseminate the results of the demonstration.

**PROGRAM STRATEGY:** This project is a demonstration of the coordination of investigative resources and the prioritization of cases involving regional drug manufacturers and traffickers. The participating local prosecutors are required to establish a governing board to identify regional drug problems, set prosecution priorities and select the regional targets for investigation and prosecution. Grant recipients are required to incorporate prototype characteristics into the design and development of their regional task force units (as identified) in the eligibility requirements of this solicitation. The BJA grant provides support for the planning, organization, implementation, and assessment of prototype-based, regional task force units that incorporate the components identified by the APRI assessment.

The solicitation invites applications from two regional demonstration projects (Track I) and from the APRI's National Drug Prosecution Center (the Center) to assess the implementation of the prototype task force units (Track II).

#### **Track I - *Demonstration of Prototype***

This award will support the demonstration of multijurisdictional cooperation at the policy and operational levels and assess the impact of regional investigation and prosecution efforts. The demonstration sites are expected to develop regional drug prosecution units based on the components described under the program design.

The products to be completed during this track are:

- Review results of the assessment and prototype components that have been identified by APRI;
- A site plan to demonstrate and institutionalize the regional drug prosecution units;
- Implementation of the regional project;
- Process data to be used for project assessment; and
- A site report on the results of the project.

#### **Track II - *Assessment of Prototype***

The Center will complete and refine the prototype regional prosecutorial task force which includes the components identified under the program design, based on an assessment of similar prosecutor-based task forces and the experience of the BJA pilot demonstration sites to be supported under this solicitation.

The products to be completed in this track are:

- A plan for the prototype design and operational manual development;
- Technical assistance to the pilot site;
- A revised prototype and a training curriculum based on the model;

- A conference to appraise the regional drug prosecution unit involving representatives from the APRI, BJA, and selected representatives from active prosecutor-led task forces; and
- Dissemination strategy to inform the field of the development of the program and the products and results of the demonstration projects.

This would be accomplished through State-level training for local prosecutors and direct technical assistance to State prosecutors' associations to facilitate the organization and operation of these prosecution-based task force models.

**ELIGIBILITY REQUIREMENTS:** In accordance with the requirements in the Application and Administration Requirements section of this document, applications are invited from local prosecutors' offices. An application is also invited from APRI which will provide the technical assistance components in order to test the viability of the prototype. APRI's selection is consistent with the organization's ongoing assessment of the prosecutor's leadership role in multijurisdictional task forces.

**SELECTION CRITERIA:** Application negotiations and evaluation will focus on the ability to demonstrate a unit that includes the features identified in the design section of this announcement, the soundness of the proposed strategy, clarity and measurability of project objectives and the appropriateness of the program's implementation plan.

**AWARD PERIOD:** These grant awards will be for a 12-month period.

**AWARD AMOUNT:** Grant awards of up to \$200,000 will be awarded to the two demonstration projects and up to \$100,000 for the technical assistance component and assessment component. A total of \$500,000 is available to support this program.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5943.

# Evaluations

## EVALUATION OF DISCRETIONARY AND FORMULA GRANT PROGRAMS

**PURPOSE:** The purpose of this program is to evaluate BJA's Formula and Discretionary Grant Programs and to identify and disseminate information to States and local jurisdictions on "what works" against violent gangs, violent crime, drug use, and trafficking.

**BACKGROUND:** Evaluation is a primary component of BJA Discretionary Grant activities so that programs that work can be identified, publicized, and replicated in other jurisdictions, and programs not proven to be effective can be discontinued. Under an interagency agreement, BJA will transfer funds to the National Institute of Justice (NIJ) to conduct program evaluation activities, designed in cooperation with BJA, as mandated by the Anti-Drug Abuse Act of 1988. This intra-agency program also supports major priorities of the President's National Drug Control Strategy by enhancing the "development of a comprehensive information base about 'what works' in controlling drug use through support for prevention and drug treatment programs". BJA assisted NIJ in developing evaluation guidelines, which were published by NIJ under the title, *Evaluating Drug Control and System Improvement Projects*, in August 1989. This document established the overall framework for evaluating the program. The partnership between BJA and NIJ began in FY 1989 with the award of 15 national-level evaluations of BJA programs by NIJ. The number of evaluations grew to 19 in FY 1990, and in FY 1991, BJA and NIJ awarded 17 additional grants to initiate major evaluations.

In FY 1992 priority will be given to evaluating three BJA FY 1992 new initiatives: (1) Correctional Options Programs; (2) the Boys and Girls Club Program; and (3) Strategic Intervention for High-Risk Youth.

In July 1992, BJA and NIJ will convene the third National Conference on "Evaluating Drug Control Initiatives." In June 1990 and July 1991, BJA and NIJ convened the first and second annual evaluation conferences, with proceedings of the conferences disseminated in the fall of each year. The conferences bring together: (1) BJA grantees performing evaluations under the Discretionary Grants Program; (2) NIJ grantees performing evaluations of projects funded under BJA's Formula and Discretionary Grant Programs; and (3) others interested in the Office of Justice Programs (OJP) evaluation activities, including Federal, State, and local participants responsible for assessment and evaluation.

### GOAL(S):

- To evaluate BJA supported programs.
- To disseminate evaluation results.

- To provide the capability to selected jurisdictions to design and implement programs.
- To identify new areas for program development.

**OBJECTIVES:**

- To conduct impact evaluations of selected BJA Discretionary and Formula Programs.
- To provide evaluation training and technical assistance to States and local jurisdictions.
- To conduct assessments of selected program areas.
- To document and disseminate the results of BJA program evaluations.

**PROGRAM STRATEGY:** The program strategy will consist of four interrelated components that are conducted simultaneously:

**Component I - *Impact Evaluations of Selected BJA Discretionary and Formula Programs***

NIJ will develop a solicitation to invite proposals to conduct impact evaluations of selected programs supported by BJA discretionary or formula funds.

For FY 1992, the following program areas will receive the highest priority and funding commitments as noted:

Evaluations of Correctional Options Programs	\$1,300,000
Evaluations of Boys and Girls Club Program	200,000
Strategic Intervention for High-Risk Youth	250,000
Additional Topics To Be Determined	<u>750,000</u>

<b>TOTAL Allocation for Evaluation Plan</b>	<b>\$2,500,000</b>
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The products to be completed are:

- Criteria for selecting types of programs to be evaluated;
- Selection of types of programs for impact evaluation;
- A solicitation for applications to conduct program impact evaluations, including justification for selection of programs to be evaluated, goals, objectives, requirements for designing and implementing the evaluations, and for reports on the results of the evaluation of eligibility and selection criteria;
- Recommendations for new program development and evaluations of existing BJA programs; and
- A dissemination strategy to inform the field about the development of the program, products, and results.



## **Component II - *Program Area Assessments***

The purpose of this component is to guide the development of future BJA programs. This will be accomplished by identifying specific State and local programs and assessing those programs in terms of their objectives, activities, and outcomes.

Program areas will be selected, and specific programs in these areas will be identified and assessed in terms of their objectives, activities, and success in achieving outcomes. The assessment will produce recommendations for new areas of program development, as well as to define measures of success that can be applied in evaluating BJA programs. Information from this component is used for the selection of topics and the evaluation designs for component one.

The products to be completed are:

- Criteria and procedures for selecting areas for program development;
- Selection of the program areas;
- Solicitation(s) for applications to conduct the assessment including: goals; objectives; requirements for designing and conducting, as well as for reporting, the results of the assessment; and eligibility and selection criteria; and
- Recommendations for new program development and evaluations of existing BJA programs.

## **Component III - *Training and Technical Assistance to States and Local Jurisdictions***

NIJ, in consultation with BJA, will develop training and technical assistance materials to increase the capability of States and local jurisdictions to design and evaluate programs. This will involve the development of evaluation guidelines and training materials on alternative approaches to evaluation and provision of training workshops for State and local evaluators. The products of Components I and II are used in developing training and technical assistance curricula.

The products to be completed are:

- Selection of topic areas;
- A solicitation for applications to provide training and technical assistance on selected evaluation topics that specifies the goals, objectives, strategy and products; and
- Recommendations for new areas of evaluation technical assistance.

## **Component IV - *Dissemination***

This component consists of activities designed to communicate evaluation results that can inform the field about State and local program development,

implementation and evaluation activities. It will include an annual conference on evaluating drug control initiatives as well as selected publications.

The products to be completed are:

- A dissemination plan that identifies the range of activities;
- A dissemination design that specifies for each activity the content, audience, primary message, and delivery mechanism;
- A dissemination strategy for the development and implementation of each activity; and
- An assessment of the effectiveness of dissemination activities.

**ELIGIBILITY REQUIREMENTS:** To be announced in by separate competitive solicitations to be published jointly by NIJ and BJA.

**SELECTION CRITERIA:** To be announced in separate competitive solicitations published in the NIJ Application Kit jointly by NIJ and BJA.

**AWARD PERIOD:** To be announced in separate competitive solicitations published in the NIJ Application Kit jointly by NIJ and BJA.

**AWARD AMOUNT:** Up to \$2,500,000 will be transferred to NIJ through an interagency agreement.

**DUE DATE:** Due dates will be announced in subsequent announcements to be published jointly by NIJ and BJA in the NIJ Application Kit.

**CONTACT:** For further information, the BJA contact is Robert A. Kirchner, Chief, Program Evaluation Branch, (202) 307-5974 and the NIJ contact is Craig Uchida, Director, Evaluation Division, (202) 307-2959.

# Information Systems, Statistics, and Technology

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## PEER REVIEW SERVICES

**PURPOSE:** The purpose of this program is to provide technical assistance and logistical support for the 1992 Peer Panels for at least 10 competitive programs. To accomplish in a timely fashion the tasks associated with selecting the best from among many applications for these programs, use of a contractor is needed to provide the technical and logistical support necessary to meet the government's commitment.

**BACKGROUND:** The Anti-Drug Abuse Act of 1988 authorized the Discretionary Grant Program. This program is administered by the Bureau of Justice Assistance (BJA) and was designed to increase the range of effective programs, practices, and technologies available to enhance the capabilities of State and local criminal justice practitioners in their efforts to control drugs and crime. Since BJA's implementation of the Anti-Drug Abuse Act, the increase of innovative technology for curbing drug abuse has been an important goal of this Administration. Conducting the competitive process to obtain these advanced methods requires the use of contractor support services to arrange and manage the peer review process.

**GOAL(S):** To furnish BJA with the professional and technical personnel, clerical services, equipment, facilities, and materials required to provide peer review of all grant proposals submitted to the contractor by BJA.

### OBJECTIVES:

- To locate, recruit, and develop a consultant pool whose members have the relevant knowledge, skills, and abilities with respect to the criminal justice system to serve as peer panelists.
- To manage the technical assistance and logistics for successful peer review.
- To coordinate dates and times of panel meetings, schedule meeting rooms, and arrange travel logistics (including long-distance travel, if any), and reimbursement to panel members.
- To record all panel meetings, collect rating sheets/findings from peer panel members, and provide a synopsis of the reviewers' comments for rejected applications.
- To provide progress reports of specific work.

**PROGRAM STRATEGY:** The work called for under this contract is accomplished through the submission of an official Request for Technical Assistance (RTA) from BJA staff, approved by the Contracting Officer. This RTA requests that specific tasks be completed, provides guidelines for review of materials, and indicates the areas of needed consultant expertise. When such a request is received, the contractor generates, within 5 working days of the request, a list of consultants qualified to perform the work. BJA Staff Requesters select consultants from this list by rank-ordering them until the needed number of consultants, plus sufficient alternates, is reached. The contractor then contacts the selected consultants to determine their availability for and willingness to perform the peer panel assignment. The Contracting Officer has final approval authority over those selected.

**ELIGIBILITY REQUIREMENTS:** Competitive bidding for this contract is limited to small businesses that have experience in coordinating peer panels for government agencies.

**SELECTION CRITERIA:** Offerors should demonstrate a clear understanding of the types of applications supported by BJA for which they might be called upon to set up peer review panels. Offerors should be able to discuss state-of-the-art evaluation methods and how these can be applied to programs to achieve BJA objectives. Offerors should provide evidence of a sound technical approach in terms of staffing, workload requirements, administrative ability (including travel logistics), and networking capability (to attract qualified consultants). Contractor staff must have adequate equipment to accomplish the job, including computer software with database and merging capabilities, a laser printer, a photocopier, mailing and fax equipment. Offerors must provide a detailed budget with justification for all costs. The offeror must also comply with the minimum standards outlined in section 9.104-1 of the Federal Acquisition Regulations.

**AWARD PERIOD:** The award period for this program is 3 years, to be funded incrementally in accordance with the number of peer panels required by BJA.

**AWARD AMOUNT:** Up to \$125,000 for the first year will be available for this award.

**DUE DATE:** Interested offerors should submit their requests for a copy of the RFP in writing to the Office of Justice Programs, Contracts Branch. The anticipated issuance date of the RFP is on or about February 14, 1992, and the due date will be on or about March 17, 1992.

**CONTACT:** For further information, contact Karen McFadden, Chief, Program Coordination and Publications Branch, (202) 307-5974.

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# **NONCOMPETITIVE SECTION**

# **Gangs/Violent Offenders**

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## **URBAN STREET-GANG DRUG-TRAFFICKING ENFORCEMENT PROGRAM TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to provide training and technical assistance for jurisdictions participating in the Urban Street-Gang Drug-Trafficking Enforcement Program, and to develop a street-gang enforcement prototype.

**BACKGROUND:** The phenomenon of urban street-gang involvement in drug trafficking and its attendant violent crime is becoming increasingly widespread. The gangs to be targeted under this initiative are those that are expansionist and entrepreneurial in character. They typically spread from a core geographical location to other cities, where they franchise the drug market either by absorbing existing distribution networks or by replacing them through the use of intimidation and violence. These gangs, while involving juveniles, are generally headed by young adults from 18 to about 25 years of age. To be effective, Federal, State, and local law enforcement and prosecutorial agencies must work together, focusing on gang leadership, sharing information, and conducting joint investigation, enforcement and prosecution activities.

### **GOAL(S):**

- To develop a street-gang drug-trafficking enforcement prototype.
- To disseminate effective strategies to jurisdictions that wish to address gang involvement in drug trafficking and related violent crime.

### **OBJECTIVES:**

- To provide development and implementation support services to BJA projects funded under the Urban Street-Gang Drug-Trafficking Enforcement Program.
- To develop a prototype enforcement program for suppressing gang-related drug trafficking and violence.
- To develop technical assistance and training materials for use in sites that wish to replicate the prototype.

**PROGRAM STRATEGY:** The Institute for Law and Justice (ILJ) is invited to submit an application for funding to develop training and technical assistance materials and a prototype for local jurisdictions that wish to implement an urban street-gang drug-trafficking enforcement program.

The program will consist of two stages: technical assistance to demonstration sites; and development of a prototype gang enforcement program.

**Stage I - *Technical Assistance to Demonstration Sites***

The training and technical assistance grantee will provide assistance to each of the demonstration sites in developing and implementing their projects. Products to be completed during this stage are:

- A plan for assisting the demonstration sites with development and implementation activities;
- The provision of technical assistance to the demonstration sites during the development and implementation process; and
- A final report of the project process and implementation activities.

**Stage II - *Development of a Gang Enforcement Program Prototype***

Based on the experiences gained from the demonstration sites and a review of other jurisdictions' gang enforcement activities, the technical assistance and training grantee will develop a prototype Gang Enforcement Program for eventual replication across a wide variety of sites. During this stage, the technical assistance and training grantee will develop and delineate the prototype in a program operations manual for organizing, planning, developing, implementing, monitoring and evaluating the prototype. The demonstration sites will assist the training and technical assistance grantee in developing the prototype and the program operations manual, as well as provide recommendations regarding training needs for implementing the prototype. The products to be completed during this stage are:

- A plan for prototype design and program operations manual development;
- A draft and final prototype and program operations manual;
- A plan for implementing and evaluating the prototype; and
- A dissemination strategy to inform the field of the development of the prototype.

**ELIGIBILITY REQUIREMENTS:** The Institute for Law and Justice (ILJ) is invited to submit an application for funding.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award period for this effort will be 15 months.

**AWARD AMOUNT:** The award amount for this effort will be \$150,000.

**DUE DATE:** The application from ILJ must be postmarked no later than 30 days from the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.



## **SOUTHEASTERN STATES SUMMIT ON VIOLENT CRIME**

**PURPOSE:** The purpose of this program is to provide a forum to assess and address violent crime in the Southeastern States.

**BACKGROUND:** Various public opinion polls continue to document violent crime as a major concern among southern States. Criminal violence is a topic of concern to those both inside and outside the criminal justice system, yet it has not been the subject of a detailed, focused assessment for the Southeast States. Consequently, it appears that a number of myths and misconceptions exist on both the topic of violent crime and on how regional violent crime may be approached in a collaborative effort among the States. Violent crime is rising and the risk of becoming a victim is higher now than ever before. The majority of the violence is drug-related coupled with other socio-economic factors. Recognizing these facts, Congress earmarked funds to support a Southeastern States Summit on Violent Crime to address the significant increase in violent crime in that region. It is anticipated that the Southeastern multi-State approach to assessing and addressing violent crime will serve as a model for other regions of the country.

**GOAL(S):** The goal of this program is to provide an opportunity to present, discuss and share common issues, concerns, and approaches to violent crime in the Southeast.

### **OBJECTIVES:**

- To prepare a regional assessment of violent crime in the Southeast.
- To enhance coordination between Southeastern States in conducting collaborative efforts to address violent crime and criminal activity.
- To establish regional agreements and understanding through joint resolutions and plans of action.

**PROGRAM STRATEGY:** BJA, the 14 Southeastern States, and Territories will cooperate in planning and sponsoring Regional Summit to be held in the summer of 1992. This Summit will focus on issues and responses to violent crime. Specifically, the Summit will create a dialogue setting in which to network/share ideas on both a regional and State level. A profile of violent crime within the region will be presented along with statistical relationships between crime data and other variables. Successful efforts and strategies in dealing with violent criminal activity will be identified. Attendees expecting to participate in the Summit include governors, attorneys general, legislators, State and local law enforcement officials, city/county government representatives, corrections officials, members of the judiciary, prosecutors, victim group representatives, State officials administering the BJA formula grants, and service providers. The program strategy includes three phases:

### **Phase I - *Assessment***

- Regional data collection;
- Collation of information; and
- Assessment of patterns of violent crime.

The product to be completed during this phase is a regional profile of violent crime.

### **Phase II - *Summit Planning***

- Establishment of a broad advisory committee of individuals from the southeastern region;
- Establishment of a planning committee to oversee the Summit preparation and scheduling;
- Conducting planning meetings;
- Development of a process to identify State participants;
- Development and announcement of Summit strategy and curriculum; and
- Preparation of position and discussion papers based on Phase I.

The products to be completed during this phase include:

- Discussion papers;
- Identification of Summit speakers and participants, and
- Summit agenda and schedules.

### **Phase III - *Summit and Follow-up Activities***

- Conducting the Southeastern States Summit on Violent Crime;
- Development of summit proceeding; and
- Development of regional/multi-State joint resolutions and plans of action.

The products to be completed during this phase include:

- Summit proceedings; and
- Summit recommendations and action plans.

**ELIGIBILITY REQUIREMENTS:** Community Research Associates (CRA) is invited to submit a supplemental application for this program. It is to be undertaken as a supplemental to the BJA State and Local Training and Technical Assistance Program conducted by CRA.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. The application review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the applicant's implementation plan.

**AWARD PERIOD:** The award period for this project is 12 months.

**AWARD AMOUNT:** Up to \$125,000 will be available for this program.

**DUE DATE:** Not applicable.

**CONTACT:** For further information, contact Ronald J. Green, Program Manager, State and Local Assistance Division, (202) 514-6640.

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# **Community Policing/Police Effectiveness**

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## **COMMUNITY-ORIENTED POLICING INITIATIVE**

**PURPOSE:** The purpose of this program is to develop a prototype Community-Oriented Policing Program and to provide training and technical assistance to selected demonstration sites.

**BACKGROUND:** There is a growing recognition that active partnerships with various community, governmental, and private sector agencies and organizations are vital ingredients to effectively policing the community.

There are a number of both disparate and complementary approaches being utilized by a number of police departments and communities to reintegrate policing activities into the mainstream of community life. Programs such as Problem-Oriented Policing, Innovative Neighborhood-Oriented Policing, the Systems Approach, and others all contain elements of the comprehensive, holistic concept of community-oriented policing. Currently, however, the term community-oriented policing means different things to different people. As a result, the application of this concept has varied tremendously -- from programs which involve an entire organization to programs that are targeted within a given beat, district, or precinct. This effort is designed to develop a prototype(s) based on research and experience that can be demonstrated in different types of community settings and evaluated.

### **GOAL(S):**

- To identify promising/effective programs for integrating police and community activities designed to prevent and control drug abuse and trafficking and related crime.
- To provide the capability to implement an effective Community-Oriented Policing Program to selected jurisdictions.
- To disseminate effective Community-Oriented Policing programs.

### **OBJECTIVES:**

- To identify and assess existing programs for integrating police and community activities.
- To develop a prototype(s) community-oriented policing strategy, which identifies key elements, operating principles and procedures for program implementation.
- To develop training and technical assistance materials to transfer the prototype(s) to selected sites.

- To provide training and technical assistance to demonstration sites.
- To disseminate the results of the demonstration.

**PROGRAM STRATEGY:** This solicitation invites applications for a grantee to develop a prototype and provide assistance to the demonstration sites (Track I). Track I will be developed in four stages; assessment, prototype development, training and technical assistance development, and provision of training and technical assistance. In the fourth stage, the training and technical assistance grantee will assist demonstration sites in developing and implementing evaluations of their programs. If funds are awarded to an independent organization to conduct an evaluation of this program, the training and technical assistance grantee is also expected to work closely with the evaluator. A decision will be made at the completion of each stage based on availability of funds and the quality and utility of the products, whether to invest additional funds to complete the next stage or to terminate the program.

Under Track II, which will be implemented later in FY 1992, applications will be invited from jurisdictions to serve as demonstration sites.

#### **Stage I - Assessment**

The first stage of the program consists of identifying and assessing of existing programs for preventing and controlling drug trafficking and crime through community-oriented policing activities. The grantee must coordinate closely with and utilize, as appropriate, information and materials being developed under complementary efforts being funded by the National Institute of Justice (NIJ). These include: a national assessment of ongoing, community-oriented approaches or activities at the local level being undertaken by the Police Foundation; case studies of five major departments engaged in some level of community-oriented policing activities, being conducted by the Police Executive Research Forum (PERF); and a training program in policy-level considerations of community-oriented approaches, aimed at municipal-level decisionmakers and police executives, and developed by the International Association of Chiefs of Police and Michigan State University.

The products to be completed during this stage are:

- A plan specifying how the assessment will be conducted;
- A draft and final report which include:
  - criteria for identifying community policing programs;
  - recommendations for refining the goals and objectives of the program; and
- Recommendations for developing a prototype community-policing program;
- A preliminary design to evaluate a community policing program; and

- A dissemination strategy to inform the field about the development of the program, products and results of each stage.

## **Stage II - *Development of Prototype***

Upon successful completion of the Assessment Stage and with the approval of BJA, the grantee will develop a prototype(s) Community-Oriented Policing Program and prepare a program operational manual for organizing, planning, developing, implementing, monitoring, and evaluating a Community-Oriented Policing Program.

The products to be completed in this stage are:

- A plan for prototype(s) design and program operations manual development;
- A draft and final program operations manual;
- A plan for implementing and evaluating the prototype(s) program at the demonstration sites; and
- A dissemination strategy to inform the field about the development of the program, the products, and results of this stage.

## **Stage III - *Training and Technical Assistance Development Activities***

Upon successful completion of Stage II and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will turn the prototype in the operations manual into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation must be developed to facilitate implementation of the prototype in the demonstration sites.

The products to be completed during this stage are:

- A plan for the development of the training and technical assistance materials;
- Identification of training and technical assistance providers;
- Draft and final training and technical assistance package, including the training manual and informational materials pertaining to the prototype and the evaluation; and
- A dissemination strategy.

## **Stage IV - *Provision of Training and Technical Assistance to Support Implementation at Demonstration Sites***

While the decision to demonstrate the prototype(s) will be made following completion of the operations manual, the applicant should explain the methods that would be used to implement this stage.

The training and technical assistance grantee will provide assistance in implementing the prototype(s) Community-Oriented Policing Program to the demonstration sites. The demonstration sites will initiate organizational planning and implementation activities.

The products to be completed during this stage are:

- A plan for providing training and technical assistance to demonstration sites; and
- A dissemination strategy to inform the field about the development of the program, products, and results of this demonstration.

**ELIGIBILITY REQUIREMENTS:** This announcement solicits a consolidated application from a coalition of the following organizations: the International Association of Chiefs of Police (IACP); the Police Foundation (PF); the Police Executive Research Forum (PERF); and, the National Sheriffs' Association (NSA). One of the organizations must agree to administer the funds provided through the cooperative agreement, but the roles and responsibilities of each must be thoroughly documented in the application. A Memorandum of Agreement must be signed by each organization that articulates activities, tasks, and resource commitments.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The initial award under Track I will provide support for Stages I through IV over a 15-month period. Track II demonstration sites will also be awarded for a 15-month period.

**AWARD AMOUNT:** Up to \$350,000 has been allocated for Prototype(s) development, training, and technical assistance. One cooperative agreement will be awarded. Up to \$800,000 has been allocated for Demonstration Sites for a program total of \$1,150,000.

**DUE DATE:** The application will be due within 60 days of the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-4947.

## **INNOVATIVE NEIGHBORHOOD ORIENTED POLICING PROGRAM TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to provide technical assistance to enhance the capability of law enforcement agencies to implement an effective "Innovative Neighborhood Oriented Policing Demonstration Program."

**BACKGROUND:** The "Innovative Neighborhood Oriented Policing Program" (INOP) was established in FY 1991 to develop and demonstrate innovative community policing approaches at the neighborhood level that are effective in demand reduction. The program involves extensive partnerships between law enforcement, community groups, other city agencies, social and religious organizations, businesses, schools, and citizens. The goals of the program are to (a) develop and demonstrate the potential of neighborhood-oriented policing in drug prevention, deterrence and control, and (b) develop and demonstrate innovative model strategies that are effective in demand reduction. The demonstration program has two components. The first component refers to the demonstration program being implemented in urban and suburban jurisdictions. The second refers to the demonstration program in rural jurisdictions.

This solicitation represents the continuation of training and technical assistance for the INOP Program and will support both the urban/suburban jurisdictions component as well as the rural component. The experience of the INOP projects will be used to prepare a prototype to be shared with State and local agencies.

### **GOAL(S):**

- To enhance the capability of selected law enforcement agencies to implement an effective INOP Program.
- To develop a prototype INOP Program.
- To develop effective training and technical assistance services and products.

### **OBJECTIVES:**

- To provide training and technical assistance to selected sites.
- To develop a program model and companion operations manual on INOP for replication purposes.
- To provide support services for cluster meetings.
- To document and evaluate the delivery of technical assistance and training.
- To develop a dissemination strategy of program products.



**PROGRAM STRATEGY:** This program will be implemented in four stages: Assessment, Training and Technical Assistance Development Activities, Provision of Training and Technical Assistance, and Development of a Model. Each stage of the program includes activities and products and refers to both rural and urban/suburban components unless otherwise specified. Stages I through III will have been completed with FY 1991 funding.

### ***Stage I - Development of an Urban/Suburban INOP Program Prototype***

During this stage, the grantee will use information gathered from a variety of sources to develop a Neighborhood Oriented Policing program model which can be replicated by State and local government agencies. The sources of information include those derived from individual INOP grantees, the literature on neighborhood-oriented policing, local and national evaluation studies, technical assistance and training activities, and other information sources as deemed appropriate.

Products to be completed at this stage include:

- A plan for developing a prototype;
- A draft and final prototype strategy and operations manual;
- An evaluation design of the prototype strategy; and
- A dissemination strategy to inform the field about the model and the products completed during this stage.

### ***Stage II - Assessment***

The first stage of the program consists primarily of a needs assessment for the rural jurisdictions component. The needs assessment for the urban/suburban jurisdictions component was completed in FY 1991.

The products to be completed at this stage are:

- A plan specifying how the assessment will be conducted (rural jurisdictions);
- A draft and final report which includes:
  - criteria and methodology used for the needs assessment;
  - the findings of the needs assessment; and
  - recommendations for refining the goals, objectives, or activities of the individual INOP projects, including the strengths and weaknesses of the approaches taken by the individual sites;
- Provision of support services for cluster meetings; and
- Development of a strategy for disseminating information about this program to State and local agencies and public policymakers.

### **Stage III - Training and Technical Assistance Development Activities**

Upon successful completion of Stage I, and with the approval of BJA, the grantees will develop a plan and materials to support the next stage, which is the implementation of training and technical assistance. Training and technical assistance provided will include telephone support, training classes, and on-site assistance. Products to be completed at this stage include:

- A plan for providing training and technical assistance to rural and urban/suburban jurisdictions;
- Identification of technical assistance and training providers;
- A plan for the development of training and technical assistance materials;
- A draft and final training and technical assistance package, including technical assistance materials and training curricula; and
- A design for evaluating the effectiveness of training and technical assistance.

### **Stage IV - Provision of Training and Technical Assistance**

The training and technical assistance grantee(s) will provide training and technical assistance to sites participating in the "Innovative Neighborhood Oriented Policing Demonstration Program." The products to be completed at this stage are:

- The implementation of the training and technical assistance strategy;
- A draft and final report documenting the implementation of training and technical assistance; and
- A reports on the results of the evaluation.

**ELIGIBILITY REQUIREMENTS:** The National Crime Prevention Council and the Police Executive Research Forum are invited to submit a joint application for this program, which specifically addresses the program requirements of Stage IV.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The cooperative agreement for this program will be for 12 months.

**AWARD AMOUNT:** Up to \$250,000 will be available for Stage IV activities under this program.

**DUE DATE:** The application must be postmarked no later than April 30, 1992.

**CONTACT:** For further information, contact Margaret Heisler, Program Manager, Law Enforcement Branch, (202) 307-1065.

## **OPERATION WEED AND SEED TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to provide training and technical assistance to the Weed and Seed sites.

