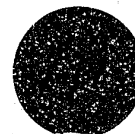


U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



OJJDP

Office of Juvenile Justice and Delinquency Prevention

153521



**FY 1995 Competitive Discretionary Program
Announcements and Application Kit**

Office of Juvenile Justice and Delinquency Prevention

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

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

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

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

Special Emphasis Division provides discretionary funds to public and private agencies, organizations, and individuals to replicate tested approaches to delinquency prevention, treatment, and control in such pertinent areas as chronic juvenile offenders, community-based sanctions, and the disproportionate representation of minorities in the juvenile justice system.

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

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

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

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

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

NCJRS

JUL 26 1995

ACQUISITIONS

Office of Juvenile Justice and Delinquency Prevention

Shay Bilchik
Administrator

153521

U.S. Department of Justice
National Institute of Justice

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FY 1995 Competitive Discretionary Program Announcements and Application Kit

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

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Introduction

The Nation's juvenile justice system stands at a crossroads. We face a disturbing increase in violent crimes committed by juveniles and an alarming rise in abuse, neglect, and street violence perpetrated against our children. The public's fear of youth violence is well-founded. If juvenile violent crime arrest rates continue to increase annually as in the recent past, they will more than double by the year 2010. The Federal Bureau of Investigation's *Uniform Crime Reports* show that juvenile violent crime arrests have increased 68% from 1984 to 1993. In 1992, 1.55 million violent crimes were committed against juveniles age 12 to 17 years, a 23.4% increase since 1987. Increased violence and use of weapons, especially firearms, by our youth has created great fear both for and of our children.

The Department of Justice is calling for an unprecedented national commitment of public and private resources to reverse the trends in juvenile violence and victimization. We cannot afford a narrow focus by individual disciplines to attack this problem. Participants from all community sectors, public and private, across specializations, must plan collaboratively and comprehensively if we are to reduce juvenile violence and build safer and healthier communities.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is congressionally mandated to lead the effort to address the prevention and control of juvenile delinquency and victimization. Established in 1974, OJJDP provides direction and assistance to national, State, and local efforts to improve the administration of juvenile justice, combat juvenile delinquency, and aid missing, exploited, and abused children and their families. Protecting our communities and our children are the twin objectives at the heart of OJJDP's leadership of the Nation's efforts to prevent and combat juvenile delinquency.

In accordance with the provisions of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, OJJDP published, on May 3, 1995, its final comprehensive plan for fiscal year 1995, which establishes its program priorities. OJJDP's plan is based on three decades of research that shows prevention to be the most cost-effective means of reducing delinquency and points to the efficacy of a communitywide, comprehensive, multi-dimensional approach. This approach includes prevention programs, immediate and intermediate sanctions, secure facilities for the most serious offenders, and sound re-entry and aftercare services.

As a result of recent research and evaluation, we can now point to a variety of program models proven to reduce delinquency and control youth violence. In these times of limited resources, OJJDP believes that program development must be predicated on this prior knowledge and that innovative demonstration programs should be evaluated to measure their impact. Information, technical assistance, and training on the most promising programs must be provided as quickly and broadly as possible. This year's program plan strengthens our work in providing communities with this type of support.

Additionally, for fiscal year 1995 OJJDP has created a new overarching program, *SafeFutures: Partnerships To Reduce Youth Violence and Delinquency*. This collaborative program, designed to enhance the implementation of OJJDP's *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* (Wilson and Howell, 1993), requires all community sectors to participate in the determination of local needs and the planning and implementation of programs to meet those needs through a continuum of care.

While this year's program announcements consist of a variety of demonstration, training, and research efforts that are of great importance to OJJDP, SafeFutures' continuum of care initiative reflects our best hope to reduce juvenile violence and delinquency. This continuum of care contemplates:

- Early and effective programming to prevent delinquency by targeting at-risk children and their families.
- Accountability and treatment through immediate and intermediate sanctions.
- Effective, sustained supervision in aftercare programs to assist juveniles in transition from residential placement back to the community.
- Secure facilities for the most serious offenders to ensure public safety and an appropriate rehabilitative setting.
- Criminal justice correctional options for the most violent or intractable juvenile offenders.

All of these components are necessary to the successful reduction of delinquency.

The *Competitive Discretionary Program Announcements and Application Kit* is designed to assist with the grant process. If you have questions, please contact the OJJDP staff member listed at the end of the appropriate announcement for clarification.

I hope OJJDP's programs will assist you and your communities. We are all participants in an historic struggle. Collectively, I believe we can make a difference in the lives of America's children. Your continuing interest, concern, and involvement in these efforts is deeply appreciated.

Shay Bilchik
Administrator
Office of Juvenile Justice and Delinquency Prevention

Application and Administrative Requirements

General Eligibility Requirements

Applications are invited from eligible public and private agencies, organizations, and institutions, individuals, or combinations thereof. Eligibility differs from program to program. Please consult individual program announcements for specific eligibility requirements. Where eligible for an assistance award, private for-profit organizations must agree to waive any profit or fee. Joint applications by two or more eligible applicants are welcome, provided that one organization is designated as the primary applicant and the other(s) as coapplicant(s).

Applicants must demonstrate that they have experience in the design and implementation of the type of program or program activity for which they are applying and have the management and financial capability to effectively implement a project of the size and scope delineated in the program description. Each applicant must also demonstrate the capability to manage the program in order to be eligible for funding consideration.

General Application Requirements

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

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

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

Applicants receiving other funds in support of the proposed activity (current, recent, or expected) must include in their application: (1) information on all sources of these funds (including funding from other Federal agencies); (2) the anticipated total amount to be received; and (3) a brief description of any other program(s) receiving such funds.

All application packages should be mailed or delivered to the following address:

Office of the Administrator
Office of Juvenile Justice and Delinquency Prevention
c/o Juvenile Justice Resource Center
1600 Research Boulevard, Mail Stop 3K
Rockville, MD 20850

Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.

Applicants are responsible for insuring that their application packages are received by close of business (5 p.m. e.d.t.) on the due date. Program due dates are exclusive and can be found near the end of each program description in this *Application Kit*.

OJJDP will notify applicants in writing that their applications have been received. Subsequently, applicants will be notified by letter as to the decision made regarding whether or not their submission will be recommended for funding. Applicants should provide both a return address and a fax number, if possible.

Applicants from State and local units of government or other organizations providing services within a State must submit a copy of their application to the State Single Point of Contact, if one exists, and if the program has been selected for reviews by the State. A list of the State Single Points of Contact is provided in Appendix D.

Application Review Process

Selection Criteria

All applicants will be evaluated and rated by a peer review panel according to specified selection criteria. Peer review will be conducted in accordance with the OJJDP Competition and Peer Review Policy, 28 CFR Part 34, Subpart B (provided in Appendix B). When appropriate in a particular grant program, preference will be given to communities that can demonstrate broad based, interdisciplinary planning. Applicants should explain how the grant program will be integrated into the communities' overall plan. Selection criteria for each competitive program will determine applicants' responsiveness to minimum program application requirements, organizational capability, and thoroughness and innovativeness in responding to strategic issues related to project implementation. Each competitive program announcement will indicate whether there are additional program-specific review criteria and/or changes in points assigned to criteria used in the peer reviews for that particular program.

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

1. **Problem(s) To Be Addressed. (20 points)** Applicants must concisely describe the problems to be addressed and convey a clear understanding of the purposes and work requirements of the project.
2. **Goals and Objectives. (20 points)** Applicants must clearly define the goals and objectives of the project and describe how the objectives are clear, measurable, and attainable.

-
3. **Project Design. (20 points)** Applicants must relate the merits of the approach proposed in their application to Department of Justice goals and objectives for the project and explain why this constitutes a sound and effective approach.

The design must provide a detailed implementation plan with a timeline that indicates significant milestones in the project, due dates for products, and the nature of the products to be submitted. The design must contain program elements that are directly linked to the achievement of the project.

4. **Project Management. (15 points)** Applicants must demonstrate that the project's management structure and staffing is adequate to successfully implement and complete the project. The management structure and staffing assignments for the project should be consistent with the project goals and tasks described in the application.

5. **Organizational Capability. (15 points)** The applicant organization's potential to conduct the project successfully must be documented. Applicants must demonstrate knowledge of and experience in the juvenile justice field, particularly in the area of study the project addresses.

Applicants must demonstrate that staff members have sufficient substantive expertise and technical experience. The applications will be judged on the appropriateness of the position descriptions, required qualifications, and staff selection criteria. Staff resumes should be attached.

6. **Budget. (10 points)** Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective for the activities proposed, and are directly related to the achievement of the program objectives. All costs must be justified in a budget narrative that explains how costs are determined.

Peer reviewers' recommendations are advisory only and the final award decision will be made by the Administrator. OJJDP will negotiate specific terms of the awards with the selected applicants.

Evaluation

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

Financial Requirements

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

Civil Rights Requirements

Prohibition of Discrimination for Recipients of Federal Funds

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

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

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

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

Audit Requirements

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

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

Disclosure of Federal Participation

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

Suspension or Termination of Funding

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

Competitive Discretionary Program Announcements

Fiscal Year 1995 Competitive Discretionary Program Listing

Overarching Program

SafeFutures Partnerships To Reduce Youth Violence and Delinquency	\$7,200,000
National Evaluation of the SafeFutures Program: Phase I Study of Program Development and Implementation	\$150,000

Strengthening Juvenile Justice

Interventions To Reduce Disproportionate Minority Confinement in Secure Detention and Correctional Facilities (The Deborah Ann Wysinger Memorial Program)	\$300,000
Technical Assistance to Juvenile Corrections and Detention (The James E. Gould Memorial Program)	\$200,000

Public Safety

Gangs and Delinquency Research	\$500,000
Field Initiated Gang Research	\$300,000
Juvenile Transfers to Criminal Court Studies	\$275,000
Gangs, Groups, Individuals, and Violence Intervention	\$250,000

Delinquency Prevention

Innovative Approaches in Law-Related Education	\$600,000
Pathways to Success	\$250,000
Training and Technical Assistance for Family Strengthening Programs	\$250,000
Youth Centered Conflict Resolution	\$200,000

Overarching Program

SafeFutures: Partnerships To Reduce Youth Violence and Delinquency

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) announces a new competitive grant program — SafeFutures: Partnerships To Reduce Youth Violence and Delinquency (SafeFutures). This *Application Kit* provides program requirements and administrative guidance for jurisdictions eligible to apply for grants under this program. Under the SafeFutures program, OJJDP will make direct grants to five communities to help them implement a comprehensive and coordinated delinquency prevention and intervention treatment program for at-risk and delinquent juveniles.

The SafeFutures program rests on three important premises. The first is that public safety can be improved by providing prevention, intervention, and treatment services to at-risk and delinquent juveniles. These elements constitute a continuum of care that is essential if we are to successfully address juvenile violence and delinquency. The second premise is that the strategy for implementing this continuum of care is found in a comprehensive, customer-focused approach that draws on the resources of service agencies at all levels of government and in the private sector. The third premise is that the juvenile justice system must be linked to the broader service delivery system. Availability of services, community responsiveness, and partnerships lie at the heart of the SafeFutures program.

To support the SafeFutures initiative, OJJDP is pooling resources available under Title II, Parts C, D, and G, and Title V of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. In this way, ongoing community efforts to develop a continuum of services focused on juveniles at risk of delinquency and a system of graduated sanctions for those juveniles who enter the juvenile justice system can be strengthened.

SafeFutures calls on the community to enhance existing partnerships to address the needs of at-risk children of all ages, including delinquent youth. These partnerships must include public and private agencies; community-based organizations, such as religious, civic, and business groups; community residents; and youth. This initiative also places a strong premium on linkages to other ongoing Federal, State, local, and tribal initiatives concerned with youth development, economic development, and public safety. Finally, SafeFutures seeks to build capacity at the local and tribal level to ensure that youth-supporting efforts are sustained over the long term.

A total of \$7,200,000 is available under this program to support first-year awards to five units of local government: three urban, one rural, and one tribal government. The program is designed to provide Federal funding for 5 years, conditioned on grantee performance and availability of future funds. Thereafter, the program should be sustained through local and tribal funding.

Background and Rationale

In recent years, many communities have begun to recognize the power of partnerships to meet the challenges of crime and delinquency, substance abuse, family disintegration, and declining neighborhoods. Collaboration across all levels of government (Federal, State, local, and tribal), among agencies within levels of government, and between public and private sector agencies and private citizens is becoming increasingly common. These community partnerships typically share some common themes:

- Recognition that many community problems are too complex and multifaceted to be solved by any one agency.
- Belief that problem solving is most effective when it is shared among community residents, the private sector, and government.
- Commitment to finding comprehensive, long-term approaches to meeting community needs.

Community partnerships generally result in communities revising their organizational structures and policies to accommodate new approaches, creating a forum for comprehensive planning and mechanisms to ensure that there is follow through (Cronin, 1994).

OJJDP's SafeFutures program is designed to build on these partnerships by focusing on communitywide efforts to prevent delinquency, violence, and gang involvement; create community-based alternatives for troubled youth; and improve the ability of the juvenile justice system to respond appropriately and effectively to each juvenile who enters the system.

This approach is described in detail in OJJDP's *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* (Wilson and Howell, June 1993). Under the prevention component of the strategy, and as implemented under OJJDP's Title V Prevention Incentive Grants program, a broad-based community planning board, which includes the active involvement of young people, systematically assesses risk factors that place juveniles at risk of delinquency and develops programs to reduce risk factors and increase protective factors that serve to buffer juveniles from risks. The model draws on research conducted over the past half century that has documented risk factors in five categories that contribute to juvenile delinquency:

1. Individual characteristics, such as alienation, rebelliousness, and lack of bonding to society.
2. Family influences, such as parental conflict, child abuse, poor management practices, and a history of problem behavior (substance abuse, criminality, teen pregnancy, and dropping out of school).
3. School experiences, such as early academic failure and lack of commitment to school.
4. Peer group influences, such as friends who engage in problem behavior (minor criminality, drugs, gangs, and violence).
5. Neighborhood and community factors, such as economic deprivation, high rates of substance abuse and crime, and neighborhood disorganization.

Research has also demonstrated that these risk factors can be reduced by increasing protective factors that promote healthy and productive behavior.

SafeFutures builds on and expands the *Comprehensive Strategy* by emphasizing the importance of providing a continuum of care for juveniles at all developmental stages who are at risk of delinquency. Consequently, SafeFutures targets communities that have conducted community assessments and have identified and begun implementing systemic changes to reduce youth violence and juvenile delinquency.

SafeFutures will target communities that have been engaged in significant planning and coordination activities as a part of the Empowerment Zones/Enterprise Communities (EZ/EC) program. In recognition of these significant efforts and their accomplishments, a minimum of two of the four urban and rural sites will be located in jurisdictions designated as EZ/ECs. A targeted community should be physically located in the same urban or rural area, but the community does not have to be the EZ/EC designee. To qualify for the preference, however, applicants must show that appropriate linkages have been established with the EZ/EC program and describe benefits derived from the relationship.

The SafeFutures program also seeks to provide needed programmatic support to communities in critical areas by making available a broad array of program funds and training and technical assistance resources.

Program Goals

1. To prevent and control juvenile violence and delinquency in targeted communities by:
 - a. reducing risk factors for delinquency and increasing protective factors,
 - b. providing a continuum of services for juveniles at risk of delinquency with appropriate immediate interventions for juvenile offenders, and
 - c. developing a full range of graduated sanctions designed to hold delinquent youth accountable to the victim and the community, to ensure community safety, and to provide appropriate treatment and rehabilitation services.
2. To develop a more efficient, effective, and timely service delivery system for at-risk and delinquent juveniles and their families that is capable of responding to their needs at any part of entry into that system.
3. To build the community's capacity to institutionalize and sustain the service delivery system by expanding and diversifying sources of funding.
4. To determine the success of program implementation and the outcomes achieved, including whether a comprehensive strategy involving community-based efforts and program resources concentrated on providing a continuum of care has succeeded in preventing and reducing juvenile violence and delinquency.