**BACKGROUND:** In March 1991, at the Attorney General's "Summit on Law Enforcement, Responses to Violent Crime: Public Safety in the Nineties," a comprehensive multi-agency approach to combatting violent crime and drug abuse in high-crime neighborhoods was introduced. This innovative approach involves a two-part strategy. The first prong of the strategy involves removing the most violent offenders from the targeted neighborhoods. This requires close coordination of law enforcement activities at the Federal, State, and local levels. The second part of the strategy is to prevent the recurrence of illegal activity once it has been eliminated from the targeted sites through the allocation of a broad array of human services, such as education, public health, recreation, housing, and employment services.

The strategy further recognizes the importance of community involvement in combatting the problems of drugs and violent crime. Community residents need to be empowered to assist in solving the crime problems in their neighborhoods. Finally, the private sector must get involved in reducing crime. All of these entities, Federal, State and local government, the community, and the private sector must work together in partnership to create a safe, drug-free environment.

In FY 1991, three pilot sites were funded under this program. These sites are Kansas City, Missouri; Omaha, Nebraska; and Trenton, New Jersey. In each of the pilot sites, the U.S. Attorney is playing a critical role in directing the law enforcement efforts as well as in providing strong leadership in coordinating the distribution of public and private service agency resources in the targeted neighborhoods.

This training and technical assistance will be available to the Department of Justice (DOJ) Weed and Seed pilot sites as well as to other jurisdictions that wish to implement a Weed and Seed project.

### **GOAL(S):**

- To develop a prototype Weed and Seed strategy.
- To provide the capability to selected jurisdictions to implement the Weed and Seed strategy.

**OBJECTIVES:**

- To develop a detailed implementation guide that explains how to design, develop, and implement a Weed and Seed project.
- To provide training and technical assistance to the Department of Justice Weed and Seed projects, as well as to other jurisdictions.
- To coordinate the provision of training and technical assistance from a variety of sources for the Weed and Seed sites, as well as for other jurisdictions.

**PROGRAM STRATEGY:** This solicitation invites an application from the Police Executive Research Forum (PERF) and the Institute for Law and Justice (ILJ) to develop the Weed and Seed Implementation Guide and to deliver, or coordinate, the delivery of training and technical assistance to the DOJ Weed and Seed pilot sites and to other jurisdictions that are implementing a Weed and Seed project. PERF/ILJ will deliver training and technical assistance directly to selected areas (e.g. community policing). They will also establish a consortium of organizations that have received training and technical assistance funds for Weed and Seed from other Federal agencies, and coordinate the delivery of assistance. Information on how to request training and technical assistance will be disseminated in the near future.

This program will be developed in three stages, to be conducted simultaneously.

***Stage I - Development of Prototype***

The grantee will prepare a Weed and Seed Implementation Guide that provides detailed descriptions of how to organize, plan, develop, implement, and evaluate a Weed and Seed program. Experts from a variety of disciplines reflecting the full range of Weeding and Seeding activities will be identified to assist in preparing the Guide.

The products to be completed under this stage are:

- A plan for preparing the Implementation Guide;
- Identification of experts to assist in writing the Guide;
- A draft and final Weed and Seed Implementation guide;
- Recommendations for training and technical assistance; and
- A dissemination strategy to inform the field about the development of the program and the products of this stage.

***Stage II - Development of Training and Technical Assistance***

Based on the Program Implementation Guide, the grantee will prepare technical assistance materials on selected components of the Weed and Seed Strategy. The grantee will also assist the Office of Justice Programs and BJA in establishing a

consortium of training and technical assistance providers that are funded by other Federal agencies. They will establish a process for coordinating the delivery of training and technical assistance to the DOJ Weed and Seed pilot and other Weed and Seed projects.

The grantee will include support for an application development workshop, a post-award grantee cluster conference, and a meeting of the consortium of Weed and Seed technical assistance providers in the training and technical assistance plan.

The products to be completed under this stage are:

- A plan for the development of the training and technical assistance materials and for organizing a technical assistance consortium;
- Identification of training and technical assistance providers;
- A draft and final training and technical assistance package on selected aspects of the Weed and Seed Implementation Guide and a manual that establishes a process for coordinating the delivery of assistance by the organizations in the consortium;
- A design for evaluating the training and technical assistance; and
- A dissemination strategy to inform the field about the development of the program and the products of this stage.

### **Stage III - *Provision of Training and Technical Assistance***

The grantee will provide assistance directly and will coordinate the provision of training and technical assistance to the DOJ Weed and Seed pilot sites and to other jurisdictions that are implementing Weed and Seed projects.

The products to be completed during this stage are:

- A plan for providing training and technical assistance;
- A pretest of the curriculum;
- The implementation of the training strategy;
- A report on the results of the evaluation; and,
- A dissemination strategy to inform the field about the products and results of this program.

**ELIGIBILITY REQUIREMENTS:** ILJ is invited to submit an application for this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application Administrative Requirements section of this document.

**AWARD PERIOD:** The award period for this effort will be 12 months.

**AWARD AMOUNT:** The award amount for this will be \$350,000.

**DUE DATE:** Not applicable.

**CONTACT:** For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5947.

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# **Intermediate Sanctions/User Accountability**

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## **CORRECTIONS OPTIONS--PART 2(B) STANDARDS FOR BOOT CAMPS**

**PURPOSE:** The purpose of this program is to develop a set of professional standards that will assist public officials and corrections professionals in the development, operation, and evaluation of correctional boot camp programs.

**BACKGROUND:** Correctional standards developed and promulgated by the American Correctional Association (ACA) encompass all aspects of correctional services, both adult and juvenile. Voluntary compliance with the ACA standards through accreditation, supported by corrections professionals at the Federal, State, and local levels, provides uniform criteria and a systematic method for evaluating operations and improving programs and services. Since 1983, when the first Boot Camp, or "Shock Incarceration" program, was established, the number has grown significantly. Today, there are 34 such programs serving young adults and administered by 23 States. In addition, many local boot camps and juvenile boot camps are being developed. National Institute of Justice (NIJ) research indicates that while there is a common core of military-type drill and discipline within operating programs, there is also a wide variation in operations, activities, time served, numbers served, release procedures, and aftercare.

NIJ has sponsored research to determine the need for revision of ACA standards for prisons and jails, as well as to sponsor an extensive examination and evaluation of correctional boot camp programs. This is a joint program of NIJ and BJA.

### **GOAL(S):**

- To develop professional standards for correctional boot camps.
- To assess and validate correctional boot camp standards.

### **OBJECTIVES:**

- To assess the range of practices in operating boot camp programs, analyze existing operations manuals, and review military recruit training requirements.
- To develop draft standards for correctional boot camps.
- To validate draft standards for correctional boot camp programs in selected sites.
- To refine and publish standards for correctional boot camps.

**PROGRAM STRATEGY:** The standards for Correctional Boot Camps will involve national leaders in the development process, ensure optimum standards and promote advanced practices in the field, and provide criteria for model development and evaluation. The standards will be useful to the efforts of NIC, BJA, and NIJ and will be applied in the field through accreditation.

The standards will consist of a review and assessment of research findings, professional practices, and operations manuals. A draft standards format and outline will be circulated for review and comment to national leaders, corrections professionals, and the ACA Standards Committee. Based on comments and suggestions received, the standards will be revised, assessed, validated, and finalized. The project will be conducted in three stages:

#### **Stage I - *Assessment***

This stage involves a review of research and program experience in correctional boot camps.

The products for this stage are:

- A plan for how the assessment will be conducted;
- A draft and final report identifying:
  - criteria for identifying effective correctional boot camp programs;
  - recommendations for refining program goals or objectives; and
- Recommendations for developing standards.

#### **Stage II - *Standards Development***

Upon successful completion of the assessment, the grant recipient will develop standards with complete commentary.

The products for this stage are:

- A plan for developing the standards;
- Draft standards;
- Review by national correctional policymakers; and
- Revision of standards.

#### **Stage III - *Assessment and Validation***

The revised standards will be reviewed with four jurisdictions to assess the feasibility of implementing them. The products for this stage are:



- A plan for conducting the assessment and validation;
- Criteria for selecting validation sites;
- Review of the standards in selected jurisdictions;
- Refinement of the standards; and
- A dissemination plan.

**ELIGIBILITY REQUIREMENTS:** ACA is eligible to submit an application.

**SELECTION CRITERIA:** Applications will be reviewed in accordance with selection criteria developed by NIJ/BJA and will be reviewed by a peer review panel of three to five persons, selected for their research experience and operational expertise as well as for their knowledge in the substantive areas covered by this solicitation. Five criteria are applied in the evaluation process: understanding of the problem, technical merit of the proposal, importance of the research questions addressed, qualifications of the applicant, and project costs.

**AWARD PERIOD:** The award will be for an 18-month period.

**AWARD AMOUNT:** BJA will contribute \$125,000. It is anticipated that the award will be supplemented by NIJ.

**DUE DATE:** Applications must be postmarked no later than 90 days from the date of this publication.

**CONTACT:** For further information, contact Thomas Albrecht, National Institute of Justice, (202) 514-6236 or Sylvia Sutton, Program Manager, Corrections Branch, BJA (202) 514-5943.

## **STRUCTURED FINES TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this training and technical assistance program is to support the demonstration of the Structured Fines Program by enhancing the application and enforcement of day fines as sanctions in the punishment of drug offenders.

**BACKGROUND:** The criminal fine is one of the most frequently used sanctions, especially in drug cases involving both misdemeanor and felony charges. Administered correctly, the criminal fine can have a profound impact on the offender, can send a pointed message to those engaged in criminal behavior, and can generate substantial revenue for the criminal justice system. Fines can be a primary form of intermediate sanction and, for that reason, must be administered properly. The program is designed to develop a prototype for effectively administering fines as an intermediate sanction. It will focus on the relationship between the amount of the fine and the offender's ability to pay, as well as establishing an effective process to ensure that either a fine is paid, or appropriate sanctions are applied.

The National Institute of Justice (NIJ) concluded its experiment and piloting of the Day Fine Program in Staten Island, New York. In this pilot project, the amount of the fine imposed is commensurate with the offender's ability to pay and the seriousness of the offense based on a thorough assessment of the case. The administrative mechanism to enforce collection of the fine is an essential element of the program. Consequently, fine amounts are realistic and nonpayment rarely is due to the inability to pay. Based on the NIJ pilot effort, an initial program design with critical elements was developed to guide implementation of the Structured Fines Program targeted at both felony and misdemeanor offenders. Three States (Connecticut, Iowa, and Oregon) were selected in FY 1991, through a competitive process, to conduct a Structured Fines project in one or more local jurisdictions. In addition, the State Justice Institute has initiated a similar project in Phoenix, Arizona.

### **GOAL(S):**

- To provide the capability to selected jurisdictions to implement a Structured Fines Program.
- To evaluate the feasibility and effectiveness of a Structured Fines Program.
- To disseminate effective Structured Fines Program models to the field.

### **OBJECTIVES:**

- To demonstrate the use of criminal fines as an intermediate sanction.
- To apply criminal fines which are realistic and enforceable.
- To standardize the process of criminal fines application and administration.
- To increase the amount of fines collected.
- To provide training and technical assistance to demonstration sites.
- To disseminate the results of the demonstration program.

**PROGRAM STRATEGY:** This effort will support the implementation and replication of demonstration sites under the Structured Fines Program, which is designed to enhance alternative sanctioning options by applying and enforcing day fines as a means to achieve realistic and credible monetary penalties. This technical assistance and training component consists of four stages: Assessment, Program Development, Training and Technical Assistance Development, and Training and Technical Assistance Delivery. During the initial grant, the Vera Institute of Justice (VIJ) accomplished the first two stages and initial work began in Stages III and IV. This grant will permit VIJ to complete Stage III and focus on Stage IV, the delivery of technical assistance and training to the demonstration sites.

### **Stage III - *Training/Technical Assistance Development***

The grantee will refine the initial training and technical assistance materials based on the prototype designs and operations of the demonstration sites.

The products to be completed under this stage are:

- A revised training and technical assistance package, including the training manual and information materials pertaining to the prototype(s);
- The identification of training and technical assistance providers;
- A revised design for evaluating the training and technical assistance; and
- A dissemination strategy to inform the field about the products resulting from this stage.

### **Stage IV - *Training/Technical Assistance Delivery***

The grantee will continue to provide training and technical assistance to the demonstration sites. In addition, operational summaries will be prepared to document the various implementation strategies employed by the four demonstration sites.

The products to be completed under this stage are:

- A technical assistance and training plan;
- Reports of results from training and technical assistance delivered;
- Operational summaries that describe the implementation strategies of each demonstration site;
- Reports on evaluation results; and
- A dissemination strategy to inform the field about the products resulting from this stage.

**ELIGIBILITY REQUIREMENTS:** VIJ is invited to submit an application under this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award will be for 12 months.

**AWARD AMOUNT:** Up to \$200,000 is available for this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Jody Forman, Program Manager, Courts Branch, (202) 307-0894.

# **Drug Prevention**

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## **BOYS AND GIRLS CLUB PUBLIC HOUSING DEMONSTRATION**

**PURPOSE:** The purpose of this program is to promote the establishment of Boys and Girls Clubs in public housing projects.

**BACKGROUND:** Many public housing units in this country are located in crime- and drug-ridden neighborhoods, and children residing there typically have few opportunities to engage in organized recreational, educational, sports, social, or vocational activities outside of school. Recognizing the plight of these youth, the Boys and Girls Clubs of America, Inc., has undertaken a major effort to encourage and support the initiation of Boys and Girls Clubs in public housing units. An evaluation of their activities demonstrated that youth in public housing who participate in Boys and Girls Clubs become more involved in after-school activities that reduce the risk of involvement in delinquency and drug abuse.

### **GOAL(S):**

- To expand the number of Boys and Girls Clubs in public housing.
- To develop and implement program models for developing a system of networking and referral to provide youth living in public housing access to comprehensive children's services.

### **OBJECTIVES:**

- To prepare a solicitation for applications to initiate Boys and Girls Clubs.
- To expand the number of clubs in public housing.
- To provide supplemental management and program assistance to existing clubs currently operating in public housing.
- To develop a prototype program(s) to access comprehensive health, education and social services for children in public housing.
- To develop training and technical assistance materials that will facilitate the implementation of the prototype(s).
- To provide training and technical assistance to enable the establishment of 15 new clubs and the enhancement of 17 existing clubs.
- To document and disseminate a program manual which defines critical elements for new programs.

**PROGRAM STRATEGY:** This program will support the development of Boys and Girls Clubs in public housing at various stages of development -- from the time that they are first established to the point of expanding the scope and depth of their services.

**Component I - *Establishment of Clubs***

Establishing new clubs and helping established clubs fully implement "SMART Moves" and "Targeted Outreach" and to formulate a management and resource development plan.

**Stage I - *Assessment***

The first stage of the component consists of identification and assessment of potential sites.

The products to be completed during this stage are:

- A solicitation inviting potential sites to apply for Clubs in their region, including a completed application with local housing authority;
- Screened applications based on existing Boys & Girls Clubs selection criteria;
- Site visits of potential sites; and
- Site visit reports.

**Stage II - *Award***

Upon successful completion of the Assessment Stage and with the approval of BJA, the grantee will provide funding for the start-up of 15 new Clubs.

- Select 15 new sites; and
- Award funds to support implementation activities.

**Stage III - *Provision of Technical Assistance***

Training and Technical Assistance will be provided to start new clubs in public housing and to enable five existing clubs to fully implement the "SMART Moves" and "Targeted Outreach" Programs.

The products to be completed during this stage are:

- A plan for providing training and technical assistance;
- Provision of training and technical assistance; and
- A final report.

## **Component II - *Prototype Development***

Development of a prototype program for organizing, planning, developing and implementing a system of networking and referral to comprehensive children's health, education, and social services, as well as for monitoring the progress of children through a case management system.

### **Stage I - *Assessment***

The first stage of the program consists of the identification and assessment of existing programs in public housing.

The products to be completed during this stage are:

- A plan specifying how the assessment will be conducted;
- An assessment report to include criteria used for identifying models for comprehensive child services, educational career support, and programming in limited space; and
- Recommendations for refining program goals and objectives; and
- Descriptions of program models which meet criteria.

### **Stage II - *Development of Prototype***

Upon successful completion of the Assessment Stage and with the approval of BJA, the grantee will develop a prototype and prepare a program operations manual for organizing, planning, developing, and implementing a system of networking and referral to comprehensive children's health, education, and social services, and for monitoring the progress of children through a case management system.

The products to be completed in this stage are:

- A plan for prototype design and program operations manual development;
- A draft and final operations manual; and
- A dissemination strategy to inform the field about the development of the program and the products, and results of this stage.

### **Stage III - *Training and Technical Assistance Development Activities***

Upon successful completion of Stage II and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will convert the prototype(s) in the operations manual to a training and technical assistance package. Comprehensive training manuals that detail the prototype(s) design and operation must be developed to facilitate implementation of the prototype(s).

The products to be completed during this stage are:

- A plan for developing of the training and technical assistance materials,
- Identification of training and technical assistance providers; and
- A draft and final training and technical assistance package, including the training manual and information materials pertaining to the prototype(s).

#### **Stage IV - *Provision of Technical Assistance***

Training and technical assistance will be provided to Boys and Girls Clubs that wish to implement the new prototype programs.

The products to be completed during this stage are:

- A plan for providing training and technical assistance;
- A pretest of the curriculum for new prototype programs;
- The implementation of the training strategy; and
- A final report and program documentation.

**ELIGIBILITY REQUIREMENTS:** The Boys and Girls Clubs of America is invited to submit an application under this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award will be for 12 months.

**AWARD AMOUNT:** Up to \$2,500,000 will be available for this program, with \$200,000 available for an evaluation through the National Institute of Justice.

**DUE DATE:** Not applicable.

**CONTACT:** For further information, contact Cheryl Driscoll, Program Manager, Law Enforcement Branch, (202) 514-5943.



## **COMMUNITIES IN ACTION TO PREVENT DRUG ABUSE**

**PURPOSE:** The purpose of this program is to provide technical assistance and training to selected communities -- primarily, Weed and Seed sites -- for the development of cost-effective community-based anti-crime and drug control strategies which are comprehensive in nature. Projects will involve the building of local partnerships and coalitions and include the participation of law enforcement and other public and private service providers, businesses, churches, schools, community organizations, citizens, and youth.

**BACKGROUND:** For more than 20 years in communities across the country, the National Training and Information Center (NTIC), a nationally recognized nonprofit organization, has provided specialized training and technical assistance. This assistance and training has mobilized citizens and representatives of community organizations, schools, churches, businesses, law enforcement, and other public and private agencies (local, State and Federal) to develop and implement innovative community-based strategies aimed at reducing crime and drug trafficking. Drawing from efficient and cost-effective lessons that have been learned, particularly in culturally diverse areas of inner-city neighborhoods, the NTIC will continue its work in demonstrating the importance of building and maintaining community-based partnerships and coalitions for the purpose of revitalizing neighborhoods (socially and economically) through the reduction of crime, violence, and illicit drug use.

### **GOAL(S):**

- Educate, organize, and motivate community representatives to develop and implement efficient and cost-effective strategies to reduce crime, violence and the use of illicit drugs.
- Enhance and improve working relationships among all elements of a community.
- Encourage the acceptance and practice of community policing by local law enforcement.
- Assess the impact of local programs to determine successful workplan elements and/or initiatives for possible replication in other jurisdictions.

### **OBJECTIVES:**

- Develop and disseminate program criteria to interested communities and/or jurisdictions.
- Solicit applications from interested nonprofit community organizations in Weed and Seed sites that are interested in working with and subcontracting to local jurisdictions.
- Select up to eight project sites for program implementation -- in Weed and Seed sites, if possible.

- Develop and conduct site-specific training and technical assistance in topics such as program and fiscal management, partnership and coalition building, crime prevention, and drug-demand reduction.
- Conduct at least one national training and technical assistance cluster workshop.
- Assess and document the implementation of local work plans.
- Develop and disseminate a document that summarizes program activities to interested community organizations, and to local, State, and Federal policymakers.

**PROGRAM STRATEGY:** It is expected that NTIC will select up to eight nonprofit community organizations to implement programmatic activities. The program requires the participation of citizens, clergy, business persons, the media, and officials from public and private agencies and organizations to produce and execute innovative community-based strategies to deter crime, violence, and illicit drug use. Proven strategies, such as neighborhood watch, public rallies, vigils, codes enforcement, treatment and counseling programs, and community based policing will also be used to close down drug houses and to reclaim streets, neighborhoods, and parks from thugs and drug traffickers.

This program consists of the following elements and products:

- Overseeing the day-to-day activities of the Communities In Action To Prevent Drug Abuse Program;
- Delivering timely and relevant programmatic and fiscal data to BJA;
- Coordinating policies with BJA to ensure maximum target impact;
- Developing and disseminating program criteria for the solicitation of applications;
- Developing criteria for application assessment;
- Identifying technical assistance providers;
- Specifying how technical assistance and training will be conducted;
- Reporting on the results of the program; and
- Developing a strategy to inform the field about the development of the program and its results.

**ELIGIBILITY REQUIREMENTS:** NTIC is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

**SELECTION CRITERIA:** A cooperative agreement will be negotiated with NTIC. The application will be evaluated on the extent to which it meets the following criteria: Organizational capability; Soundness of the proposed strategy; Qualifications of the project staff; Clarity and appropriateness of the program implementation plan; and Budget.

**AWARD PERIOD:** This cooperative agreement will be for a period of 15 months.

**AWARD AMOUNT:** Up to \$400,000 will be available for this program.

**DUE DATE:** NTIC is invited to submit an application no later than April 1, 1992.

**CONTACT:** For further information, contact Robert H. Brown, Jr., Program Manager, Special Programs Division (202) 616-3297.

## **COMMUNITY DRUG ABUSE PREVENTION INITIATIVES**

**PURPOSE:** The purpose of this program is to continue the provision of cost effective technical assistance and training in crime and violence prevention, drug demand reduction, and the assessment and implementation of efficient, multifaceted, community-based crime-prevention strategies, including the Weed and Seed approach.

**BACKGROUND:** Crime-prevention policy research indicates that citizens must play a critical role in co-producing community safety and improving the quality of life in neighborhoods. Responsibility for reducing crime and violence must be shared by youth, citizens, community organizations, churches, businesses and local, State and Federal governmental agencies. The war against violence and drug abuse can only be won through combined efforts of all sectors of the community. We must empower communities through coalition and partnership building; positive interaction; and strengthening of the relationships among citizens, law enforcement, and other public and private service providers.

### **GOAL(S):**

- To continue holistic, cost-effective strategies of reducing crime, violence, and the use of illicit drugs.
- To gain and disseminate knowledge on effective methods of reducing crime, violence, and illicit drug use through strengthening relationships among ethnically diverse populations, law enforcement, and other public and private service providers.
- To improve community, government, and law enforcement's capability to address crime, gang issues, and drug-demand reduction.
- To promote the adoption and implementation of comprehensive community-based crime and drug-demand reduction programs/techniques which involve the participation of youth, citizens, schools, civic and community organizations, churches, businesses, law enforcement, and other public and private service providers.

### **OBJECTIVES:**

- To assess, document, and distribute timely program and policy information regarding successful crime, violence, and drug-demand reduction strategies to citizens, organizations/associations and local, State and Federal policymakers.
- To continue to develop and implement cost-effective community-based crime and drug-demand reduction demonstrations in ethnically diverse communities through partnership and alliance building among public and private service providers, businesses, churches, schools, and citizens.

- To provide community-based programming and drug-demand reduction training and technical assistance to citizens, law enforcement and teams comprised of community representatives and public and private policymakers.
- To provide technical assistance to targeted State law enforcement training facilities (2-3) for the development and implementation of a community-based training curriculum.

**PROGRAM STRATEGY:** This program is designed to assess, document, demonstrate, and assist programs which encourage the active participation of the community, including families, schools, religious organizations, businesses, and social organizations, working jointly with law enforcement and other public and private service providers to enhance the quality of life through the reduction of crime, violence, and the demand for illicit drugs. The National Crime Prevention Council (NCPC) will achieve program goals by carrying out the following tasks:

**Task I - *Community-Based Demand Reduction Strategies***

NCPC will document, publish, and disseminate information on the strategies and approaches communities find effective in reducing crime and the demand for illicit drugs in ethnically diverse neighborhoods. Products to be provided:

- A review of preliminary assessment reports;
- A draft and final report on successful community-based strategies;
- A distribution plan; and
- Development, production, and dissemination of Hispanic public education material which targets youth.

**Task II - *Community Responses to Crime and Drug Abuse Involving Minority Populations and Law Enforcement***

Both Hispanic and church-based demonstration drug-demand reduction projects will continue to be developed and tested by community groups with law enforcement involvement. NCPC will refine both the program and each specific project model based upon its institutional knowledge and understanding of effective crime and drug-demand reduction practices.

**Task III - *Demand Reduction Training for Law Enforcement Executives and Teams of Community and Law Enforcement Representatives***

This training is designed to assist communities in the development and implementation of comprehensive crime control and drug-demand reduction programs. The NCPC will conduct up to five city and/or State cosponsored workshops for up to 250 practitioners and specialized teams comprised of citizens, law enforcement and other public and private service providers.

**Task IV - *Working with Targeted State Law Enforcement Academies to Develop and Implement a Community-based Training Curriculum for Recruits and Chief Law Enforcement Officers***

Capitalizing on the success of its team training and conducting nationwide drug-demand reduction training workshops for more than 400 police chiefs and sheriffs, the NCPC will work with Federal and State agencies to design and implement a community-based training curriculum for both law enforcement recruits and chief executive law enforcement officers. In consultation with BJA, the following products will be provided:

- A needs assessment identifying State training facilities (2-3) interested in working to develop and implement a community-based training curriculum;
- Identification of training and technical assistance providers;
- A plan for providing technical assistance and training to selected State training academies;
- Development of appropriate technical assistance and training materials, including a training manual;
- Developing draft strategy for disseminating information about this program to State training academies; and
- Providing support services for cluster meeting(s) of selected training sites.

**ELIGIBILITY REQUIREMENTS:** NCPC is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

**SELECTION CRITERIA:** A cooperative agreement will be negotiated with NCPC. The application will be evaluated on the extent to which it meets the following criteria: Organizational capability; Soundness of the proposed strategy; Qualifications of the project staff; Clarity and appropriateness of the program implementation plan; and Appropriateness of budget allocation.

**AWARD PERIOD:** This supplemental cooperative agreement will be for a period of 12 months.

**AWARD AMOUNT:** Up to \$1,000,000 will be available for this program.

**DUE DATE:** The application must be postmarked no later than May 29, 1992.

**CONTACT:** For further information, contact Robert H. Brown, Jr., Program Manager, Special Programs Division, (202) 616-3297.

## **DRUG ABUSE RESISTANCE EDUCATION**

**PURPOSE:** The purpose of this program is to provide training for police officers who teach drug-use resistance education to students in elementary, junior high, and high schools and who assist parents in reinforcing the Drug Abuse Resistance Education (DARE) concepts with their children.

**BACKGROUND:** The criminal justice system should assume a primary role in developing community-wide efforts to prevent the use of and trafficking in illegal drugs. DARE involves local police officers with community school children in a program designed to teach children how to resist peer and other pressures to experiment with drugs. Trained, uniformed full-time veteran police officers teach drug-use resistance education to students in grades K-12 for an entire semester.

In FY 1990 and FY 1991, five DARE Regional Training Centers (RTC) were funded to provide cost-effective, specialized training for police officers who teach drug use resistance education and for police officers who work with and train other police as mentors. Training is provided in several training seminars, specifically: Initial DARE Officer Training Seminars (DOT); In-Service Training Seminars; Mentor Officer Training Seminars (MOT); and through instructors who teach drug-use resistance education to youth with special education needs. Also in FY 1991, the DARE parent component was pilot tested and refined for implementation during FY 1992.

### **GOAL(S):**

- To disseminate the DARE Program (including the DARE Parent Program) to States and local communities.
- To accredit DARE Training Centers within States.

### **OBJECTIVES:**

- To provide training and technical assistance to States and local communities through the five DARE Regional Training Centers.
- To monitor training being provided by agencies within their regional area of responsibility.
- To assist State and local DARE Training Centers to become eligible for accreditation.
- To accredit up to 42 State and local DARE Training Centers.

**PROGRAM STRATEGY:** The DARE Program is a police officer-led, semester-long series of classroom instructions that teach children how to resist peer and other pressures to experiment with drugs. DARE also teaches children about penalties that society will

impose for drug use. Qualified, uniformed, full-time veteran police officers, after proper training, teach drug-use resistance education to students in classroom grades K-12. DARE gives children skills to recognize and resist the subtle and overt pressures that cause them to experiment with drugs and alcohol.

The DARE parent component will train experienced DARE instructors to work with and assist parents in:

- Strengthening the DARE ideals that are taught to students in the school-based DARE program;
- Acquiring the information and skills necessary to strengthen drug-use resistance concepts in the home and community environment;
- Becoming aware of the kinds of peer pressure parents, as well as their children, might encounter that encourage drug use, and helping parents acquire the necessary skills to resist those pressures successfully;
- Practicing use of communication and listening skills within their families, including building and enhancing self-esteem and resistance skills;
- Understanding the scope of the drug problem among youth;
- Identifying and improving attitudes about the use of alcohol and other drugs, including risk-taking behaviors and consequences;
- Evaluating the effects of the media;
- Understanding the overall drug picture as it relates to the community as a whole; and
- Identifying and using community resources and referrals.

During FY 1991, the program will be continued at the five original DARE Regional Training Centers. Those centers are the:

- Arizona Department of Public Safety;
- City of Los Angeles Police Department;
- Illinois State Police Department;
- North Carolina State Bureau of Investigation; and
- Virginia Department of State Police.

Approximately 6,000,000 youth received DARE training in school year 1991-92. The DARE Regional Training Centers will continue providing on-site and documentary technical assistance, program information, and services for agencies and schools implementing new DARE programs. Well over 11,000 law enforcement officers have received DARE training. The Regional Training Centers will assess, evaluate, and accredit up to 42 State and local DARE Training Centers during this project period.

This project will be implemented in the following stages:



### **Stage I - Training and Technical Assistance**

Training will continue for officers who teach in classrooms grades K-12 and educational personnel who work with those officers. DARE Officers are evaluated and selected by their department heads and must meet the selection criteria published in the BJA DARE Program Brief. DARE Mentors will continue to be selected, based on the eligibility criteria listed in the BJA DARE Program Brief.

Mentors are DARE Instructors who have received the 120 hours of required DARE training and who have taught DARE in a classroom for at least two semesters (one full year). In-service training will be conducted at least once each year to provide DARE instructors with state-of-the-art information; additional training to assist officers who will teach junior and senior high school students; and to introduce new program materials that have been developed, such as the DARE parent component. Funds will be allocated to provide training and technical assistance for DARE and/or the DARE Parent Component to 10 Weed and Seed demonstration sites. "Weed and Seed" is a comprehensive response to reducing illegal drugs and violent crime and preventing their reoccurrence. DARE will be an important component of the seeding activities.

Technical assistance will continue to be provided to State and local agencies administering the DARE program and to State DARE Training Centers, based on availability of funds.

The products that will be completed under this stage are:

- A plan for providing training and technical assistance;
- Implementation of the training and technical assistance strategy; and
- A dissemination strategy to inform the field about the development of the program, the products, and results.

### **Stage II - Accreditation Process**

The accreditation instrument to be used for assessment, evaluation and accreditation of DARE Training Centers is being developed in accordance with the policies and procedures of the Commission on Accreditation for Law Enforcement Agencies. The National DARE Regional Center Policy Advisory Board and BJA program staff will participate in the review and approval of the draft and final version of the Accreditation Procedures, and the review of qualifications and approval of the accreditation assessment teams.

The products to be completed during this stage are:

- A final version of accreditation policies and procedures for the State and local DARE training centers;
- Identification of accreditation assessment team members; and
- A dissemination strategy to further inform the field about the development of the program and products.

### **Stage III - Accreditation Implementation**

After the accreditation assessment teams have been approved, the schedule of assessment for accreditation of State and local training centers will be made available. Accreditation assessment team members will assess up to 42 DARE training centers. At least one member of an RTC staff will accompany each of the accreditation assessment teams to monitor the accreditation process.

The products to be completed during this stage are:

- A plan for accrediting State and local DARE training centers;
- Training and selection of the accreditation assessment team members;
- Review of the assessments of the training centers as they are completed; and
- A report on results of the accreditation assessment reviews, to be submitted to the National DARE Training Center Policy Advisory Board to determine whether or not a training center is eligible for accreditation.

### **Stage IV - DARE Program Documents**

- BJA and the National DARE Training Center Policy Advisory Board, through each of the DARE Regional Training Centers, will distribute the following prepared documents for the use of law enforcement agencies and officers working in the DARE program:
  - *An Introduction to DARE: Drug Abuse Resistance Education Program Brief, second edition;*
  - *Drug Abuse Resistance Education (DARE) Training Center Policies and Procedures Monograph;*
  - *DARE Mentor Officer Training Manual;* and
  - *Drug Abuse Resistance Education (DARE) Parent Program Brief.*
- BJA and the National DARE Training Center Policy Advisory Board will work cooperatively to enhance and distribute, as needed, the DARE Training Center Accreditation Standards, the Self-Assessment Instrument, and the Assessors Instrument.
- The National DARE Training Center Policy Advisory Board and BJA may distribute any other documents they find necessary to ensure the continuity and integrity of DARE officer training and the drug abuse resistance education provided our nation's youth by these officers.

Products to be delivered under this stage are:

- Appropriate DARE program documents; and
- Refine accreditation documents as appropriate.

**Stage V - Monitoring**

Each DARE Regional Training Center has the responsibility to identify and monitor all DARE programs found within its area of responsibility to ensure that they are administered in compliance with DARE copyrighted curricula, guidelines, policies and procedures.

The products to be delivered under this stage are reports summarizing the monitoring activity.

**ELIGIBILITY REQUIREMENTS:** The five DARE Regional Training Centers are invited to submit applications to continue this program.

**SELECTION CRITERIA:** In addition to application requirements contained in the Application and Administrative Requirements section of this document, the DARE Regional Training Center must be accredited by the National DARE Training Center Policy Advisory Board and the applications will be reviewed based on the extent to which the following criteria are met: Organizational capability; Soundness of the proposed strategy; Qualifications of project staff; Clarity and appropriateness of the program administration plan; and Cost effectiveness of the budget.

**AWARD PERIOD:** The award period will be for a 12-month period.

**AWARD AMOUNT:** Up to \$340,000 is available for each Regional Training Center for a total program award of \$1,700,000.

**DUE DATE:** Applications must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Dorothy L. Everett, Program Manager, Drug Abuse/Information Systems Branch, (202) 514-5943.

## **IMPACT**

**PURPOSE:** The purpose of this program is to demonstrate the effectiveness of the Impact program in assisting elementary and secondary schools to implement a drug and alcohol abuse prevention program.

**BACKGROUND:** The Impact Program of Spokane, Washington, is designed to aid schools in the development of a program which will deal effectively with the problem of drug and alcohol abuse by young people. "Impact" provides formal training programs on developing drug and alcohol prevention and intervention programs for school professionals. The objectives of the impact training program are:

- To heighten awareness of chemical dependency, including the impact in the school setting, and the role of school personnel.
- To facilitate personal awareness of attitudes, feelings, and expectations, which impact school programming.
- To offer practical skills for the school professional in identification, intervention, and referral for chemical dependency.
- To propose effective school programming and successful implementation of components.
- To stimulate discussion and action planning for school program implementation.

"Impact" provides assistance to schools in completing a needs assessment as well as in developing and implementing a program.

### **GOAL(S):**

- To expand the training and technical assistance activities of the Impact Program.
- To assess the effectiveness of "Impact" in assisting schools to respond to the problem of drug and alcohol abuse.

### **OBJECTIVES:**

- To provide training and technical assistance to selected schools.
- To assess the effectiveness of the training and the technical assistance activities.
- To refine the training and technical curriculum and related materials.

**PROGRAM STRATEGY:** This program will be implemented in two stages.

**Stage I - *Provision of Training and Technical Assistance***

"Impact" training will be provided to a selected set of new schools in Washington State.

The products to be completed include:

- A plan for providing training and technical assistance.
- Development of an assessment strategy.
- Implementation of the training and technical assistance and the assessment.
- A report on the results of the assessment and recommendations for revision of the training and technical assistance materials and/or format.

**Stage II - *Refinement of Training and Technical Assistance***

The results of the assessment will be used to refine the training and technical assistance activities and related materials.

The products to be completed include:

- A plan for revising the training and technical assistance materials and delivery.
- Revised training and technical assistance curriculum and format.

**ELIGIBILITY REQUIREMENTS:** To be determined.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award period will be for 12 months.

**AWARD AMOUNT:** Up to \$200,000 will be available for this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact, Pam Swain, Director, Discretionary Grants Program Division.

## **NATIONAL CITIZENS CRIME PREVENTION CAMPAIGN**

**PURPOSE:** The purpose of this program is to develop, coordinate, and promote efficient and cost-effective community crime, violence and drug-prevention initiatives at the local, State and national levels. Many of these initiatives will complement and enhance the Weed and Seed strategy across America.

**BACKGROUND:** Families across America continue to be devastated by the effects of crime and illicit drug use. To combat this scourge, all facets of society are seeking to conduct various types of prevention programs and initiatives to reduce crime and enhance the quality of life. The National Citizens' Crime Prevention Campaign is assisting law enforcement and other public and private service providers, businesses, churches, community organizations and citizens in this endeavor.

**GOAL(S):** To continue to implement programmatic activities of National Crime Prevention Campaign, which has been instrumental in the development, coordination and promotion of effective crime, violence and drug prevention programs, and special initiatives.

Featuring the nationally recognized symbol for crime prevention, McGruff, the Crime Dog, and his "Take A Bite Out of Crime" slogan, the goals and messages of this program are to teach the public crime- and drug-prevention behaviors; to help build safer and more caring communities; to motivate citizens to take positive actions to protect themselves, their families and communities, and to foster working partnerships among law enforcement and other public and private service providers, businesses, churches, community organizations and citizens to create an environment less conducive to crime and drug abuse.

In order to achieve these goals, the Campaign is working to:

- Generate an individual and community sense of responsibility for preventing crime, violence, and illicit drug use;
- Initiate individual and community action toward preventing crime, violence, and illicit drug use;
- Mobilize additional resources for community crime- and drug-prevention efforts;
- Enhance existing crime- and drug-prevention programs and projects by developing and maintaining partnerships and coalitions; and
- Mobilize and sustain citizen, community, business and governmental commitment to implementing cost effective crime, violence, and drug-prevention programs at the local, State and national levels.

### **OBJECTIVES:**

- To focus the energy of the 136 member Crime Prevention Coalition on specific commitments to achieve crime- and drug-abuse-prevention initiatives,

including support of Campaign public service announcements (PSA's) and the principles contained in the Coalition's policy document, *Call to Action*.

- To produce and disseminate broadcast and print McGruff PSA's, which motivate citizens to take concrete action against crime, violence, and illicit drug use.
- To distill from research and best practice, a full range of prevention support materials, from brochures to booklets, for law enforcement and other public and private service providers as well as citizen practitioners.
- To provide technical assistance and training in crime-, violence- and drug-prevention to law enforcement and other public and private service providers, community and religious organizations, youth groups, and citizens.
- To share information on successful program efforts by networking decisionmakers and practitioners via the Computerized Information Center and the Resource Library.
- To initiate innovative demonstration strategies in the areas of crime-, violence- and drug-abuse-prevention.

**PROGRAM STRATEGY:** The National Crime Prevention Council (NCPC) will continue to provide Secretariat services to the Crime Prevention Coalition and coordinate the day-to-day activities of the National Citizens' Crime Prevention Campaign. As a nonprofit, tax-exempt organization that provides a wide array of services in support of the McGruff Campaign, the NCPC will: conduct the public service advertising campaign; produce books, kits of camera-ready materials, informational papers, and posters; provide an information clearinghouse and referral service through its Computerized Information Center and Resource Library; conduct training for citizens, school and community groups, and law enforcement crime/drug prevention practitioners through workshops at State and local levels; hold policy-related symposia; provide technical assistance to Federal and State agencies, local units of government, law enforcement, crime-prevention organizations and citizen groups; and design and administer innovative crime and drug-demand reduction demonstration projects.

This program consists of the following elements and products:

**Element I - *Management and Planning***

- Overseeing the day-to-day activities of the National Citizens' Crime Prevention Campaign;
- Specifying how the Crime Prevention Coalition will engage in crime-, violence- and drug-abuse-prevention activities;
- Delivering timely and relevant Campaign programmatic and fiscal data to the BJA; and
- Coordinating programs and policies with the BJA to ensure mutuality of effort.

## **Element II - *Public Service Advertising Program Development and Implementation***

- A program design and implementation plan that will:
  - Produce at least two executions of McGruff PSA's, which will include television, newspaper, magazine, radio, and out-of-home advertising (transit and outdoor boards of various sizes);
  - Produce innovative forms of advertising designed to reach target audiences;
  - Produce broadcast and print ads directed to Hispanic populations, with possible development of a geographically focused PSA effort;
  - Develop and distribute collateral material to enhance the PSA messages; and
  - Continue the new toll-free 1-800 number to ensure the nationwide distribution of response materials to interested citizens, practitioners, and policymakers.
- Produce a plan for public relations initiatives designed to extend and reinforce PSA messages; and
- Undertake media-tracking studies to assist in Campaign planning and delivery.

## **Element III - *Coalition and State Services***

- Provide support services and technical assistance to member groups of the Crime Prevention Coalition to ensure that members take specific crime-, violence- and drug-abuse-prevention actions in support of Campaign PSA's and/or the *Call to Action*;
- Identify and recruit new Coalition members who will commit to undertake specific support action to reduce incidents of crime, violence, and illicit drug use; and
- Disseminate organizational (NCPC) and Campaign-related materials to BJA-designated State agencies and Coalition member groups.

## **Element IV - *Licensing***

Develop and provide a wide range of educational products for purchase and use by law enforcement and other criminal justice agencies, businesses, schools and retail consumers in order to broaden the impact of Federally funded broadcast and print educational PSA messages.

## **Element V - *Research, Policy Analysis, and Publications***

- Identify, in conjunction with Federal and State agencies, the most topical crime- and drug-abuse-prevention issues;



- Ensure dissemination of products to targeted audiences, from citizens to policymakers; and
- Produce and disseminate a wide range of crime-, violence- and drug-abuse prevention educational materials.

**Element VI - *Technical Assistance and Training***

Conduct training and technical assistance workshops and other related activities to support, improve, and expand the efforts of crime- and drug-prevention practitioners at the local, State, and national levels. (Special consideration will be given to support BJA's Weed and Seed demonstration programs and initiatives.)

**Element VII - *Information Services***

- Provide policymakers, criminal justice experts, the media, community groups and individual citizens with current and most appropriate information to help educate and organize their constituents in the fight against crime, violence, and illicit drug use; and
- Develop a comprehensive database of emerging programs which address specific crime issues (e.g., gang prevention, minority community action, violence prevention, innovative drug-demand reduction programs, and Weed and Seed model development).

**ELIGIBILITY REQUIREMENTS:** NCPC is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

**SELECTION CRITERIA:** A cooperative agreement will be negotiated with the NCPC. The application will be evaluated on the extent to which it meets the following criteria: Organizational capability; Soundness of the proposed strategy; Qualifications of the project staff; Clarity and appropriateness of the program implementation plan; and Budget.

**AWARD PERIOD:** This cooperative agreement will be for a period of 12 months.

**AWARD AMOUNT:** Up to \$3,000,000 will be available for this program.

**DUE DATE:** NCPC is invited to submit an application no later than June 30, 1992.

**CONTACT:** For further information, contact Robert H. Brown, Jr., Program Manager, Special Programs Division, (202) 616-3297.

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# **Intensive Prosecution and Expeditious Adjudication**

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## **DRUG CASE MANAGEMENT TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to identify and document successful drug case management strategies and provide training and technical assistance to general and limited-jurisdictions courts to improve handling of those cases.

**BACKGROUND:** Over the past decade a number of case processing prototypes have been introduced in general- and limited-jurisdiction courts to improve the management of criminal cases. These prototypes were developed to improve the operations of the courts, and most recently, to address the tremendous increase in caseloads (many of which are drug related) now facing our courts of limited and general jurisdictions. Such prototypes as Differentiated Case Management, Expedited Drug Case Management, and others constitute the state-of-the-art in allocating adjudication resources and focusing those resources on timely management and disposition of criminal cases.

### **GOAL(S):**

- To assess existing case management strategies.
- To inform the field about promising/effective strategies.
- To promote integration of those strategies in the adjudication process.

### **OBJECTIVES:**

- To identify drug case management strategies.
- To complete description of those strategies.
- To develop/refine training curricula, when needed.
- To deliver technical assistance and training to jurisdictions interested in implementing drug case management prototypes.

**PROGRAM STRATEGY:** BJA and the State Justice Institute recognize the need to make available technical assistance and training to limited- and general-jurisdiction courts desiring to improve management of drug cases. This cooperative program requires a comprehensive assessment to identify and assess various case management strategies and prepare those strategies for dissemination. In addition, this program will provide short-term technical assistance to jurisdictions desiring to implement those case management prototypes. Special

training will be provided to selected adjudication agency representatives (i.e., prosecutors, judicial officials, pretrial agency officials, probation officials). The program will consist of three stages:

### **Stage I - *Assessment***

The first stage of the program consists of identifying and assessing available case management strategies, how they are used, and their constraints.

The products completed during this stage are:

- A plan for how the assessment will be conducted;
- A draft and final report identifying:
  - Description of the strategies;
  - The environment in which these strategies achieve the best results;
  - Strengths and weaknesses in their application;
  - Documentation to support implementation of each strategy; and
- Recommendations for developing training and technical assistance for each strategy.

### **Stage II - *Training and Technical Assistance Development***

Upon successful completion of Stage I and with the approval of BJA, the grantee will prepare a plan, based on the results of Stage I, for developing the training and technical assistance materials. Based on the plan, the grantee will develop a training and technical assistance package for selected case management strategies.

The products completed during this stage are:

- A plan for the development of the training and technical assistance materials;
- A draft and final training package including manual, curricula and informational materials;
- Identification of training and technical assistance providers;
- A design for evaluating the training; and
- A dissemination strategy to inform the field about the development of the program and the products resulting from this stage.

### **Stage III - *Training and Technical Assistance Delivery***

The grantee will provide training and technical assistance to jurisdictions that are interested in implementing the identified prototypes. A minimum of 10 training workshops and 10 technical assistance visits will be conducted.

Primary work products under this Stage are:

- A plan for providing training and technical assistance;
- Reports summarizing each training and technical assistance activity;
- Evaluations from each activity; and
- A dissemination strategy to inform the field about the development of the program and the products resulting from this stage.

**ELIGIBILITY REQUIREMENTS:** The American University is invited to submit an application.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** An award will be for a period of up to 12 months.

**AWARD AMOUNT:** Up to \$150,000 will be available for this program. One cooperative agreement will be awarded.

**DUE DATE:** Not applicable.

**CONTACT:** For further information, contact Jody Forman, Program Manager, Courts Branch, (202) 307-0894.

## DRUG NIGHT COURTS - TRAINING AND TECHNICAL ASSISTANCE

**PURPOSE:** The purpose of this program is to refine prototype strategies and training curricula and to provide technical assistance and training to demonstration sites which are extending the hours of operation of courts to focus on the adjudication of drug cases.

**BACKGROUND:** Our national court systems are coping with increasing criminal litigation. Over 12 million criminal cases were filed in 1989, an increase of over 60 percent from the criminal cases filed in 1984. Many of these cases are drug cases, resulting from increased enforcement of drug violations. Between 1984 and 1989, the number of drug cases increased by 67 percent in the U.S. District Courts. From a sampling of State court operations, the number of drug cases filed in general jurisdiction courts increased by 127 percent in Texas, 112 percent in Colorado, 90 percent in Florida, and 82 percent in Massachusetts. A special study of large, general-jurisdiction trial courts shows that drug-related cases increased by 56 percent in 17 cities between 1983 and 1987. Despite the explosion of litigation, and particularly in criminal case filings, the amount of resources in our State courts has remained relatively unchanged (*Drug Issues Affecting State Judicial Systems*, October 1990, prepared for BJA by the National Center for State Courts).

Over the past several years, special emphasis has been given to increasing the management capacity of our courts to handle the increasing case filings. Court delay-reduction techniques, such as differentiated case management and expedited management of drug cases have proven successful by increasing the disposition rates and addressing backlogs. Computer technology has contributed. However, in many courts improved case management cannot be the sole response because of the sheer number of cases. Jurisdictions which have achieved this threshold must consider additional resources.

The decision to increase the capacity of our judicial system might take into account expansion of the physical assets of the court in which to operate. Most obvious is the need for additional courtrooms, areas for juries and witnesses, office space, etc. The costs for such additional physical assets can be expensive and, for many jurisdictions, prohibitive. Those courthouses which were not planned for potential future expansion can only be expanded by construction or purchase/rental of new facilities.

An alternative to increasing the physical assets of the court is to use the existing facilities during nonworking hours. Because normal hours of court operations end at 5:00 p.m., many of the facilities can be used during the early and late evening hours.

Initial surveys indicate the courts, especially in medium and large cities, are turning to extended hours of operation to cope with increasing litigation. Many of these courts are handling criminal cases. They differ in the extent of their jurisdiction (i.e., arraignment, plea bargaining, bail setting, bench trials, sentencing) and hours of operation (i.e., early evening, late evening, 24 hours a day). Also, the costs to these courts of operating beyond traditional business hours vary. Another difference is the type of criminal case handled. For example, unlike most of the courts which appear to handle all types of cases, Cook County, Illinois, operates a night court system exclusively for drug cases.

Extended hours of court operations would suggest that more cases are being handled within a selected period of time. However, there remain questions as to efficiency, practicality and overall effectiveness in balancing the goal of swift, deliberate and fair justice with characteristics of night court operations. Further, night court operations focusing on drug cases may pose issues or reflect characteristics which require special consideration in the development and operation of such courts.

**GOAL(S):**

- To identify and assess the application of extended court operations for the adjudication of drug cases.
- To implement a prototype for extended court operations in selected sites.
- To disseminate effective extended court operations models.

**OBJECTIVES:**

- To assess court programs involving the use of evening and night operations.
- To develop a prototype with critical elements.
- To develop a training curriculum and technical assistance plan.
- To provide training and technical assistance to demonstration sites implementing a prototype night court program.
- To disseminate the prototype and results of the demonstration effort.

**PROGRAM STRATEGY:** This program is being administered in four stages: Assessment, Program Development, Training and Technical Assistance Development Activities, and Training and Technical Assistance Delivery. A formal assessment of the feasibility of the drug night court concept has been completed and a prototype(s) is being designed to serve as a guide for future demonstrations. (See announcement for Drug Night Court Demonstration Programs, page 59.)

**Stage IV - *Training and Technical Assistance Delivery***

This grant will focus on the delivery of training and technical assistance to up to three night court demonstration sites. Such sites will be selected by BJA through separate awards. (Refer to announcement for Drug Night Court Demonstration Programs, page 59.) The delivery of technical assistance and training will consist of three phases:

**Phase I - *Refine the Prototype Design***

The grantee will analyze the final prototype design prepared under the previous year's grant in relationship to the night court demonstration sites' submissions. Any necessary adjustments or refinements to the prototype will be made and the

prototype design will then be finalized. The grantee will prepare a strategy for dissemination of the prototype to the demonstration sites and to a wider audience. Included in this strategy will be plans for a gathering of the demonstration site personnel at a workshop, which will focus on consensus as to prototype designs and on organizing the process for requesting and receiving technical assistance.

Products to be completed at this stage are:

- A final prototype design; and
- A dissemination strategy, including a workshop meeting plan.

### ***Phase II - Training and Technical Assistance Plan***

The grantee will modify and revise, as necessary, the training and technical assistance plan. Based on the plan, the grantee will transfer the prototype design(s) into a training and technical assistance package.

The products to be completed under this phase will be:

- A draft and final training and technical assistance package, including the training curriculum and information materials pertaining to the prototype;
- A description of the specific process to be employed in the delivery of on-site technical assistance;
- Identification of training and technical assistance providers;
- A design for evaluating the training and technical assistance; and
- A dissemination strategy to inform the field about the products resulting from this phase.

### ***Phase III - Training/Technical Assistance Delivery***

Training and technical assistance will be provided to those jurisdictions selected for demonstration. Assistance will be available during the start-up phase of the prototypes in the form of a workshop. Assistance will also be available throughout the project's implementation when needed. The products to be completed under this phase are:

- A training workshop program and agenda;
- Reports of results from training and technical assistance delivered;
- Reports from the demonstration sites assessing the value of the technical assistance they received;
- A dissemination strategy to inform the field about the products resulting from this phase; and
- A final report, suitable for publication by BJA, summarizing the process and results of this effort.

**ELIGIBILITY REQUIREMENTS:** The American Bar Association is invited to submit an application under this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** An award will be for a period of up to 12 months.

**AWARD AMOUNT:** Up to \$125,000 will be available for this program,

**DUE DATE:** Applications must be postmarked no later than 30 days from the date of this publication.

**CONTACT:** For further information, contact Jody Forman, Program Manager, Courts Branch, (202) 307-0894.



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# **Money Laundering/Financial Investigation**

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## **COMMAND ASSET SEIZURE AND FORFEITURE ADMINISTRATION SERVICE**

**PURPOSE:** The purpose of this program is to demonstrate and document the use of private sector Certified Public Accountants (CPAs) for conducting narcotics trafficking-related financial investigations leading to the seizure and forfeiture of assets for small police departments that lack sufficient size and/or resources to dedicate personnel to these efforts.

**BACKGROUND:** The forfeiture of assets is one of the most effective tools for use by law enforcement agencies against drug traffickers and money launderers. This approach, which is designed to reduce the profit motive associated with narcotics trafficking, has long been a primary focus of BJA. To date BJA has focused on the development of internal capabilities within police departments or prosecutors' offices that are designed to develop self-sufficiency in investigations of this nature. It is entirely conceivable, however, that a great many, if not most, of the police departments in this country will never have sufficient internal capabilities or resources to effectively perform this type of investigation. In most rural or small urban areas, the police departments will not have sufficient caseload to justify dedicated units or capabilities. Accordingly, this project is an effort to develop an alternative strategy to effectively pursue financial investigations when dedicated resources are not practical or feasible.

### **GOAL(S):**

- To develop a prototype for private sector involvement in financial investigations;
- To provide the capability to selected police organizations to utilize private sector financial investigations services; and
- To disseminate an effective approach to involving the private sector in financial investigations.

### **OBJECTIVES:**

- To assess the needs of small police organizations related to conducting financial investigations and develop a prototype for utilizing the private sector to meet those needs;
- To demonstrate the prototype in two to three small police departments;
- To evaluate the effectiveness of the prototype; and
- To refine the prototype design, based on evaluation results, and disseminate the revised prototype to the field.

**PROGRAM STRATEGY:** This program will be implemented in three concurrent phases: Phase I will consist of the prototype development; Phase II will consist of the provision of financial investigation assistance to several selected small police departments; and Phase III will consist of monitoring and evaluating the services provided as well as thoroughly documenting the experience and developing that information for dissemination of the results to the field.

### ***Phase I - Prototype Development***

This Phase is to be accomplished by COMMAND Asset Seizure and Forfeiture Administration Service.

Specific activities and products to be completed during this phase are:

- A prototype plan for providing private sector financial investigative services to small police departments; and
- The development of a program operations manual addressing policies, procedures, and practices that thoroughly describe the prototype.

### ***Phase II - Provision of Services***

This phase is to be accomplished by COMMAND Asset Seizure and Forfeiture Administration Service.

Specific activities and products to be completed during this phase are:

- A plan for providing financial investigations services to several police departments; and
- The provision of these services to selected departments.

### ***Phase III - Evaluation***

This phase is to be accomplished by University of Nevada, Reno.

Specific activities and products to be completed during this concurrent phase will consist of:

- An evaluation design for determining the effectiveness of the services provided;
- Data collection and analysis; and
- A final report documenting the effectiveness of the service to the field.

**ELIGIBILITY REQUIREMENTS:** The University of Nevada, Reno, is invited to submit an application for this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award will be for a 12-month period.

**AWARD AMOUNT:** Up to \$200,000 will be available for this award.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

# **Information Systems, Statistics, and Technology**

## **CRIMINAL HISTORY RECORDS INFORMATION SYSTEMS**

**PURPOSE:** The purpose of this program is to demonstrate, in selected States, strategies for improving the quality and timeliness of State criminal history record information as part of an effort to stop firearms sales to felons.

**BACKGROUND:** Improvement of State criminal history information systems to enhance reporting and access to accurate and complete criminal history data is a critical factor in crime control and prevention throughout the country. Section 6213 of the Anti-Drug Abuse Act of 1988 required the Attorney General to report to Congress by November 1989 on a system for the immediate and accurate identification of felons who attempt to purchase firearms. A Task Force on Felon Identification in Firearms Sales was established to develop a range of options that would comply with the statute. In October 1989, the Task Force completed its final report and forwarded it to the Attorney General for consideration. The Task Force identified several options for systems to identify felons who attempt to purchase firearms, but made no specific recommendations. The report also identified major problems in the quality and completeness of criminal history records and the ability to identify individuals convicted of felony offenses.

In his report to Congress on November 20, 1989, the Attorney General recommended a four-part program to enhance efforts to stop firearms sales to felons. Part of that recommendation was to use \$9,000,000 of the discretionary grant funds, part of the Edward Byrne Memorial State and Local Law Enforcement Assistance Program, in each of fiscal years 1990, 1991, and 1992 to fund States for the purpose of achieving compliance with the new Federal Bureau of Investigation (FBI) reporting standards and to improve the data quality of State criminal history record information. This program is in the third year of implementing the recommendations made in the Attorney General's report.

**GOAL(S):** To make systematic improvements in the quality and timeliness of State criminal history record information throughout the country.

### **OBJECTIVES:**

- To demonstrate strategies for improving disposition reporting.
- To demonstrate strategies for automating criminal history records.
- To demonstrate strategies for improving the accuracy, completeness, and timeliness of criminal history record information.

- To demonstrate techniques for accurately identifying records of felony convictions (or their equivalent).
- To demonstrate strategies for meeting the FBI voluntary reporting standards.

**PROGRAM STRATEGY:** BJA and the Bureau of Justice Statistics (BJS) will publish the solicitation for applications by way of a separate notice in the Federal Register in the near future.

This program is for the development and implementation of systems and procedures designed to: (1) enhance State criminal history records in order to accurately identify convicted felons; (2) meet the new FBI voluntary reporting standards for identifying such individuals; and (3) improve the quality and timeliness of criminal history record information. A primary focus of this program is to identify impediments to disposition reporting, to develop plans and procedures to improve such reporting, and to allocate resources to overcome obstacles to complete disposition reporting. Specific program requirements will be described in the solicitation.

**ELIGIBILITY REQUIREMENTS:** In addition to the requirements in the Application and Administrative Requirements section of this document, applicants should be the State agencies responsible for directing or overseeing the repositories of statewide criminal history files on persons arrested for fingerprintable offenses within the States. Agencies responsible for reporting dispositions to the criminal history repository are also eligible to receive funds.

**SELECTION CRITERIA:** BJA and BJS will provide applicants with more specific information on the program strategy and selection criteria in the subsequent Federal Register announcement.

**AWARD PERIOD:** The award periods are 12 to 18 months.

**AWARD AMOUNT:** Up to \$9,000,000 will be available for this program during FY 1992.

**DUE DATE:** A due date will be announced in a subsequent Federal Register announcement to be published jointly by BJS and BJA.

**CONTACT:** For further information, contact Donald J. Anderson, Chief, Information Systems Branch, BJA, (202) 514-5943, or Bernard E. Shipley, Grant Manager, State Branch, BJS, (202) 307-0770.

## **OPERATIONS SYSTEMS SUPPORT TRAINING AND TECHNICAL ASSISTANCE**

**PURPOSE:** The purposes of this program are: to conduct outreach training in order to improve the general level of knowledge and understanding of microcomputer automation, to disseminate information to criminal justice practitioners and demonstrate specific criminal justice applications, to provide short-term technical assistance in order to address the specific needs of operational criminal justice agencies, and to provide long-term technical assistance to individual States or agencies within States that are predominantly nonautomated or that seriously lag in their adoption of criminal justice automation.

**BACKGROUND:** SEARCH Group, Inc., continues its existing program of outreach training to criminal justice agencies. Training seminars are designed to expand the scope and depth of knowledge about automation by criminal justice practitioners and policymakers. The seminars are organized and coordinated through key criminal justice decisionmakers within each jurisdiction served, which facilitates attendance by representatives of numerous agencies throughout the State or territory. Through such coordination, BJA and SEARCH Group, Inc., ensure that the training seminars address the needs of many jurisdictions.