Program Strategy

Activities

The SafeFutures program is directed toward communities that have already made substantial progress in reforming their systems of care for at-risk and delinquent youth. Therefore, applicants must describe the planning and implementation efforts they have undertaken to date. SafeFutures communities must have the commitment and participation of a broad cross-section of the community in developing a comprehensive juvenile delinquency prevention and intervention strategy. Although the roles of governmental agencies may vary, the community must demonstrate the existence of a diverse and representative coalition in which public officials and agencies are equal partners with private citizens and grassroots organizations.

Applicants must describe the process by which they have identified risk factors, needs, and strengths. Communities may have either conducted the assessment independently or as part of OJJDP's Title V Prevention Program.

Applicants must project a 5-year vision for their continuum of care program for youth, with a particular focus on their juvenile justice system. Applicants must also identify the gaps in service for at-risk youth at each stage of development, with specific attention to the need for a system of graduated sanctions. They must also clearly address how the program components composing SafeFutures will assist them in reducing or eliminating service gaps. For each program component, applicants must first identify target groups and provide a rationale for using the allocated program funds and then define specific goals and objectives with quantifiable outcomes.

Applicants must have an organizational structure that provides adequate oversight and has authority for implementing the kinds of systemic improvements required under the SafeFutures program. A number of existing organizational options and combinations of organization and service delivery may be appropriate. Examples include independent boards under direct authority of the Executive Branch, councils under auspices of nonprofit organizations, interagency consortia, youth networks, or any of these in combination with regional assessment centers, community assessment teams, colocated services, or service networks. Although these examples are offered, they in no way should be construed as the only possibilities. Applicants should present a structure and service delivery process that is appropriate to the specific resources, needs, and strengths of their community and their juvenile justice system.

Applicants should also obtain a copy of OJJDP's *Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* (Howell, 1995). This publication describes the rationale for comprehensive efforts, identifies key strategies and promising prevention and intervention programs for each area, suggests effective risk and needs assessment tools, and guides implementation at the community level for a continuum of care model.

Collaboration/Coordination

The SafeFutures program places a premium on collaboration, coordination, and leveraging resources. Federal agencies and private organizations, such as the Boys & Girls Clubs of America, will make training and technical assistance (TA) resources available to SafeFutures sites.

At the national level, OJJDP will coordinate this program with the Departments of Education, Labor, and Health and Human Services; the Corporation for National Service; and the Bureau of Indian Affairs. Communities may use these diverse Federal and private resources to supplement and improve services for at-risk and delinquent youth.

At the local level, SafeFutures sites are expected to coordinate and, where feasible, to collaborate with other Federal, State, and local agencies; national and community foundations; and private sector programs, including organizations established to promote the interest of Native Americans. Examples include HUD's EZ/ECs and HOPE 6; the Department of Health and Human Services' Family Preservation and Support Services; the Department of Education's Drug Free and Safe Schools; the Department of Labor's Youth Fair Chance; the Department of Justice's Operation Weed and Seed, Community Oriented Policing Services, and U.S. Attorneys' antiviolence strategies; programs of the Department of Health and Human Services' Administration for Native Americans; HUD's Office of Native American Programs; and the National funding Collaboration of Violence Prevention. Information on these and other national public and private community-based initiatives and the jurisdictions in which they operate has been summarized in chart form in a "Community Initiatives Matrix." This document is available from the Juvenile Justice Clearinghouse at 1-800-638-8736. Applicants are strongly encouraged to use this document in facilitating their efforts of coordination and collaboration.

Target Population

Sites funded under this initiative must address the multiethnic, racial, and gender needs of at-risk and delinquent children of all ages. Applicants may direct their efforts to the entire jurisdiction or to specific geographical areas of special need.

Applicants should justify their targeting in terms of need and appropriateness to the accomplishment of program objectives. Applicants must clearly show that targeted geographic areas represent identifiable communities or neighborhoods where the investment of SafeFutures resources will result in appreciable differences for the youth who live there. For example, the youth in one or more communities or neighborhoods within a large urban area could be targeted.

Evaluation of SafeFutures

The SafeFutures program will help OJJDP determine whether concentrating resources in a continuum of program services, including graduated sanctions, reduces juvenile crime and its correlates. There will be two levels of evaluation: the first by the grantee and the second by a national evaluator funded by OJJDP.

The evaluation will be a collaborative effort among OJJDP, the five grantees, and local and national evaluators. The sites will be treated as five case studies, each testing a similar set of hypotheses about delinquency prevention and treatment based on the principles contained in the *Comprehensive Strategy*. Multiple, repeated measures will be tracked to determine whether hypotheses advocating a risk focused continuum of care model, including a system of graduated sanctions for juveniles in the juvenile justice system, are supported by the data. The evaluation will follow a developmental, open systems, or action research approach in which evaluators collaborate with grantees as part of a team seeking to systematically evaluate an experiment. The National Evaluation of the SafeFutures program will provide a framework for the local evaluations.

Local Evaluation Requirements

The objectives of the local evaluation are as follows:

1. To document SafeFutures program interventions, implementation processes, and key factors affecting successful implementation, including levels of collaboration and sustainability.
2. To help document the impact of SafeFutures interventions by capturing and reporting data on risk factors, juvenile offense rates, the juvenile justice system, and system processing rates from initial custody through aftercare.

Grantees have three major evaluation responsibilities. First, they must develop logic models (Office of Substance Abuse Prevention, 1992) that document the hypothesized effects of the program interventions on stated objectives, which ultimately lead to delinquency prevention and recidivism reduction, as well as effective system reform and a safer community. Logic models should be based on the community's theory of change and specific assumptions about how its continuum of care will reduce risk factors, enhance protective factors, and lead to a decrease in negative behaviors. These models will also help determine the evaluation process and outcome data to be collected. Second, grantees must collect process evaluation data and generate process evaluation reports, following guidelines to be developed by the national evaluator. Examples of the types of information to be collected include, but are not limited to, descriptions of the following:

- Local planning mechanisms and processes and factors affecting successes and failures.
- Established programs, strategies for change, distinguishing structural features and services, budgets, staffing, target populations, screening criteria, clients served, average length of participation, and short-term results.
- Environmental factors, such as city budget crises, other major grant requirements, changing demographics, and local statutes and policies affecting the operation and outcomes of the SafeFutures project.

Third, grantees will establish a management information system to generate, collect, and report outcome data designated by the national evaluator. These data will be based on the following:

- Reporting of risk factors related to delinquency prevention (e.g., family conflict and other problems, peer involvement in delinquent behavior, availability of guns and drugs) using sources and formats provided by OJJDP for Title V.
- Reporting of risk factors related to recidivism and community protection for juveniles processed by the juvenile justice system.
- Reporting of juvenile justice system processing outcomes (e.g., police contacts, arrests, secure detention, alternative community service, case dispositions, and placements) by offense/risk level.
- Reporting of juvenile offense rates.

Applicants will demonstrate that they will have sufficient qualified staff to carry out these responsibilities. An independent local evaluator must be involved in the process evaluation. Applicants should consider the feasibility of working with a local university. Although total costs may be more, up to five percent of total funding allocated to the serious and violent offender, at-risk girls, mental health services, and after-school and gangs program components (Parts C and D) can be used to support the costs of the local process evaluation. Any additional costs would be met by the grantee. In addition, grantees must demonstrate an adequate management information system to collect, store, process, and report the evaluation data. OJJDP will also require that the five sites acquire the capability to communicate using the Internet.

Role of the National Evaluator

Under a separate competitive award, OJJDP will fund a national evaluation with the following objectives:

1. To determine how concentrating resources to provide a continuum of care affects the following:
 - a. Juvenile delinquency and juvenile justice system efficiency and effectiveness.
 - b. Program sustainability.
 - c. Coordination.
 - d. Participant outcomes.
2. To build upon evaluations of comprehensive initiatives and to identify successes that could be adopted in other communities and incorporated in national policy.

The national evaluator will facilitate local evaluation by creating templates for local data collection and reporting. The evaluator will also provide data collection training and TA and monitor data quality. Templates will be consistent with those developed by OJJDP for the Title V program evaluation. In addition, the national evaluator will be responsible for conducting quarterly meetings and establishing other forms of ongoing communication with grantees to ensure that findings are reported continuously, common issues and concerns are addressed, and successful strategies are maximized.

Program Components

The SafeFutures program combines funding from nine separate programs, referred to as *program components* in this announcement. Applicants must demonstrate how their plan will incorporate each of the program components and, more broadly, how each component, in coordination with the others, will contribute to meeting the overall goals of the SafeFutures program.

Table 1. Summary of Program Funding and Technical Assistance (TA) Through SafeFutures

Program Component	Program Focus	Legislative Authority	Amount of Funds
Focusing on High-Risk Youth and Juvenile Offenders and Strengthening the Juvenile Justice System			
Serious, Violent, and Chronic Offenders	<ul style="list-style-type: none"> • Graduated Sanctions for Delinquent Offenders • Aftercare 	Part C	\$100,000
At-Risk and Delinquent Girls	<ul style="list-style-type: none"> • Victim Restitution and Community Services • Education, Training, Counseling, Skill-Building, and Child Care Services • Intensive Case Management and Followup 	Part C	\$120,000
Enhancing Protective Factors: Providing Opportunities and Role Models			
After-School Programs (Pathways to Success)	<ul style="list-style-type: none"> • Arts, Recreation, Entrepreneurial and Vocational Training, and Other Skill-Building Programs for Nonschool Hours 	Part C	\$ 40,000
Mentoring	<ul style="list-style-type: none"> • One-to-One Mentoring by Adults School Based 	Part G	\$200,000
Family Strengthening	<ul style="list-style-type: none"> • Continuum of Family Services • Intensive Case Management 	Part C	\$200,000
Mental Health Services	<ul style="list-style-type: none"> • Mobile Mental Health Outreach Units • Improved Mental Health Linkages to the Juvenile Justice System • Sex Offender Focus 	Part C	\$150,000
Preventing Delinquency and Promoting Gang-free Schools and Communities			
Delinquency Prevention	<ul style="list-style-type: none"> • Prevention of Delinquency Focus on Juveniles at High Risk of Delinquency 	Title V	\$200,000 50% Match
Gang-Free Schools and Communities	<ul style="list-style-type: none"> • Gang Prevention, Intervention, and Suppression for Schools • Gang Prevention, Intervention, and Suppression for Public Subsidized Housing Committees 	Part D	\$400,000
Bethesda Day Treatment Center	<ul style="list-style-type: none"> • Prevention/Early Intervention Services • Education • Intensive Case Management 	Part C	Up to \$ 30,000 in TA Services. 100% Match

It is anticipated that most communities will use the funding earmarked for the individual components to implement them or expand already existing programs similar to ones being proposed. However, OJJDP recognizes that there might be instances where a community has a strong component in place already and prefers to use the funding to supplement a different SafeFutures program component. Applicants would have to justify their action and would be restricted to programs funded under Part C legislative authority. Part C programs with this flexibility include the Serious, Violent, and Chronic Offender, At-Risk and Delinquent Girls, After-School, Family Strengthening, and Mental Health program components.

For example, if a community already had very strong programs in place for at-risk and delinquent girls and could demonstrate that fact, it could elect to use the \$120,000 to expand its after-school programs. However, applicants would not have the same flexibility for the Part G (Mentoring), Part D (Gangs), and Part V (Delinquency Prevention) programs because of legal requirements related to the purposes for which these funds can be expended.

Communities are encouraged to be creative in using the program components. Applicants can combine them with one another and with other community programs as long as care is taken to follow the guidelines for the specific component from which the funds are drawn.

Applicants should read each component carefully, noting target audiences and programmatic elements that may not be mentioned in the overview section of these guidelines. For example, Part D funds can only be used for gang prevention and intervention activities, and, within that program, the applicant must implement the gang prevention, intervention, and treatment model described in the component.

Table 1 summarizes some of the key features of each program component grouped according to broad strategy areas.

Additional guidance and specific requirements are contained in the descriptions below and in the Application Process section of this guideline.

Serious, Violent, and Chronic Juvenile Offender Program Development

Purpose: To develop and implement a comprehensive program model to address the problem of serious, violent, and chronic juvenile offenders (SVCJOs).

Background: This program component implements Title II, Part C, Sections 261(a)(1), (2), (6), and (8) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. The violent crime rate among juveniles has increased sharply in the past 5 years. Juveniles account for an increasing share of all violent crime arrest in the United States. Consistent with this trend, the number of juveniles adjudicated delinquent has increased, as has the number of juveniles waived or transferred to the criminal justice system (Wilson and Howell, 1993).

OJJDP has made it a priority to identify and provide effective programmatic responses to address the problem of serious, violent, and chronic delinquency.

Goal: To develop a comprehensive program model that addresses the problem of SVCJOs by planning and implementing graduated sanctions to respond appropriately and effectively to juveniles who commit delinquent acts.

Objectives:

1. To define the target population.
2. To assess the existing continuum of intervention, treatment, and rehabilitation services in the applicant's jurisdiction.

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3. To improve case assessment, ensure efficient tracking and case management, and assure maximum utilization of scarce juvenile justice system resources for court-involved youth.
 4. To integrate private nonprofit community-based resource organizations into intervention, treatment, and rehabilitation services for juvenile offenders.
 5. To develop an effective aftercare program that is a formal component of all residential placements.
 6. To develop a victim component to assure services to juvenile victims of crime and integrate victim programs (e.g., restitution, community service, victim mediation) into the range of available sanctions.

Program Strategy: This component of the SafeFutures Program will focus on three major elements of OJJDP's *Comprehensive Strategy*. They are as follows:

- Intervening immediately and effectively when delinquent behavior first occurs.
- Creating a system of graduated sanctions that combines accountability with increasingly intensive treatment and rehabilitation services.
- Identifying and controlling SVCJOs, the small segment of juvenile offenders who account for a majority of delinquent acts.

A system of graduated sanctions requires a broad continuum of options, including intensive community-based public and private services (Fagan, 1990; Krisberg, 1992; Krisberg et al., 1989, 1990; Altschuler and Armstrong, 1992). The types of programs to be identified include the following:

- Immediate interventions for both nonserious first-time and repeat offenders.
- Intermediate sanctions for some first-time serious and violent offenders and reoffenders.
- Secure confinement for those who are amenable to treatment but require a secure setting, including juveniles who constitute a threat to community safety. Consideration should be given to transferring to criminal court juveniles who commit particularly violent offenses, have a history of violence, or are not amenable to treatment. In implementing a program of graduated sanctions, programs will need to use risk and needs assessment instruments that incorporate such factors as age, severity of offense, and offender history.

At each level in the continuum, the family should be involved in treatment and rehabilitation efforts. Aftercare should be included for all residential placements and should actively involve family and community support.

Applicants should incorporate the following elements in descriptions of their plans for this program component:

- A range of intervention and secure confinement programs and options that respond to the needs of each juvenile in the system, including:
 - Immediate interventions.
 - Intermediate sanctions.
 - Community-based correctional facilities.
 - Training schools, camps, and ranches.
- For each intervention strategy:
 - The target group.
 - The program elements, including the components that are the key to effectiveness.
 - Examples of existing programs, if any, on which models are or will be based.

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- Processing and risk needs assessment procedures to be used to assign juvenile offenders to the appropriate services and to ensure that they receive them.
 - A plan for effective use of a management information system to track youth through all program components and provide evaluation data.

It is expected that funds available for this program component will be utilized to develop and partially implement the comprehensive program model, and that existing programs, along with additional local funding, will be utilized to more fully implement the model.

Award Amount: Up to \$100,000 per site for the first year.

Program To Promote Continuum of Care Services for At-Risk and Delinquent Girls

Purpose: To develop and implement an innovative community-based program that will provide comprehensive, gender-specific prevention, intervention, treatment, and rehabilitative care that includes case management and followup for at-risk and delinquent girls.

Background: This program component implements Title II, Part C, Sections 261(a)(1) and (4) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. For female juvenile offenders and those at risk of delinquency, services must be more finely focused on their special needs. Most discussions of juvenile delinquency programs and needs focus almost exclusively on males, ignoring their female counterparts.

Recent data indicate that because of the relatively small number of adjudicated female juvenile offenders, little attention has been focused on them or their special needs (Chesney-Lind, 1992). As a result, a wide gap exists between the services provided to females and those historically provided to males committing comparable offenses. A comparative study of 348 violent adolescent females and a similar number of boys revealed that although half the male offenders were admitted to rehabilitation programs or alternative programs, only 29.5 percent of the female offenders received some treatment alternative (Sheldon and Tracy, 1992).

According to data provided by 85 State corrections institutions, female offenders in the juvenile system face many special problems. These include the perpetuation of a cycle of generational sexual abuse, teen pregnancy, early parenthood, and emotional dysfunction. Other research supports the conclusion that when girls act out their problems, they become self-destructive more often than boys. Young females who run away, for example, more often become involved in prostitution or turn to unhealthy, exploitative, or abusive environments for attention and shelter.

Some additional evidence is available about the problems faced by special female groups. For example, one study looked closely at American Indian and Alaskan Native female youth at risk (Fleming et al., 1990). It was discovered that American Indian and Alaskan Native female youth use alcohol and illegal drugs with greater frequency than other youth. Although no single factor explains this phenomenon, it has been theorized that, for juvenile females in these populations, gender compounds the normal contributing factors such as poverty, prejudice, and lack of socioeconomic and educational opportunity. Some substance abuse prevention initiatives, including 16 demonstration grants funded by the former Office of Substance Abuse Prevention (OSAP), demonstrated promising alcohol and other drug prevention models for American Indian and Alaskan Native juvenile females (Fleming et al., 1990).

Unfortunately, commitment to an institution becomes the most viable option when no appropriate alternatives are available or existing programs have not been successful in helping girls in crisis. Programs to meet the unique needs of female delinquents are inadequate in most States. To address these problems directly, it is necessary to develop and implement effective, alternative community-based strategies that focus on the unique problems of at-risk and delinquent girls.

Goal: To implement a comprehensive program that will provide a continuum of services specifically designed to meet the needs of at-risk and delinquent girls and to decrease their involvement in the juvenile justice system.

Objectives:

1. To provide a comprehensive program that includes prevention, intervention, and treatment services for at-risk and delinquent girls.
2. To increase coordination in the design and delivery of services among social service and justice system agencies for at-risk girls and their families.
3. To implement a coordinated case management and followup system for at-risk girls and preadjudicated female juvenile offenders.

Program Strategy: Under the SafeFutures program, communities will develop and implement a comprehensive strategy for at-risk and delinquent girls that includes, but is not limited to:

- A strong basic education component that combines necessary academic instruction in reading, language arts, and mathematics with positive social training.
- A life management component that enables participants to obtain the skills and understanding needed to take charge of their own lives.
- A personal growth component that enables participants to acquire a more positive self-image, a greater understanding of themselves and the meaningful roles they can play in the community and larger society, and a broader appreciation of their personal responsibilities as productive citizens.
- A health and counseling component that provides a wide knowledge and understanding of the value of preventive health care. Topics in this component should include prenatal care, safe sex, gynecology, and mental health.
- A parenting component that enables participants to acquire the skills and perspective necessary for raising healthy and positively motivated children.
- A job training component that enables participants to take an active, positive, and tangible role in providing meaningful service to the local community.
- Opportunities for participants to have regular interaction with positive role models.
- Opportunities for participants to return to their families; when this is not possible, establishment of an alternative plan such as therapeutic foster care or supported independent living.
- Child care services for those who are parents.

Award Amount: Up to \$120,000 per site for the first year.

After-School Programs (Pathways to Success)

Purpose: To prevent juvenile delinquency and other behavior problems related to delinquency through the promotion of vocational skills, entrepreneurship, recreation, and arts education programs for after-school, summer, and weekend hours.

Background: This program component implements Title II, Part C, Section 261(b)(1) and (3) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Studies of young adolescents' use of time show that 20 million youth spend 40 percent of their waking hours outside school (Mortimer, 1994). These out-of-school hours present both risk and opportunity. However, Mortimer points out that time spent alone is not the crucial contributor to high risk, but in fact, "it is what young people do during that time, where they do it, and with whom that leads to positive or negative consequences."

Vocational skills, entrepreneurship, recreation, and arts education programs during after-school and weekend hours offer many opportunities to address identified risk factors at all levels (community, school, family, and individual/peer) and enhance protective factors. After-school programs provide opportunities for youth to socialize with peers and adults, to develop skills that are relevant now and in the future, to contribute to the community, to belong to a valued group, and to feel competent (Mortimer, 1994).

First, these programs provide learning options to replace destructive alternatives. They also can provide alternative learning methods for youth who have difficulty learning in traditional settings and offer hands-on practice in the theories and information learned in school. Similarly, summer programs can build on learning from the school year to increase retention of knowledge.

Second, vocational skills, entrepreneurship, recreation, and arts education programs create a climate of high expectations, respect for quality, and a sense of how work leads to meaningful achievement. When a safe place offers meaningful activities and opportunities to spend time with adults learning a variety of job-oriented and social skills, students begin to see the potential within themselves, understand the importance of completing their education, and make connections in the community as they become productive citizens. According to Tolan and Guerra (1994):

Several studies have suggested that programs designed to change the roles of at-risk youth in the community and increase their motivation toward prosocial behavior can be at least moderately effective in reducing serious antisocial behavior. A critical aspect of the effectiveness of such interventions seems to be that they are provided as part of a larger-scale focus that promotes community development.

Third, these programs create numerous opportunities for parental involvement, linkages to other community resources, social development, and expansion of knowledge and skills.

Goals: To prevent juvenile delinquency and other behavior problems such as substance abuse, teen pregnancy, dropping out of school, and violence, and to strengthen families and communities.

Objectives:

1. To provide at-risk youth and their families with a variety of age-appropriate programs in vocational, entrepreneurial, recreational, and arts education fields that allow them to build on existing strengths and develop new skills.
2. To reduce risk factors and enhance protective factors for at-risk youth and their families.

Program Strategy: Applicants are requested to develop after-school, weekend, and summer programs that offer vocational training, entrepreneurship, recreation, and arts education. These programs can operate year round or part of the year and do not need to address a full range of activities. Examples of programs include arts education that incorporates projects such as murals or mosaic structures into community beautification efforts, performance theater focusing on conflict resolution skills, computer graphics, and youth programs to develop business plans and to market newly acquired skills such as carpentry or landscaping or products they have created. The most effective prevention programs include several types of activities and do not focus on a single activity or strategy.

Programs must serve at-risk youth (6-18) of a specific age, a range of ages, or all ages, provided that they are appropriate to the needs of the community and the existing resources.

In descriptions of their plans for this program component, applicants should include goals and objectives that focus on lasting benefits to the community and youth who participate. Activities should in some way contribute to the community or provide skills to the youth that will last beyond the program funding cycle.

Award Amount: Up to \$40,000 per site for the first year.

Juvenile Mentoring Program (JUMP)

Purpose: To support one-to-one mentoring programs for youth at risk of educational failure, dropping out of school, or involvement in delinquent activities.

Background: Part G of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, authorizes OJJDP to fund a Juvenile Mentoring Program (JUMP).

Mentoring, as the term is currently used, can be defined as a one-to-one relationship between a pair of unrelated individuals, usually of different ages, which takes place on a regular basis over an extended period of time. It is usually characterized by a "special bond of mutual commitment" and "an emotional character of respect, loyalty and identification" (Hamilton, 1990).

The JUMP program recognizes the potential of mentoring as a tool for addressing two critical concerns: poor school performance and delinquent activity. It also recognizes the importance of collaboration between schools and community. Part G allows either local educational agencies (LEAs) or public and private nonprofit organizations to be primary applicants, provided there is formal collaboration between the two entities.

Goals: To match mentors with at-risk youth to achieve the following:

1. To reduce juvenile delinquency and gang participation
2. To improve academic performance.
3. To reduce the dropout rate.

Objectives:

1. To provide at-risk youth with the guidance and support of a positive adult role model.
2. To promote personal and social responsibility among at-risk youth.
3. To increase the participation of at-risk youth in elementary and secondary education and enhance their ability to benefit from it.
4. To discourage the use of illegal drugs and firearms, gang involvement, violence, and other delinquent activity by at-risk youth.
5. To encourage the participation of at-risk youth in service and community activity.

Program Strategy: Mentoring activities can support and strengthen several aspects of the continuum of care: supporting families and protecting children, encouraging education, expanding opportunities for youth, and improving the effectiveness of juvenile justice. Applicants are free to develop separate mentoring programs for this component or to combine mentoring activities with one or more of the other components. For example, the After-School Program could utilize mentors as part of its approach.

Whether proposing a combined or separate program, all applicants must address the following elements:

- **Demonstrate a partnership with a local education agency or agencies.** The program must be administered either by an LEA or a public or private nonprofit organization that can demonstrate knowledge of and/or experience with mentoring programs, as well as working with volunteers and youth. When an LEA has the primary responsibility for administering a program, it may partner with a public or private nonprofit agency. However, a public or private nonprofit agency that has lead responsibility for the program must partner with the LEA.

If an LEA is not the lead agency, the collaboration could involve, for example, designating a school employee to be a school coordinator. Responsibilities of this position might include assisting with the selection of mentored youth, advising on the academic needs of the mentored youth, coordinating meetings, providing academic records when needed, and notifying mentors when mentored youth are unable to meet.

- **Target population.** In keeping with the provisions of Part G, applicants must target at-risk youth in high-crime areas, youth in schools in which 60 percent of the students are eligible to receive Chapter I funds under the Elementary and Secondary Education Act of 1965, and/or youth at risk for dropping out of school or academic failure.
- **Recruitment, selection, and screening of mentors.** Only programs using adult mentors, age 21 and over, qualify. Specific efforts to recruit mentors should be described, especially if the program is new or there is already a waiting list of prospective youth.

All prospective employees and volunteers who will have contact with youth must be screened. Each program is required to have a written screening policy that will be implemented carefully and applied consistently to all mentors.

- **Evaluation methods and processes.** Because this program seeks to improve academic performance and reduce the dropout rate, the application must contain written assurance from the LEA that it will provide academic records in accordance with its own regulations for use in carrying out this program. Applicants must also agree to collect and submit data as part of a national program evaluation.

Award Amount: Up to \$200,000 per site for the first year. More than one mentoring program can be supported, but the total amount of funding per site cannot exceed \$200,000. Program funds cannot be used to compensate mentors except to reimburse them for reasonable incidental expenses, such as transportation, that are directly associated with the mentoring program.

Family Strengthening and Support

Purpose: To integrate a system of support for families and children that will strengthen and preserve the family unit and help them live in a healthy and safe environment.

Background: This program component implements Title II, Part C, Section 261(a)(5) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. Strengthening and supporting families, including non-English-speaking families, is a major priority of OJJDP and a pivotal element of a comprehensive approach to juvenile delinquency prevention and intervention.

Families are the most important influence on the lives of children and can be the first line of defense against delinquency. In 1994, OJJDP published a research summary entitled *Family Life, Delinquency, and Crime: A Policymaker's Guide* (Wright and Wright, 1994) stating that families are one of the strongest socializing forces in life. Families can teach children to control unacceptable behavior, to delay gratification, and to respect the rights of others. Conversely, families can teach children aggressive, antisocial, and violent behavior. In the lives of adults, family responsibilities serve as an important stabilizing force.

The report also considers the role of early experiences with parents and family in future delinquent and criminal behavior. Children who are rejected by their parents, who grow up in homes with considerable conflict, or who are inadequately supervised are at greater risk of becoming delinquents. These negative family attributes appear to have a cumulative effect. Not all children follow the same path to delinquency; different combinations of life experiences may produce delinquent behavior. Conversely, positive parenting practices during the early years and in adolescence appear to act as buffers preventing delinquent behavior and assisting adolescents involved in such behavior to desist from delinquency. Research confirms that children raised in supportive, affectionate, and accepting homes are less likely to become deviant (Wright and Wright, 1994).

Violent Families and Youth Violence (Thornberry, 1994) also discusses the connections between negative family experiences and resulting juvenile delinquency, underscoring the relationship between family violence and youth violence. Research indicates that children exposed to multiple forms of family violence report more than twice the rate of youth violence than do children from nonviolent families.

OJJDP's *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* (Wilson and Howell, 1993) argues that programs to strengthen the family and foster healthy growth and development of children from the prenatal period through adolescence should be widely available. These programs should encourage the maintenance of a viable family unit and bonding between parent and child, and they should provide support for families in crisis. Such programs should involve other major spheres of influence such as religious institutions, schools, and community-based organizations. By working together, these organizations will have a pronounced impact on preserving the family and preventing delinquency.

In 1988, OJJDP launched a major parenting initiative entitled *Effective Parenting Strategies for Families of High-Risk Youth*. An interdisciplinary team consisting of family researchers at the University of Utah and policy scientists at the Pacific Institute for Research and Evaluation conducted a nationwide assessment of approaches to strengthening families. The researchers selected a representative group of 25 programs in 6 categories as potentially the most promising, describing them in *Strengthening America's Families: Promising Parenting Strategies for Delinquency Prevention, User's Guide* (Kumpfer, 1993).

This study found that there is no "one-size-fits-all" family strategy for preventing delinquency. Several types of parenting programs are needed. Some programs are designed for parents of infants, children, and adolescents. Other programs are best suited for well-functioning families or address the needs of dysfunctional families. Features common to effective programs include a good fit between the family's needs and the content and duration of the course, careful attention to recruitment and retention of participants, and followup.

The SafeFutures initiative provides an opportunity for communities to develop family-strengthening programs in the context of a comprehensive effort to address the diverse community conditions that impact risk and protective factors for delinquency.

Goals:

1. To strengthen the family and foster healthy growth and development of children from prenatal care through adolescence.
2. To encourage maintenance of a viable family unit and bonding between parent and child.
3. To support families in crisis, particularly those with children in the juvenile justice system.

Objectives:

1. To provide the community with a resource guide to effective family strengthening programs that encompass prevention, intervention, and treatment.
2. To develop and implement promising family strengthening programs that address identified gaps in the community's continuum of services for family strengthening.
3. To establish an intensive family case management system that is integrated with family-related programs and services of other SafeFutures components.