BJA, through SEARCH Group, Inc., provides hands-on training in microcomputer-based software for statistical, graphics, and operational applications; conducts software demonstrations and provides objective evaluations of computer products to assist criminal justice agencies with their purchasing decisions; and assists officials nationwide in developing appropriate solutions to serious and complex information management problems. The hands-on training is presented at the National Criminal Justice Computer Lab and Training Center located in Sacramento, California.

Training courses are offered on general data processing topics as well as in specialized concerns that focus on: automated systems planning, crime analysis, prison and jail population forecasting, law enforcement management information systems, software evaluations for drug investigation management, prosecutor management information systems, computerized criminal justice simulation models, integration of criminal justice information systems, applied statistics for law enforcement, seizure and examination of microcomputers, and investigation of computer crime.

SEARCH Group, Inc., also continues a program of short-term technical assistance to qualified applicants with the approval of the BJA program manager. The program concentrates on providing limited on-site assistance to agencies of jurisdictions that either have not automated or are in the process of designing, developing, or implementing an automated system. The highest priority is given to multijurisdictional applicants, such as counties or States, and those that have a statewide impact. In the past, most agencies have needed specific assistance in acquiring or implementing automation, determining system needs, identifying system requirements, planning for implementation with an emphasis on cost-effectiveness, planning projects to achieve integration of information systems across justice agencies' functional and/or political boundaries, and procuring systems. For the

most cost-effective approach to on-site technical assistance, SEARCH will respond to information management issues by identifying systems software and documentation on previously developed systems that would be excellent candidates for transfer. The highest priority will be given to existing public domain systems.

**GOAL(S):**

- To provide specific, practical assistance and training to State and local criminal justice agencies to automate criminal justice operational and management information systems.
- To make available systems by comparing technologies and selecting the most cost-effective technology for local application.
- To evaluate information systems software for criminal justice purposes.

**OBJECTIVES:**

- To conduct outreach training for criminal justice practitioners.
- To provide hands-on training in microcomputer-based software for statistical, graphics, and operational applications.
- To conduct software demonstrations.
- To provide objective evaluations of computer products to assist criminal justice agencies with their purchasing decisions.
- To assist officials nationwide with developing appropriate solutions to serious and complex information management problems.
- To offer training courses on general data processing topics as well as specialized courses.
- To evaluate software for criminal justice agencies' operational and management purposes and for the integration of these systems.
- To provide short-term technical assistance aimed at addressing the specific needs of operational criminal justice agencies.
- To provide long-term technical assistance to individual States, or agencies within States, that are predominately nonautomated or that seriously lag in their adoption of criminal justice automation.

**PROGRAM STRATEGY:** This is a nationwide training and technical assistance program, subject to budget limitations, that is directed at State and local criminal justice policymakers and practitioners who wish to initiate or expand computerized information systems.

Once individual technical assistance applications are received by SEARCH, they will be reviewed and evaluated according to the eligibility and selection criteria, along with the priority factors jointly established by BJA and SEARCH Group. SEARCH will prepare a formal technical assistance proposal which describes the nature and scope of the assistance required by the potential site, discuss the manner in which project staff intend to address the needs of the State, and detail the costs associated with the assistance. This proposal

will be submitted to the BJA Program Manager for review and approval prior to SEARCH conducting the assistance.

This program consists of five stages, some of which may be conducted concurrently.

**Stage I - *Provision of Training and Technical Assistance at the National Criminal Justice Computer Laboratory at Sacramento, California***

The first stage of this program is designed to provide SEARCH Group, Inc., with resources for continued support, maintenance, and operation of the Sacramento National Criminal Justice Computer Laboratory and Center, and to provide timely training seminars, workshops, technical assistance, and demonstrations in a hands-on environment to address the automation needs of criminal justice agencies throughout the nation.

The products to be completed during this stage are:

- An FY 1992 plan for providing training and technical assistance at the National Criminal Justice Computer Laboratory at Sacramento, California;
- The implementation of the training and technical assistance;
- A report on the results of the training and technical assistance provided;
- Continued marketing of criminal justice public domain software packages; and
- A dissemination strategy to inform the field about the products and results of this stage of the program.

**Stage II - *Provision of Outreach Training and Technical Assistance***

The grantee will continue to provide outreach training and on-site technical assistance to States and local jurisdictions.

The products to be completed during this stage are:

- A plan for providing outreach training and technical assistance;
- Implementation of the outreach training and technical assistance;
- Reports on the results of the outreach training, as well as of the short-term and long-term technical assistance provided;
- Continued marketing of criminal justice public domain software packages; and
- A dissemination strategy to inform the field about the products and results of this outreach program.

**Stage III - *Continue Development and Use of the National Consortium for Criminal Justice Computer Training and Education***

SEARCH Group, Inc., and BJA have developed programs in recent years that especially benefit small- and medium-size criminal justice agencies in the United



States. These efforts, as evidenced by Stages I and II, include an ongoing program of technical assistance and training consisting of on-site technical assistance and outreach training at locations throughout the country.

During FY 1991 (the second phase of the development effort), academic institutions and criminal justice associations that had expressed an interest in becoming part of the Consortium network were assessed for the type and quality of training they provided and for geographical distribution. As a result, a range of microcomputer laboratories were created and are currently maintained.

During FY 1992, the Consortium will be further developed and structured for use by criminal justice agencies throughout the country.

The products of this third stage will be:

- A plan specifying the organizational structure, objectives, and other operational considerations of the National Consortium.
- A strategy for the delivery of the various types of automation training by the National Consortium;
- Continued marketing of criminal justice public domain software packages;
- A dissemination strategy developed to inform the criminal justice community about the National Consortium.

**Stage IV - *Steering Committee Support for the BJA/Evaluation of the BJA/BJS Criminal History Records Improvement Program***

BJA and the Bureau of Justice Statistics (BJS), at the direction of the Attorney General, are currently managing a 3-year, \$27 million program for the systematic improvement of criminal history records in the States. In addition, for FY 1992, not less than 5 percent of the Anti-Drug Abuse Act formula grant funds must be devoted to improvements in the criminal history records system in each State. The provision will complement the Attorney General's program and provide additional resources that will contribute to accurate and timely criminal history data.

During FY 1991, BJA was charged with establishing an evaluation strategy to assess the impact State and local criminal history record programs have had on (1) the accuracy, completeness and timeliness of criminal history record information, (2) the ability to accurately identify records containing felony convictions, and (3) the ability of States to meet the FBI's voluntary reporting standards. BJA requested that SEARCH Group, Inc., convene a working group to discuss strategies for evaluating the criminal history program, which led to the release of a Request for Proposals for the evaluator. BJA further requested that during FY 1992 SEARCH Group, Inc., coordinate working group activities to assist BJA with the review of interim evaluation reports submitted to BJA.

The products of this fourth stage will be:

- A working group review of the work plan negotiated between the successful applicant evaluator and BJA;
- A plan specifying how the review of interim evaluation reports will be conducted;
- Reports on the reviews conducted by the working group; and
- Identification of critical elements of the evaluation interim reports.

#### Stage V - *Quarterly Publication of the BJA/SEARCH Group, Technical Bulletins*

This stage contemplates that SEARCH Group, Inc., project staff will write, publish, and disseminate quarterly Technical Bulletins which identify, describe, and assess new and emerging technologies that have existing or potential application in criminal justice information management. In addition to SEARCH project staff, outside experts and criminal justice agency personnel may also be encouraged to contribute to additions of the Technical Bulletins.

It is important to note that production of the BJA/SEARCH Technical Bulletins differs significantly from the Technology Assessment Program (TAP) operated by the National Institute of Justice (NIJ). TAP is an applied research project of NIJ that assists the Law Enforcement Standards Laboratory (LESL) of the National Bureau of Standards in conducting tests of criminal justice equipment in accordance with LESL-developed performance standards. These test results are then published and disseminated to criminal justice agencies.

Issues of the Technical Bulletin are to be published this year. During the second year of publication three additional Bulletins will be published in June 1992, September 1992, and December 1992.

Each Technical Bulletin will concentrate on a single technology; for example, live scan fingerprint imaging computers or optical computer storage devices, which have particular application to criminal justice information management. The Technical Bulletin will include a brief description, in nontechnical terms, of the technology; a technical note describing the inner workings and performance measures of the technology; a review of how the technology is presently being used in an operational criminal justice setting, which may include a case study of a particular agency; perhaps a discussion of the technology by one or more of the principal vendors; and identification of one or more regional or national vendors of the technology.

The products of this fifth stage are:

- A plan for the development of the three Technical Bulletins;
- Identification of the technologies to be presented;
- Draft and final editions of the three Technical Bulletins;
- A dissemination strategy to inform the field about the development of the program and the products.

**ELIGIBILITY REQUIREMENTS:** SEARCH Group, Inc., is invited to submit an application for continuation of this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award will be for a 12-month period.

**AWARD AMOUNT:** Up to \$700,000 will be available for this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Donald J. Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

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# **CONTINUATION SECTION**

# Victims

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## NATIONAL VICTIMS RESOURCE CENTER

**PURPOSE:** The purpose of this program is to disseminate crime victim-related information to criminal justice professionals, victim service providers, policymakers, researchers, and crime victims through the continued operation of the national clearinghouse, the National Victims Resource Center (NVRC).

**BACKGROUND:** BJA has provided support for the collection and maintenance of information developed by grantees funded under the Victims of Crime Act of 1984, as amended. Publications related to crime victims issues are disseminated to victim service providers, criminal justice professionals, policymakers, crime victims, and others.

**GOAL(S):** To provide crime victim-related information to criminal justice professionals, victim service providers, policymakers, researchers, and crime victims.

### OBJECTIVES:

- To maintain a collection of current information on crime victim issues.
- To prepare information in a format that is useful to State and local officials.
- To respond to requests from the field for information on crime victims.

**PROGRAM STRATEGY:** The NVRC collects, maintains, and disseminates information about national-State-local victim-related organizations, as well as information on State programs that receive funds authorized by the Victims of Crime Act.

**ELIGIBILITY REQUIREMENTS:** The NVRC is a component of the National Criminal Justice Reference Service. Eligibility is contingent upon satisfactory work performance and product development under any prior or pending Office for Victims of Crime (OVC) and BJA grants.

**SELECTION CRITERIA:** The National Criminal Justice Reference Service (NCJRS) contract presently is awarded through a competitive process managed by the National Institute of Justice on behalf of the components of the Office of Justice Programs (OJP). The award for NVRC will be a component of the parent contract.

**AWARD PERIOD:** Program funding will be for 12 months.

**AWARD AMOUNT:** Up to \$300,000 will be available for this contract.

**DUE DATE:** The date of the award will be in accordance with the completion of the OJP negotiation process for NCJRS.

**CONTACT:** For further information contact Jo Morrow, Technical Information Specialist, Special Projects Division, OVC, (202) 616-3572.

The BJA contact is Sylvia Sutton, Program Manager, Corrections Branch, BJA, (202) 514-5497.

# Community Policing/Police Effectiveness

## ORGANIZED CRIME NARCOTICS TASK FORCES

**PURPOSE:** The purpose of this program is to develop multijurisdictional responses to major organized crime narcotics trafficking conspiracies in specific regions through centrally coordinated and managed efforts of Federal, State, and local agencies.

**BACKGROUND:** The focus of organized crime has shifted to narcotics trafficking. The brutal methods and pervasive reach of both traditional and nontraditional organized crime have been concentrated on the production and distribution of illegal drugs. These two activities constitute the principal sources of income for organized crime, generating as much as \$150 billion a year.

Innovative investigative techniques must be used in the development of successful cases against organized crime narcotics trafficking (OCN) conspiracies. Civil and criminal forfeiture of assets are now recognized by law enforcement experts as effective means of depriving illicit drug traffickers of economic support and incentive. Coordination of resources and programs among Federal, State and local agencies is essential to controlling the use and trafficking of illegal drugs.

The OCN Program was initiated by BJA to demonstrate the effectiveness of law enforcement agencies working together, under a joint participation and case management concept, to attack multijurisdictional criminal conspiracies involving narcotics. The Program uses a Management Control Group approach to prioritize enforcement targets, and to allocate and direct joint resources. Essential OCN concepts include an equal vote for each participant, unanimity of decisionmaking, required participation of State or local agencies and Federal agencies (to include the Drug Enforcement Administration (DEA)), and required participation by a prosecutor as a member of the Control Group.

### GOAL(S):

- To assess the applicability of the OCN Program to specific geographic areas.
- To implement the OCN model in selected States and local jurisdictions.
- To assess the effectiveness of the OCN statewide and multijurisdictional models.
- To disseminate effective OCN strategies.

### OBJECTIVES:

- To implement projects involving multijurisdictional investigation and prosecution of middle- to upper-level conspiratorial drug crime through the

development of a comprehensive operational approach involving State, local and Federal law enforcement and prosecutorial agencies.

- To provide training and technical assistance to demonstration sites.
- To provide for the assessment of the demonstration sites and disseminate the results for future replication.

**PROGRAM STRATEGY:** The OCN Program establishes a multijurisdictional investigative and prosecutorial approach to the problems posed by conspiratorial drug crime. Individual projects are designed to develop and implement centrally coordinated and managed investigations involving Federal, State and local investigative agencies. Emphasis is on establishing a multi-agency response to commonly shared major drug crimes throughout a regional area.

The OCN Program establishes a formal mechanism whereby investigative and prosecutorial resources can be allocated, focused, and managed against targeted offenses and offenders at the highest conspiratorial levels. The formal mechanism differs significantly from a task force. Under a traditional task force configuration, resources from various agencies are assigned to one authority and operate under the direction of that authority. Assignments to task forces are generally very temporary, thus, affecting long-term stability and continuity of efforts. By contrast, under the OCN model, all participating agencies are members of a Control Group, each member having an equal voice in its operation. There is a strong sense of ownership among the participants, and solid partnerships are formed among the participating agencies.

The Control Groups are composed of Federal, State, and local authorities (to include DEA) and must have a prosecutor represented. The Control Group must unanimously approve each investigation initiated under the project based on a formal investigative plan and an investigative budget. Each investigation must have the involvement of a Federal agency, though not necessarily DEA.

This program will be implemented in two concurrent Tracks. Under Track I, Program Demonstration, projects currently funded under the OCN Program will be supplemented. It should be noted that this program has been coordinated with the DEA Drug Enforcement Task Forces and the Department of Justice Organized Crime/Drug Enforcement Task Forces and has been designed to complement other ongoing Federal activities, as appropriate.

Under Track II, the technical assistance and training award to the Institute for Intergovernmental Research (IIR) will be supplemented to both provide and manage the development and delivery of technical assistance and training services for multijurisdictional law enforcement efforts nationwide and to provide support to the OCN effort. Under this track, IIR will also support a "Statewide Integrated Resources Model" (SIRM) which will be continued during FY 1992. The SIRM program is described separately in this publication on page 151.



### **Track I - Program Demonstration**

This program is currently funded in 18 sites, which will be eligible for supplemental funding in FY 1992. Those projects will be encouraged to expand into new program areas. Project assessment and development were accomplished during the initial phases of the program, and operations were refined during subsequent funding periods. It is expected that the four most recently initiated of these sites -- Conyers, Georgia, Police Department; Maryland State Police; Nebraska Commission on Law Enforcement; and Jefferson County, Kentucky, Police Department -- will continue to operate under existing OCN guidelines and conditions.

However, the remaining 14 sites invited to apply for continuation funding are encouraged to expand the OCN concept, where appropriate, to concentrate on one or more of the following areas:

- Organized gangs trafficking in drugs beyond the street level;
- Drug-related homicides and other violent criminal activities;
- Identifying and removing the financial incentives to drug trafficking organizations;
- Inclusion of regulatory agencies in OCN projects at the municipal/regional level; and
- Demonstration of the OCN Program concept in the rural areas of the state.

The products to be completed are:

For all sites:

- A plan for implementing/continuing the demonstration activities; and
- Program data and information for the assessment by the training and technical assistance grantee.

For Sites expanding their OCN programmatic direction:

- An assessment of the area(s) to be addressed in the expanded OCN Model; and
- A methodology for adapting the OCN model to address the new programmatic areas.

### **Track II - Technical Assistance and Training**

The Technical Assistance and Training effort will be specifically designed to provide services under both the OCN and the SIRM models: OCN and SIRM services will be a two stage effort.

### **Stage I - Technical Assistance to Demonstration Sites**

The training and technical assistance grantee will provide management and operational assistance to each of the OCN and SIRM sites, as well as assistance in the development of operational assessments. Those assessments are internal self-evaluation tools which enable the demonstration sites and the program manager to determine the effectiveness of the projects and the program. Products to be completed under this stage are as follows:

- The provision of technical assistance to the demonstration sites during the implementation process;
- Operational performance assessment instruments;
- Operational assessments of individual project progress; and
- At least two combined OCN and SIRM cluster conferences.

### **Stage II - Refinement of OCN and SIRM Model Development**

Concurrent with the demonstration stage, the technical assistance and training grantee will continue to gather information from the demonstration sites and utilize information gained during that process to develop refinements to the established OCN and SIRM models.

During this stage, products to be completed are:

- Modifications to the OCN Program Model, as appropriate.
- Modifications to the SIRM Program Model, as appropriate.

**ELIGIBILITY REQUIREMENTS:** The following sites are invited to submit applications for continuation of Track I of this program: Jefferson County, Kentucky, Police Department; Kansas City, Missouri, Police Department; Conyers, Georgia, Police Department; Las Vegas Metro Police Department; Riverside, California, Police Department; Pima County, Arizona, Sheriff's Department; Broward County, Florida, Sheriff's Office; Dallas County, Texas, Sheriff's Department; Suffolk County, Massachusetts, District Attorney's Office; New York County, New York District Attorney's Office; Multnomah County, Oregon, District Attorney's Office and the States of Ohio, Maryland, Maine, Arizona, Nebraska, New Mexico, and Utah.

The Institute for Intergovernmental Research is invited to submit an application for continuation of technical assistance and training under Track II of this program.

All applications for continuation funding under this program must meet the requirements in the Application and Administrative Requirements section of this publication and provide a detailed description of project activities and progress to date.

**SELECTION CRITERIA:** All applications submitted will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this publication.

**AWARD PERIOD:** Grants to the existing sites will be supplemented for 1 year. The technical assistance and training grant will be continued for 1 year.

**AWARD AMOUNT:** Existing operational sites will receive approximately \$64,000 each and the technical assistance and training component will be funded at approximately \$400,000, for a total of \$1,550,000.

**DUE DATE:** Application due dates will be negotiated with the identified grantees based upon current project implementation progress.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

## **ORGANIZED CRIME NARCOTICS TASK FORCE CENTER FOR TASK FORCE TRAINING**

**PURPOSE:** The purpose of this program is to provide specialized training services to law enforcement groups, including task force and strike force operations, engaged in multijurisdictional narcotics investigation and prosecution.

**BACKGROUND:** Task force operations are developed and implemented to augment centrally coordinated multijurisdictional efforts to investigate and prosecute narcotics crimes and their perpetrators. Drug task forces generally establish an interdisciplinary response to commonly shared major narcotics crimes throughout a regional area. A formal mechanism is developed whereby investigative and prosecutive resources can be allocated, managed, and focused against target offenses and offenders to achieve maximum criminal and civil remedies.

The task force structure provides a mechanism by which information concerning narcotics conspirators and their activities can be collected and exchanged to support investigations and prosecutions. In addition, the composition of the task force reduces or eliminates barriers to effective enforcement, such as limited jurisdiction and lack of specialized skills.

There is a wide range of task force configurations and operational relationships in existence today. They are attempting to respond to increasingly complex criminal issues and methods. They also vary greatly in levels of sophistication and operational capabilities. For example, the BJA-funded OCN Program provides support to law enforcement agencies which develop regional projects to investigate and prosecute major organized crime and narcotics trafficking offenses. The OCN projects undertake cases against conspiracies and offenders that require unique, time-consuming investigative techniques and where coordination among agencies is essential.

In addition, innumerable non-OCN Program narcotics task forces operate throughout the Nation. The BJA Formula Grant Program alone provides funding for over 1,500 multijurisdictional drug task forces. Many other task forces operate on State or local funding or receive other Federal funding support. Thus, there is a great need for specialized training for the multitude of drug law enforcement task forces operating throughout the country.

**GOAL(S):** To provide specialized training in support of the Anti-Drug Abuse Act Formula and Discretionary Grant programs in the area of multijurisdictional task force approaches to narcotics trafficking, including management and command of investigations and prosecutions, utilizing the lessons learned in the OCN Program, and expanding the provision of training services to non-OCN Program task force operations.

**OBJECTIVES:**

- To assess the applicability of the Center for Task Force Training (CentTF) programs to various locations.
- To assess the effectiveness of the CentTF training programs.
- To continue the implementation of the CentTF narcotics task force commander training workshop program.
- To provide for the continued identification and assessment of multijurisdictional narcotics task force training needs.
- To provide for the continued selection of appropriate instructors to deliver training.
- To continue to provide training to multijurisdictional narcotics task force personnel.
- To provide for the continued evaluation of training services delivered.

**PROGRAM STRATEGY:** CentTF provides for the delivery of specialized training to multijurisdictional narcotics task force commanders in the area of management and command of investigations and prosecutions. Training provided is beyond basic skill levels, addressing such specialized areas of multijurisdictional enforcement expertise as jurisdictional differences, varying authorities and disciplines, case control, use of computer technology for task force commander management and operational activities, target selection, and task force establishment.

The training will be provided on a multi-agency and interdisciplinary basis. Essential to the program are service coordination activities devoted to the identification of key agencies affected -- local, State, and Federal law enforcement, prosecution, and other agencies -- and notification to them of the availability of specialized training to assure their involvement and participation.

This program has been initially developed under the OCN Program through a technical assistance cooperative agreement to the Institute for Intergovernmental Research, and currently provides 10-20 workshops annually throughout the United States.

In 1992, the CentTF Program will be separately funded. The level of training delivery will be expanded during this funding period to approximately 24 workshops. It is anticipated that this developmental program will undergo continuing refinement during this funding period. The project will consist of three stages -- assessment, curriculum development, training provision -- which will operate concurrently, and enable the program to be revised and expanded to meet evolving task force needs.

**Stage I - Assessment**

- Assessment of effectiveness of current basic training curriculum for task force commanders; and
- Needs assessment for specialized training relative to task force management and operations.

**Stage II - Curriculum Development**

- Refinement/revision of training curriculum for the basic narcotics commanders workshops;
- Development of specialized training courses based upon needs assessments and emerging critical issues;
- Development of resource material in support of refinements to the basic CentTF course for narcotics commanders, as well as resources in support of specialized training;
- Development of a list of instructors, by specialty area; and
- Continued development of training materials, i.e., training notebooks, audiovisual aids, and handout materials.

**Stage III - Provision of Training**

- Twenty basic CentTF training workshops for narcotics task force commanders; and
- Four to eight specialized training workshops.

**ELIGIBILITY REQUIREMENTS:** IIR will be invited to submit an application for continuation of this program.

**SELECTION CRITERIA:** All applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** This award will be for 12 months.

**AWARD AMOUNT:** Up to \$650,000 is available for this program.

**DUE DATE:** The application submission date will be negotiated with the IIR.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

## **ORGANIZED NARCOTICS TASK FORCES STATEWIDE INTEGRATED RESOURCES MODEL**

**PURPOSE:** The purpose of this program is to demonstrate the effectiveness of coordinated, multijurisdictional investigations and prosecutions involving Federal, State, and local enforcement agencies against organized narcotics trafficking.

**BACKGROUND:** Coordination of resources and programs among Federal, State and local agencies is essential to controlling the trafficking of illegal drugs. These programs involve shared intelligence, technologies, expertise, resources, tactics, and strategies.

This program is a variation on the Organized Crime Narcotics Trafficking Enforcement (OCN) Program, which establishes a formal mechanism whereby investigative and prosecutorial resources can be allocated, focused, and managed against targeted offenses and offenders at the highest conspiratorial levels. This formal mechanism differs significantly from a task force. Under a traditional task force configuration, resources from various agencies are assigned to one authority, and operate under the direction of that one authority, thus, affecting long-term stability and continuity of efforts. By contrast, under the OCN model, all participating agencies are members of a Control Group, with each member having an equal voice in its operation. There is a strong sense of ownership among the participants and solid partnerships are formed among the participating agencies.

### **GOAL(S):**

- To assess the OCN program demonstration sites.
- To develop statewide OCN models.
- To implement statewide OCN projects in selected jurisdictions.
- To disseminate effective OCN programs.

### **OBJECTIVES:**

- To develop and implement statewide enforcement projects involving multijurisdictional investigation and prosecution of middle- to upper-level conspiratorial drug crime through the development of a comprehensive, operational approach involving State, local, and Federal law enforcement and prosecutorial agencies and State regulatory agencies.
- To provide training and technical assistance to demonstration sites.
- To provide for the assessment of the demonstration sites and to disseminate the results for future replication.

**PROGRAM STRATEGY:** This solicitation invites applications for the continuation of a multijurisdictional investigative and prosecutorial approach to the problems posed by conspiratorial drug crime utilizing the OCN Model.

Individual projects are designed to develop and implement centrally coordinated and managed investigations involving Federal, State, and local investigative agencies. Emphasis is on establishing a multi-agency response to commonly shared major drug crimes throughout a regional area. The Statewide Integrated Resources Model (SIRM) will add State regulatory agencies, such as those involved in banking, securities, and real estate to the shared management system. The SIRM will add the skills, authorities, investigative powers, and sanctions available to State regulatory agencies. In addition to jail time for drug trafficking and loss of assets through financial investigation and forfeiture, narcotics conspirators will face sanctions such as revocation of corporate charters, business licenses, and action by State and Federal tax agencies.

Critical elements of this program are as follows:

- Joint agency management and direction of investigations and prosecutions;
- A coordinated approach to the crime problem which results in a major impact on middle- to upper-level conspiratorial illicit drug trafficking not achievable through a single agency, case-by-case approach;
- Inclusion, as full participants, in the formal management and operational group of State and local law enforcement officials, a prosecutor, representative(s) of appropriate State regulatory agency(s) capable of bringing civil and regulatory penalties to bear on drug violators, and Federal representation, including the Drug Enforcement Administration (DEA);
- Standardized procedures for central collection and dissemination of information for joint case administration and for investigative techniques and approaches;
- Establishment of threshold criteria to be used in the identification, prioritization, and selection of project-supported cases;
- Procedures to ensure identification, acquisition, and assessment of resources and skills required in the investigative and prosecutorial processes throughout the duration of the case;
- Procedures for coordination and monitoring of the cases to ensure proper timing of investigative and prosecutorial activities, and to facilitate decisionmaking concerning case continuance, referrals, refocusing, and closure; and
- Significant impact of the program upon the criminal justice system and on the illicit drug problem.

These critical elements are reflected in the administrative and operational components required of the demonstration sites. The SIRM Program will be implemented in two related, but separately funded tracks.



### **Track I - Continuation of Demonstration Sites**

The focus of this program is directed to the provision of investigative resources for investigation of multijurisdictional conspiratorial drug crime. Program funds for SIRM projects will be used for investigative costs only, and not for items such as personnel, fringe benefits, equipment purchases (though rental of items needed for special operations will be permitted), or construction/renovation. Up to 30 percent of the grant funds may be used for investigative overtime.

Each project must maintain the administrative and operational components required under the current program guidelines which served as the basis for the original SIRM grant award.

### **Track II - Technical Assistance and Training in Support of Program Implementation**

This program will be supported by a separately funded technical assistance and training grant awarded to the Institute for Intergovernmental Research (IIR). This technical assistance and training effort is identified in the OCN Program continuation announcement in the Continuation Section of this document. The technical assistance project will be specifically designed to provide for:

- Continuation of basic technical assistance and training to the existing and new OCN projects;
- Continuation of the on-site performance assessments to all OCN project locations;
- Intensive technical assistance and data collection at each of the statewide Integrated Resources Model projects;
- Continuation of the production of a series of instructional videotape presentations addressing narcotics task force training and technical assistance needs;
- Continuation of the development and implementation of an automated management information analysis and reporting system to track OCN project implementation; and
- Development and implementation of a curriculum, operating manuals and implementation guides that focus on enhanced, specialized command and management training for narcotics command officers and emphasizes the needs of ongoing task forces and utilizes videotape techniques to present case studies.

Each applicant under Track I must provide the following programmatic information:

- A description of the multijurisdictional investigative, regulatory, and prosecutorial problems and needs to be addressed during the continuation of the project;
- An assessment of progress achieved to date in accomplishing project milestones and objectives;

- A description of project goals and objectives to be addressed during the continuation funding period. The project goals must be consistent with the program goals set forth in this announcement, and objectives must describe quantifiable achievements to be attained and take into consideration each of the program's administrative and operational components;
- A description of project operations, to include the administrative decisionmaking structure implemented during the first funding year of the project; and
- An operating plan with milestones and major achievements to be accomplished, including an implementation schedule.

Each applicant must also submit a budget and a budget narrative which relates items budgeted to project activities and provides cost data used to arrive at the estimates for each line item. The following information is provided to assist the applicant in developing the budget narrative:

- **Personnel Category** - This category includes only budgeted overtime and related costs.
- **Travel** - This category includes administrative and investigative travel. Under administrative travel, applicants should budget funds for two trips each to a Central U.S. location by two members designated by the project Control Group to attend program management conferences. Investigative travel includes transportation of non-Federal officers and investigators for nonconfidential investigative purposes.
- **Equipment** - No funds should be budgeted for purchase of equipment.
- **Supplies** - List items within this category by major type and show basis for computation.
- **Contractual** - No funds should be budgeted for contractual services.
- **Construction** - No funds should be budgeted for construction.
- **Other** - There are two subcategories of "Other" and funds envisioned under this program:
  - **General Other** - include items such as rent, reproduction, telephone; list items by major type and show basis for cost
  - **Confidential Funds** - includes: (a) Purchase of Evidence, (b) Purchase of Information, and (c) Purchase of Services. Purchase of Services includes such items as lease of vehicles, business fronts and covert locations, personal undercover expenses within reasonable limits, and travel and transportation for covert operations. Confidential funds must be administered in accordance with the minimum requirements contained in Office of Justice Programs Guideline Manual M7100.1D.

**ELIGIBILITY REQUIREMENTS:** This program solicits applications from the Arizona Attorney General's Office, and the Florida Department of Law Enforcement to continue their currently funded projects.

**SELECTION CRITERIA:** All applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** Awards will be for a period of 12 months.

**AWARD AMOUNT:** Two statewide projects will be funded at approximately \$150,000 each, for a program total of \$300,000.