Program Strategy: Programs should be initiated during the first year utilizing recommended promising programs in *Strengthening America's Families: Promising Parenting Strategies for Delinquency Prevention, User's Guide*, where applicable. The *User's Guide* (Kumpfer, 1993) contains a matrix showing major factors to consider in selecting the most appropriate family program for various age ranges of the child and levels of

family dysfunction. Applicants are free to develop more than one family-strengthening program for this component and to combine family-strengthening activities with other SafeFutures components. When describing the plans for this component, applicants should include the following:

- An assessment of the community's capacity to deliver culturally relevant programs that are both sensitive to diversity and capable of effectively serving non-English-speaking family members.
- An assessment of the availability of family-strengthening programs for juveniles who are parents and for the families of juveniles in the juvenile justice system.
- A detailed description (including a time/task chart) of the following first-year products:
 - a **strategic plan** for accomplishing an intense level of coordination and collaboration, including policies and procedures to enhance coordination among service providers (e.g., criminal justice agencies, health and human services providers, and educators) and to address such issues as family recruitment, case management structure, and confidentiality.
 - a **resource guide** that categorizes available family-strengthening and support programs according to the age of the child at risk and the level of identified dysfunction of the family.
 - a **report** that identifies gaps in the community's continuum of care for families and establishes priorities to be addressed, including a plan for family recruitment for program services, assessment of family needs, establishment of a case management infrastructure, and a written strategy for how individual family plans will be instituted and collaboration and coordination achieved with other SafeFutures components on behalf of families at risk, through joint case management, multi-agency teams, or other approaches.
- The programs to be implemented with first-year funding.

Award Amount: Up to \$200,000 per site for the first year.

Mental Health Services for At-Risk and Adjudicated Youth

Purpose: To develop, implement, and improve mental health services in juvenile detention centers, secure juvenile correctional institutions for juveniles, and in communities, with a particular focus on services for juvenile sex offenders.

Background: This program component implements Title II, Part C, Section 261(a)(1), (4), (5), (6), and (8) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

Research on mental disorders in children and juvenile offenders is not well developed, and the quality of data varies considerably. Nonetheless, it is well known that many mental disorders begin in childhood and can impede a child's potential to become a positive and productive adult.

Family factors appear to play an important role. Juveniles who have been direct victims of child maltreatment are more likely to report involvement in youth violence than those who have not been maltreated. Adolescents growing up in families where partner violence, generalized hostility, or other child maltreatment has occurred also have higher rates of self-reported violence. Over three-quarters of the youngsters who have been exposed to multiple forms of violence self-report violent behavior — more than twice the rate of youth from nonviolent families.

The role of prior maltreatment in predisposing juveniles to become perpetrators has been discussed by a number of investigators (Becker, Kaplan, Tenker and Tartaglino, 1991). Empirical support for the association between prior victimization and emergent acting-out behavior has come principally from the high incidence of sexual victimization reported by juvenile sex offenders (ranging from 50 to 80 percent, and reaching

100 percent in some samples of prepubescent youth). The relationship between early maltreatment and later sexual acting-out or antisocial behavior is undoubtedly complex, and the reasons why some maltreated youth later offend and others do not have yet to be fully explained. The amenability of aggressive youthful offenders to treatment appears to vary both as a function of the severity of their psychosexual disorder and the general degree of character impairment in their personality functioning.

A key to responding effectively to mentally disordered juvenile offenders is timely identification of their disorders and appropriate treatment. These needs, however, sometimes are not met by the juvenile justice system.

Often, the quality and quantity of services are insufficient to meet the need. Social service and mental health practitioners in the field report that problems with access, including lack of transportation, often prevent disadvantaged youth and their families from receiving the services they need. In recent years, such problems have been addressed through emergency mobile outreach programs serving adults, youth, and families, including those with adolescent or young children (Bengelsdorf, 1987; Bucht, Range, and Wetzel, 1974; Everstine, Bodin, and Everstine, 1977; Kinney, Madsen, Fleming, and Hoopala, 1977). Mobile mental health outreach units, designed to provide treatment in the communities and families where the problem begins, facilitate a holistic approach to the basic physical and mental needs of children and adolescents. Studies suggest that the mobile treatment outreach approach has been a highly effective means of providing diagnosis and treatment, stabilizing the family in crisis, and reducing institutionalization.

Goal: To increase the accessibility, quality, and efficiency of mental health services to juveniles in the juvenile justice system, including juvenile sex offenders, as well as those at risk of delinquency.

Objectives:

1. To develop a mobile mental health service unit that has the capacity to bring services directly to at-risk and delinquent youth.
2. To provide mental health consultation and liaison services to police, juvenile court judges, district attorneys, and correctional staff who work with at-risk and delinquent juveniles.
3. To develop a comprehensive forensic case management system for mentally disordered youth incarcerated in juvenile justice facilities, including juvenile sex offenders.
4. To provide training programs for mental health personnel serving detained or confined juveniles and juvenile sex offenders to improve clinical skills and to enhance understanding of the role of the mental health system in the juvenile justice system.
5. To develop structures for family participation in the development of mental health services, treatment options, and individual service plans for juveniles.
6. To ensure that mental health service systems for juveniles and their families are sensitive to culturally and ethnically diverse backgrounds.

Program Strategy: Programs may target juveniles with mental health problems and impairments (including learning disabilities), who are at risk of delinquency, and alleged and adjudicated delinquents, including juvenile sex offenders.

When describing plans for this program component, applicants should include the following:

- A description of the needs assessment and planning process to be used, which must involve lead agencies in creating a task force to promote community involvement in mental health issues for at-risk and delinquent juveniles. At least one member of the task force must be a psychiatrist or psychologist, and one must be an educator.

- Identification of the assessment instrument(s) to be used for evaluation and diagnostic purposes with juvenile sex offenders, victims of child abuse, at-risk children, or other target groups.
- A commitment to provide services based on the child's need, not on the current availability of services. If a child needs a service or placement that does not yet exist, the child should be provided with services that most closely meet his or her needs, and the appropriate services should be created and implemented as soon as possible.
- A plan for involving families in the continuum of services.

Award Amount: Up to \$150,000 per site for the first year.

Delinquency Prevention Program

Purpose: To help communities fund local delinquency prevention programs.

Background: One of the new programs in the 1992 Reauthorization of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, is Title V, Sections 501–506, “Incentive Grants for Local Delinquency Prevention Programs.” Delinquency prevention has been one of the primary goals of the JJDP Act since its enactment. The premise is that preventing delinquent behavior is a much more cost-effective means of reducing juvenile crime than rehabilitating adjudicated delinquents. In addition to reducing the human and financial losses caused by crime, effective delinquency prevention also reduces the need for costly juvenile justice system processing and adjudication. Each year, juvenile courts handle approximately 1.4 million delinquency and status offense cases, resulting in nearly 130,000 out-of-home placements. On any given day, approximately 90,000 juveniles are held in juvenile detention, correctional, and shelter facilities. Nationally, nearly \$2 billion a year is spent operating these facilities. The average annual cost of confining a juvenile in a training school exceeds \$45,000 in many States. The cost for intensive, private residential treatment for a serious juvenile offender can run as high as \$100,000 per year. The cost for construction of secure facilities for juveniles is currently about \$100,000 per bed.

Congress structured the Title V Delinquency Prevention Program to support communities that have formulated a communitywide strategy to prevent delinquency. Many past delinquency prevention planning and programming efforts, while well intentioned, were unsuccessful because of their negative focus on attempting to prevent juveniles from misbehaving. Positive approaches that emphasize opportunities for healthy social, physical, and mental development and take into account individual, family, peer group, school, and community influences on a child's development have been shown to have a much greater likelihood of success.

Another weakness of past efforts has been their narrow scope. Successful delinquency prevention strategies must be integrated with other programs and activities that serve a community's at-risk and delinquent juveniles. Under SafeFutures, communities will be expected to integrate the delinquency prevention component with other SafeFutures program components as well as ongoing community efforts on behalf of children and youth.

Goal: To reduce delinquency and youth violence by supporting community efforts to provide children, families, neighborhoods, and institutions with the knowledge, skills, and opportunities necessary to foster a healthy and nurturing environment for the growth and development of productive and responsible citizens.

Objectives:

1. To use coalitions within communities to direct delinquency prevention efforts.
2. To identify risk factors for delinquency present in communities.
3. To identify protective factors that will counteract identified risk factors and implement local comprehensive delinquency prevention plans that strengthen programs that provide these protective factors.

4. To develop local comprehensive delinquency prevention strategies that use and coordinate Federal, State, local, and private resources for establishing a client-centered continuum of services for at-risk children and their families.
5. To implement the delinquency prevention strategies, monitor their progress, and modify the strategies as needed.

Program Strategy: Grants under this component may be used for delinquency prevention programs and activities for juveniles who have had contact or are at risk of having contact with the juvenile justice system. Programs and activities might include tutoring and remedial education, assistance in the development of work awareness skills, child and adolescent health and mental health services, alcohol and substance abuse prevention services, leadership development activities, recreational services, and/or teaching about accountability. Funds may not be used to develop the community's delinquency prevention strategy.

Award Amount: Up to \$200,000 per site for the first year. All Title V funds must be matched by the unit of general local government and/or the State with 50 percent of the amount of the grant. This match may be made in cash or the value of in-kind contributions. Written statements of commitment for the match should be included in the application.

A Comprehensive Communitywide Approach to Gang-Free Schools and Communities and Community-Based Gang Intervention

Purpose: To plan and implement a comprehensive communitywide approach to prevent gang involvement by at-risk school age youth, provide alternatives for youth already involved in gang activity, and provide an effective continuum of treatment and sanctions for youth adjudicated for gang crime involvement.

Background: This initiative implements Title II, Part D, Subparts I and II, of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. For this initiative, Subparts I and II have been integrated. However, the focus of this program includes both gang-free schools and communities, with particular emphasis on public housing communities.

Youth gangs are currently found in nearly all 50 States. Gang activity has extended beyond the inner cities of major population centers into smaller cities, suburbs, and rural communities. Today's gangs are characterized by their diversity in ethnic composition, geographical location, organization, and by the nature and extent of members' involvement in delinquent and/or criminal activities (Tatem-Kelly, 1994).

Throughout the country, youth crime and gang activities tend to be higher in public housing communities than in communities where public housing is not located. In some public housing areas, crime rates are 5 to 10 times the national average. When surveyed, the majority of public housing residents perceive limited problems with the housing structure or management of their units. In contrast, crime is listed as their number one concern, even when compared to inflation and unemployment (Rubushka, 1977). In both urban and rural areas, a majority of the residents of housing developments and the families living in surrounding areas fear gang violence, vandalism, drugs, and juvenile crime in their communities.

To alleviate this fear of crime and gang violence, gang prevention, intervention, and suppression programs in public and subsidized housing communities are greatly needed. Public housing authorities that have successfully implemented gang prevention programs in their communities realize that success depends upon committed community partnerships.

Since the late 1980s, OJJDP has supported the National Youth Gang Suppression and Intervention Program, which is intended to develop and test promising approaches to reduce the youth gang problem. In its first phase, this program, under the direction of Irving Spiegel at the University of Chicago, assessed what is known about youth gangs, covering definitions, the nature and causes of the youth gang phenomenon, and the effectiveness of the various program strategies.

In phase two of this program, Spergel and his colleagues prepared a set of policies and practices to design and mobilize community efforts. These policies and practices, which designed for police, prosecutors, judges, probation and corrections officers, school personnel, community-based agencies, grassroots organizations, and other agencies, are outlined in 11 sets of community agency strategy modules and accompanying TA manuals, which serve as guides for each agency involved in development of the comprehensive program model.

Applicants for this program should obtain these materials and carefully review them. The materials define, in depth, the comprehensive community model design to be implemented under this program announcement. The initial assessment report, agency models, and TA manuals are available from the Juvenile Justice Clearinghouse (NCJRS) at 800-638-8736. These materials can also be viewed and downloaded from the Gang Reference Material section of the NCJRS*BBS, an electronic bulletin board accessible by modem at (301) 738-8895. The BBS can also be reached by Telnet or Gopher. The addresses are:

Telnet: ncjrs.aspensys.com
Gopher: ncjrs.aspensys.com71

Applicants will also find the recently published OJJDP publications, *Gang Suppression and Intervention Research Summaries: Community Models* and *Gang Suppression and Intervention Research Summaries: Problem and Response*, helpful when applying for this program. These publications are available from NCJRS at 800-638-8736 or on the NCJRS*BBS under the Full Text Publications section.

In the current phase, OJJDP's Comprehensive Communitywide Approach to Gang-Free Schools and Communities is establishing the National Gang Assessment and Resource Center; implementing comprehensive program models for gang prevention, intervention, and suppression in the SafeFutures sites and five additional sites; and supporting a national evaluation of the planning and implementation efforts.

Goal: To prevent gang recruitment and/or reduce the incidence of illegal gang activity, particularly gang violence, in the target community.

Objectives:

1. To adapt the Spergel model to community requirements and implement the model through comprehensive programming for prevention, intervention, and suppression of juvenile gangs.
2. To establish a working group of representatives of community-based agencies and programs to promote collaboration and cooperation to reduce juvenile participation in illegal gang activities and promote effective intervention and treatment of gang-involved youth.
3. To establish or expand youth gang prevention and intervention programs that target elementary, middle school, and high school youth and include educational instruction, counseling and training, and substance abuse prevention and treatment.
4. To establish or expand youth gang prevention and intervention programs directed to youth living in public and subsidized housing communities where they exist in the target communities and include educational instruction, counseling and training, and substance abuse prevention and treatment.
5. To establish or expand community-based aftercare services to prevent adjudicated delinquents from further involvement with gang activity.
6. To provide information that will improve residents' awareness and understanding of the nature, significance, and implications of gang activity in public housing and low-income communities, and solicit their support for youth programs that address gang issues.

Program Strategy: In response to this component, applicants should discuss how they will develop and implement the strategy outlined in the comprehensive communitywide approach documents referenced under the background section. OJJDP considers this particular model to be essential for effective gang prevention and intervention. Although applicants should give special attention to the elements emphasized below, they may select and adapt strategies most relevant and necessary for gang prevention in their communities.

OJJDP considers community involvement in prevention, intervention, and suppression to be essential strategies community in curtailing gang activities. Although applicants may tailor their approaches to their own particular circumstances, each strategy area should involve particular sectors of the community. The prevention strategies should involve schools, law enforcement, recreation, mental health, housing programs, community social agencies, and churches. The intervention strategies should involve law enforcement, prosecutors, courts, and public and private youth-serving agencies. The suppression strategies should involve law enforcement, prosecution, courts, and correctional agencies, particularly parole and probation departments. An effective comprehensive communitywide coalition/partnership to prevent gang activity and reduce youth violence must be socially and culturally sensitive in its composition.

Selection of activities to reduce youth gang violence might include the following:

1. Establishing community victim and crime prevention programs that mobilize individuals to improve their personal safety and protect others in the community.
2. Using environmental design to deter crime (e.g., increasing the lights or altering the flow of traffic in a neighborhood).
3. Increasing contact between juveniles at high risk for gang involvement and positive role models, such as trained community members, through mentor involvement.
4. Utilizing mediation as a community dispute resolution technique.

Basically, the Spergel model describes a process for mobilizing communitywide leadership through the creation of a gang task force, assessment of gang problem behavior in the target area, identification of known risk factors, and evaluation of program outcomes. In addition, the model requires participation of all 11 agencies outlined in the agency strategy modules and TA manuals. Participation of these 11 agencies is required in both model planning and model implementation.

Applicants should briefly describe any current efforts under way relating to the following critical elements and how they will accomplish or further develop the elements.

Critical Element I — Communitywide Gang Task Force Planning. The applicant must describe what gang planning activities and groups are currently functioning, if any; the group's accomplishments to date; the planning process; the applicant's leadership role in the group; and how this planning group will be coordinated with or encompassed in the broader SafeFutures Planning Group. It is suggested that this gang planning body be part of the larger SafeFutures body in the form of a subgroup or other integral connection to ensure collaboration, coordination, and consolidation of various interdisciplinary and interagency efforts. Applicant jurisdictions that have participated in OJJDP's Gang and Drug POLICY Training should indicate when such training was attended, by whom, and what communitywide planning and program implementation took place afterwards.

Critical Element II — Implementation of the Spergel Model Design. Applicants should describe how they intend to implement or further develop the Spergel model as outlined in the 11 agency strategy modules and TA manuals. The TA manuals provide detailed suggestions for gang prevention, intervention, and suppression for each of the 11 agencies. While participation of all 11 agencies is required, it is recognized that the agencies responsible for each module may not be able to implement every suggested strategy. Rather, the agencies should select program strategies that offer the greatest promise and relevance to their communities and that build on existing efforts.

Critical Element III — Special Focus on Providing Safe, Gang-Free Schools. OJJDP considers schools to be a critical focus area of any gang prevention effort, especially early prevention efforts. Dealing with a school's youth gang problem requires a series of complex interrelated steps involving key people and groups, inside and outside the school. Applicants should make a concerted effort to implement the full School Based Model developed as one of the 11 agency strategy modules. As the module suggests, school-based efforts should be coordinated with community-based efforts for maximum efficiency.

Critical Element IV — Special Focus on Providing Gang-Free Public and Federally Subsidized Housing Communities. OJJDP is aware that public and subsidized housing communities often experience critically high levels of crime, disorder, victimization, and general disarray. Therefore, OJJDP considers public and federally subsidized housing to be a special focus area. Applicants should make a concerted effort to implement prevention, intervention, and suppression strategies in these areas if such areas are included in the SafeFutures designated community. Applicants should ensure and indicate that members from these housing areas are represented on the gang planning group, and that partnerships are developed with residents of the housing development and neighborhood, housing authority administration and staff, and other major groups and organizations in the community working with the housing developments. If no public or federally subsidized housing exist in the designated community, the applicant must state this in the application.

In each jurisdiction, the community-based group selected to coordinate the gang-free community effort will receive TA from providers registered in the Small Business Administration 8A program, who have documented experience in assisting and working in public housing development communities. In addition, OJJDP grantees such as the Boys & Girls Clubs of America and the National Crime Prevention Council, which have experience in working in public housing communities and in gang and violence reduction programs, will be available to provide TA to the community-based coalition group in such areas as community organization and planning, program planning, implementation, and gang prevention.

Certification of willingness of each of the 11 required participating agencies must be provided, including representation from public and federally subsidized housing. A general discussion of cooperation and collaboration is not sufficient. A strong Memorandum of Understanding (MOU) is required between the applicant(s) and the leaders of the key agencies representing the 11 components. This MOU should clearly state the commitment to fully participate in the implementation and evaluation of the Comprehensive Program Model design and the overall SafeFutures the Program. To make an informed commitment, each participating agency should have an opportunity to review its respective agency model and TA manual.

Award Amount: Up to \$400,000 per site for the first year.

Bethesda Day Treatment Center Services

Purpose: To provide the SafeFutures sites with TA in developing a community-based comprehensive day treatment program designed to safely reduce overcrowding in detention facilities, begin treatment prior to adjudication, provide a continuum of care approach, offer an academic environment for hard-to-reach juveniles in a community atmosphere, improve and strengthen aftercare for juveniles leaving institutional care, and provide support and treatment for the juveniles and their parents.

Background: This program component implements Title II, Part C, Section 261(a) of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended.

Pennsylvania's Bethesda Day Treatment Center (the Center) is a private, nonprofit agency established to provide intensive day treatment and a variety of other services that promote the social adjustment of juvenile offenders in the community. As a result of the Center's outstanding performance, its cost-effectiveness (i.e.,

half the cost of secure placement), and the program's record of low-risk-to-community safety, OJJDP directly awarded a grant to the Center for training and TA to replicate the program at up to 10 sites, including the SafeFutures sites.

For 4 years, OJJDP has funded the Bethesda Day Treatment Center to develop and document intensive outpatient, community-based treatment and care centers for juveniles at risk of delinquency and juveniles who have been referred to court and are in the preadjudication or postadjudication stages of the juvenile justice system. The Center services were initially designed to help youth in rural areas and small towns who committed offenses related to lack of family supervision and control. More recently, the program has been used in larger cities, including Kalamazoo, Michigan, and Philadelphia, Pennsylvania, and has proven its effectiveness with juveniles who commit serious delinquent acts.

Bethesda Day Treatment Center's services include intensive supervision, counseling, and coordination of a range of services necessary to develop skills that enable youth to function appropriately in the community. Services are client, group, and family focused. Client-focused services include intake, casework service and treatment planning, individual counseling, intensive supervision, and study skills. Group-focused services include group counseling, life and job skills training, cultural enrichment, and physical education. Family-focused activities include family counseling, home visits, parent counseling, and family intervention services.

Goal: To provide adolescents who have conduct disorders and are unable to function in existing social/academic environments with a comprehensive individual- and family-centered, values-oriented treatment program that will facilitate their reentry into mainstream society.

Objectives:

1. To stabilize client behavior at home, at school, and in the community by structuring the client's time in order to block and eventually eradicate destructive actions.
2. To assess the root causes of each client's antisocial behavior and hold clients accountable by requiring them to take responsibility for their actions.
3. To provide positive substitutes for each client's antisocial behavior, such as employment, life skills, and career or vocational opportunities.
4. To assess the causes of each client's family dysfunction and devise a plan of action to resolve conflict and restore order and stability in the home.
5. To provide individualized educational alternatives for clients who have failed academically or socially in mainstream education.

Program Strategy: The Bethesda Day Treatment Center will provide TA to SafeFutures sites in the development, oversight, monitoring, and reporting services of the Center's day treatment model.

The Center offers TA in the development of five distinct units of program service: Day Treatment services, a Prep School, Drug and Alcohol Abuse services, Foster Care, and Family Systems counseling. Initial and ongoing assessments determine which components will be used by each juvenile on an individual basis.

Day Treatment services are designed to provide intensive community-based counseling and supervision for male and female dependent and delinquent youth, both preadjudicated and postadjudicated, between 10 and 17 years of age. The program intensively penetrates the home, school, job site, and peer group to interrupt the antisocial behavior patterns that brought the youth before the court. The program uses a daily combination of 18 different modalities of treatment during nontransitional hours (evenings and weekends), often exceeding 55 hours of treatment per week, without removing the youth from his or her home.

The Bethesda Prep School is an educational alternative authorized under the Pennsylvania School Code and made available to local school districts, courts, and parents. The students referred are experiencing difficulty psychologically or behaviorally in the public classroom. The Bethesda Prep School specializes in educating students who exhibit poor performance in conventional classroom environments. The students may have one or more learning disabilities (e.g., dyslexia, attention deficit disorder/hyperactivity, auditory processing deficiency, obsessive-compulsive behaviors) as well as conduct disorders and chronic absenteeism.

The Center's Drug and Alcohol Abuse services model provide assessments, individual and group counseling, and education and prevention support to any client referred to Bethesda's drug and alcohol services counselor. To provide these services, the Center acquires an outpatient drug and alcohol treatment license from the authority or enters agreements with the appropriate local jurisdictional treatment agencies.

Bethesda's short-term adolescent Foster Care model is designed for crisis situations and short-term placement that will allow the continuity of treatment programming and facilitate counseling between the natural family and the youth.

Family Systems counseling, one of the most important and unique forms of treatment developed by the Center, is a highly directive form of counseling and therapy that engages the whole family.

While each of the Center's Day Treatment program components has a specific design and a fixed strategy, the program for each SafeFutures site will be developed based on jurisdictional needs and unique characteristics by the Center staff consultants, key personnel, and representatives from the site.

Under this component, applicants will be eligible to receive TA for the development of comprehensive day treatment services for youth involved in the juvenile justice system. To qualify for TA under this program component, applicants must demonstrate the following in their proposal:

- A documented need for day treatment and community-based services.
- The ability to match the cost of TA provided by the Center with an equal level of commitment (cash or in-kind services) from government, corporations, local businesses, and civic organizations or foundations.
- Agreement that the primary source of clients will be juveniles and their families who are involved with, or under the jurisdiction of, the juvenile court, family court, tribal court, or judicial entity that provides the adjudicative function in the jurisdiction. The purpose of this provision is to ensure that the court is in a position to use its authority to drive the program from preadjudication to disposition, commitment, or other sanctions, and finally, to aftercare.
- Agreement to actively assist and participate in the national evaluation.

Award Amount: OJJDP has awarded a grant to the Bethesda Day Treatment Center to provide TA to up to 10 sites. SafeFutures sites will receive a preference in the provision of TA. Up to \$30,000 per site will be available for Center services during the first year. Unlike the other program components, direct funding for this component is not being provided. In order to qualify for this award, SafeFutures sites (except tribal government sites) will be required to match this award with a 100 percent local cash or in-kind contribution. For preparation of the SafeFutures budget, the amount requested for replication of the Bethesda Day Treatment Center model should be included under the Contractual Category (Object Class Category 6f) on Standard Form 424.

Technical Assistance and Other Resources

SafeFutures sites will be offered a variety of training and technical assistance (TA) opportunities through OJJDP funded programs, other Federal agencies and private sources. The assistance falls into two broad categories described below.

Help from current OJJDP providers of training and technical assistance: SafeFutures sites will be able to access training and TA from OJJDP and its grantees. More than 24 prosecutors OJJDP supported organizations provide services to juvenile justice professionals, educators, parents, youth, and the general public in their efforts to prevent and reduce juvenile delinquency. These organizations include universities, national organizations of juvenile justice professionals, nonprofit associations, and specialized training centers. This assistance ranges from telephone consultations and educational materials to in-depth training and on-site TA.

Juvenile justice professionals at SafeFutures sites will be able to access individual training programs through OJJDP grantees, such as the National Court Appointed Special Advocates Association, the National Center for Missing and Exploited Children, the National School Safety Center, and the National Council of Juvenile and Family Court Judges. These organizations and others make available a broad range of training opportunities to juvenile justice professionals, including law enforcement officers, prosecutors, judges, corrections staff, and other agency personnel who work with juveniles.

OJJDP also supports training activities that will assist SafeFutures sites to implement specific programs. For example, training is available for several school-based programs, such as law-related education, dropout prevention models, truancy reduction, conflict resolution, and school safety. Some training and TA activities revolve around community mobilization activities and family strengthening programs. Others focus more directly on juveniles such as intensive aftercare, balanced and restorative justice, child advocacy centers, and gang prevention.

Help from other Federal agencies and private partners in the SafeFutures Program: OJJDP is also working with other Federal agencies, such as the Department of Housing and Urban Development (HUD), so that SafeFutures sites can access HUD training and TA opportunities for public and subsidized housing communities. Assistance from other Federal programs and private organizations, such as AmeriCorps and programs of the Administration on Children, Youth and Families, Boys and Girls Clubs of America, and Home Builders Institute, will also be made available to SafeFutures sites. A brief description of these programs and the assistance each will offer to the SafeFutures sites follows.

In some cases, SafeFutures sites will be offered these services free of charge. In others, there may be some cost involved. Applicants are authorized to set aside \$50,000 as a line-item budget cost to provide flexibility and the resources to take advantage of these activities. This amount can be allocated among all programs funds (Title V, Parts C, D and G) proportionately. These funds will be used to pay for such items as cluster conferences, training costs, consultant fees, and related travel and per diem. A breakdown of these costs need not be provided as part of the application. After SafeFutures awards are made, OJJDP will designate staff as site coordinators to work with each site to determine the types of TA needed and to broker the services from appropriate providers.

Resources

Technical Assistance and Programmatic Resources

Part A lists relevant OJJDP supported programs that provide TA and training to a broad audience. In many cases the SafeFutures sites will be able to avail themselves of these activities.

Part B describes specific services offered by Federal and private partners to assist the SafeFutures sites.

Part A: Relevant OJJDP Supported Activities

- Child Abuse Prosecution Training and Technical Assistance
- Law Enforcement Training and Technical Assistance for State and Local Law Enforcement Agencies
- Intensive Community-Based Aftercare Program
- Investigation and Prosecution of Parental Abduction Cases
- Juvenile Justice Prosecution Training Program
- Juvenile and Family Court Training Program
- Serious Habitual Offender Comprehensive Action (SHOCAP) Training
- Training for Juvenile Corrections and Detention Staff
- Cities in Schools (CIS) Dropout Prevention Program
- Court Appointed Special Advocate (CASA) Program Development
- Missing and Exploited Children Comprehensive Action (M/CAP) Training
- National Network of Children's Advocacy Centers
- Training and Technical Assistance for Family Strengthening Services
- Training for Juvenile Detention Center Care-Givers
- Child-Centered Community Oriented Policing
- Innovative Firearms Program
- National Center for Neighborhood Enterprise (NCNE)
- Law-Related Education (LRE) Youth for Justice
- Congress of National Black Churches Anti-Drug Abuse Program
- National School Safety Center
- Targeted Outreach With a Gang Prevention and Intervention Component (Boys and Girls Clubs)
- Training in Cultural Differences for Law Enforcement and Juvenile Justice Officers
- Training in Risk-Focused Prevention Strategies
- Truancy Prevention and Intervention Technical Assistance

Part B: Federal and Private Assistance Providers to SafeFutures Sites

AmeriCorps. AmeriCorps, a domestic Peace Corps, is a new national service movement that engages Americans of all ages and backgrounds to serve our Nation's urban and rural communities. AmeriCorps is a network of programs operating in every State, involving more than 350 nonprofit programs, two of which are

nationally operated — AmeriCorps VISTA and AmeriCorps NCCC (National Civilian Community Corps). Americorps' Learn and Serve America and National Senior Service Corps provide service opportunities for nearly a million students and senior citizens.

This year AmeriCorps is concentrating its efforts in five areas: community policing, victim assistance, early child development, school success, and neighborhood environment. Americorps will offer technical advice on available resources for service programs in these areas.

Boys and Girls Clubs of America. Boys and Girls Clubs of America is working to help youth from all backgrounds, giving special concern to those from disadvantaged circumstances, to develop the qualities needed to become responsible citizens and leaders. Boys and Girls Clubs help their members build self-esteem, acquire honest values, and pursue productive futures by providing a safe haven away from the negative influences of the street, guidance, discipline, modeling appropriate behavior from caring adults, and programs geared to the interests and needs of young people ages 6–18.

Boys and Girls Clubs of America has developed more than 25 national programs for 1,675 local clubs serving 2.2 million young people. Programs are categorized in six core areas: health and physical education, social recreation, outdoor and environmental education, citizenship and leadership development, cultural enrichment, and personal and educational development. In addition, other areas of specialization include delinquency and gang prevention and drug, alcohol, and pregnancy prevention. The national headquarters of Boys and Girls Clubs will support each club identified in a SafeFutures site, working to enhance the program. If there is no club, the Boys and Girls Clubs organization will work with local officials to explore the possibility of establishing one. TA will be provided to communities interested in establishing a new Club in areas where it is deemed feasible.

Home Builders Institute (HBI). HBI, the educational arm of the National Association of Home Builders, has been the Nation's leading source of education and training programs for the home building industry for more than 25 years. HBI provides the residential construction industry with many vital services, including comprehensive construction-trades training, job placement services, continuing education, and instructional design.

Through HBI's affiliation with local and State home builder associations, HBI can provide comprehensive construction-trades training to at-risk and delinquent youth. Under SafeFutures, program implementation and TA in vocational training, employment skills, developing partnerships with home builder associations, and job placement can be made available to grantees. HBI and participating home builder associations would collaborate with human service agencies, businesses, and the juvenile justice system to provide training, education, case management, and followup services. After participants complete training, they are placed in employment and/or two- to four-year apprentice programs.

Teens, Crime, and Community. With support from OJJDP, the National Crime Prevention Council (NCPC) and the National Institute for Citizen Education in the Law will serve as a clearinghouse for information and will provide TA and training to guide the energies of young people toward constructive activities designed to reduce crime and violence. NCPC also provides training and TA in community mobilization, developing public service announcements, and using the media as a partner.