**DUE DATE:** Application due dates will be negotiated with the current grantees based upon implementation progress.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch (202) 514-5947.

## **TRAINING LOCAL LAW ENFORCEMENT OFFICERS IN ANTI-DRUG ACTIVITIES INVOLVING ILLEGAL ALIENS**

**PURPOSE:** The purpose of this program is to provide training specifically designed to enhance the abilities of State and local law enforcement officers to identify and process criminal aliens involved in narcotics investigations or other activities.

**BACKGROUND:** The increasing involvement of criminal aliens, both legal and illegal, in drug importation and distribution has placed new demands on State and local law enforcement. Not only are unique identification and investigative challenges encountered, but the law enforcement officer has at his disposal a whole new array of investigative options and potential sanctions. The majority of State and local law enforcement officers are simply unfamiliar with these options, as they have not been traditionally called upon to deal with problems of this nature. The training is designed to enhance law enforcement officers' abilities to identify and process criminal aliens.

BJA has an existing grant with the International Association of Chiefs of Police (IACP) in which a training program on responding to alien crimes was developed in collaboration with the Immigration and Naturalization Service (INS).

**GOAL(S):** To disseminate effective strategies for identifying and processing narcotics cases involving illegal aliens.

### **OBJECTIVES:**

- To provide up to five regional training seminars for State and local law enforcement officers involved in narcotics investigations of criminal aliens.
- To update and refine current training curriculum as new information is available.

**PROGRAM STRATEGY:** This program will continue to enhance the present training program, which will be updated to address emerging problems with criminal alien groups or gangs. A supplemental award will be made to IACP to train law enforcement personnel on a regional basis in up to five selected sites.

Specific activities and products to be completed during this stage are:

- A plan for providing training on a regional basis for law enforcement investigators;
- Continued refinements and revisions to the training curriculum as appropriate; and
- Implementation of the training program on a regional basis.

**ELIGIBILITY REQUIREMENTS:** IACP is invited to submit an application for continuation of this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award period for this program is 12 months.

**AWARD AMOUNT:** Up to \$150,000 will be available for this award.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

## WASHINGTON, D.C. METRO AREA DRUG ENFORCEMENT TASK FORCE

**PURPOSE:** The purpose of this program is to demonstrate, through coordinated planning and operations, the ability of Federal, State, and local law enforcement agencies to suppress narcotic and illicit drug trafficking and the violence associated with it in a major metropolitan area.

**BACKGROUND:** Coordination of resources and programs among Federal, State, and local agencies is essential to controlling the use and trafficking of illegal drugs. The activities of the Washington, D.C., Metro Area Drug Enforcement Task Force (MATF) focus on promoting coordination and cooperation among law enforcement agencies at the Federal, State, and local levels in the Washington, D.C., Metropolitan Area. The MATF came into existence when the Washington Field Office of the Drug Enforcement Administration (DEA), in accordance with the Anti-Drug Abuse Act of 1988 (the mission of BJA), and at the suggestion of the Director of the Office of National Drug Control Policy, developed a multijurisdictional task force to target drug trafficking and its associated violence. The specific target of the MATF has been street-level, mid-level and major drug traffickers.

The Arlington County, Virginia, Police Department, as host agency for MATF, established a working mechanism to handle the authorization for expenditures and the payment of vouchers. Another mechanism was set in place to collect and analyze programmatic data and to control inventories, informants, seized assets, and confidential funds, in accordance with BJA's program.

### GOAL(S):

- To assist State and local law enforcement agencies, through joint operations with Federal law enforcement personnel.
- To target and remove major narcotic traffickers within the Washington, D.C., Metropolitan Area through investigation, arrest, prosecution, asset forfeiture, and conviction.

### OBJECTIVES:

- To maintain support of the Washington, D.C., Metropolitan Area Drug Enforcement Task Force.
- To assess the results of the demonstration effort.

**PROGRAM STRATEGY:** This program supports the State and local efforts within the MATF operations and will continue operations through five concurrent efforts: targeting, community-oriented policing, prosecution, asset seizure, and intelligence activities.

All State and local officers assigned to MATF were deputized as Federal officers. This action enables State and local officers and Federal officers to work side by side throughout the various jurisdictions within the Washington, D.C., Metropolitan Area.

### **Element I - *Targeting Activities***

Concomitant with the street-level activities, investigative efforts against major drug traffickers and their organizations will continue in every jurisdiction. The Multi-jurisdictional Task Force Group, the Special Operations Task Force Groups and DEA Enforcement Groups concentrate on those organizations presenting the greatest drug threat in the metropolitan area. Particular emphasis is placed on wholesale and mid-level distributors. Where mid-level distribution is controlled by gangs, other special enforcement programs are utilized. DEA Enforcement Groups conduct investigations of those violators and organizations at the highest level of drug trafficking.

A DEA Financial Investigation Group seizes assets, conducts financial investigations related to drug trafficking, and conducts money laundering investigations.

A Special Operations Division of the Task Force, consisting of three Task Force Groups headed by a DEA, a U.S. Marshals Service (USMS), and a Bureau of Alcohol, Tobacco, and Firearms (ATF) Group Supervisor, addresses the interdiction, fugitive, and weapons aspects of drug trafficking. Each of these Task Force Groups has two DEA Special Agents assigned in addition to other Federal, State, and local personnel.

This organizational targeting approach also focuses on wholesale suppliers from outside the Washington, D.C., Metropolitan Area as another method of controlling the supply of illicit drugs. DEA Special Enforcement Operations (SEO "Title Fight") are high-level, long-term enforcement projects requiring significant resource expenditures that focus DEA investigative, intelligence, and support resources on significant trafficking organizations that have national or international implications.

The Diversion Group implements the provision of the Chemical Diversion and Trafficking Act of 1988, Public Law 100-690, Anti-Drug Abuse Act of 1988. This Diversion Group monitors the distribution, implementation and exportation of 20 listed precursor and essential chemicals. Information is coordinated with the Clandestine Laboratory Group of the Multi-Jurisdictional Task Force.

### **Element II - *Community-Oriented Policing Activities***

Local citizens throughout the Washington, D.C., Metropolitan Area establish community groups to eliminate the conditions that contribute to neighborhood drug sales. Citizen groups are encouraged to establish confidential drug hotlines to report activity in open-air markets and large public housing projects, pressure the legislature

for effective asset seizure laws and increased penalties for drug distribution, conduct neighborhood clean-up projects, and form community crime patrols and neighborhood watch programs.

### **Element III - *Prosecution Activities***

Prosecution activities are closely linked to the targeting (investigative) activities. They are devoted to street-level dealers, local and regional distribution and trafficking networks, and major individual traffickers. Cases are pursued with the intent of neutralizing criminal networks through a priority targeting program and seeking maximum penalties allowed by law. Technical assistance is provided to the jurisdictions needing guidance in prosecuting complex drug cases and developing model statutes.

Selective drug user prosecutions are also utilized for the purpose of sending a strong "zero tolerance" message.

### **Element IV - *Asset Seizure Activities***

Asset removal makes drug trafficking less profitable and denies drug organizations the resources needed to maintain their illegal activities. Asset forfeiture and other financial investigative laws can be powerful tools in destroying the financial bases of trafficking organizations. In removing profits and assets, the strategy also deters potential drug trafficking by increasing the risk associated with drug offenses.

### **Element V - *Intelligence Activities***

The major purpose of the intelligence strategy is to ensure that intelligence capabilities are properly directed and coordinated and that they are fully utilized to support all law enforcement agencies in the Washington, D.C., Metropolitan Area. Improved intelligence means more effective use of law enforcement resources, greater success against traffickers and, as a result, reduced availability of drugs. The intelligence activities direct the assignment of resources that are critical to the efforts of the three other supply-reduction activities (i.e., targeting, prosecution and asset seizure).

### **Element VI - *Operation Red Rum (murder spelled backwards)***

Red Rum is a special Group (unit) of MATF designed to demonstrate new cooperative investigative techniques related to drug homicides. The unit was implemented in January 1991 and is comprised of one supervisor and three agents from DEA, one sergeant and two homicide investigators from the District of Columbia Metropolitan Police Department, one INS agent, and one DEA analyst. Unlike the other units in the MATF, the lead agency in Red Rum is the D.C. Metropolitan Police Department.



It has become apparent to BJA that the demonstration of Red Rum an unqualified success. Initially the group was given responsibility for six unsolved drug-related homicides. By combining the energies of experienced homicide detectives with equally experienced drug enforcement agents, the group solved five of the six homicides.

The Red Rum demonstration has proven to have benefits that should be provided to task forces in every metropolitan area plagued by drug-related violence.

#### **Element VII - Program Demonstration**

MATF is currently operational in northern Virginia, Washington, D.C., and the contiguous suburban counties in Maryland. Project development was accomplished during the initial phase of the program. Between June 1989 and August 1991, MATF officers opened a total of 413 cases which led to the arrest of 718 drug dealers. It is expected that the Task Force will continue to operate under its present structure in FY 1992.

The products to be completed are:

- A plan for continuation of the demonstration activities; and
- Continued enforcement demonstration activities.

**ELIGIBILITY REQUIREMENTS:** The Arlington County, Virginia, Police Department will continue to host the operations of the Washington, D.C. MATF.

**SELECTION CRITERIA:** The Arlington County Police Department is the host agency for the State and local law enforcement activity within the Task Force. The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. Additionally, the following criteria were used:

- A coordinated approach to the crime problem which results in a major impact on illicit drug trafficking not achievable through a single agency;
- Standardized procedures for central collection and dissemination of information for joint case administration and for investigation techniques and approaches;
- Operational guidance by DEA and other appropriate Federal agencies for joint agency management and direction of investigations and prosecutions; and
- A budget.

**AWARD PERIOD:** The award will be for a 12-month period.

**AWARD AMOUNT:** BJA will provide up to \$500,000 to support this program. The remainder of funds will be provided by other sources.

**DUE DATE:** Not applicable.

**CONTACT:** For further information, contact Donald J. Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

## WORKING GROUP FOR STATE DRUG CONTROL EXECUTIVES PROGRAM

**PURPOSE:** The purpose of this program is to convene a group of senior State officials designated by their respective governors as drug policy coordinators, sometimes referred to as "Drug Czars", to discuss issues related to the effective integration of BJA formula grant planning and analysis in the broader State drug control planning process and to document effective approaches utilized by the States to conduct and implement statewide drug control planning.

**BACKGROUND:** State and local governments bear a major share of the responsibility for drug abuse control. BJA assists the States through financial and technical assistance provided by the Formula and Discretionary Grant Programs. As part of the formula grant process, each State is required to prepare and submit a State drug strategy. The development of State strategies and the allocation of Federal monies represent major opportunities for State executive branch coordination and cooperation. A working group of State-level policymakers has been established to identify effective mechanisms for integrating program assessments and evaluations into the States' ongoing strategic planning processes. This represents one element of BJA's efforts to support States in successful program planning, implementation, and rational policymaking.

The initial meeting of the working group was held on January 23-25, 1992. The working group will meet twice during the period supported by this cooperative agreement. These working group meetings will focus on an overview of the issues and current State strategies, "what works" and how to determine the conditions of success, and techniques for indirect management (of both operational State agencies and local government activities). The focus on "what works" is not one of technology transfer, but of enhancing the capacities of the drug control offices in the following areas: substantive knowledge regarding anti-drug abuse efforts and approaches; familiarity with methods of policy analysis and evaluation; and skills in policy development, indirect management, and organizational mobilization.

### GOAL(S):

- To create a group composed of individuals with experience in drug control planning who are prepared to rethink and improve the States' responses to drug problems.
- To better integrate States conducting their oversight and administration of the Formula Grant Program with the broader State drug control strategy development and implementation in mind.
- To provide practical, objective information to States regarding effective processes and approaches to drug-control planning and assessment of the impact of those plans.

**OBJECTIVES:**

- To document and disseminate effective approaches States utilize to implement drug-control planning.
- To provide a forum to identify and address problems or issues that impede effective planning and program development.
- To enhance the benefits of the BJA Formula Grant Program to the broader State planning process.

**PROGRAM STRATEGY:** This project will identify and discuss, in a group environment, practical approaches to successful drug-control policy analysis, program design, indirect management, and coordination of multidisciplinary activities directed to controlling drug trafficking and abuse. Two meetings of the Working Group of 17 State drug-control officials will be convened during the project period to examine issues identified in the initial meeting of the Working Group, conducted in January 1992. These meetings will attend specifically to the task of examining promising ideas and strategies. The Working Group will examine, through case studies, programs that have worked well and programs that did not fulfill their promise. The meetings will allow the participants to evaluate their own programs over time and to share and discuss the results with their colleagues. The group will look at "what works" not in terms of technology transfer, but in terms of developing the processes and tools for determining and developing effective policy analysis and planning approaches as well as programs.

The current diversity in State drug-control strategy development, together with the tremendous breadth of administrative and strategic issues confronting State-level drug-control executives, provide a challenge to more effective planning. The Working Group Project is designed to fill that need. The meetings will facilitate the exchange of ideas and experience among the participants as well as provide a firm grounding in indirect management and drug-strategy formulation.

**ELIGIBILITY REQUIREMENTS:** The Kennedy School of Government, Harvard University, is eligible to submit a continuation application for this cooperative agreement.

**SELECTIONS CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award will be for a 12-month period.

**AWARD AMOUNT:** Up to \$300,000 will be available for this program.

**DUE DATE:** The due date will be negotiated with the Kennedy School of Government.

**CONTACT:** For further information, contact Andy Mitchell, Chief South Branch, State and Local Assistance Division, (202) 514-6638.

# **Intermediate Sanctions/User Accountability**

## **DENIAL OF FEDERAL BENEFITS**

**PURPOSE:** The purpose of this program is to implement Section 5301 of the Anti-Drug Abuse Act of 1988 and, thereby, promote the denial of Federal benefits to those convicted of drug violations.

**BACKGROUND:** Intermediate sanctions are designed to hold the drug user accountable and focus on the range of post-adjudication sanctions that fill the gap between traditional probation and incarceration. The denial of Federal benefits falls within that range.

The Denial of Federal Benefits Program was established to implement Section 5301, as directed by President Bush on August 30, 1990. A Clearinghouse was created to receive and transmit to the General Services Administration, as well as to other interested Federal agencies, information on persons convicted of drug trafficking or possession whose sentence included the denial of Federal benefits.

The States and their criminal justice agencies are advised of the program and of the application of denial of Federal benefits through document dissemination, training, and special technical assistance activities.

The National Center for State Courts (NCSC) provides overall technical assistance and training to make the States aware of the program and to assist them in implementation. A National Advisory Board assists in program design and implementation. NCSC has also completed legal research to facilitate integration of the program in the States. The American Prosecutors Research Institute (APRI) has prepared model legislation to facilitate State implementation of Section 421 and will provide technical assistance to the demonstration sites. Further, the National Crime Prevention Council (NCPC) is bringing the Denial of Federal Benefits concept to the attention of the public in general and high school and college students in particular, through a media campaign during the Spring of 1992.

Two sites were selected to demonstrate implementation of the program. A grant was made to the State of Rhode Island because of its unified system of prosecution and the size of the State. Through a competitive process, BJA awarded a second demonstration grant to Imperial County, California. Sentences have been entered into the Denial of Federal Benefits Database from courts in both Rhode Island and Imperial County. Additional sentences have also been received from State courts not involved in demonstration projects.

Federal Courts participate in this program. Through the assistance of the U.S. Administrative Office of the Courts and the U. S. Sentencing Commission, Sentencing Guidelines and Sentencing Forms (form AO 245) have been amended to include the Denial

option. U.S. District Courts regularly use this sentencing option and report it to the Department of Justice Denial of Federal Benefits Clearinghouse.

The Office of the Comptroller in the Office of Justice Programs manages the information system that accepts and reports on denial information.

**GOAL(S):**

- To develop effective programs for denying Federal benefits to individuals convicted of drug violations.
- To implement Denial of Federal Benefits Programs in selected jurisdictions.
- To disseminate information on Denial of Federal Benefits Programs.

**OBJECTIVES:**

- To document prototype programs for denying Federal benefits to drug offenders.
- To develop an evaluation design.
- To provide technical assistance and training materials.
- To demonstrate application of sanctions under Section 21.
- To promote replication of prototypes.

**PROGRAM STRATEGY:** Three of four stages will continue under previous awards. Two demonstration sites will continue to participate in the program. Technical assistance and training, through NCSC, public awareness, and through NCPC, will continue. An evaluation will conclude work under this program so that by the end of September 1992, the Program will consist of implementation manuals, training manuals, publicity packages for public awareness, an impact and process evaluation, and dissemination strategies.

The final stage of the program strategy is evaluation. The National Institute of Justice (NIJ) will conduct a process and impact evaluation of the Denial of Federal Benefits Program, focusing on the two demonstration sites and supporting efforts to promote public awareness and program implementation.

**ELIGIBILITY REQUIREMENTS:** The application will be reviewed in accordance with the selection criteria in the Application and Administration Requirements Section of this document.

**SELECTION CRITERIA:** NIJ will select an organization to conduct the evaluation through a separate solicitation.

**AWARD PERIOD:** The award will be for a period of up to 12 months.

**AWARD AMOUNT:** Up to \$200,000 will be made available for the evaluation.

**DUE DATE:** Due dates will be announced in subsequent Federal Register announcements to be published jointly by the NIJ and BJA.

**CONTACT:** For further information, contact Norma Nance, Courts Branch, (202) 514-5943.

## **PRIVATE SECTOR/PRISON INDUSTRY ENHANCEMENT CERTIFICATION PROGRAM TECHNICAL ASSISTANCE**

**PURPOSE:** The purpose of this program is to provide technical assistance and training to currently certified agencies, interested organizations, and applicants of the Prison Industry Enhancement (PIE) Certification Program.

**BACKGROUND:** Eighteen U.S.C. 1761 implements the PIE Program originally authorized within the Justice System Improvement Act of 1979, and extended under the Justice Assistance Act of 1984 (Public Law 98-473) and the Crime Control Act of 1990 (Public Law 101-647). The Program provides exemption from Federal constraints on the marketability of non-Federal prison-made goods by permitting the sale of these products in interstate commerce (18 U.S.C.1761(a), the Sumners-Ashurst Act, 1948), as well as to the Federal Government (41 U.S.C.35(d), the Walsh-Healey Act, 1936). By law, up to 50 non-Federal prison industry projects may be certified for this exemption when their operation has been determined by the BJA Director to meet statutory and guideline requirements.

The certified projects are designed to place inmates in a realistic working and training environment, thereby enabling them to acquire marketable skills and, potentially, increase the possibilities for successful rehabilitation and meaningful employment upon release. The projects also reduce tensions as idleness decreases in participating institutions. Another significant result is that project workers can alleviate some of the costs of incarceration by paying room and board and taxes, and they can send money home for family support. Victims of crime also may be compensated for their loss through contributions from inmates.

PIE Certification requires that State and local units of government comply with the following legislatively mandated conditions and administrative authority: statutory authority to administer prison industry programs; contributions to victim compensation fund or victim assistance programs; consultation with organized labor and local private industry; payment of prevailing wages; free worker displacement; voluntary participation; worker compensation; and private sector involvement.

### **GOAL(S):**

- To provide the capability to selected States and local jurisdictions to be certified for PIE.
- To provide the capability to selected States and local jurisdictions to implement effective prison industry projects.
- To disseminate effective PIE certification programs and prison industry projects.
- To monitor PIE-certified programs.



**OBJECTIVES:**

- To provide training and technical assistance to selected jurisdictions.
- To assess programs in prison industry projects.
- To refine training and technical assistance materials.
- To monitor certified programs for compliance with PIE legislative requirements.
- To disseminate effective prison industry programs.

**PROGRAM STRATEGY:** This solicitation invites an application from the American Correctional Association (ACA) to continue to provide training and technical assistance to States and local jurisdictions that are certified to participate in the PIE program and to those that are seeking certification.

There are three strategy components: training and technical assistance for certification, training and technical assistance for prison industry program development, and monitoring. Each of the first two components will be conducted in two stages:

**Stage I - *Provision of Training and Technical Assistance***

The products to be completed during this stage are:

- An updated plan to provide ongoing training and technical assistance to selected jurisdictions;
- Implementation of the training and technical assistance;
- A report on the training evaluation; and
- Dissemination of information to inform the field about the development of the program as well as the products and results of this demonstration.

**Stage II - *Training and Technical Assistance Development Activities***

The products to be completed during this stage are:

- A plan for conducting national/regional PIE workshops;
- The implementation of training and technical assistance workshops;
- An updated plan for revising training and technical assistance materials, including the training and technical assistance package, the training manual, and informational materials;
- Expansion of the videotape lending library developed under CI-Net, as necessary;
- Continued publicizing of field activities and resources through the quarterly newsletter, CI-Net News, developed under CI-Net, as necessary;
- Continued evaluation of legislative activity impacting correctional industries at the State and local level, developed under CI-Net, as necessary;

- Identification of additional training and technical assistance providers, if necessary;
- A design to evaluate the training program; and
- A dissemination strategy.

In addition, the grantee will monitor certified PIE programs to determine their compliance with legislative and programmatic requirements.

The products to be completed are:

- An updated plan for monitoring PIE programs;
- Criteria for selecting programs to be monitored;
- Selection of programs to be monitored;
- A review and revision, if appropriate, of monitoring protocols;
- Monitoring of selected programs;
- A report on the results for each program, including recommendations for remedial action, if necessary; and
- A recommendation for enhancing the PIE training and technical assistance program.

**ELIGIBILITY REQUIREMENTS:** ACA is invited to submit an application to continue this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administration Requirements Section of this document.

**AWARD PERIOD:** One cooperative agreement will be funded for 12 months.

**AWARD AMOUNT:** Up to \$350,000 will be available for this program.

**DUE DATE:** A continuation application is due within 60 days after the publication of this announcement.

**CONTACT:** For further information, contact Louise Lucas, Program Manager, Special Programs Division, (202) 307-1065.

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# Drug Prevention

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## THE NATIONAL TOWN WATCH CRIME AND DRUG PREVENTION CAMPAIGN

**PURPOSE:** The purpose of this program is to provide information materials and technical assistance for the development of both neighborhood partnerships and cost-effective innovative community-based demonstrations to reduce crime, violence, and substance use.

**BACKGROUND:** First launched in 1984 by the National Association of Town Watch, Inc., the program involved a total of 400 communities from 23 States that participated in community building and crime watch activities. Since that time, National Night Out, as it is commonly referred to, has continued to grow and flourish in all 50 States, U.S. territories, and United States military bases around the world, and in cities across Canada. With special focus on developing police-community partnerships and empowering neighborhoods, National Night Out has evolved into a year-long effort of coalition and partnership building among law enforcement and other public and private service providers, elected officials, businesses; churches; schools; community organizations; and citizens, including youth who wish to reduce crime, violence, and substance abuse through commitment, volunteerism, and cost-effective means.

The eighth annual National Night Out celebration was kicked off by President George Bush and former U.S. Attorney General Dick Thornburgh on August 6, 1991, at a special ceremony hosted by the U.S. Drug Enforcement Administration in Washington, D.C. A record-breaking 23 million people coordinated crime and drug abuse prevention activities in more than 8,300 communities across the United States and in many parts of the world.

### GOAL(S):

- To reduce crime, violence, and the demand for drugs in local communities;
- To build safer and stronger neighborhoods through coalition and partnership building among law enforcement and other public and private agencies, businesses, churches, schools, citizens and youth; and
- To improve law enforcement and community relations.

### OBJECTIVES:

- To develop and implement the National Town Watch and Crime Prevention Campaign, whereby citizens come out of their homes, turn on their porch lights and, through special events and community building activities, send the message to criminals that their communities will not tolerate crime and illicit drug use;

- To provide technical assistance to enhance participation in neighborhood block watches;
- To continue to heighten crime and drug abuse prevention awareness;
- To generate support for and participate in local, State, and national anti-crime/drug efforts;
- To support the "McGruff Campaign" and other National Crime Prevention Coalition activities to strengthen neighborhood unity and community spirit; and
- To promote the building of partnerships among law enforcement and other public and private service providers, businesses, community organizations, citizens and youth.

**PROGRAM STRATEGY:** This solicitation invites an application from the National Association of Town Watch, Inc. for continuation funding.

This program consists of the following elements and products:

- Managing the day-to-day activities of the National Town Watch Crime and Drug Prevention Campaign;
- Soliciting both law enforcement and communities to encourage their involvement in the National Town Watch Crime and Drug Prevention Campaign;
- Developing and disseminating appropriate prevention and educational materials to participating communities;
- Coordinating Campaign activities with broadcast and print media; and
- Assessing and reporting the Campaign's impact.

**ELIGIBILITY REQUIREMENTS:** The National Association of Town Watch, Inc., is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

**SELECTION CRITERIA:** A cooperative agreement will be negotiated with the National Association of Town Watch, Inc. The application will be reviewed based on the extent to which it meets the following criteria: Organizational capability; Soundness of the proposed strategy; Qualifications of project staff; Clarity and appropriateness of the program implementation plan; and Budget.

**AWARD PERIOD:** This program will be funded for a 12-month period.

**AWARD AMOUNT:** Up to \$100,000 will be made available for this program.

**DUE DATE:** The application must be postmarked no later than February 24, 1992.

**CONTACT:** For further information, contact Robert H. Brown, Jr., Special Programs Division, (202) 616-3297.

## **NEIGHBORHOOD CRIME AND DRUG ABUSE PREVENTION PROGRAM**

**PURPOSE:** The purpose of this program is to demonstrate strategies in five local jurisdictions to resolve problems of drug trafficking, use, and related crime in neighborhoods through community-police partnerships involving law enforcement, public and private agencies, businesses, schools, community organizations, and citizens.

**BACKGROUND:** Because of crime and drug problems and the impact upon society, law enforcement agencies have had to experiment with alternative approaches to traditional policing methods. To become more efficient and effective in accomplishing law enforcement and community objectives, many agencies have developed both proactive and interactive approaches to resolve drug problems confronting neighborhoods and communities. Such innovative approaches have been developed by the Milton S. Eisenhower Foundation and are currently being demonstrated in Los Angeles, California; Chicago, Illinois; Boston, Massachusetts; Philadelphia, Pennsylvania; and San Juan, Puerto Rico.

Drawing from a decade of street-level research and having funded and administered more than 30 community-police partnerships and community organizations, the Milton S. Eisenhower Foundation secured first-year funding for this program, through a competitive process, in BJA's FY 1990 Innovative Neighborhood-Oriented Policing Program. Through this award, the Foundation and its five demonstration sites are able to complete programmatic activities, finalize evaluations, and disseminate information to interested agencies, organizations, and communities.

**GOAL(S):** To develop extensive partnerships among law enforcement, public and private agencies, businesses, schools, community and social organizations, and citizens.

### **OBJECTIVES:**

- To reduce the number of at-risk youth in a defined neighborhood.
- To identify and establish alternatives to gangs and gang membership.
- To improve deteriorating social structures in targeted neighborhoods.
- To develop a community environment conducive to economic growth.
- To build coalitions and planning teams in targeted neighborhoods.
- To encourage law enforcement's adoption of community and problem-oriented policing techniques.

**PROGRAM STRATEGY:** This program will allow for police departments and non-profit community organizations to develop stable and concrete relationships within targeted neighborhoods to combat crime and drug abuse and improve the quality of life. The Milton

S. Eisenhower Foundation will continue to administer this community-based demonstration program by subcontracting for specific services proposed in work plans from Los Angeles, California; Chicago, Illinois; Boston, Massachusetts; Philadelphia, Pennsylvania; and San Juan, Puerto Rico.

The Foundation will subcontract funds separately to the police department (excluding Philadelphia) and a designated community organization at each site for services proposed in work plans. Programs will be administered by both the police and the community organization. Coalitions, representative of citizens and private and public agencies, will be responsible for assessing data, formulating plans, and implementing strategies to resolve crime and drug problems that impact neighborhoods.

Program direction and oversight will be provided by the Foundation staff. Staff will work with the coalitions as "team members" to assure optimal program development and to facilitate the delivery of human, technical, and financial resources.

To ensure that police and community organizations are working in a true partnership to achieve common goals, the Foundation will incorporate clauses in each subcontract that specifically define the programmatic and financial roles and responsibilities of each project site. Also, the Foundation staff will conduct monthly site visits and contract with local evaluators to assess activities and accomplishments.

**ELIGIBILITY REQUIREMENTS:** The Milton S. Eisenhower Foundation is invited to submit an application for continuation of this program.

**SELECTION CRITERIA:** A cooperative agreement will be negotiated with the Milton S. Eisenhower Foundation. The application will be evaluated on the extent to which it meets the following criteria: Organizational capability; Soundness of the proposed strategy; Qualifications of the project staff; Clarity and appropriateness of the program implementation plan; and Budget.

**AWARD PERIOD:** This cooperative agreement will be for a period of 12 months.

**AWARD AMOUNT:** Up to \$500,000 will be available for this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Robert H. Brown, Jr., Community Crime Prevention Programs Branch, (202) 307-1065.

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*NOTE: This represents FY 1991 carryover funds that are available to be awarded as soon as the previous year's fund have been expended.*

## **STRATEGIC INTERVENTION FOR HIGH-RISK YOUTH**

**PURPOSE:** To develop, implement, and test the effectiveness of a strategic intervention intended to enable youth to become drug-free, productive citizens and to make the neighborhood safer for high-risk youth and their families by reducing drug trafficking, drug abuse and crime, as well as to reduce the fear of crime among these youth and their families.

**BACKGROUND:** Drug abuse and the attendant delinquency and illegal gang activity are a major source of disruption in America's urban neighborhoods. This initiative proposes to identify those youth most likely to become involved in such negative behavior, and to prevent further involvement in illegal activities through community policing, school programs, and other neighborhood-based efforts. Human services and criminal justice services will be coordinated and concentrated to intervene effectively with these youth and their families in the neighborhood where they live.

Although young people in impoverished, high-crime areas are highly susceptible to the lure of substance abuse and delinquency, most young people do not succumb. Research identifies several predictors for identifying adolescents who are most at-risk. There is no one cause for such behavior, but a combination of factors leads to substance abuse.

The central notion underlying the program design is that while rates of experimentation with drugs and alcohol are roughly similar for pre-adolescents at all socio-economic levels, young people in very poor communities lack the effective ties to mainstream social institutions--school, family, community organizations--that generally prevent experimentation from becoming addiction among young people in more affluent communities. The program interventions are designed to compensate for and begin to build those missing ties for young people who have been severely disadvantaged.

### **GOAL(S):**

- Develop a comprehensive, experimental program that includes intensive education, social services, and justice system activities for high-risk youth in an impoverished neighborhood.
- Enhance the real and perceived safety of program participants by reducing illegal drugs and crime in the neighborhood in which they live, go to school, and engage in program activities.
- Increase coordination in the design and delivery of services among human service and justice system agencies for program youth, their families, and their neighborhood.
- Enable program participants to become productive, drug-free, and law-abiding citizens.

**OBJECTIVES:**

- To identify the target population and selected program participants.
- To provide educational, recreational, psychological, and social services to the youth participants and their families.
- To coordinate preventive activities with the juvenile/criminal justice systems through the provision of specialized services that will facilitate crime and drug reduction among youth and their families.
- To implement record-keeping systems in support of the evaluation.
- To conduct periodic assessments, in concert with community residents, of the crime and illegal drug problems in the target neighborhood.
- To develop and implement a strategy, working with target neighborhood residents to:
  - create drug-free zones around the school(s) attended by program youth, the recreation facilities they utilize, and the church or other community institutions where they spend a significant amount of time;
  - make the routes traveled by program youth between their homes, schools, and recreation areas safe from drug dealers and criminal offenders; and
  - make youth and their families feel safe where they live, go to school, and play.
- To mobilize residents to work with the criminal justice system in identifying and removing drug dealers and criminal offenders from their neighborhood.
- To develop and apply community-based sanctions for program youth who come to the attention of the juvenile justice system.
- To develop and implement nontraditional roles for criminal and juvenile justice system agency personnel which involve assisting in the implementation of the prevention and intervention services for high-risk youth.

**PROGRAM STRATEGY:** BJA, the Office of Justice Programs (OJP), the U.S. Department of Justice (DOJ), and New York University's Substance Abuse Strategy Initiative Program (SASIP) are undertaking joint effort to help communities rescue their high-risk pre-adolescents from the interrelated threats of poverty and drugs. The program will test a specific intervention strategy for reducing and controlling illegal drugs and related crime in the targeted neighborhood and for fostering healthy development among youth.

Multiservice, multidisciplinary neighborhood-based programs will be established that will provide a range of opportunities and diverse services for pre-adolescents and their families who are at high risk for involvement in illegal drugs and crime. Simultaneously, the criminal and juvenile justice systems will target resources to reduce illegal drug use and crime in neighborhoods where these young people reside. This strategy recognizes these children as the individuals they are and proffers a variety of interventions that anticipate the needs, problems, and interests of the target population.



SASIP has received funding from The Casey Foundation, The Ford Foundation, The Pew Charitable Trusts and the Rockefeller Foundation for this effort. BJA will provide funding under the Edward Byrne Memorial State and Local Law Enforcement Assistance Program. SASIP has provided planning grants of up to \$25,000 to eight communities for a 3- to 4-month design period. Based on proposals submitted, two to five of these communities will receive funds to implement programs over a 3-year period. Foundation and government funding between \$500,000 and \$1 million will be allocated per community. Although additional support for this initiative may become available, communities must develop their plans on the assumption of these funding amounts.

The strategy consists of two interrelated components:

- Prevention/Intervention. The applicant is expected to show plans for an integrated, multifaceted approach, designed to concentrate sufficient resources on the target population to effect changes in all aspects of their lives: social, familial, psychological, educational and recreational. Each program element will be designed to eliminate or ameliorate known risk factors. Service plans for each program participant will be prepared by a case manager, in consultation with the family, and will be used throughout the participant's involvement in the program to ensure the coordination and completeness of services. It is expected that each youth will participate in the program for up to two years.
- Justice System. The purpose of the justice component is to make the neighborhood safer for high-risk youth and their families by reducing drug trafficking, drug abuse and crime, as well as reducing the fear of crime among youth and their families. This initiative is designed to address the following basic question: If high-risk youth receive intensive educational and social services and their environments are made safer by reducing drug trafficking and crime, can the effectiveness of the service intervention in reducing antisocial behavior be significantly enhanced? This component focuses on the application of community-based policing and other justice services provided through prosecution, court, and probation agencies. Intense coordination among these justice agencies, the prevention/intervention agencies, and the community will mobilize the resources to provide programs designed to achieve the stated goals and objectives.

There are two tracks to this program.

### **Track I - *Demonstration***

#### **Stage I - *Program Development***

In the initial 3 months, the demonstration sites will complete prototypes, memoranda of agreements, operating policies and procedures, and plans for resource allocation among the participating public and private organizations.

The products to be completed during this stage are:

- Revised prototype design;
- Revised implementation plans;
- Revised Memoranda of Agreements;
- Operating policies and procedures; and
- Revised budgets, if necessary.

### ***Stage II - Program Implementation***

Upon approval of products delivered under Stage I, sites will conduct program implementation during the remaining 9 months.

The products to be delivered during this stage are:

- Revised implementation plans, if necessary; and
- Local evaluation designs and identification of data elements.

## ***Track II - Technical Assistance***

### ***Stage I - Program Development***

Technical assistance will be given to the sites in the initial phase to help them prepare revised prototype designs, operating policies and procedures, revised implementation plans, and memoranda of agreements. A cluster workshop for the demonstration sites will be held to facilitate program development and preparation of technical assistance delivery. The products of this stage are:

- Reports from planning assistance given to the demonstration sites;
- Analysis of prototypes to be implemented in the demonstration sites;
- A technical assistance plan developed for each site to assist local implementation; and
- Identification of experts to assist in the cluster workshop and subsequent technical assistance delivery to assist the justice component.

### ***Stage II - Technical Assistance Delivery***

Throughout the implementation period, technical assistance will be available to agencies participating in the justice component. The products resulting from this stage are:

- Revised technical assistance plans for the demonstration sites, if necessary;
- A revised implementation plan, if necessary;
- Reports of technical assistance provided to the demonstration sites;
- Evaluations of technical assistance provided; and
- A dissemination strategy to inform the field about the development of the program, the products and results of this demonstration.

**ELIGIBILITY REQUIREMENTS:** The SASIP and BJA have selected the eight sites eligible to compete under Track I of this program. In addition, Bridgeport, Connecticut, and Savannah, Georgia, are eligible to receive funding separate from the competitive selection process. The Institute for Law and Justice has been selected to coordinate and provide the delivery of technical assistance to the justice component. Separate guidelines for this program have been issued to eight jurisdictions that have been selected to compete in the Strategic Intervention for High-Risk Youth Demonstration Program.

**SELECTION CRITERIA:** Applications will be evaluated and rated based on criteria contained in the program guidelines.

**AWARD PERIOD:** The award period is 12 months.

**AWARD AMOUNT:** Up to \$1,275,000 (BJA) will be available for the program.

**DUE DATE:** The following are the deadlines for proposal submission:

Phoenix	1/23/92
Hartford	2/21/92
Newark	2/21/92
Memphis	2/24/92
Seattle	2/24/92
Indianapolis	3/16/92
Oakland	3/16/92
Austin	3/16/92

**CONTACT:** For further information, contact Jay Marshall, Chief Courts Branch, (202) 514-5943.

## WINGS OF HOPE ANTI-DRUG PROGRAM

**PURPOSE:** Focusing on minority populations in three high-risk neighborhoods in the greater Atlanta, Georgia, metropolitan area, the purpose of this comprehensive church-based prevention program is to demonstrate the validity of partnerships and coalitions in the development and implementation of innovative community-based strategies to reduce crime and the demand for illicit drugs. This strategy will be coordinated with the Weed and Seed program wherever possible.

**BACKGROUND:** Dr. Joseph E. Lowery, the President of the Southern Christian Leadership Conference (SCLC), recognized that churches must become more intimately involved with communities and municipal and county service providers if progress was to be made in the war against drugs and violent crime. In April 1989, in response to this concern, he and his staff developed the Wings of Hope Anti-Drug Program. The program's initial design called for the creation of partnerships between churches and community groups and it was implemented with a minimum amount of funding in a few cities. Today, the Wings of Hope concept has spread and it is now being implemented in Atlanta, Georgia; Cleveland, Ohio; Dayton, Ohio; Miami, Florida; Los Angeles, California; Washington, D.C.; Orlando, Florida; Kansas City, Missouri; Anniston, Alabama; Gadsen, Alabama; Montgomery, Alabama; and Chicago, Illinois.

Such dedication to reestablishing a sense of community pride in drug-infested neighborhoods caught the attention of President George Bush in October 1990, when he selected the Wings of Hope Anti-Drug Program as his 284th Point of Light. The program was also heralded by Dr. William Bennett, former director of the Office of National Drug Control Policy, when he picked the SCLC program as one of the top fifteen community-based anti-drug initiatives in the country.

Initially funded by BJA in September 1991, the SCLC modified Atlanta's program to more effectively involve the criminal justice system in a multifaceted effort to reestablish three African American neighborhoods. Phase I included: surveying targeted neighborhoods to assess community perceptions of police involvement and suggest areas for improvement; assisting residents to develop better working relationships with local law enforcement and other public and private service providers; planning monthly meetings with criminal justice officials to develop and strengthen anti-drug initiatives and Neighborhood Watch programs; soliciting the support and involvement of community leaders and elected officials in anti-drug efforts (e.g., foot patrols, mentoring programs, police athletic leagues, Neighborhood Watch, etc.); and implementing anti-drug events, such as rallies, marches, and fairs.

### GOAL(S):

- To continue to facilitate and maintain the development of efficient and effective public-private partnerships to reduce crime and illicit drug use.

- To encourage the development and implementation of community-based policing strategies by local law enforcement agencies.
- To provide crime and drug prevention education and training to youth, residents, community groups, congregations and public and private service providers.
- To assess and document the program's work elements so they can be successfully replicated in interested jurisdictions.

**OBJECTIVES:**

- To maintain and enhance established police-community-church partnerships for the purpose of developing and implementing innovative community-based anti-drug initiatives in public housing units and drug-infested neighborhoods.
- To educate, train, and mobilize public and private service providers (e.g., law enforcement, codes enforcement, social service providers, etc.), businesses, congregations, community groups, residents, and youth in state-of-the-art crime and drug prevention programming and mentoring.
- To improve deteriorating social and economic conditions in the three targeted neighborhoods.
- To further refine the community adoption program for at-risk families in high-risk neighborhoods through services provided by churches, community groups, and interested public-private agencies and making them less vulnerable to substance abuse, drug trafficking, and victimization.
- To provide alternatives to gang involvement.
- To provide a training component that lends itself to communities working with drug treatment centers to learn new and different techniques and strategies to enhance recovery and reduce relapse among addicts.

**PROGRAM STRATEGY:** Through the Wings of Hope Anti-Drug Program, the SCLC will continue its work in both the development and implementation of anti-crime and drug abuse initiatives with the South Decatur Coalition Against Drugs, the West End Neighborhood, and the Vine City Neighborhood. It is required that the program involves the participation of youth, residents, schools, congregations, businesses, law enforcement, and other public and private service providers. The products associated with the program will consist of:

- A plan describing the role of the SCLC and how it will oversee the day-to-day activities of the Wings of Hope Anti-Drug Program;
- A plan identifying a schedule for the provision of technical assistance and training to program participants and the program's three demonstration sites;
- A plan to provide information and technical assistance to other Wings of Hope Programs in the SCLC network;
- A report summarizing the results of the program; and
- A dissemination strategy to inform the field about the outcome of the program.

**ELIGIBILITY REQUIREMENTS:** SCLC is invited to submit an application for the continuation of the Wings of Hope Anti-Drug Program.

**SELECTION CRITERIA:** A grant will be negotiated with SCLC. The application will be evaluated on the extent to which it meets the following criteria: Organizational capability; Soundness of the proposed strategy; Qualifications of the project staff; Clarity and appropriateness of the program implementation plan; and Budget.

**AWARD PERIOD:** This grant will be for a period of 12 months.

**AWARD AMOUNT:** Up to \$225,000 will be available for this program.

**DUE DATE:** The application must be postmarked no later than May 18, 1992.

**CONTACT:** For further information, contact Robert H. Brown, Jr., Program Manager, Special Programs Division, (202) 616-3297.

# **Intensive Prosecution and Expeditious Adjudication**

## **ASSET FORFEITURE TRAINING FOR PROSECUTORS**

**PURPOSE:** The purpose of this program is to assist both policy-making prosecutors and line prosecutors through on-site training on how to develop, expeditiously implement, and fully apply an effective, comprehensive State asset forfeiture statute, the Model Asset Seizure and Forfeiture Act (MASFA).

**BACKGROUND:** During the past two years, the American Prosecution Research Institute (APRI) has led a task force consisting of National Association of Attorneys General (NAAG), National District Attorney Association (NDAA), and U.S. Department of Justice (DOJ) experts in drafting comprehensive State asset forfeiture and money laundering statutory provisions. This task force's work has resulted in the development of a MASFA that has already been adopted in at least two States and is currently being actively considered in several other States. APRI's National Drug Prosecution Center (NDPC) has completed an advanced training program for practitioners based on this model statute's enhanced property forfeiture provision. As part of its continuing model drug legislation work, APRI has also undertaken to survey and analyze every State's current asset forfeiture law. This process has included identifying local prosecutors in each State with expertise in asset forfeiture who can provide insights into the interpretation and application of each State's current forfeiture statute. These prosecutors will also serve as key resources for promoting and implementing the MASFA or its key substantive provisions, as well as serving as resources for future State-level asset seizure and forfeiture training.

### **GOAL(S):**

- To disseminate nationwide the MAFSA Act.
- To provide a comprehensive, fully tested training program to those jurisdictions which have enacted or are in the process of enacting MAFSA to fully and expeditiously implement these comprehensive provisions.

### **OBJECTIVES:**

- To disseminate for practitioners the fully tested asset forfeiture training curriculum relating to the key property provisions of the MAFSA Act.
- To organize and provide on-site support for this advanced statewide forfeiture training (primarily for practitioners) in six to eight states.

- To develop further an asset forfeiture component focusing on policy and management issues based on MAFSA's key property provisions directed primarily to elected prosecutors and their chief deputies.
- To continue the identification of individuals to serve as State, asset forfeiture prosecution resources.
- To refine the training curriculum into a self-contained, self-supporting, comprehensive training package which includes course guides and videotaped lectures, whenever feasible, for dissemination to State prosecution training officials.

**PROGRAM STRATEGY:** This project will identify States that have adopted or are in the legislative process of adopting, either the MAFSA Act, or the substance of its key provisions, such as in Arizona, Hawaii, Illinois, Louisiana, Ohio, Oregon, Georgia, and Arkansas. These States will be the primary candidate jurisdictions for receiving this advanced training. In addition to developing the policy- and management-level curriculum, this project will disseminate and conduct the practitioners' training course. The project will identify additional in-State prosecutor resources with expertise in the advanced forfeiture provisions to conduct individual training sessions, including seizure and investigation; comprehensive presentation of a forfeiture case; ethical and policy considerations; and the policy, ethical, administrative, and managerial considerations in forfeiture activity under the model statute's provisions.

The practitioners' training program will target prosecutors who are responsible for drug trials or court presentations of forfeiture cases and include training for selected law enforcement officers responsible for investigating complex property forfeiture cases. While elected prosecutors or their chief deputies responsible for developing the jurisdiction's forfeiture policies are encouraged to participate in this training, a second component focusing specifically on policy and management issues will be developed for inclusion in this curriculum.

This training and technology transfer program is to be developed in two phases: (1) development, testing and refinement, and (2) dissemination of the practitioners training and its refinement into a self-contained curriculum.

**Phase I - Testing and Refinement of Training Curriculum: Policy and Management course**

An advanced comprehensive asset forfeiture course based on the key property provisions of MAFSA has been developed and will be tested in at least two statewide training sessions.

The products to be completed during this phase are:

- Advanced comprehensive asset forfeiture policy, management training course materials, and supporting documentation;
- An evaluation design and instrumentation;



- A pilot test of the course presentation and materials in at least two statewide training sessions;
- Course revisions, as necessary;
- Criteria for selecting States to receive this training;
- Identification of key individuals to serve as resources; and
- A plan for dissemination.

**Phase II - *Provision of Training and Refinement of Curriculum: Advanced Comprehensive Asset Forfeiture Training***

A fully developed and tested practitioner-advanced asset forfeiture training course will be conducted in six to eight statewide sessions during this program period. In-State prosecutorial resources, experienced in State asset forfeiture practice, will be identified and developed. The materials and instructions will be refined into a comprehensive, self-contained document for future statewide training sessions by in-State training officials.

The products to be completed during this phase are:

- A revised training curriculum that is a self-contained package for future dissemination to State prosecution training officials;
- Dissemination of the revised, advanced, comprehensive practitioners' asset forfeiture training curriculum;
- A plan for providing training to the selected States including the identification of suggested key training personnel and a complete package of supporting training materials;
- Statewide training in six to eight new States;
- Identification of key individuals to serve as in-State asset forfeiture resources;
- A report on the results of the evaluation; and
- A plan for the dissemination and support of future State-level asset forfeiture training to local prosecutors.

**ELIGIBILITY REQUIREMENTS:** APRI's National Drug Prosecution Center is invited to submit an application for this program.

**SELECTION CRITERIA:** This application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. The application review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the application's implementation plan.

**AWARD PERIOD:** The grant award will be for a 12-month period.

**AWARD AMOUNT:** Up to \$ 300,000 is available to support this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

## FEDERAL ALTERNATIVES TO STATE TRIALS PROGRAM

**PURPOSE:** The purpose of this program is to demonstrate, analyze, and test the effectiveness of a systematic transfer of a significant number (200-400) of local drug and firearms cases from an overburdened State court system to the appropriate federal system for prosecution by a U.S. Attorney's Office utilizing a unit of cross-designated assistant district attorneys as Special Assistant U.S. Attorney's to fully develop and present these cases.

**BACKGROUND:** The City of Philadelphia's local criminal justice system has been extremely "hard hit" by an increasing volume of drug trafficking. In response, police arrests for drug offenses have risen dramatically in recent years. However, extremely overcrowded local detention facilities, jammed State court dockets, and overcrowded prisons ensure that those arrested for drug dealing are quickly back on the street. Due to the expansion in drug-related crime and law enforcement's success in fighting it, the State prison population over the last decade has increased by over 125% and is now at least 38% over capacity. The demands on the State and city prison systems will be even greater during this decade. The creation of the Federal Alternatives to State Trials (F.A.S.T.) Program has enabled the City to transfer a significant number of the more serious drug and firearms offenders to the Federal criminal justice system for prosecution. The more stringent Federal, pretrial detention standards have already removed from the streets many of those defendants who otherwise would have been released from custody by State courts. In addition, the offenders successfully prosecuted under the F.A.S.T. program in Federal courts to date have received significantly stiffer penalties than would have been received in State court. The Philadelphia District Attorney's Office, in conjunction with the U.S. Attorney's Office, believes this sends a very strong message to drug dealers that it is no longer "business as usual."

While in the past there has been a transfer of a small number of cases from the local criminal justice system to the Federal judicial system on an individual case basis, this program is the first demonstration of a coordinated and systematic effort to transfer all the cases meeting a preset criteria to the Federal system at the earliest possible opportunity. In the first 5 months of the program's operation, close to 200 cases have been selected for transfer to the Federal District Court system. While only a few of these cases have culminated in a verdict and sentencing in this short time period, the preliminary results are very promising for accomplishment of the program's objective. Local cases transferred for Federal prosecution are culminating in verdicts of guilty, and the defendants are receiving significant sentences of incarceration.

BJA's continued funding of this program will enhance the project's continuation of the documentation and assessment effort necessary to determine the design of a prototype or model for possible national replication.

**GOAL(S):**

- To continue to demonstrate the F.A.S.T. program.
- To complete the documentation and assessment of the F.A.S.T. program.
- To develop a prototype for removing cases to the Federal system.

**OBJECTIVES:**

- To enable the Philadelphia District Attorney's Office to continue to review and select qualified cases for transfer and prosecution in the Federal system by continuing to support the development and prosecution of cases by cross-designated Deputy District Attorneys in Federal District Court.
- To continue to document and assess the results of this demonstration effort.
- To continue to review the case selection criteria to identify more effectively appropriate defendants through increased coordination and communication between the local, State, and Federal law enforcement agencies.

**PROGRAM STRATEGY:** This program will support the continuation and possible expansion of the F.A.S.T. Program. The participating cross-designated Assistant District Attorneys/Special Assistant U.S. Attorneys will continue to review, identify, and transfer the selected cases for prosecution in Federal court. BJA will provide ongoing support for the program's attorneys, law clerks, and detectives who identify and coordinate the transfer of these cases. In addition, the Philadelphia District Attorney's Office and the U.S. Attorney's Office for the Eastern District of Pennsylvania are expected to continue the contribution of both prosecutorial resources as well as support staff to this program.

**Targeted Cases -** The cases qualifying for the F.A.S.T. program are:

- Drug traffickers who possess large quantities of drugs and who, if convicted, would receive a mandatory minimum jail sentence;
- Recidivist drug traffickers who have numerous open drug felony cases;
- Drug traffickers who possess and/or use firearms; and
- Felons who possess firearms, who have three or more violent felony and/or drug trafficking felony convictions.

**Stage I - *Demonstration***

This demonstration effort of Federal prosecution of local drug and firearms cases (through the cooperative efforts of the Philadelphia District Attorney's Office, local law enforcement, federal law enforcement agencies, and the U.S. Attorney's Office for the Eastern District of Pennsylvania) will produce a model or prototype for possible future replication in other similarly impacted jurisdictions.

The products that will be completed during this grant period include:

- Training and dissemination of information to the local, law enforcement "street" police who are involved in the originating arrest;
- Training and sharing of information with Assistant U.S. Attorneys who handle adopted local cases;
- Increased coordination between local and Federal law enforcement through identification of a contact point; and
- A plan for continuation of the program with local support.

### **Stage II - Development of Prototype**

Through this program, a prototype/model "local-to-Federal" drug case transfer program will be developed based on the assessment of the pilot demonstration. Ultimately, a revised and expedited review and selection process which selects the cases most appropriate for Federal prosecution will be produced. The products that will be completed during this grant period include:

- A completed documentation and full assessment of the F.A.S.T. Program; and
- Development of a prototype based on the assessment.

**ELIGIBILITY REQUIREMENTS:** The Philadelphia District Attorneys Office is invited to submit an application to continue this program.

**SELECTION CRITERIA:** This application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. The application review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the application's implementation plan.

**AWARD PERIOD:** The grant award will be for a 12-month period.

**AWARD AMOUNT:** Up to \$200,000 is available to support this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

## **LOCAL DRUG PROSECUTION**

**PURPOSE:** The purpose of this program is to continue to develop, document, and disseminate information on local innovative prosecution programs and policies related to multijurisdictional narcotics task forces, community-based drug control strategies, and effective investigation and prosecution of drug offenses.

**BACKGROUND:** The National Drug Control Strategy has recognized that State and local law enforcement (including prosecutors) are the "first line of defense in securing the safety of citizens and their communities." People depend on law enforcement to erect and maintain barriers between the influx of drugs and local neighborhoods. The explosion in problems associated with drug abuse reinforces the critical role prosecutors play in the war on drugs. As the leading criminal justice authorities at the local level, prosecutors are in a position to provide community leadership in discouraging drug use and are responsible for penalizing drug traffickers through fair, just enforcement of drug laws. As respected, locally elected community leaders, prosecutors are in a unique position to lead the active participation of all aspects of the community -- businesses, neighborhoods, religious organizations, schools, civic organizations, etc. -- in a joint effort to curb local drug abuse.

### **GOAL(S):**

- To analyze and evaluate effective drug policy and management techniques for local prosecutors, multijurisdictional task forces, and prosecutor-led community-based drug-control strategies.
- To provide systematic sharing of ideas and distribution of information obtained from previous and continuing efforts to identify promising local prosecution-led strategies for drug control.
- To develop a local prosecutorial component for the Department of Justice (DOJ) Weed and Seed initiative.

### **OBJECTIVES:**

- To evaluate, qualitatively and quantitatively, effective prosecutor-led multijurisdictional task forces and their impact on local drug problems.
- To evaluate, qualitatively and quantitatively, prosecutor-led community-based prevention and control strategies and their impact on local drug problems.
- To conduct a thorough program evaluation of a prosecutor-led, community-based anti-drug program previously identified and described.
- To continue to implement successful dissemination strategies so that local prosecutors have wider access to the results of this program and related projects.
- To develop, assist to implement, and assess the local prosecutor's most appropriate role and tasks to effectively participate in the DOJ Weed and Seed initiative.

**PROGRAM STRATEGY:** This project will build upon previously funded BJA and American Prosecutors Research Institute (APRI) technical assistance projects in local drug prosecution. Drawing upon the data collected on prosecutor-led task forces, prosecutor-led community programs, and drug-prosecution policy and practices, the project will step beyond the current process to examine impact. An implementation analysis will be conducted to encompass an examination of the unique features of these components and their impact on a variety of indicators of drug-control effectiveness. Depending on the nature of the findings, final results should be integral to determining the degree of confidence in the viability of prototypes and the types of modifications that should be applied to the prototypes.

#### ***Component I - Impact of Effective Prosecutor-Led Drug Task Forces***

This component is focused on pre/post time series analysis using county-level data to evaluate the impact on drug arrests, drug removals, drug convictions, and asset seizures/forfeitures.

The products to be completed are:

- A plan for specifying how the trend analysis will be conducted;
- A database design;
- A survey/interview instrument;
- A plan for surveying community groups, police departments, business groups, and offender groups;
- Identification of other relevant social indicators;
- Interim evaluation reports;
- Final reports; and
- A plan for dissemination of final products.

#### ***Component II - Prosecutor-Led Community-Based Drug Prevention and Control Strategies***

This component is focused on the leadership role of the prosecutor in the community. It builds upon the work previously completed in this area.

The products to be completed are:

- Development of criteria for model prosecution-led community programs.
- A plan specifying how the specific program evaluation will be conducted.
- A draft and final report that includes:
  - criteria for evaluation of prosecution-led community-based programs;
  - results of the program evaluation; and
  - development of a model process for implementing a community-based program.
- Development of a comprehensive and detailed approach for local prosecutor's full participation in the DOJ Weed and Seed initiative.

- Policy workshops for prosecutors incorporating the community-based program manual as well as information from other APRI projects as material for curriculum.

### **Component III - Drug Prosecution Dissemination and Technical Assistance**

This component is focused on disseminating information on drug prosecution policy and practice to local prosecutors. This information includes data produced on multijurisdictional narcotics task forces and community-based strategies in components I & II as well as the myriad of other drug prosecution issues and programs. Technical Assistance will be provided to local prosecutors in implementing these policies and practices.

The products to be completed are:

- Plan for providing technical assistance to be supported under this award;
- Project reports, executive summaries, and research briefs;
- Assistance to local prosecutors in selected Weed and Seed demonstration jurisdictions;
- Presentations of information at relevant conferences and meetings;
- Two Drug Policy Seminars for prosecutors that incorporate results from APRI research efforts;
- Ongoing maintenance and update of drug prosecution information and contacts; and
- Ongoing technical assistance to local prosecutors.

**ELIGIBILITY REQUIREMENTS:** APRI's National Drug Prosecution Center is invited to submit an application for this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. The application's review will emphasize the clarity and appropriateness of the program's implementation plan and the soundness of the proposed strategy.

**AWARD PERIOD:** The grant award for this program will be for a 12-month period.

**AWARD AMOUNT:** Up to \$250,000 will be available to support this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.



## MODEL STATE DRUG STATUTES DEVELOPMENT, DISSEMINATION AND IMPLEMENTATION

**PURPOSE:** The program's purpose is to continue the development, dissemination, and implementation of model State drug statutes which strengthen a State's ability to investigate, apprehend, prosecute, and punish drug offenders and organizations trafficking in illegal drugs.

**BACKGROUND:** In FY 1989 and FY 1990, the Bureau of Justice Assistance awarded grants to the American Prosecutors Research Institute (APRI) to provide support to a task force of prosecutors to assist the National Conference of Commissioners on Uniform State Laws (hereafter referred to as, "the Conference") in revising the Uniform Controlled Substances Act (UCSA). As part of its assistance, the task force produced 1989 and 1990 handbooks, entitled "The Uniform Controlled Substances Act," and "Discussion and Analysis of Proposed Amendments." These publications analyze and provide a policy overview of the amendments. In July 1990, the Conference adopted six of the seven proposed Articles virtually as drafted by this task force. The task force refined its work on the seventh article, an asset forfeiture provision, and created the sophisticated Model Asset Seizure and Forfeiture Act (MASFA)(1991). Under a supplementary grant, APRI has incorporated MASFA along with the UCSA, Model Denial of Federal Benefits Act, and State license revocation and precursor laws into a comprehensive model legislation book entitled, *State Drug Laws for the 1990's*. Key policymakers, including governors, drug czars, district attorneys, and State Attorneys General in all 50 states have received copies of this compendium of model State statutes with accompanying executive summaries. State government leaders in seven States (Alaska, California, Indiana, Michigan, Mississippi, Tennessee, and Wisconsin) have participated in APRI's intensive training and technical assistance program designed to build local expertise in the technical, legal, and policy aspects of each proposed State drug control model act.

### GOAL(S):

- To develop model State drug statutes with supporting commentary.
- To disseminate model State drug statutes and evaluation findings and recommendations.
- To promote the implementation of model statutes through training and technical assistance to selected States.
- To evaluate the implementation process for adoption of model statutes.

### OBJECTIVES:

- To assess existing drug laws and practices.
- To develop model drug statutes, guidelines, forms, and other supplementary materials.
- To develop revised State training and technical assistance materials.
- To provide revised training and technical assistance to selected States.

- To evaluate the implementation process for adopting model State statutes in selected jurisdictions.
- To disseminate model drug statutes and assessment and evaluation results.

**PROGRAM STRATEGY:** This program will continue its efforts to provide State and local policymakers with model statutes which effectively address both drug supply and demand problems. Many States lack the statutory tools to effectively cope with new responsibilities to attack mid-level enterprises and hold users accountable. Drug traffickers consistently use legislative loopholes to escape State and local prosecution for drug offenses. State statutes provide few deterrents to millions of drug users. Development and adoption by States of comprehensive drug control statutes is critical to a unified Federal-State-local strategy that allows law enforcement and prosecutors to effectively battle drug abuse. This program will: continue to assess the status of existing State drug laws and practices; draft strong model statutes, guidelines, and forms with analyses and supporting commentary; actively disseminate the model statutes through a network of Federal-State-local contacts; and promote the implementation of model State statutes across the Nation through meetings, workshops, presentation of testimony, articles, and other limited technical assistance and evaluate the States' legislative development, deliberation, and adoption processes for these model statutes.