Youth Corps. Youth Corps is partnership programs that leverage funding from Federal, State, local, and private sources to support a comprehensive program to engage at-risk youth in activities that contribute positively to their communities. Some programs enlist mentors or focus specifically on crime prevention, juvenile justice, or community policing activities. Youth Corps also provides job/vocational training and service opportunities as well as comprehensive basic education and life-skills training. As such, Youth Corps provides an appropriate vehicle for SafeFutures sites to enhance their youth programming.

Youth Corps, certified by the National Association of Service and Conservation Corps (NASCC), provides participants with a 6- to 12-month, full-time, crew-based, highly structured, and adult supervised work and learning experience and promotes the development of citizenship and life and employment skills. NASCC is making training and TA available to SafeFutures sites, to assist them in launching new Youth Corps or in adapting existing youth programs to operate in a manner consistent with Youth Corps standards. This training and TA will include an on-site needs assessment by a veteran practitioner of Youth Corps, crew supervisor training, a cluster meeting of the corps program managers from all the SafeFutures sites, and optional access to other professional development and training events on issues of relevance to youth development.

ACYF. The Administration on Children, Youth and Families (ACYF), a branch of the Department of Health and Human Services, encourages SafeFutures sites to acquire Family Preservation and Support planning and implementation at the State level to qualify for training and TA relevant to strengthening families. ACYF also encourages sites to apply for the Community-Based Family Resource and Early Head Start programs to receive direct support in early prevention programming.

HUD. The Department of Housing and Urban Development (HUD) will provide SafeFutures sites with training and TA pertaining to their efforts in public and assisted housing. HUD will make available to SafeFutures sites through their partnerships with a public housing authority training and TA opportunities. Up to 30 days per site of onsite consultant services and training can be requested to support drug problem assessments, design anti-drug practices and programs, and train public housing authority (PHA) and Indian housing authority (IHA) staff and residents in anti-drug efforts, overall agency management, operations, and programming so that staff and residents can respond to drug problems.

Eligibility Requirements

1. Applicants must be chief executive offices (Mayor, County Executive, Commissioner, City Manager, tribal President or Governor, or other title) of a unit of general local government or combinations thereof that propose to establish a continuum of care for the jurisdiction's at-risk and delinquent youth and their families. A *unit of general local government* is defined as any city, county, town, township, parish, village, or other general purpose political subdivision of a State or any agency of the District of Columbia performing law enforcement functions in and for the District of Columbia. A *tribal government* is defined as any federally recognized Indian or tribal government that performs law enforcement functions, as determined by the Secretary of the Interior.
2. Five applicants will be selected: three urban, one rural, and one tribal government. At a minimum, two of the urban and rural sites will be selected from EZ/EC jurisdictions. Applicants must comply with one of the following definitions:
 - a. Urban: any area that lies inside a metropolitan area (MA), as designated by the Office of Management and Budget using the 1993 Census of Population and Housing data, and that has a 1993 population not less than 100,000.
 - b. Rural: any area that lies outside the boundaries of an MA, as designated by the Office of Management and Budget using the 1993 Census of Population and Housing data, and that has a 1993 population not less than 10,000 or more than 100,000.
 - c. Tribal government: federally recognized tribes or Confederated Tribes on a reservation. Confederated Tribes are two or more tribes grouped under a single government by treaty or Executive Order. Eligible tribes must have a tribal government serving a reservation population of not less than 5,000 and a tribal court.

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3. Applicants must have an established communitywide planning board or other planning entity that has made significant progress toward implementing a comprehensive continuum of care strategy and toward coordinating the necessary systemic changes to the service delivery system for children and youth. The planning board must be balanced in terms of public and private agencies, community organizations, residents, and youth.
 4. Under the JJDP Act, State Advisory Groups for State agencies administering the Formula Grants program are responsible for ensuring that communities receiving Title V funding meet statutorily mandated Formula Grants program eligibility requirements. Because a portion of the SafeFutures award will come from Title V, SafeFutures applicants (other than tribal governments that request Title V funds) must be certified by the State Advisory Group as being in compliance with JJDP Act Formula Grants program core requirements. Formula Grants program plan requirements require States to develop and adhere to policies, practices, and laws that deinstitutionalize status offenders and nonoffenders, separate adults and juveniles held in secure institutions, and address the practice of detaining or confining juveniles in adult jails and lockups. In addition, States must address efforts to reduce the disproportionate representation of minority juveniles in secure facilities, where such conditions exist. For information about the specific procedures for obtaining certification and approval, applicants should contact their State Juvenile Justice Specialist (see list of Juvenile Justice Specialists in Appendix D of this *Application Kit*).
 5. Applicants must have completed an assessment of the prevalence of delinquency risk factors in the community, including establishment of baseline data for the risk factors, and an assessment of the resources available to address those risks. The assessment should result in a list of preventive program priorities to be addressed, and be approved by the local planning board.
 6. Applicants must have a comprehensive and integrated delinquency prevention, intervention, and graduated sanctions plan for their jurisdiction.
 7. Applicants must have in place Federal, State, local, and private partnerships and commitments to leverage additional resources and coordinate the necessary systemic changes to both the juvenile justice and social services systems.
 8. To meet Title V requirements, the applicant jurisdiction must have a local Prevention Policy Board (PPB) that complies with Title V membership requirements. This may be an existing board, such as the established communitywide planning board listed under item 3 above, or a special board or subcommittee created to satisfy Title V requirements. The PPB will be responsible for recommendations, plan approval, and other activities with respect to Title V funds.

To meet Title V requirements, the PPB must consist of no fewer than 15 and no more than 21 members from the community, representing a balance of public agencies; private nonprofit organizations serving children, youth, and families; and business and industry. Such parties may include staff, agencies, and organizations involved with education, health and mental health, juvenile justice, child welfare, employment, parent, family, and youth associations, law enforcement, religious, recreation, child protective services, public defenders, prosecutors, and private manufacturing and service sectors. The applicant should also ensure that the PPB, to the extent possible, includes one or more members under the age of 21; includes one or more parents or guardians with children who have had contact with or are at risk of having contact with the juvenile justice system; and generally reflects the racial, ethnic, and cultural composition of the community's youth population. The applicant may convene boards or committees of more than 21 members for prevention planning, but recommendations and other actions regarding the Title V plan can be made only by a specified PPB group composed of 15 to 21 members.

Sites that have not previously participated under Title V are eligible to be selected as SafeFutures sites as long as all the eligibility requirements described above are met.

Application Process

Application for the SafeFutures Program is a two-step process. Interested jurisdictions must submit a preapplication concept paper. Based on OJJDP's review of these papers, best demonstrating an ability to qualify for funding will be invited to compete for selection as SafeFutures Program sites. Only those jurisdictions invited to compete will be eligible to submit a full application.

OJJDP is contemplating two cluster conferences to answer questions on the SafeFutures guidelines before the submission date for full applications. For further information on the dates and locations, please contact the Juvenile Justice Clearinghouse at 800-638-8736.

Preapplication Concept Paper

Criteria: Concept papers will be judged on the following criteria:

- Indicators of need.
- Compliance with eligibility requirements.
- Clear evidence of broad, high-level community involvement in planning a comprehensive approach to delinquency prevention.
- Extent to which planning and implementation of a continuum of services has been accomplished, including a graduated sanctions component.
- A clear vision statement that is far reaching, yet realistic.
- Presence of structures and agreements to ensure collaboration and coordination in planning and implementation of a continuum of services and the participation of all sectors of the community in the program.
- Ability and willingness on the part of key leaders to leverage existing resources, create new sources of support, and sustain the activities. Extent to which resources have been committed.

Format: Concept papers must not exceed 25 pages, exclusive of appendixes. Pages must be 8½- by 11-inch paper, one-sided only, double-spaced, presented in a standard 10- or 12-point font. The following format must be used.

- Part One: Problem Statement. Describe (1) the local unit of general local government or combinations thereof, (2) the target community, and (3) the at-risk youth population. Provide justification for the particular target community based on a community assessment (e.g., the size of the problem, the numbers affected) and the degree to which the SafeFutures program will be able to have an impact on the problems of the target area and population.
- Part Two: Community Readiness. Provide a history of planning and collaboration around juvenile justice and delinquency prevention issues. Include a description of the participants (public or private; Federal, State, or local), major milestones, dates, and activities, including an explanation of the community assessment process. Indicate what has been accomplished, what is in process, and what remains to be done. Describe any training and TA that has been received.
- Part Three: Community's Vision. Describe what the comprehensive and coordinated continuum of care for at-risk youth will look like in your community after 5 years. Explain the anticipated results.
- Part Four: Specific Goals and Objectives for Year One of SafeFutures. Describe your goals and objectives for the first year of the award. Objectives should be measurable.

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- Part Five:** Community's Ability To Leverage Resources and Provide Matching Assistance. Include information on the contributions and participation of government (or tribal government), corporations or local businesses, civic organizations, and foundations. This section need not repeat information requested as part of Appendix C, Commitment of Resources (see below).
- Part Six:** Description of Organizational Entity and Management Structure for Administering SafeFutures. Identify important organizational relationships and explain how the program components will be integrated and managed. Describe the staff resources.
- Part Seven:** Evaluation Capability and Commitment. Describe management information systems, technical resources, and staff resources for evaluation. Describe how evaluation activities will be handled administratively and integrated within SafeFutures (one page).

Appendixes: Applicants must include, at a minimum, the following information in their Appendixes:

- Appendix A:** Listing of individuals, their affiliations, and signatures of the persons participating in the communitywide planning process.
- Appendix B:** Legislation, executive orders, memorandums of understanding, and other formal commitments of bona fide partnerships. (e.g., collapsed funding streams, wraparound services, multiservice centers, and procedures for service coordination). Provide documentation.
- Appendix C:** Commitment of Resources, which lists for each organization the authorizing official, title, and signature; the amount of funds being committed; the purpose of the commitment; the duration of the commitment; and the agreement date.
- Appendix D:** Signed endorsements and positions of those reviewing the program concept or application.

Full Application

Applicants whose concept papers are selected to compete for funding will be notified and asked to submit full applications.

Requirements: Applicants must submit a program narrative describing the applicant's overall approach to the SafeFutures Program, including the conceptual and organizational framework for the individual program components. The applicant must also describe the program components that will be implemented, including its request for TA for the Bethesda Day Treatment program replication. Applicants may earn up to 100 points. The specific selection criteria and their point values are described below.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which they meet the following weighed criteria, which are shown in *italics*. Applicants must use the selection criteria headings as the headings for their proposal narrative and present the information in that order.

✓ *Problem(s) To Be Addressed. (20 points)*

The applicant must demonstrate that it has been engaged in a comprehensive community assessment of risk and protective factors, that it has engaged the appropriate stakeholders in this planning process, and that there is collaboration between the juvenile justice system and the social service system, including private nonprofit programs.

Section One — Description of the community and target population

- a. Describe the geographic area, size of population, general population characteristics including size of juvenile population, and ethnic composition of the community participating in the SafeFutures program. Explain how the targeted community was identified and defined.
- b. Describe the governmental structure and major agencies servicing the children and youth population, particularly in relation to dependency (child abuse and neglect) and delinquency functions of the juvenile justice system. Provide a brief overview of responsibilities and the relationships that currently exist.

Section Two — Assessment of community strengths and weaknesses

- a. Describe the community assessment process and the results of this effort.
- b. Provide data on specific delinquency risk factors, such as high rates of crime, poverty, drug abuse, teenage pregnancy, child abuse and neglect, dysfunctional or single-parent families, dropping out of school, unemployment, and other factors identified in the community. Describe all baseline data being collected and analyzed. Indicate any information gaps on risk factors or difficulties in assessing them.
- c. Describe the areas of greatest need. What are the gaps in services that exist?
- d. What protective factors exist? What resources are available to the community to address risk factors?

Section Three — Status of planning efforts

- a. Provide a brief history and describe the current status of planning efforts on behalf of delinquent and at-risk youth, with particular focus on the development of a continuum of care. Describe specific meetings and examples of activities that have occurred within at least the past year.
- b. What public and private agencies, organizations, institutions, and businesses, including those that are part of or are linked to the juvenile justice system, have been involved in the collaborative planning effort described above? In addition to a brief narrative, please provide the information requested as part of Appendix A.
- c. What strategies have been proposed to meet the needs identified in Section Two?
- d. Describe organizational structures, agreements, legislation, and policies that have supported this planning process. What limitations, if any, exist or have been imposed? Include copies of any documents in Appendix B.
- e. Describe the impact of these planning efforts. What problems have been encountered?

✓ **Goals and Objectives. (10 points)**

Applicants must adapt the SafeFutures goals and objectives to the needs, resources, and capabilities of this community. Objectives are measurable and attainable within 1-year time frames.

1. Articulate a vision for children, youth, and families 5 years hence that provides a more comprehensive and better coordinated service delivery system. How will the environment, circumstances, and attitudes that put children and youth at risk of unhealthy and destructive behaviors be changed?
2. Describe how the overall goals of the SafeFutures program correspond with and match the specific needs of your community.

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3. Describe in detail the goals and objectives of the first year with respect to building upon a delinquency prevention plan, focusing on resources of greatest need, developing effective programs in a graduated sanctions model, and building a capacity to institute and sustain a "continuum of care." Describe goals and objectives in the ensuing years to the extent possible.

✓ **Program Design. (30 points)**

The applicant must describe program activities that are culturally relevant and that engage community and parent participation. The applicant's strategy must be comprehensive, addressing youth developmentally from ages 0 through 18, as well as a wide range of needs including emergency, family, education, health, community development, employment, and juvenile justice services.

Section One — Description of major activities to be undertaken

- a. Describe the major program components that will be included along with an explanation of how the components fit into the applicant's overall vision for improving the safety and well-being of youth, families, and members of their community.
- b. For each component, summarize the following: the approximate number of children and families to be served, the rationale for its inclusion in a continuum of care, its relationship to other components, including the juvenile justice system, and the methods of identifying or recruiting participants.

Each component, or combination if appropriate, must be described using the following standardized format:

- i. Current status of the activity
- ii. Goals and objectives
- iii. Implementation strategy and specific tasks for the first year
- iv. Target population and recruitment efforts
- v. Organizational entity and key staff
- vi. Evaluation process, capabilities, and outcome measure

Section Two — Programmatic linkages with other economic development, health, education, and public safety initiatives, and other Federal, State, local, as well as community-based and privately sponsored programs

- a. Describe the programmatic linkages currently existing and those that are planned.
- b. Provide a brief overview of activities to date and results achieved.

Section Three — Implementation plan and significant milestones

Provide a detailed, realistic implementation plan for the first year and a timeline that indicates significant milestones. Identify the parties responsible for accomplishing these tasks.

Section Four — Sustainability of the continuum of care

Describe plans for building community support for the SafeFutures program and sustaining program activities at the close of the 5-year grant period.

Section Five — Evaluation plan

- a. Explain how the reporting requirements outlined in the National Evaluation of SafeFutures section of these guidelines will be met.
- b. Describe capacity to collect process and outcome data. Identify any anticipated problems.
- c. Identify existing data collection and management of information systems in place.

✓ **Project Management. (20 points)**

The applicant must demonstrate that it has a solid infrastructure capable of carrying out the goals, objectives, and tasks it has identified. The applicant also demonstrates a strong capacity for data collection and analysis.

1. Identify the roles and responsibilities of each agency, committee, board, or other organizational entity involved in this program. Explain the relationships.
2. Name and describe the capabilities and experience of all staff who will play lead roles in managing the overall program or its key components, whether or not they will be paid directly by the OJJDP grant. Position descriptions should be included as appendixes. Identify the key decisionmakers and the lines of authority.
3. Indicate the amount of time to be devoted to the program by the grant manager and all staff.
4. Indicate the staffing resources and management practices that will be used to evaluate the program progress and to ensure that corrective action is taken if needed.

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

The applicant must demonstrate a capacity and commitment to coordinate the necessary systemic changes to both the juvenile justice and social service delivery systems and to leverage State, local, and private resources to create a self-sustaining system of juvenile justice interventions and community support for children and youth.

Preference will be given to the applicants who have existing Federal partnerships such as PACT, Weed and Seed, Comprehensive Communities, U.S. Attorney Anti-Violence Initiative, Empowerment Zones, and Enterprise Communities.

1. Provide a brief overview of knowledge and experience of juvenile justice, youth services, and communitywide planning strategies. Staff resumes should be attached.
2. Describe capacity to leverage State, local, and private resources (including staff and funds). Include as Appendix C a completed chart of commitment of resources.

✓ **Budget. (5 points)**

The applicants must provide a budget that is reasonable, allowable, and cost-effective in relationship to the activities to be undertaken. The applicant demonstrates the ability to provide matching assistance from government, corporations or businesses, civic organizations, and foundations.

1. Identify all costs under appropriate sections and provide costs per unit when appropriate.
2. Justify all costs in a budget narrative and explain how costs are determined. Costs must be appropriately allocated among the program components.

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3. Indicate all matching assistance from government, corporations or businesses, civic organizations, and foundations. In addition, demonstrate the required in-kind or cash match for the Delinquency Prevention component (50 percent cash or in-kind match) and the Bethesda Day Treatment Service component (100 percent cash or in-kind match). (tribal government applicants are exempt from the match for the Bethesda Day Treatment Service component.)

Appendixes: Applicants must resubmit appendixes included in their concept paper with this full application. Appendixes may be revised or updated.

Application Forms, Format, and Copy and Submission Requirements

Forms: All applicants must submit an Application for Federal Assistance (Standard Form 424), Budget Information (Standard Form 424A), and a detailed budget narrative showing the allocation of all costs.

Budget Preparation: Using 424A, applicants must budget their costs on Section B under Budget Categories in the four columns listed there. Each source of funds (Parts C, D, and G, and Title V) should appear in a separate column. This is necessary because each source of funds has different program requirements.

For example, the first column would detail the object class categories for Part C money, the second column would detail Part D money, the third column would detail Part G funds, and the last column would detail Title V funds. A budget narrative would also be necessary for each fund source (C, D, G, and Title V) and would provide details, such as names/descriptions of personnel to be funded, annual salaries, percent of time charged to the grant, and amount. This would be defined for each fund source that is contained in the application. Fringe benefits would be detailed with a fringe benefit rate, if appropriate, or an explanation of the actual fringe benefits. Travel should be explained, including who is traveling, location(s), number of trips, and a breakdown of the various travel costs such as per diem and lodging. Any equipment must be explained by type, unit price, and total cost. Supplies may be summarized by the type of expense and the method used to determine the total cost.

It is particularly important that SafeFutures grantees have an accounting system that will enable them to accrue their incurred costs by the separate types of money contained in their award.

For preparation of the budget and budget narrative, the amount of TA services requested for Bethesda Day Treatment (up to \$30,000) should be included under Contractual (Object Class Category 6f) on Standard Form 424A.

Funds for conducting the local evaluation of SafeFutures (not to exceed 10 percent) should be allocated among all fund sources in proportion to their amount of the total budget request.

Funds in the amount of \$50,000 to support a range of TA and training activities should also be allocated among all program components in proportion to the total amount of funds requested for such activities.

Format: All applications must be submitted on 8½- by 11-inch paper, double-spaced, in a standard 10- or 12-point font printed on one side of the paper. Applicants must use the following headings when formatting the application: Statement of the Problem, Definition of Objectives, Program Design, Management Structure and Staffing, Organizational Capability, and Appendixes.

Copy and Submission Requirements: Application packages must include a signed unbound original and five (5) copies. Video presentations will not be accepted. Applications submitted via fax will not be accepted.

Executive Order 12372 requires applicants from local units of government to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and to specify whether this program has been selected for review by the State. A list of the State Single Points of Contact is available in Appendix D of this *Application Kit*. Applicants must contact their State SPOC to determine whether the program has been selected for review by the State.

In addition to the required standard assurances that are part of the Standard Form 424, which must be signed, each applicant must include written assurances that the applicant will use funds to supplement, not supplant, other Federal, State, or local funds.

Award Period

This program will be funded for a 5-year project period. Funding in the second and subsequent budget periods will be dependent upon grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount

First-year funding will be up to \$1,400,000 per site.

Delivery Instructions

All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Blvd., Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly write SafeFutures — Special Emphasis Division.*

Due Dates

The original and five copies of each concept paper must be delivered by mail or in person no later than 5 p.m. (e.d.t.) on June 20, 1995. Preapplicants will be notified whether they are eligible to submit a full application by July 10, 1995.

The original and six copies of full applications must be delivered no later than 5 p.m. (e.d.t.) on August 15, 1995. OJJDP expects to announce grant awards by September 30, 1995.

Contact

For further information, please contact the project manager, Special Emphasis Division, OJJDP, at (202) 307-5914.

Definitions

aftercare: an array of services directed toward serious, chronic and violent offenders currently or recently in secure confinement that is designed to:

- prepare youth for progressively increased responsibility and freedom in the community.
- facilitate youth-community interaction and involvement.

- work with both the offender and targeted community support systems (e.g., families, peers, schools, employers) on qualities needed for constructive interaction and youth's successful community adjustment.
- develop new resources and supports where needed.
- monitor and test youth and the community on their ability to deal with each other progressively.

at-risk youth: juveniles most likely to become involved in delinquent activity; includes, but is not limited to, juveniles who exhibit one or more risk factors for delinquency or who have had contact with the social services, mental health, education, and/or juvenile justice systems as nonoffenders (neglected, abused, and dependent), status offenders (runaways, truants, alcohol offenders, and incorrigibles), or delinquent offenders.

chronic offenders: for this program, chronic juvenile offenders are defined as offenders who have had at least three prior findings of delinquency.

collaboration: a process of working jointly with others, including those with whom one is not normally or immediately connected, to develop and achieve common goals. Characteristics of collaboration include the following:

- partners establish common goals.
- partners agree to pool resources and jointly plan, implement, monitor, and evaluate new services and procedures.
- colocated services are designed to further mutually agreed-upon goals.
- collaboratives utilize input from each partner to make necessary changes to develop a comprehensive service delivery system.
- collaboratives directly negotiate policies leading to a more comprehensive service delivery system.

community assessment: a method of gathering and analyzing data from a defined target area and population on community strengths, needs, existing resources, gaps or lack of resources, and identified risk and protective factors for strategic planning purposes. For this solicitation, the community assessment process is considered to be broader and more comprehensive than the risk and needs assessments that are more frequently conducted.

communitywide: involving all major youth and family serving constituents including, but not limited to, public safety, juvenile justice, education, social services, employment and training, community-based organizations, public and private colleges/universities, parent and youth groups, religious organizations, and business/labor, that reflect the racial and ethnic diversity of the local community.

continuum of care: a multi-agency system of programs and services that meet the distinct, developmental, and often multiple needs of defined at-risk children and delinquent youth (ages 0–17).

cooperation: a process of associating and acting together for mutual benefit. Characteristics of cooperation include the following:

- partners help each other meet their respective programmatic goals.
- goals and objectives of each program are designed, staffed, funded, and evaluated autonomously.
- partners may agree to share space, information, and referrals, and/or establish colocated services while pursuing their respective goals.

coordination: a process of linking the functions of autonomous entities in an effort to achieve the most effective results and avoid duplication. Characteristics of coordination include the following:

- caseworker in a particular agency is assigned to be in communication with other agencies about their respective services to determine appropriateness for individual clients/customers and to avoid duplication of effort.
- basic agency functions and services are defined by the individual agency.
- agencies share only as much information as is necessary to avoid duplication of services and/or to direct customers to other services that may be helpful or to which they are entitled.
- the primary goal is to identify and connect clients with the variety of services that they desire or to which they may be entitled.
- cafeteria-style service delivery system is maintained.

family-strengthening program: any intervention that works with a child and a parent caretaker or other family member with the goal of reducing risk or increasing protective factors for problem behaviors.

goal: a short- or long-range statement of what is to be accomplished.

integration: a process by which a community determines ways to combine appropriate community-based programs along a continuum of care for maximized efficiency and program effectiveness.

leveraged resources: additional resources made available by private and public sources to support the SafeFutures program. Examples might include in-kind support such as office space, equipment, or shared administrative support, or actual dollars to match Federal resources.

linkages: firm commitments of collaboration and cooperation, including memorandums of understanding, interagency agreements, or other binding agreements supported by documented actions pursuant to these agreements.

objective: a specific statement of measurable progress toward goal attainment. Objectives should specify how much impact the program will have upon specific social indicators.

plan: a dynamic document that can serve as both a management tool and monitoring device for everyone involved with SafeFutures, both locally and at the State level. Developed by a broad-based community organization, the plan can empower and direct the activities of youth-serving activists.

serious/violent offenders: for this initiative, OJJDP will accept the successful applicant's documented local or State legal definitions of a serious or violent offender when defining the target population.

sustainability: the ability to maintain the program strategy and design at a high level of programmatic self-sufficiency beyond the Federal grant period.

tribal government: any federally recognized Indian or tribal government that performs law enforcement functions, as determined by the Secretary of the Interior.

unit of general local government: any city, county, town, township, parish, village, or other general purpose political subdivision of a State or any agency of the District of Columbia performing law enforcement functions in and for the District of Columbia.

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- Tatem-Kelley, B., "A Comprehensive Strategy To Address America's Gang Problem." Draft prepared for the OJJDP Inter-Office Gang Task Force, 1994.
- Thornberry, T.P., *Violent Families and Youth Violence*. OJJDP Fact Sheet. Office of Juvenile Justice and Delinquency Prevention, Washington, DC: 1994.
- Tolan, P., and Guerra, N., "What Works in Reducing Adolescent Violence: An Empirical Review of the Field." The Center for the Study and Prevention of Violence, University of Colorado, Boulder, CO: July 1994.
- Vander Ploeg and Mesmer-Schultz, "Prevention and Treatment of Juvenile Problem Behavior: A Proposal for Socio-Ecological Approach." *Journal of Abnormal Child Psychology*. Volume 20, November 3, 1992.
- Wilson, J.J., and J.C. Howell, *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders*. Program Summary. Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC: 1993.
- Wright, K.N., and K.E. Wright, *Family Life, Delinquency, and Crime: A Policymaker's Guide*. Office of Juvenile Justice and Delinquency Prevention, Washington, DC: 1994.

Many of these references are available from the Juvenile Justice Clearinghouse at 1-800-638-8736.

National Evaluation of the SafeFutures Program: Phase I Study of Program Development and Implementation

Purpose: To document and understand the process of community mobilization, planning, and collaboration needed to build a comprehensive program offering effective prevention and intervention strategies for at-risk juveniles and juvenile offenders.

Background: The goal of the SafeFutures program is to develop integrated services providing a continuum of care, intervention, and graduated sanctions to prevent and reduce juvenile delinquency, substance abuse, and violence. Phase I of the National Evaluation will determine the extent to which the SafeFutures program has been implemented in five communities.

During the first phase, the evaluator will produce, in collaboration with the local evaluation team, an evaluation design to determine the impact of this communitywide intervention strategy. This design should determine the impact of the SafeFutures program on the following:

- Closure of gaps in the availability and delivery of services as well as elimination of unnecessary duplication of services for at-risk youth.
- Effectiveness of individual program components.
- Overall reductions in delinquency, juvenile crime, youth gangs, substance abuse, and other high-risk behaviors for targeted areas.
- Reductions in risk factors in the community, schools, and family that contribute to juvenile violence.
- Increases in protective factors that reduce the likelihood of delinquency and criminal careers.

Applicants for the National Evaluation of the SafeFutures program should review the SafeFutures program announcement, paying special attention to the evaluation requirements. The evaluator chosen for the National Evaluation of the SafeFutures program will be expected to provide leadership regarding the evaluation efforts taking place at the five sites as well as bringing together data and evaluation results into a national evaluation of the basic concepts of the SafeFutures program.

One 3-year cooperative agreement will be awarded for Phase I. Applicants must develop a proposal for all activities required in Phase I, with a maximum initial budget of \$150,000 for a 6-month period. Based on the satisfactory performance of the award recipient, the project will receive supplemental funding to carry out the balance of Phase I. Phase II will be developed, based on the design work completed in Phase I. The successful applicant for Phase I will be eligible to receive continuation funding for Phase II, dependent on grantee performance, availability of funds, and OJJDP priorities.

Goals for Phase I:

1. To understand the process of effective implementation of the SafeFutures program in order to strengthen and refine the program for future replication.
2. To identify factors that contribute to and/or impede the successful implementation of the program.
3. To develop or refine local management information systems required to generate basic information on program utilization and completion.
4. To formulate a strategy to build an understanding of the general effectiveness of the community program and of selected program components and to determine the impact of the SafeFutures program on the five participating communities.
5. To help develop the capacity of SafeFutures sites to evaluate what works in their communities.

Objectives:

1. To develop a detailed design, including data collection instruments, for a process evaluation of the SafeFutures program for implementation in collaboration with all sites.
2. To develop templates for capturing the data necessary for the national evaluation and to make those templates available for implementation at the sites.
3. To provide training and technical assistance (TA) for and to collaborate with grantees at each of the five sites to implement a process evaluation of the development and implementation of each SafeFutures program.
4. To compile and analyze results and provide routine feedback to the sites on the planning, program development, and implementation process.
5. To develop a research design to determine outcomes and the impact of the overall strategy and individual program interventions on delinquency, violence, and related behaviors and risk factors. The design must meet scientifically rigorous standards for evaluation and acknowledge the differences in local circumstances and strategies.

Program Strategy: Applicants should become familiar with the OJJDP SafeFutures program and associated literature. Applicants' project design must provide a process evaluation that is inclusive of the five sites. Project designs must also include provision for simultaneously assessing appropriate strategies for a future impact evaluation.

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

- Community-level efforts in planning, policy-making, resource allocation, and guidance.
- Program-level responses, experiences, and achievements in program implementation.

Applicants should include, but are not limited to, the following issues in the evaluation:

- What factors contribute to (or inhibit) changes in the communities in the planning for and delivery of the SafeFutures program?
- What lessons can be drawn from local communities for Federal and/or State policies, program planning efforts, and local service delivery of intensive services for youth?
- What factors contribute to effective implementation and what changes occur as a result of implementation?
- What planning and implementation strategies (e.g., coordination, consultation, use of OJJDP provided TA) are used at local levels, and what is the effect of their use?

Applicants must propose a process evaluation that includes the stages of the implementation process, beginning with the selection of targeted sites in the community. Applicants must describe the planning and the implementation process to be used at local levels as well as implementation of these plans and how TA will contribute to the implementation process.

Applicants must include a discussion of their process to develop a preliminary impact evaluation research design and a description of their methods to conduct an evaluation assessment for the impact evaluation. This description must include an assessment of program goals, measurable impact objectives, data elements and sources for measuring impact, the need for sampling designs and strategies, and a clear statement of the ability of the demonstration sites to support a rigorous impact evaluation.

Products:

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

Eligibility Requirements: OJJDP invites applications from public and private agencies, organizations, institutions, or individuals. Applicants must demonstrate that they have experience in the design and implementation of this type program. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome, as long as one is designated primary applicant and any others co-applicants.

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

✓ ***Problem(s) To Be Addressed. (15 points)***

Applicants must include a clear and concise statement of the problem and demonstrate an understanding of the SafeFutures program. Applicants also should discuss how to apply state-of-the-art evaluation methods to achieve OJJDP evaluation objectives and overcome potential problems associated with evaluating these types of programs.