### ***Track I - Development of Model Statutes***

#### ***Stage I - Assessment***

Assessment of State drug laws and the scope of the drug problem is an ongoing process. The rapid changes in the nature of drug abuse necessitate rapid changes in statutory attempts to address new and expanding problems. As APRI continues to analyze changes and trends in State drug laws, it will identify areas where new or supplementary legislative solutions are appropriate.

The products to be completed during this stage are:

- A time-dated survey of existing State drug laws and practices; and
- A draft and final reports discussing time-specific trends in local drug problems, summarizing existing State drug laws, identifying elements of effective statutes, and recommending areas for development of model statutes or supplementary legislative materials.

#### ***Stage II - Model Statute Development***

As the grantee identifies topical areas for model legislation, guidelines, forms or other statutory materials, it will draft the proposed model documents.

The products to be completed during this stage are:

- A plan for identifying the areas needing revised statutory enactments and developing the model statute or other materials; and
- A draft and final legislation, guidelines, forms, and related documents.

## **Track II - Dissemination**

APRI will complete the dissemination of the previously produced model legislation book entitled *State Drug Laws for the 1990's*. Under the FY 1991 program APRI made available the comprehensive written material to the National District Attorneys Association's (NDAA) Drug Control Committee (DCC), Drug Control Working Group (DCWG), and Metropolitan Committee members. Additional recipients included selected State and local leaders such as governors, State drug czars, and attorneys general. The grantee will continue to use its relationship with NDAA as a primary vehicle for disseminating the model legislation. It will expand dissemination efforts by participating in a range of activities designed to make State and local policymakers aware of the model legislation and its benefits in combatting drug abuse at the local level. Dissemination activities will include:

- Participation in conferences, forums, and panels on legislation and drug policy sponsored by NDAA and other national organizations with State and local constituents;
- Development of joint projects with NDAA and other national organizations designed to provide model legislation information to their members;
- Participation in other Federal agencies and programs designed to provide State and local policymakers with statutory options for addressing drug problems;
- Working with State and regional associations to inform their members about the latest developments in model drug legislation; and
- Working with individual policymakers at each level of State and local government to include the model legislation as a viable option in the development of a comprehensive drug strategy.

Simultaneously, APRI will disseminate new statutory materials to the key State and local decisionmakers who received the information on State Drug Laws information as well as other interested individuals. Upon completion of the process, or implementation evaluation of model statute adoption, APRI will disseminate its findings and recommendations.

The products to be completed under this stage are:

- Implementation of the dissemination strategy for *State Drug Laws for the 1990's*; and
- Development and initial implementation of the dissemination strategy for informing State and local leaders about new model statutes and related implementation materials.

**Track III - Training and Technical Assistance**

APRI will build upon and use the training and technical assistance curriculum developed under the FY 1991 phase of the program. From the dissemination effort and a previously established selection process, APRI will identify States, in addition to those already receiving intensive assistance, which will need further training to understand the role of the model legislation in a comprehensive drug control strategy. Depending on individual State needs, the grantee will engage in one or more educational activities to help States implement all or part of the model statutes. The activities will range from regional and State meetings or workshops to individual consultations with practitioners.

**Stage I - State Identification and Assessment**

The products to be completed during this stage are:

- Assessment of States' statutory and practical needs in the area of drug control;
- Assessment of States' ability to satisfy intensive technical assistance selection criteria; and
- Identification of States to receive assistance.

**Stage II - Development of Training and Technical Assistance**

The products to be completed during this stage are:

- Identification of the information needed to update existing materials, and when appropriate, to provide State-specific training and technical assistance;
- A plan for developing updated and State-specific materials; and
- A draft and final updated, State-specific materials to complement basic training and technical assistance curriculum.

**Stage III - Provision of Training and Technical Assistance**

The products to be completed during this stage are:

- A plan for providing training and technical assistance to identified States; and
- Implementation of State plans for training and technical assistance.

**Track IV - Evaluation**

APRI's evaluation efforts will continue to focus on obtaining an understanding of the legislative, law enforcement, prosecution and other activities inherent in statute creation and adoption. Through use of on-site interviews and observation techniques

designed under the FY 1991 phase of the program, APRI will gain insight into various States' detailed drafting and enactment processes. Building on the process evaluation begun with States that received intensive technical assistance, APRI will conduct, if appropriate, a process evaluation of States that receive technical assistance this year. Upon completion of the process evaluation of selected States, APRI also will begin the long-term impact evaluation.

The products to be completed during this stage are:

- A draft and final version of interview and data collection instruments;
- Summaries of on-site interviews and other written information; and
- A final report outlining methods, findings, interpretations, and recommendations for model statutes.

**ELIGIBILITY REQUIREMENTS:** APRI is invited to submit an application to continue this program.

**SELECTION CRITERIA:** In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the program implementation plan.

**AWARD PERIOD:** The grant award will be for an 18-month period.

**AWARD AMOUNT:** Up to \$350,000 will be available to support this program.

**DUE DATE:** An application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

## NATIONAL CONFERENCE ON DRUGS

**PURPOSE:** The purpose of this program is to identify and promote successful strategies for our State Judiciaries to address the impact of drug abuse in the adjudication of criminal cases based on recommendations from the November 1991 National Conference on Substance Abuse and Courts.

**BACKGROUND:** Increasing State statutes for drug crimes, with vigorous enforcement of those statutes, combined with static resources within the State Judiciaries, have placed a tremendous caseload burden upon the criminal courts to achieve expeditious and fair justice. In some jurisdictions, civil case litigation has been all but suspended to devote additional resources to criminal proceedings. Such lack of capacity of the courts to dispose of the high volume of cases places a premium upon more effective case management systems, closer coordination with agencies engaged in the adjudicative process, and reevaluation of how resources are allocated to the courts. Ultimately, additional resources (i.e., facilities, judges, support personnel) must be acquired to keep pace with the litigation.

BJA and the State Justice Institute (SJI) sponsored the National Conference on Substance Abuse and the Courts in November 1991. This conference focused on issues and judicial responses to the drug abuse problem by defining the role of State Judiciaries in relation to public and private agencies of the justice system, identifying successful efforts and programs (i.e., expedited drug case management, drug testing, comprehensive adjudication of drug arrestees) and addressing special issues facing judicial administration in processing drug cases. The Chief Justices from more than 30 States led teams composed of prosecutors, the Bar, judges, and other judicial representatives -- probation, parole, pretrial services, and health care representatives from the private and public sector. These teams met prior to and at the Conference to develop cooperative, operational strategies focusing on adjudication process issues and responses. From the Conference, each participating State fashioned an action plan to guide subsequent strategy building and implementation of specific operational initiatives. In addition, key Conference recommendations were prepared to address national drug abuse problems facing our State Judiciaries.

### GOAL(S):

- To assess existing State Judiciary drug control strategies.
- To provide the capability to selected jurisdictions to develop and implement effective strategies.
- To disseminate an effective approach to developing and implementing a State Judiciary drug control strategy.

**OBJECTIVES:**

- To identify promising, effective adjudication strategies and component programs.
- To develop a prototype State Judiciary drug control strategy.
- To develop technical assistance materials to facilitate implementation of the prototype.
- To disseminate information on effective strategy development and program implementation.

**PROGRAM STRATEGY:** BJA and SJI will enter into an interagency agreement to conduct work following the National Conference. This work will consist of providing technical assistance to the State Judicial Offices to develop further operational strategies, define prototypes consistent with those strategies, and to provide limited prototype implementation assistance. The technical assistance will be coordinated through the State's Administrative Office of the Courts.

**ELIGIBILITY REQUIREMENTS:** Not applicable.

**SELECTION CRITERIA:** Not applicable.

**AWARD PERIOD:** Not applicable.

**AWARD AMOUNT:** \$100,000 will be available for this program.

**DUE DATE:** Not applicable.

**CONTACT:** For further information, contact Jody Forman, Courts Branch, (202) 307-0894.

## STATEWIDE TRAINING FOR LOCAL PROSECUTORS

**PURPOSE:** The purpose of this program is to assist local drug prosecutors through provision of advanced, multiple subject, drug prosecution training.

**BACKGROUND:** In almost every jurisdiction from the rural to the large metropolitan, the drug problem is having a substantial impact on the daily operations of the prosecutors' offices. Over the last few years, existing or additional manpower resources are increasingly being assigned to drug-related investigations and prosecutions. In addition, most States have passed a substantial number of new, often complex laws aimed at assisting law enforcement and prosecutors in attacking these drug-related criminal justice problems. Although prosecutors have the basic skills required for prosecuting individual drug offenses, the investigation and prosecution of the increasingly sophisticated operations of drug trafficking organizations require advanced training in specific subject areas. In addition to the expansion in numbers of prosecutors, there continues to be a relatively high turnover in local drug prosecutors' offices due to burn-out or obtaining better positions. Training, therefore, must be ongoing and should be conducted using in-State resources. This training specializes in the application of complex State statutes, recent Federal and State court decisions and other areas specifically related to drug enforcement topics such as the use of informants, asset forfeiture, money laundering, and trial advocacy.

The American Prosecutors Research Institute (APRI) has developed a sophisticated training curriculum consisting of two advanced drug prosecutor training courses: "Investigating and Prosecuting Drug Offenses" (a trial technique skill-building course) and "Top Gun-Drug Investigation and Prosecution Training" (an intensive trial advocacy course). In addition, APRI has developed a sophisticated asset seizure and forfeiture course based on the provisions of the Model Asset Seizure and Forfeiture Act (MAFSA).

### GOAL(S):

- To disseminate effective strategies for investigating and prosecuting drug cases.
- To disseminate effective and ethical strategies for forfeiting assets.
- To evaluate the effectiveness of the training program.

### OBJECTIVES:

- To identify and select States with prosecutor training capabilities to effectively organize, support, and conduct 3-5 day training courses.
- To provide support to States in conducting advanced training for local drug prosecutors.
- To disseminate a tested, training curriculum and provide technical assistance for statewide, local prosecutor drug training courses.
- To evaluate the training and revise the curriculum as necessary.



**PROGRAM STRATEGY:** The most efficient and effective forum to train local drug prosecutors is at the State level where they share common statutes, procedural, and case law. This is also the level at which the training course justifies the expense required to assemble the advanced expertise and number of prosecutors required for this level of training. The possible exception to this is in large, metropolitan prosecutors' offices that often have in-house training capabilities. Moreover, a State-level professional prosecutors' organization or coordinator has the best understanding of the specific training needs of local drug prosecutors across the State and the in-State resources, including local practitioners, most suitable for teaching State-specific statutes, case law, and subject matter.

Course format includes videotaped lectures, lecture outlines, and topical case study scenarios made State-specific by in-State legal experts in each topic area, along with clear instructions to the trainers on how to implement each course, thus allowing the State prosecutor training organization to administer the course. There also will be an initial general technical assistance and support component provided by APRI with an understanding that future course repetitions will be the primary responsibility of State prosecutor training officials. The selection of States to receive support in delivering each training course will include such factors as the number of local prosecutors assigned primarily to drug prosecution, the existence of an organized prosecutors' association to organize and conduct the training, and the availability of funding to support this training, i.e., block grant or local funding.

The products to be completed for each of the three advanced prosecutor training courses (cited above) and submitted to BJA include:

- Criteria to select States to receive the training;
- A plan for providing training and technical assistance to selected States;
- Identification of key personnel responsible for organizing and presenting training in each selected jurisdiction;
- An evaluation design;
- Implementation of each training course in at least five States;
- A report on the results of each course evaluation; and
- Revisions to the course materials, as necessary.

**ELIGIBILITY REQUIREMENTS:** APRI is invited to submit an application for continuation of this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with selection criteria in the Application and Administrative Requirements section of this document. The application review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the project implementation plan.

**AWARD PERIOD:** The grant award period for this program will be for a 12 to 15-month period.

**AWARD AMOUNT:** Up to \$900,000 will be available to support this program.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

## **SOUTH CAROLINA GRAND JURY'S CRIMINAL DRUG ORGANIZATION PROJECT**

**PURPOSE:** The purpose of this program is to continue to demonstrate and to evaluate fully the effectiveness of Statewide Grand Juries as a drug enforcement tool.

**BACKGROUND:** The South Carolina State Grand Jury became operational in June 1989 following the passage of a State constitutional amendment. Before this authorization, South Carolina had no authority or mechanism to prosecute criminal drug-trafficking organizations operating beyond individual, local prosecutors county jurisdictions. Numerous large drug-trafficking networks, well-structured and multileveled, had been operating throughout the State, suffering only the prosecution of a few individuals on possession or distribution charges without significant harm to the network's overall capability. Since the beginning of its operations in June 1989, the State Grand Jury Project has destroyed 13 drug-trafficking organizations, indicted 248 individuals on 818 separate charges, while obtaining sentences which average just under 12 years for defendants (31 of whom received at a minimum 25-year mandatory nonparolable sentences). Additionally, the State Grand Jury has seized approximately \$3,433,000 in forfeitable drug assets from drug traffickers.

Currently, approximately 12 States authorize statewide Grand Juries. The National Association of Attorneys General (NAAG) has advocated the creation and operation of State Grand Juries to investigate, indict, and prosecute drug-trafficking networks as a much-needed drug enforcement tool. The South Carolina State Grand Jury Project was suggested strongly to BJA as being a likely effective model for nationwide dissemination and replication. During the initial phase of this project, seven statewide, or required, drug distribution organizations were indicted; another three were projected for indictment by the end of 1991. These are in excess of the stated goal of eight organizations to be indicted and prosecuted in that time period.

Continued BJA funding will enhance the current project's scope and operational capacity and allow for the full evaluation effort necessary to develop a prototype or model for national replication. Since this project began, there has been considerable interest by several States regarding the enactment of similar legislation creating statewide or regional grand juries for multijurisdictional investigation of drug-trafficking organizations. Recently, Illinois passed such a bill and is using information gathered as a result of this BJA effort to construct a statewide grand jury within its Attorney General's office.

### **GOAL(S):**

- To continue support for the Statewide Grand Jury Criminal Drug Organization Project of South Carolina.
- To enable the South Carolina Attorney General's Office to develop State support for the future operations of the Grand Jury Criminal Drug Organization Project of South Carolina.

- To continue to document and assess the program, and to evaluate the State-wide Grand Jury Criminal Drug Organization Project of South Carolina.

**OBJECTIVES:**

- To enable the South Carolina Attorney General's Office to maintain the expanded professional staff and continue to undertake long-term and complex investigations into drug-trafficking organizations operating across jurisdictional lines.
- To enable the South Carolina Attorney General's Office to indict, prosecute, convict, and imprison those individuals who operate within the confines of such networks.
- To continue the documentation and assessment of the results and benefits of a statewide Grand Jury as a combined investigative and prosecution tool against organized drug-trafficking networks functioning in multiple jurisdictions.
- To undertake a full evaluation of the Grand Jury Criminal Drug Organization Project of South Carolina in order to facilitate development of a model for national replication.

**PROGRAM STRATEGY:** The continuation of this program will maintain the expansion of South Carolina's Grand Jury Criminal Drug Organization Project. The current professional staff has been increased by two additional full-time prosecutors and more than doubled the number of investigations into multijurisdictional drug-trafficking organizations, as a result of this project and the concomitant support. The effort of the State Grand Jury Project in prosecution and conviction of members of discrete drug-trafficking networks is being thoroughly documented and assessed in an effort to determine whether and how best to replicate this drug enforcement device.

The funds to be awarded for this demonstration project will support maintenance of operations and evaluation.

**Stage I -**

The South Carolina Attorney General's Office will develop and, after consultation with BJA, submit a new budget and program description outlining the utilization of Federal funds to maintain the expansion of the project's enhanced capabilities and operations as well as on the support and conduct of the project's evaluation.

The products to be completed are:

- Development of a site plan to continue the demonstration activities;
- Development and implementation of a plan to institutionalize the program through State and local support; and
- A report on the activities and results of the first year of BJA funding.

## **Stage II - Evaluation**

An evaluation of this project guided by the documentation and assessment conducted in its first year of Federal funding will be completed. If the State Grand Jury Project is deemed to be an effective tool in combating multijurisdictional drug-trafficking organizations operating within South Carolina, the evaluation will identify appropriate steps for improving the ability of the State Grand Jury to prosecute these organizations, such as establishing satellite offices outside of the present sites. This evaluation will also provide the basis for determining the project's potential and, if appropriate, the methodology and approach for its replication by other States.

The products to be completed are:

- Development of an evaluation design;
- Data collection; and
- Data analysis and reporting.

**ELIGIBILITY REQUIREMENTS:** The South Carolina Attorney General's Office is invited to submit an application for this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administration Requirements section of this document. The application must emphasize clarity and appropriateness of the program implementation plan.

**AWARD PERIOD:** The award period for this project is 12 months.

**AWARD AMOUNT:** Up to \$430,000 will be available for the demonstration program and up to \$60,000 will be available to evaluate and develop a prototype for this program.

**DUE DATE:** The application must be postmarked no later than 60 days from date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

# Evaluations

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## STATE REPORTING AND EVALUATION PROGRAM

**PURPOSE:** The purpose of this program is to improve the States' capabilities to: analyze and evaluate drug control and system improvement programs; monitor the implementation of statewide drug strategies and assess their impact; and provide policymakers at the Federal, State, and local levels with feedback on the effectiveness of specific drug-control strategies.

**BACKGROUND:** The Office of Justice Programs promotes program evaluation so that programs which work well can be identified, publicized, and replicated in other jurisdictions, while those that are found to be ineffective may be redesigned or, if appropriate, discontinued.

States receiving BJA Formula Grant Program funding are required by the Anti-Drug Abuse Act of 1988 to develop a statewide drug strategy as part of their annual grant applications. States must review, amend, and update their strategies annually, and any modifications to strategies must be based on analyses of the impact of ongoing drug control efforts. Additionally, States are required to provide information to BJA regarding project performance in conformance with reporting requirements. In early 1988, BJA established a Consortium of States to serve as a forum for States to work together in identifying and collecting required project performance data and in using the data to assess the impact of their strategies. After 2 years, the Consortium program included 28 States but continued to focus on the remaining States as well.

In FY 1990, the Consortium continued to define, collect, and analyze information on drug control efforts as well as to recommend ways of providing policymakers at the Federal, State, and local levels with feedback on the effectiveness of State drug-control strategies. Also, the Consortium began providing technical assistance to the 56 States and Territories directly and through a series of reports and technical assistance documents.

In FY 1991, the Consortium was expanded to include membership from each of the 56 States and Territories, with the State representative designated by the State agency responsible for administering the Formula Grant Program and reinstituted as the New National State Program Reporting and Evaluation Program. A national training program also was established which provided training specifically designed to address the analytical and evaluation needs of these State agencies and to enhance their ability to integrate and present data for decisionmaking.

**GOAL(S):**

- To develop and facilitate collection by BJA of consistent, comparable data from all State Administrative Agencies (SAA) and to report performance on grant projects.
- To help SAAs improve their capabilities to analyze and evaluate drug-control system improvement programs and projects.
- To provide technical assistance to SAAs, thus enhancing their capacity to assess the impact of their State drug strategies.
- To provide a mechanism to collect national level performance data on grant-funded efforts so that BJA can provide policymakers at the Federal, State, and local levels with feedback on the effectiveness of drug control strategies as well as on the performance of the subgrant projects funded with formula grant funds.

**OBJECTIVES:** This cooperative agreement is designed to provide direct assistance to the States in assessing and evaluating the impact of their statewide drug strategies. The project has five objectives:

- To develop, for use by the SAAs, automated data-capture applications and appropriate performance indicators required to assess performance of subgrant activities as determined by BJA and the States.
- To provide a wide range of technical assistance to SAAs to enhance their data collection and analysis capability.
- To integrate the designated member from each State in the planning and implementation of initiatives to enhance reporting and assessment.
- To establish a process for BJA to collect consistent and timely data on Formula Grant-funded task forces at the State and local levels.
- To support the Project Advisory Committee, which provides general direction and coordination on data collection and reporting activities.

**PROGRAM STRATEGY:** This program is designed to enhance the capabilities of State and local criminal justice practitioners to control drugs by disseminating information on proven, effective programs based on program performance reporting, assessment, and evaluation of projects and programs that are components of State drug-control strategies.

The FY 1992 program will focus on facilitating the direct participation of State officials and staff from all 56 State administrative agencies in the project to develop and disseminate methods and approaches to enhance the State's reporting on the performance of subgrants using new reporting formats developed in FY 1991 projects, and to assess and evaluate statewide drug control strategies. The concept has proven to be an effective means of generating State support for and participation in the identification of key program areas for collecting performance data and assessing their strategies.

BJA will negotiate a cooperative agreement with the Justice Research and Statistics Association (JRSA) to manage the program as a primary element of BJA's national evaluation initiative. The program will continue to define approaches and methods for assessing the impact of State strategies, to collect and analyze data on drug-control efforts in the States, and to provide assistance to all States through the transfer of information on the results of project activities.

The program strategy for the FY 1991 cooperative agreement contains the following five elements:

**Element I - *Staff Support***

JRSA staff supports the preparation, publication, and dissemination of manuals, computer software, and reports. Products to be provided include national summary reports on key programmatic priorities of the States.

**Element II - *Technical Assistance Development***

Provide technical support to BJA and the States to identify and develop new data collection components keyed to the program focus of the States' annual drug control strategies.

Products to be provided:

- A survey of all the States to document status of automated performance data capabilities; and
- An annual technical assistance plan to facilitate State participation in the program and to guide development of training programs.

**Element III - *Technical Assistance Delivery***

Expand technical assistance services to all interested States to install and operate existing and planned reporting application software in the State administrative agency or their designated agency representative.

Products to be provided:

- A technical assistance report for each State administrative agency assisted; and
- An implementation plan for each State administrative agency to be integrated into the program.



**Element IV - JRSA National Criminal Justice Computer Laboratory and Training Center**

Integrate the resources of the National Criminal Justice Computer Laboratory and Training Center, located in Washington, D.C., and the delivery of program training and technical assistance to the States.

The product to be provided is a training schedule, with specific classes to be conducted in the laboratory for the training of State administrative agencies in data collection, analysis, and strategy assessment.

**Element V - Drug Use and Control Data Reporting Coordination**

Coordinate SAA performance data reporting with an FY 1992 focus on collection of formula grant-funded projects from all States that will be incorporated by BJA in its annual report to Congress.

**ELIGIBILITY REQUIREMENTS:** JRSA is invited to submit an application to continue this program. It should include:

- Proven experience in working with State and local government officials;
- The ability to develop, document, and disseminate computer software programs;
- The capability for data generation, collection, and analysis;
- Skill in providing technical assistance to State and local governments; and
- The ability to produce professional reports.

**SELECTION CRITERIA:** In addition to the requirements in the Application and Administrative Requirements section of this document, the application review should address the following areas: Clarity and appropriateness of the program implementation plan; Soundness of the proposed strategy; Qualifications of the project staff; Budget; and Organizational capability.

**AWARD PERIOD:** This award will be for 12 months.

**AWARD AMOUNT:** One award, through a cooperative agreement of up to \$750,000, will be negotiated with JRSA.

**DUE DATE:** The cooperative agreement due date will be negotiated with JRSA.

**CONTACT:** For further information, contact Andy Mitchell, Chief, South Branch, State and Local Assistance Division, (202) 514-6638.

# **Drug Testing**

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## **DRUG TESTING THROUGHOUT THE CRIMINAL JUSTICE SYSTEM**

**PURPOSE:** The purpose of this program is to demonstrate a comprehensive offender management system that uses drug testing to identify and monitor drug-abusing arrestees/offenders at all stages of the criminal justice system.

**BACKGROUND:** The National Drug Control Strategy (February 1991) calls for "drug testing to be a part of every stage of the criminal justice process from the time of arrest through parole. Accordingly, the Administration has proposed legislation that would condition receipt of Federal criminal justice funds upon States' adopting drug testing programs in at least some part of their criminal justice system." BJA has supported pretrial drug testing demonstrations as well as related work in the areas of jails, offender screening and referral for treatment, and the post-conviction stage. This program seeks to assess the utility of drug testing in a comprehensive program involving pretrial agencies, jails, probation and parole, and treatment programs. The program seeks to demonstrate the feasibility of direct linkage between testing conducted by this system (and perhaps private agencies).

A coordinated focus on these core programs which provide services to the system, and especially to the court, by monitoring offenders (as opposed to processing cases) is required. While the court and prosecution/defense agencies focus on screening, charging, bargaining, and resolving legal issues (especially the defendant's guilt), the following programs and offices focus on the defendant: pretrial services agencies, Treatment Alternatives to Street Crimes (TASC) programs, jail-based testing and treatment programs, probation offices, and public/private treatment programs.

These programs address common concerns:

- Identifying/trailing the offender to determine level and type of drug use (if any) and amenability to different types of responses, including drug testing and monitoring, outpatient treatment, and inpatient treatment;
- Maintaining some control over defendants who are under court order, again through a variety of responses, to protect the public and assure compliance with court orders; and
- Treating persons addicted to drugs who are under court order in the hope of reducing future drug use and drug-related crime.

In FY 1990, Multnomah County (Portland) Oregon was selected as the first site to participate in this program. In FY 1991, Montgomery County (Dayton), Ohio, was selected as the second site. This FY 1992 award will continue the work in Multnomah County, Oregon.

**GOAL(S):**

- To implement a comprehensive criminal justice drug testing strategy.
- To institutionalize comprehensive drug testing strategies in selected jurisdictions.
- To evaluate the outcome of these efforts.

**OBJECTIVES:**

- To continue to identify, screen, and manage drug-abusing individuals throughout the criminal justice system.
- To continue to monitor compliance with conditions of release/sanctions through the use of urinalysis and other forms of supervision.
- To continue to integrate the application of drug-testing with other programs designed to eliminate drug dependence.
- To institutionalize the comprehensive criminal justice drug testing strategy as part of the regular, ongoing operations of the jurisdiction's criminal justice system.
- To produce an evaluation outcome report.

**PROGRAM STRATEGY:** Multnomah County (Portland), Oregon, will be funded to complete the demonstration of a comprehensive management program that uses drug testing (urinalysis) as a major tool for identifying drug use and continually monitors offenders from the time of initial arraignment until final sanctions are met. Under the FY 1990 BJA grant, this site employed drug monitoring as a condition of pretrial release, as part of jail-based treatment or monitoring programs, and as a condition of probation and/or parole.

The core of this demonstration has been the link between the use of drug testing at these different stages as part of a supervision program, including the capacity to ensure that appropriate offenders are systematically tested and tracked through the criminal justice process; that information resulting from this testing is exchanged or passed on from one system agency to another for use in decisionmaking and to avoid duplication of effort; and that feedback to the court and other appropriate authorities (e.g., parole board) is maintained.

This site will also receive priority support from the Drug Testing Training and Technical Assistance Program, awarded by BJA in FY 1991 to co-applicants, the American Probation and Parole Association (APPA) and the Pretrial Services Resource Center (PSRC).

The program strategy consists of four stages: assessment, prototype development, planning, and implementation. Multnomah County has completed the first three stages and began operation in January 1991. The last stage -- Implementation -- will be conducted in close cooperation with APPA and PSRC which will provide training and technical assistance under the Drug Testing Training and Technical Assistance Program.

#### **Stage IV - Implementation**

During this stage, the plan for making the comprehensive drug testing program operational will be revised. Revisions will be based on changes in scheduling as well as on alterations necessary in the prototype as a result of the first year's operational experience. The product will be a plan and narrative report summarizing the rationale for changes and describing continued operations.

A plan will be developed to make the comprehensive drug testing program a permanent part of the jurisdiction's regular ongoing operations. Critical to the effectiveness of the demonstration effort is the ability of the program to be self-sufficient and worthy of receiving funding from general revenues as well as other ongoing sources of funding. The product will be a report which details plans for making the demonstration effort an integral part of the jurisdiction's regular operational criminal justice system.

An evaluation report will be produced assessing the process, results, and outcome of the demonstration effort. The report will trace the development of the project, describe the factors which dictated the design and redesign of the effort, analyze the data collected, and discuss how to facilitate the transferability of such an effort to other jurisdictions. The evaluation and final report will be a single document written for publication by BJA.

The products completed during this stage are:

- A revised implementation plan;
- An institutionalization plan; and
- An evaluation and final report.

**ELIGIBILITY REQUIREMENTS:** Multnomah County (Portland) is invited to submit an application.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award will be for a period of up to 12 months.

**AWARD AMOUNT:** Up to \$500,000 will be available for this program.

**DUE DATE:** Applications must be postmarked no later than 30 days from the date of this publication.

**CONTACT:** For further information, contact Jody Forman, Courts Branch, (202) 307-0894.

## **DRUG USE FORECASTING PROGRAM**

**PURPOSE:** The purpose of this program is to provide to Federal, State, and local agencies information on the prevalence and types of drug use among booked arrestees in selected major American cities.

**BACKGROUND:** The Drug Use Forecasting (DUF) program provides an objective measure of the level and types of drug use among booked urban arrestees. Initiated in 1987, the program has grown to include 24 U.S. cities.

Quarterly data collection provides an assessment of current drug use among booked arrestees in each city. Since a large body of research has shown that, for criminal offenders, drug use accelerates the rate at which they commit crimes, accurate information about drug use in this population is an important policy tool. This information can be used to guide the allocation of law enforcement and treatment resources. Further, research conducted in Washington, D.C., showed that the increase in heroin use among arrestees was a significant leading indicator of the heroin epidemic in the mid-1970's. DUF thus may serve also as an "early warning system" for communities to identify, and potentially intervene in, emerging drug epidemics.

Awards in FY 1990 and FY 1991 supported the development of a computerized interview (to be pilot-tested in FY 1992) as well as a major analysis of the DUF sample of booked arrestees in each site, demonstrations on the use of DUF findings, and research on the relation of DUF findings to other community indicators of drug and social problems.

### **GOAL(S):**

- To develop information (based on both self-report and urinalysis data) on drug use patterns and trends among booked arrestees in selected jurisdictions.
- To provide to selected jurisdictions the capability to use DUF information in policy development and program planning.
- To support research based on DUF data.
- To disseminate information on drug use among arrestees.

### **OBJECTIVES:**

- To conduct drug tests on booked arrestees in 24 major cities and analyze the results.
- To support analysis and reporting of DUF data on a quarterly and annual basis.
- To work with the DUF Research Advisory Boards, the National Institute on Drug Abuse (NIDA), and other Federal agencies on methodology and the integrating of DUF funding with other drug use indicators.
- To prepare case studies on the use of DUF data at the local level.
- To support research based on the DUF data to address State and local drug problems.

**PROGRAM STRATEGY:** Through an Interagency Agreement, BJA will transfer \$800,000 to the National Institute of Justice (NIJ) to provide partial support for the DUF program. NIJ will contribute up to \$800,000. This will support quarterly drug testing (urinalysis), interviews of booked arrestees in 24 major cities, and analysis of the data to determine the rates and kinds of drug use among arrestees. This also will support studies using DUF data to perform analyses designed to inform local and State criminal justice decisionmakers. The strategy consists of four components that will function simultaneously: drug testing of offenders in 24 cities; DUF Research Advisory Board; case studies and users of DUF results; and DUF-related research.

### **Component I - *Drug Testing and Analysis***

Every 3 months voluntary and anonymous interviews and urine specimens are obtained from samples of 225 male arrestees in the jurisdiction's booking facility. In 21 cities, approximately 100 female arrestees are also sampled each quarter, and 11 jurisdictions collect interview data and urine specimens from juvenile detainees. Urine specimens are analyzed using the EMIT technology for 10 drugs, at a central, NIDA-certified laboratory. Specimens testing positive for amphetamines are confirmed by gas chromatography. The laboratory test results are then merged with the interview data, analyzed by NIJ, and reported on a quarterly and annual basis. This is the core component of the program. It is implemented through interagency agreements between NIJ and the appropriate agency at each DUF site.

The products to be completed are:

- Awards to DUF sites to support quarterly collection of urine specimens and interviews from 225 male booked arrestees, 100 female booked arrestees in 21 cities, and juvenile arrestees detainees in 11 cities.
- Continuation of contractor support for data coding, merger of the urinalysis and interview data, and preparation of the data tapes for analysis;
- Data analysis and reporting plan;
- Reports on the prevalence and nature of drug use among booked arrestees; and
- A dissemination strategy to inform the field about the development of the program, the products, and results of this component.

### **Component II - *DUF Research Advisory Board***

NIJ will continue to work with the DUF Research Advisory Board and its Methodology Committee to enhance the utility of DUF findings and their incorporation with other drug use indicator systems. The Advisory Board is comprised of representatives from other Federal agencies (e.g, Drug Enforcement Administration, (NIDA), State and local criminal justice officials, and researchers.

The activities to be completed include:

- Review of the results of an independently conducted analysis of the samples at all participating DUF sites, and recommendations on implementation of any modifications to the sampling strategy;
- Review of the pilot test results of the computerized DUF interview and its impact on data collection quality and entry time along with recommendations on implementation;
- Review and recommendations of on-going major DUF analyses and research demonstrations; and
- Recommendations on dissemination and application strategies to inform the field about the development of the program, the products, and results.

### **Component III - *DUF Case Studies and Uses of DUF Findings***

Based on work supported by prior awards, case studies on the use of DUF findings in addressing drug problems will be developed for selected DUF sites.

The products to be completed include:

- DUF case studies, including the application and use of results; State or locally funded replications; and DUF findings on target populations of interest (e.g., juveniles);
- Recommendations for using DUF data to guide State and local policy development and program planning; and
- A dissemination strategy to inform the field about the development of the program, the products, and results.

### **Component IV - *DUF Based Research***

NIJ will continue its competitive research program of analysis and demonstration on the use of DUF data alone or in conjunction with other data sources to inform States about local drug problems. In FY 1992, for the first time, DUF data on juveniles will be available for this program.

The products to be completed are:

- Solicitation for applications from researchers, working in conjunctions with DUF site agencies, to support research demonstration focused on drug-abusing youth and young adults. The solicitation will require the following: goals; objectives; overview of relevant literature; research design (key concepts, measures, data analysis plans, anticipated reports); data preparation, data analysis and reporting plans; and documents;

- Recommendations for policy and program development, as well as new research; and
- Dissemination strategy to inform the field about the development of the program, the products, and results.

**ELIGIBILITY REQUIREMENTS:** To be announced in separate solicitations.

**SELECTION CRITERIA:** To be announced in separate solicitations.

**AWARD PERIOD:** To be announced in separate solicitations.

**AWARD AMOUNT:** \$800,000 will be transferred to NIJ through an intra-agency agreement.

**DUE DATE:** Due dates will be announced in separate solicitations.

**CONTACT:** The BJA contact is Karen McFadden, Chief, Program Coordination and Publications Branch, (202) 307-5974.

For further information contact Joyce Ann O'Neill, Program Manager, NIJ, (202) 514-5981.



# **Money Laundering/Financial Investigations**

## **ASSET SEIZURE AND FORFEITURE TRAINING PROGRAM**

**PURPOSE:** The purpose of this program is to provide training and technical assistance to State and local law enforcement investigators and to selected prosecution personnel on local and State asset seizure and forfeiture statutes as well as appropriate Federal laws and protocols.

**BACKGROUND:** This program is based on previous research and development funded by the National Institute of Justice (NIJ) and others which deal with asset seizure and forfeiture as an effective means of depriving illicit drug traffickers of economic support and incentive. NIJ research also points to effective application of forfeiture laws and rules as a means of converting illicit capital to law enforcement purposes and generating major financial benefits to the community. It is recognized that, in the field of narcotics enforcement, asset seizure and forfeiture statutes are the weapons that enable police officials to present a balanced attack against illicit drug dealers. However, experience has shown that passage of such legislation by itself does not guarantee a successful asset seizure program. Full exploitation of new Federal and State laws depends on adequate training and technical assistance in the field.

BJA has an existing grant with the Police Executive Research Forum (PERF) to provide training to State and local agencies that wish to develop and implement asset seizure and forfeiture units within their respective departments. The training delivered under this program is specifically directed toward State asset seizure and forfeiture statutes and is coordinated with the Executive Office of Asset Forfeiture, the U.S. Department of Justice, cognizant U.S. Attorneys, and BJA efforts related to prosecution training in this area. The training is centered on individual State statutes and the specific training elements of this program include:

- An overview of the individual State statutes.
- Building a nexus between illegal income and assets.
- Examining Racketeer-Influenced Corrupt Organizations (RICO) and forfeitures;
- Finding public record information; and
- Understanding financial investigative techniques.

**GOAL(S):** To provide the capability to selected States and local jurisdictions to implement effective asset-seizure and forfeiture units.

**OBJECTIVES:**

- To review and refine the training and technical assistance curriculum.
- To provide technical assistance to State and local agencies that wish to develop and implement asset seizure and forfeiture units.
- To provide training to State and local law enforcement investigators and to selected prosecution personnel.
- To evaluate the effectiveness of the training and technical assistance.

**PROGRAM STRATEGY:** The grantee will continue to enhance the training program for training law enforcement personnel and selected prosecutors.

Technical assistance will be rendered as needed to those agencies participating in the training as well as to other State and local agencies desiring assistance in dealing with asset forfeiture issues. A formal process for requesting and rendering technical assistance is in place. Technical assistance also is provided through a series of state-of-the-art publications on critical aspects of asset forfeiture investigations, operations, techniques, the Asset Forfeiture Series, and a newsletter for the asset seizure forfeiture community. This technical assistance and training program is being evaluated to determine the extent and effectiveness of State and local asset seizure and forfeiture activities.

Specific activities and products to be completed during this project are:

- A plan providing for training and technical assistance to selected States;
- Implementation of the training and technical assistance plan;
- Evaluation of the effectiveness of the training;
- Continued development of selected publications with the approval of BJA; and
- A dissemination strategy to inform the field about the development of the program and the products and results in the States that receive intensive training.

**ELIGIBILITY REQUIREMENTS:** PERF is invited to submit an application for continuation of this program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The award period for this program is 12 months.

**AWARD AMOUNT:** Up to \$300,000 will be available for this award.

**DUE DATE:** The application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

## **CIVIL RACKETEER-INFLUENCED CORRUPT ORGANIZATIONS TRAINING AND TECHNICAL ASSISTANCE PROGRAM**

**PURPOSE:** The purpose of this program is to provide training and technical assistance to State Attorneys General (and selected local prosecutors) to promote and facilitate the effective use of State civil Racketeer-Influenced Corrupt Organizations (RICO)/civil remedies statutes as a drug enforcement tool.

**BACKGROUND:** Twenty-nine States have enacted civil RICO statutes patterned after the 1970 Federal RICO statute, and several others are considering similar RICO enactments. Presently, these State statutes vary in their effectiveness as law enforcement and investigative tools to attack drug trafficking enterprise. More importantly, these statutes provide enormous potential for destroying organized trafficking enterprises and seizing large amounts of unlawfully obtained assets. Civil RICO remedies and related forfeiture statutes give State and local authorities the power to seize and forfeit the physical and financial assets of entire businesses by civil actions; thereby, removing the ill-gotten gains and assets from these organizations and individuals engaging in illegal drug manufacturing and distribution. By using civil litigation to attack these enterprises, these "in rem" proceedings do not have to apply the criminal procedural protection afforded a criminal defendant.

Beginning in February 1989, BJA funded civil RICO demonstration projects in four State Offices of Attorneys General, and through a grant to the National Association of Attorneys General (NAAG), provides them with compliance training and technical assistance. These demonstration projects have shown the effectiveness of a civil RICO focus, and have resulted in the successful seizure and forfeiture of tens of millions of dollars in drug-trafficking assets. They now serve as examples of varying approaches for other States interested in civil RICO. These demonstration projects are also utilized as technical and legal resources.

NAAG provides technical assistance and training to all interested State Attorneys General Offices and to a limited number of local prosecutors and State investigative agencies to establish or enhance their offices' capabilities to utilize a State's civil RICO authorization against major drug-trafficking organizations' enterprises.

### **GOAL(S):**

- To provide technical assistance and training to State Attorneys General and selected local prosecutors to promote and facilitate the effective use of State civil RICO/civil remedies and statutes as a drug enforcement tool.
- To promote the implementation of a model civil RICO unit jurisdiction.
- To disseminate a model civil RICO unit.

**OBJECTIVES:**

- To provide technical assistance and training to States in using a civil RICO/civil remedies approach for drug enforcement efforts.
- To provide individual technical assistance and cluster conference training to States that have, or are pursuing, civil RICO/civil remedies authorization.
- To monitor legislative developments in State and Federal civil RICO/civil remedies and drug enforcement and supporting efforts in order to identify effective legislation and important changes to existing legislation as requested by the State Attorneys General.
- To disseminate the model design and provide technical assistance for implementing and operating a dedicated model civil RICO unit.

**PROGRAM STRATEGY:** This program will continue to support NAAG and to provide technical assistance and training to the four demonstration sites as well as other States with existing civil RICO statutes, or to those States considering such statutes. The program will also develop and disseminate comprehensive legal and operational materials. Technical assistance will be disseminated through an information clearinghouse. A comprehensive newsletter will continue to be published bimonthly for the purpose of exchanging and communicating information on civil RICO issues, including Federal and State legislation initiatives and a thorough review of all relevant Federal and State case decisions. The NAAG program provides for the continued monitoring of legislative developments in civil RICO/civil remedies and drug enforcement at the State level and supports efforts to modify existing legislative authority as requested by the attorneys general.

**Stage I - *Provision of Training and Technical Assistance in Support of Increased Use of Civil RICO and Related Civil Remedies***

Technical assistance will be made available through an information clearinghouse to States which currently have civil RICO statutes as well as to those which are considering such statutes. A newsletter will be published bimonthly for the purpose of exchanging and communicating information on civil RICO issues including legislation initiatives. The NAAG program provides for the continued monitoring of legislative developments in civil RICO/civil remedies and drug enforcement at the State level and supports efforts to modify existing legislative authority as requested by the attorneys general.

The products to be completed during this stage are:

- A plan for providing direct, on-site training in the civil RICO area to State Attorneys General and selected local prosecutors;
- Continuation of ongoing, on-site civil RICO training conducted by Project Counsel and civil RICO experts from State Attorneys General Offices based on the program operations manual developed during FY 1991;

- A plan for advanced training programs in the form of cluster conferences and network seminars to facilitate successful implementation of additional civil RICO efforts, to strengthen nascent efforts, and to undertake successful civil RICO actions; and
- Implementation of advanced training conferences and network seminars.

**Stage II - *Establish an Electronic Mail Network Among Civil Drug Enforcement States***

NAAG will ascertain the interest of State Attorneys General in Northeast and Midwest regions having existing State RICO authorizations in participating in the on-line civil RICO electronic mail network. NAAG will also assist interested States in participating in the electronic mail civil RICO Drug Enforcement Network.

The products to be completed are:

- Assessment of the utility of an electronic mail civil RICO drug enforcement network.
- Design and implement an electronic mail network.
- Recruitment of States to participate in the network.

**ELIGIBILITY REQUIREMENTS:** NAAG is invited to submit an application for continuation of this technical assistance and training program.

**SELECTION CRITERIA:** The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** The grant award to support the provision of technical assistance and training is for an 18-month period.

**AWARD AMOUNT:** Up to \$250,000 will be available to support this program.

**DUE DATE:** An application must be postmarked no later than 60 days from the date of this publication.

**CONTACT:** For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

## **FINANCIAL INVESTIGATIONS PROGRAM (FINVEST)**

**PURPOSE:** The purpose of this program is to develop, demonstrate, and provide technical assistance and training to centrally coordinated, multijurisdictional financial investigations in efforts against narcotics trafficking.

**BACKGROUND:** The President's Commission on Organized Crime demonstrated that the focus of organized crime has shifted to narcotics trafficking. The brutal methods and pervasive reach of organized crime have been concentrated in the production and distribution of illegal drugs. The drug trafficking conspiracies of organized crime exist because of the tremendous profits to be obtained through drug crime. These high profits have made drug trafficking the principal source of income for organized crime, generating as much as \$150 billion a year.

Innovative investigative techniques must be used in the development of successful cases against organized crime narcotics trafficking conspiracies. Civil and criminal forfeiture of assets are now recognized by law enforcement experts as effective means of depriving illicit drug traffickers of economic support and incentive. Coordination of resources and programs among Federal, State, and local agencies is essential to controlling the use of and trafficking in illegal drugs. Through this approach, the assets of organized crime's drug-trafficking conspiracies can be seized and the conspiracies halted.

### **GOAL(S):**

- To implement the Financial Investigations (FINVEST) Program Model in selected jurisdictions.
- To assess the effectiveness of the FINVEST Model.
- To disseminate effective financial investigations strategies.

### **OBJECTIVES:**

- To demonstrate the FINVEST Model.
- To provide training and technical assistance to demonstration sites.
- To assess the demonstration sites and refine the FINVEST Model.
- To disseminate the FINVEST Model.

**PROGRAM STRATEGY:** This program solicits applications for projects designed to develop and implement centrally coordinated, multijurisdictional financial investigations involved in identifying the hidden assets acquired by drug dealers from the proceeds of drug crime, tracing narcotics-related financial transactions, analyzing movement of currency, identifying criminal financial structures and money laundering schemes, and asset forfeiture

administration. Emphasis will be on establishing of an interdisciplinary response to commonly shared major crimes related to drug-trafficking conspiracies throughout a regional area. A formal mechanism must be identified or created whereby investigative and prosecutorial resources can be allocated, focused, and managed against targeted high-level offenders to achieve maximum criminal and civil remedies, and to deprive them of the financial incentives to pursue illegal drug activities.

The formal mechanism differs significantly from a task force. Under a traditional lead agency task force configuration, resources from various agencies are assigned to one authority and operate under the direction of that one authority. Assignments to task forces are generally very temporary, and allegiances are fleeting. By contrast, under the FINVEST model, all participating agencies are members of a Control Group, each member having an equal voice in its operation. There is a strong sense of ownership among the participants, and solid partnerships are formed among the participating agencies.

This program combines two primary elements of BJA's overall law enforcement strategy: Multijurisdictional Operations and Reducing the Profit Motive. It is BJA's firm belief that we must target the profit motive of drug crime to be successful in supply side strategies. FINVEST is specifically designed to demonstrate the effectiveness of conducting financial investigations through a multijurisdictional and multidisciplinary approach.

The FINVEST program will be implemented in two concurrent Tracks. Under Track I, Program Demonstration, projects currently funded under the FINVEST Program will be supplemented. Under Track II, Technical Assistance and Training, the existing technical assistance and training component will be supplemented on a noncompetitive basis to the Institute for Intergovernmental Research (IIR) which will provide and manage the development and delivery of technical assistance and training services for multijurisdictional financial investigation efforts nationwide and provide support to the FINVEST effort.

#### ***Track I - Program Demonstration***

This program is currently funded in twelve sites. Project assessment and development were accomplished during the initial phases of the program. It is expected that these sites will continue to operate under the existing FINVEST guidelines and conditions. The products to be completed are:

- A plan for continuation of the demonstration activities; and
- Program data and information for the assessment by the training and technical assistance grantee.

#### ***Track II - Technical Assistance and Training***

The technical assistance and training effort is designed specifically to provide services under the FINVEST Program in a three-stage effort.

### **Stage I - Training and Technical Assistance to Demonstration Sites**

The training and technical assistance grantee will continue to provide management and operational assistance to each of the FINVEST sites, as well as assistance in the development of operational assessments. Those assessments are internal self-evaluation tools which enable the demonstration sites and the program manager to determine the effectiveness of the projects and the program. Products to be completed under this stage are as follows:

- A plan for providing training and technical assistance to the demonstration sites;
- Provision of training and technical assistance to the demonstration sites during the implementation process;
- Operational assessments of individual project progress; and
- Conduct of at least one FINVEST cluster conference.

### **Stage II - FINVEST Model Development**

Concurrent with the demonstration stage, the technical assistance and training grantee will continue to gather information from the demonstration sites and use information gained during that process to develop refinements to the established FINVEST model. During this stage, products to be completed are:

- A plan for reviewing refinements to the FINVEST model.
- A revised model.
- A dissemination strategy to inform the field about the products and results of this program.

### **Stage III - Training and Technical Assistance Development**

The grantee will develop a training curriculum to facilitate implementation of the FINVEST model and plan for the provision of training to sites other than those funded under the demonstration program. Products to be completed are:

- A draft and a final FINVEST training curriculum; and
- A plan for provision of FINVEST training to sites not funded by BJA grants.

**ELIGIBILITY REQUIREMENTS:** Multnomah County, Oregon; Suffolk County, Massachusetts; the Georgia Bureau of Investigation; San Diego, California; Kansas City, Missouri; New York County, New York; Broward County, Florida; Prince George's County, Maryland; Pima County, Arizona; Riverside, California; the Nevada Division of Investigation; and the South Carolina Attorney General are invited to submit applications for continuation of this program. In addition, IIR is invited to submit an application for continuation as the technical assistance and training grantee of this program.



All applications must meet the requirements in the Application and Administrative Requirements section of this publication and provide a detailed description of project activities and progress to date.

**SELECTION CRITERIA:** All applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

**AWARD PERIOD:** Projects will be funded for 12 months.

**AWARD AMOUNT:** The 12 existing sites will receive approximately \$150,000 in supplemental funding, and the technical assistance and training grantee will receive \$400,000 in supplemental funding for a program total of \$2,200,000.

**DUE DATE:** Due dates for continuation applications will be negotiated with each individual project.

**CONTACT:** For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

# Information Systems, Statistics, and Technology

## BUREAU OF JUSTICE ASSISTANCE CLEARINGHOUSE

**PURPOSE:** The purpose of this program is to disseminate information on BJA funding to State and local officials and criminal justice decisionmakers and to distribute BJA publications.

**BACKGROUND:** The Clearinghouse, which has been in operation since 1989, has responded to over 3,600 requests from criminal justice system practitioners and State and local decisionmakers regarding BJA programs and activities.

**GOAL(S):** To provide State and local officials and criminal justice decision makers information on BJA programs and funding and to distribute BJA publications.

**OBJECTIVES:** BJA Clearinghouse has the following objectives for the 1992 contract year:

- To provide information to the criminal justice community on BJA publications.
- To distribute BJA publications to State and local officials and criminal justice decisionmakers.
- To provide communication services to BJA in the development of BJA publications.

**PROGRAM STRATEGY:** This program will continue the support of BJA Clearinghouse. The BJA Clearinghouse will provide the following services:

- Networking. The Clearinghouse will inform the criminal justice community about BJA and its documents through such vehicles as brochures, publications lists, conference support and attendance, and conference exhibits.
- User Registration. The Clearinghouse developed and will maintain a mailing list of over 1,400 names to be used in mailing BJA materials.
- Materials Distribution. The Clearinghouse distribution center will process approximately 450 orders per month to criminal justice practitioners and State and local decisionmakers.

- **Communications.** The Clearinghouse communications department will continue to provide editing, formatting, and graphic services for BJA. In 1992, the Clearinghouse will provide a pool of professional consultants to perform a variety of services related to the development of BJA materials.

**ELIGIBILITY REQUIREMENTS:** This is a previously negotiated contract. Eligibility requirements have been met through the contracting process.

**SELECTION CRITERIA:** See Eligibility Requirements section. An interagency agreement will be negotiated with the National Institute of Justice to fund the BJA Clearinghouse as a part of the National Criminal Justice Reference Service.

**AWARD PERIOD:** The award period is for 1 year beginning in May 1992.

**AWARD AMOUNT:** Up to \$550,000 will be available for this program.

**DUE DATE:** The interagency agreement will be negotiated by April 1992.

**CONTACT:** For further information, contact Karen McFadden, Chief, Program Coordination Branch, (202) 307-5974.

## DRUGS AND CRIME DATA CENTER AND CLEARINGHOUSE

**PURPOSE:** The purpose of this program is to provide direct assistance to local, State, and Federal anti-drug efforts through the identification and distribution of information on drug and crime necessary for planning.

**BACKGROUND:** This program, begun in October 1987, will continue BJA support of the Drug Data Center and Clearinghouse to meet the needs of the criminal justice system for credible, accessible, and directly useful data on drugs as well as information on the relationship of drug and crime and its implications for criminal justice policy and programs. While data are gathered by a number of Federal agencies, they are seldom consolidated and made available in a form directly useful to criminal justice agencies. The intent is to help Federal and State drug efforts by creating a clear baseline from which to assess their impact.

**GOAL(S):** To provide direct assistance to local, State, and Federal anti-drug efforts through the identification, collection, and distribution of information on drugs and crime that is necessary for planning.

**OBJECTIVES:** The Drug Data Center Clearinghouse's objective is to provide services and information to State and local criminal justice decisionmakers through the Drugs and Crime Data Center.

**PROGRAM STRATEGY:** BJA will fund partially the Bureau of Justice Statistics' (BJS) continuation of the Drugs and Crime Data Center and Clearinghouse. This effort has two distinct parts:

The functions of the Clearinghouse are to:

- Determine the needs of State and local decisionmakers, other policymakers, and drug data consumers;
- Provide information on existing drug enforcement and other drug data reports that are relevant to State and local officials and announce their availability through the Center; and
- Provide a toll-free number that is staffed with qualified statistical personnel to fill State and local requests for specific drug enforcement information and other data reports.

The Drugs and Crime Data Center functions are to:

- Evaluate existing national drug data for State and local policymakers;
- Identify drug data needed by State and local officials;

- Prepare special computer tabulations for users;
- Prepare special analyses of existing drug data to inform State and local policymakers on topics of concern; and
- Prepare a comprehensive report on Drugs and Crime.

The program strategy for the FY 1992 Interagency Agreement with BJS will encompass two major components:

#### **Component I - *Drugs and Crime Data Center***

The Drugs and Crime Data Center will produce:

- A technical guide to drug data sources;
- Additional reports on drug-related topics of interest to State and local policymakers; and
- A comprehensive Report to the Nation on Drugs, Crime, and the Criminal Justice System.

#### **Component II - *The Drugs and Crime Clearinghouse***

The Drugs and Crime Clearinghouse will perform or produce the following:

- Ten Fact Sheets on current drugs-and-crime topics of interest to State and local policymakers and six topical bibliographic reading sheets;
- A 1991 State Drug Resources National Directory;
- Responses to an average of 600 requests for information per month;
- At least 15,000 drug-and-crime documents;
- Attendance at clearinghouse national conferences and support to other national conferences;
- Assistance to BJA grantees in responding to specific data requests for information;
- Assessment of data information needs at State criminal justice planning agencies;
- Materials which will be mailed to all SPA Directors on Clearinghouse services; and
- Materials which will be mailed to all BJA grantees on Clearinghouse services.

**ELIGIBILITY REQUIREMENTS:** This is a previously negotiated contract. Eligibility requirements have been met through the contracting process.

**SELECTION CRITERIA:** See Eligibility Requirements section. The Interagency Agreement will be negotiated between BJA and BJS as managing partners in this effort.

**AWARD PERIOD:** This award will fund the Clearinghouse and Drug Data Center through September 30, 1993.

**AWARD AMOUNT:** Up to \$200,000 will be available for this program.

**DUE DATE:** The Interagency Agreement will be negotiated with the Bureau of Justice Statistics by March 1992

**CONTACT:** For further information, contact Karen McFadden, Chief, Program Coordination Branch, (202) 307-5974.

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# APPENDICES

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**STATE OFFICES ADMINISTERING**  
*The Edward Byrne Memorial State and Local*  
*Law Enforcement Assistance*  
**Formula Grant Program**

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**ALABAMA**

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# **Application Forms**

## **Appendix B**

# 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> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>			<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/>		
<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): _____			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>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>			<b>9. NAME OF FEDERAL AGENCY:</b>		
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b> <div style="border: 1px solid black; width: 100%; height: 40px; margin: 5px 0;"></div>			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> <div style="border: 1px solid black; width: 100%; height: 40px; margin: 5px 0;"></div>		

<b>13. PROPOSED PROJECT:</b> Start Date    Ending Date		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant    b. Project			
---	--	--	--	--	--

<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ .00	a. YES: THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____		
b. Applicant	\$ .00	b. NO: <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372		
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW/		
d. Local	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
e. Other	\$ .00	<input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No		
f. Program Income	\$ .00	<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>		
g. TOTAL	\$ .00	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.						
5. TOTALS		\$	\$	\$	\$	\$

## SECTION B — BUDGET CATEGORIES

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

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

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

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION (Attach additional Sheets if Necessary)	
21. Direct Charges:	22. Indirect Charges:
23. Remarks	

## INSTRUCTIONS FOR THE SF-424A

### General Instructions

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

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

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

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

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

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

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

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

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

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

**Line 5** — Show the totals for all columns used.

### Section B Budget Categories

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

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

**Line 6j** — Show the amount of indirect cost.

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

## INSTRUCTIONS FOR THE SF-424A (continued)

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

### Section C. Non-Federal Resources

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

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

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

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

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

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

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

### Section D. Forecasted Cash Needs

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

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

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

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

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

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

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

### Section F. Other Budget Information

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

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

**Line 23** – Provide any other explanations or comments deemed necessary.

## SPECIAL INSTRUCTIONS

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



## INSTRUCTIONS

### PROGRAM NARRATIVE

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

#### 1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

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

#### 2. RESULTS OR BENEFITS EXPECTED.

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

#### 3. APPROACH.

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

to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.

- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

#### 4. GEOGRAPHIC LOCATION.

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

#### 5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

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

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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 as 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 U.S.C. 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 Justice Assistance Act or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G.
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 or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the 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

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: _____		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____
<b>6. Federal Department/Agency:</b>  _____	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>  _____	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):  _____		<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  _____
(attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>11. Amount of Payment (check all that apply):</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment (check all that apply):</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Members(s) contacted, for Payment Indicated in item 11:</b>        (attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form - LLL-A



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

# ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

## SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled, "Financial and Administrative Guide for Grants."

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant, for each action program covered by a State's grants and for each subgrant awarded by the State.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

## SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated? (month, day, year)

b. Principal Officers

Titles

c. Employer Identification Number:

d. Number of Employees

Full Time: Part Time:

2. Is the firm affiliated with any other firm? ☐ Yes ☐ No  
If "yes", provide details:

3. Total Sales/Revenues in most recent accounting period. (12 months)  
\$

## SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? ☐ YES ☐ NO

a. If yes, provide name and address of Agency performing review:

b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.

Note: If review occurred within the past three years, omit questions 2-9 of this Section and Section D.

2. Which of the following best describes the accounting system? ☐ Manual ☐ Automated ☐ Combination

3. Does the organization use a double-entry system in accounting for program funds? ☐ Yes ☐ No ☐ Not Sure

4. Does the accounting system identify the receipt and expenditures of program funds separately for each contract/grant? ☐ Yes ☐ No ☐ Not Sure

5. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? ☐ Yes ☐ No ☐ Not Sure

6. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? ☐ Yes ☐ No ☐ Not Sure

7. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? ☐ Yes ☐ No ☐ Not Sure

8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

a. Total funds available for a grant?

☐ Yes ☐ No ☐ Not Sure

b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?

☐ Yes ☐ No ☐ Not Sure

9. Is the firm generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants?

☐ Yes ☐ No ☐ Not Sure



**SECTION D: FUND CONTROL**

1. Is a separate bank account maintained for grant/contract funds? ☐ Yes ☐ No ☐ Not Sure
2. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? ☐ Yes ☐ No ☐ Not Sure
3. Are the officials of the firm bonded? ☐ Yes ☐ No ☐ Not Sure

**SECTION E: FINANCIAL STATEMENTS**

1. Did an independent certified public accountant (CPA) ever examine the financial statements? ☐ Yes ☐ No
2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. ☐ Enclosed ☐ N/A
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:
4. If an independent CPA has never examined your financial statements, please develop and provide this office with a copy of the following financial statements:
- a. A detailed "Balance Sheet" for the most current and previous year; and
  - b. A detailed "Income Statement" for the most current and previous year.

**SECTION F: ADDITIONAL INFORMATION**

1. Use this space for any additional information (indicate section and item numbers if a continuation)

**SECTION G: APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge.

1. Signature

b. Firm Name, Address, and Telephone Number

a. Title

c. Application Identifier Number

**SECTION H: CPA CERTIFICATION**

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly.

1. Signature

b. Firm Name, Address, and Telephone Number

a. Title

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 4 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 OFFICE OF THE COMPTROLLER, OFFICE OF JUSTICE PROGRAMS, U. S. DEPARTMENT OF JUSTICE, WASHINGTON, D. C. 20531; AND TO THE PUBLIC USE REPORTS PROJECT, 1121-0021, OFFICE OF INFORMATION AND REGULATORY AFFAIRS, OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, D. C. 20503.

**U.S. Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*

Washington, D.C. 20531

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