✓ ***Goals and Objectives. (10 points)***

Applicants must define goals and objectives for this evaluation program that are clearly defined, measurable, and attainable.

✓ ***Project Design. (35 points)***

Applicants must present a clear research design for the conduct of a process evaluation and the formulation of a strategy to carry out a multisite impact evaluation. The design must be sound, feasible, and capable of achieving the objectives set forth in this solicitation.

✓ ***Project Management. (20 points)***

Applicants' management structure and staffing must be adequate and appropriate for the successful implementation of the project. Applicants must present a work plan that identifies responsible individuals, their time commitment, major tasks, and milestones.

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

Applicants must document evidence of the organization's ability to conduct the project successfully. Organizational experience with multisite research and evaluation of youth in the juvenile justice and child welfare or criminal justice system is recommended. Key staff should have significant experience with multisite evaluation/research of juvenile or related criminal justice programs. They must demonstrate the ability to work effectively with practitioners in resolving design, definition, and data collection and analysis issues and other requirements of the project. Staff resumes should be attached.

✓ ***Budget. (5 points)***

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost-effective in relation to the activities to be undertaken.

Award Period: The project will be funded initially for 6 months of a 3-year Phase I project period, with the possibility of 2 additional years of funding to implement Phase II.

Award Amount: The award amount will not exceed \$150,000 for the initial 6-month budget period of the 3-year project period.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Blvd., Mail Stop 3K, Rockville, MD 20850. **Note:** *In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on July 15, 1995.

Contact: Joan Hurley, Acting Director, Research and Program Development Division, (202) 307-5929.

Strengthening Juvenile Justice

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

Purpose: To assist States, local units of government, and nonprofit organizations in the development of intervention strategies to address the problem of disproportionate minority confinement.

Background: This program implements Section 261(a)(8) of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. National data and studies have demonstrated that minority offenders are overrepresented in secure facilities across the country. In response to this problem, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) issued regulations in 1989 requiring States participating in the Formula Grants Program to determine whether disproportionate minority confinement exists and, if so, to design strategies to address the problem.

Goal: To assist States, local units of government, and nonprofit organizations achieve the objectives of Section 261(a)(8), "... by addressing efforts to reduce the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails and lockups who are members of minority groups if such proportion exceeds the proportion such groups represent in the general population."

Objectives:

1. To refine previous assessment findings and improve systems that collect, analyze and interpret data, and provide information.
2. To develop interventions and new techniques that will reduce disproportionate confinement in secure detention and correctional facilities.
3. To develop models that can be used by other States to address disproportionate minority confinement issues.
4. To convene an advisory committee of professional and lay community leaders engaged in various endeavors that impact juvenile justice and minority overrepresentation, including, but not limited to, representatives from social and human services; law enforcement; judges; prosecutors; public defenders; probation, detention, and corrections officials; private sector youth serving agencies; youth; mental health providers; community leaders; labor; and public school officials.

Program Strategy: While other program categories address the problems of disproportionate minority confinement, Section 261(a)(8) of the JJDP Act mandates special programs to address this issue. This competitive Special Emphasis program provides funds to State agencies, local units of government, including tribal governments, and nonprofit organizations to demonstrate effective interventions to eliminate the disproportionate confinement of minority juveniles in secure detention or correctional facilities, adult jails and lockups, and other secure institutional facilities.

State agencies are encouraged to use the services of neighborhood organizations, private nonprofit agencies, and local units of government to implement projects. Persons from the agencies, organizations, groups, and individuals suggested for the advisory committee should be involved in the planning.

States, local units of government, private nonprofit organizations, and tribal entities may apply for funding under this program. To qualify, the applicant must be able to satisfactorily show that the State has completed an analysis of the disproportionate minority confinement problem. In addition, designated State agency applicants must have submitted a Disproportionate Minority Confinement Assessment Report to OJJDP. The site and planned program must be supported by data or other valid indicators of appropriateness or need and the proposed project must be consistent with the designated State agency's established strategy for addressing disproportionate minority confinement. The applicant must demonstrate the endorsement of the State Advisory Group for the planned activity.

Applicants must establish an advisory committee. Among representatives for committee membership to be considered are: members of the State advisory and local advisory groups for juvenile justice; State and local elected officials; neighborhood and community organizations, the religious community; law enforcement; prosecutors; public defenders; judges; social and human services, and mental health groups, parents, youth, public school officials; vocational and employment organizations, and juvenile corrections.

Programs may be developed in the following areas:

- Training and education for law enforcement and juvenile justice practitioners.
- Diversion for minority youth who come in contact with the juvenile justice system.
- Prevention in communities with high numbers of minority residents.
- Alternatives to detention and incarceration for minority youth.
- Aftercare to assist minority youth returning to their communities from secure institutions.
- Efforts to change or modify laws, codes, ordinances, regulations, and procedures that may contribute to reduction in disproportionate minority confinement in secure facilities.
- Other program areas include the following: case management, continuing care, daycare treatment, detention criteria, early release, home detention, juvenile justice development, management information, mentoring, restitution, risk assessment, systems improvement, and tutoring.

Products:

1. Quarterly progress and financial reports.
2. Program implementation plan.
3. Monitoring plan.
4. Operational system for States and local units of government to monitor disproportionate minority confinement.
5. Final report detailing activities, findings, and final products of the grantee's planning and implementation of efforts to reduce disproportionate minority confinement.

References:

- Bishop, D.M., and C.E. Frazier, *A Study of Race and Juvenile Processing in Florida*. A report submitted to the Florida Supreme Court Racial and Ethnic Bias Study Commission, 1990.
- Kempf, K.L., S. H. Decker, and R.L. Bing, *An Analysis of Apparent Disparities in the Handling of Black Youth Within Missouri's Juvenile Justice System*. Department of Administration of Justice, University of Missouri, St. Louis, 1990.

- Lockhart, L.L., P.D. Kurtz, R. Stutphen, and K. Gauger, *Georgia's Juvenile Justice System: A Retrospective Investigation of Racial Disparity*. Research report to the Georgia Juvenile Justice Coordinating Council: Part I of the Racial Disparity Investigation. School of Social Work, University of Georgia, 1990.
- Pope, C.E., and W. Feyerherm, "Minority Status and Juvenile Justice Processing," *Criminal Justice Abstracts*. 22(2), 327-336 (part I); 22(3), 527-542 (part II), 1990.
- Pope, C.E., "Blacks and Juvenile Crime: A Review," in D.E. Georges-Abeyie(ed.), *The Criminal Justice System and Blacks*. Clark Boardman, 1984.
- Pope, C.E., and W. Feyerherm, "Minorities and the Juvenile Justice System," *OJJDP Research Summary*. U.S. Department of Justice, Washington, DC: 1993.

Eligibility Requirements: State agencies, local units of government, and private nonprofit organizations with experience and expertise in the treatment of families and children are eligible for funding. Eligible organizations include tribal governments, health and mental health services, detention and corrections, aftercare and probation services, public schools, and community organizations, as well as courts, public defenders, prosecutors, judges, and law enforcement agencies. Applicants must provide written agreements from public juvenile justice agencies and human/social service agencies to collaborate in meeting the project objectives.

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

✓ **Problem(s) To Be Addressed. (10 points)**

Applicants must clearly identify the scope of the intervention proposed in this announcement and document the problem(s) addressed as a major priority.

✓ **Goals and Objectives. (10 points)**

Applicants must provide succinct statements demonstrating an understanding of the objectives and tasks associated with the program.

✓ **Project Design. (30 points)**

Applicants must provide a project design that is sound and meets the goals and objectives of the program. The design must include quantitative measures reflecting the extent to which project goals and objectives will be met. Applications must clearly describe client selection criteria, treatment, and followup procedures. Program designs must detail and describe services to be provided and how they will be made available.

✓ **Project Management. (20 points)**

Management structure, staffing, and relationships with State agencies and local entities must be adequate and appropriate to implement and complete the project successfully, efficiently, and cost-effectively. Commitments of cooperation or collaboration with other organizations must show clearly, specifically, and in writing such aspects as dollar amounts, numbers of hours, and the nature of services to be provided.

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

The applicant organization's ability to conduct the project must be documented in the proposed organizational experience and must be demonstrated in implementing juvenile programs. Key project staff should have significant experience in the areas addressed in this initiatives. Staff resumes should be attached.

✓ **Budget. (10 points)**

Applicants must provide a budget that is complete, detailed, reasonable, allowable, and cost-effective in relation to the activities to be undertaken.

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

Award Amount: A total of \$300,000 is available for three to six grants ranging from \$50,000 to \$100,000 each.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on June 30, 1995.

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

Technical Assistance to Juvenile Corrections and Detention (The James E. Gould Memorial Program)

Purpose: This program implements, in part, Section 244 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In today's juvenile corrections and detention environment, technical assistance (TA) is of great importance in helping program and facility administrators address the critical issues facing the field. For example, the Abt Associates national study on conditions of juvenile confinement, released last year, uncovered serious problems in crowding, health care, security, and control of suicidal behavior (OJJDP, 1993). Other prevalent problems in juvenile corrections and detention facilities, such as increases in institutional population, litigation on conditions of confinement, planning and design to meet major capacity expansion, and treatment and correctional education issues can also be addressed through TA.

Background: In the past, OJJDP has assisted State and local jurisdictions with these issues by providing a TA capability to respond to requests for information, including experts to work with local jurisdictions to formulate responses to juvenile corrections and detention problems. OJJDP grantees have developed, conducted and provided seminars and workshops and produced monographs on the latest proven effective techniques or solutions to jurisdictions' corrections and detention problems. OJJDP grantees have also acted as a resource, offering published information on issues from managing the violent or disruptive juvenile to treatment options for correctional facilities, both institutional and community-based. These TA efforts, together with the development of formal training curricula, have been of significant benefit to the field in administering corrections and detention programs.

OJJDP has also sponsored annual forums for juvenile corrections and detention administrators. Each forum offers some 100 juvenile corrections and detention leaders an opportunity to discuss emerging national issues and problems confronting the youth service system in correctional settings and in providing detention services. Themes of past forums have included legislative action impacting State juvenile codes, results of the national conditions of confinement study, day treatment, and effective aftercare programs.

OJJDP will continue to offer TA to juvenile corrections and detention staff, facilities and institutions, and programs. Service providers and policymakers in these fields expect, need, and deserve continued assistance in light of continuing increases in service populations.

Goal: To offer a multi-year TA program to the juvenile corrections and detention field.

Objectives:

1. To provide TA for detention, corrections, and community residential service providers, administrators, staff, and policymakers.
2. To conduct an Annual Juvenile Corrections and Detention Forum.
3. To facilitate information exchange and increase networking among juvenile justice leaders.
4. To develop and disseminate texts, papers, monographs, and related resource materials to the juvenile justice community.
5. To develop and conduct workshops on selected topics and issues related to improving the administration of juvenile corrections and detention.

Program Strategy: OJJDP is soliciting innovative proposals for this competitive program. It is OJJDP's intention to fund one organization that can address the entire spectrum of objectives noted above over a 3-year project period. A mandated project design is not stated. Applicants are encouraged to submit creative proposals addressing how they would achieve program goals and objectives in a manner that offers service providers and policymakers timely information and assistance on current issues and problems confronting juvenile corrections and detention.

Reference:

- Office of Juvenile Justice and Delinquency Prevention. *Conditions of Confinement: Juvenile Detention and Corrections Facilities*. U.S. Department of Justice, Washington, DC: 1993.

Eligibility Requirements: OJJDP invites applications from public and private agencies, institutions and organizations that can demonstrate the knowledge, experience, and capability to provide TA to the juvenile corrections and detention field. Private for-profit organizations must waive any profit or fee to be eligible for this program. Applicants must also identify a project advisory board to advise on prospective program topics and activities of importance to the field.

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

✓ ***Problem(s) To Be Addressed. (15 Points)***

Applicants must concisely describe the problem(s) to be addressed and convey a clear understanding of the purposes, work requirements, and expected results of this project. Applicants must also demonstrate competence to deal with current problems and concerns associated with administering juvenile corrections and detention facilities, including crowding, order and safety, programming, juvenile rights, personnel, and legal issues.

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

Applicants must clearly define the goals and objectives of the project and express them in a manner consistent with the requirements described in applicant's response to the statement of the problem outlined in the previous criterion.

✓ **Project Design. (25 Points)**

Applicants must relate the merits of the approach proposed in their application to the Department of Justice goals and objectives for this project and explain why this constitutes a sound and effective approach. The applicant must describe a project design that includes procedures, workplan, and tasks. Products of the project must be directly linked to the stated objectives and the issues addressed by this announcement.

✓ **Project Management. (10 Points)**

The project's management structure and staffing must be adequate for the successful implementation and completion of the project. The management plan must describe a system whereby logistical activities are handled in an efficient and cost-effective manner.

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

The applicant organization's ability to conduct the project successfully must be documented in the proposal. Organizational experience in offering TA is required. Significant experience, both in juvenile corrections and detention, is mandatory. Key project staff should have significant experience in the areas addressed in this initiative. Staff resumes should be attached.

✓ **Budget. (15 Points)**

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost-effective in relation to the activities to be undertaken.

Award Period: This project will be funded for 36 months, in three 12-month budget periods. Additional funding after the first budget period is dependent upon grantee performance, availability of funds, and other criteria established at the time of the award.

Award Amount: Up to \$200,000 is available for the first 12-month budget period of this project.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on July 5, 1995.

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

Public Safety

Gangs and Delinquency Research

Purpose: To increase knowledge of how violent youth gangs contribute to serious, violent, and chronic juvenile crime.

Background: This program implements Part D, Sections 281, 282, and 283 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

In fiscal year 1994, OJJDP conducted an assessment of recent research on violent gangs to give direction to expansion of its Part D Comprehensive Gang Program. The review raised questions concerning the relationship between gang involvement and serious, violent, and chronic delinquency (Howell, 1994 and 1994a). Recent large-scale longitudinal studies of this issue in Rochester, New York and Denver, Colorado, under OJJDP's Program of Research on the Causes and Correlates of Delinquency indicate that, although only a small proportion of high-risk youth belong to gangs, their involvement in delinquency and violence is much higher while participating in gang activities (Esbensen and Huizinga, 1993; Thornberry et al., 1993). In both cities, youth were much more likely to be involved in violent delinquency when actively involved in a gang, but reported much lower levels of offending both before and after their gang involvement. In Denver, male gang members represented only seven percent of the sample, but accounted for 33 percent of street offenders and for over one-half of street offenses.

The 1994 Federal Bureau of Investigation *Uniform Crime Reports* indicate that 3.6 percent of all murders committed in 1992 were juvenile gang-related.

A better understanding of how gang membership contributes to serious, violent, and chronic delinquency, and especially to criminal careers, is essential to effective law enforcement and formulation of sound public policy. It is not currently known what proportion of serious and violent juvenile crime is committed by gang-involved youth versus other law-violating youth. However, it is clear that gang membership contributes significantly to the volume of serious and violent juvenile offending.

Goal: To develop a better understanding of the relationship of involvement in gangs to serious, violent, and chronic juvenile delinquency.

Objectives:

1. To document the proportion of total juvenile delinquency and serious, violent, and chronic juvenile delinquency for which gang-involved youth are responsible.
2. To document the contribution of gang membership versus that of other law-violating youth groups to serious, violent, and chronic juvenile offender careers.
3. To examine the dynamics of gang membership, particularly the movement of youth in and out of gangs in relation to involvement in serious and violent delinquency.
4. To examine risk and protective factors which impact gang involvement.

Program Strategy: This program may initiate new studies or fund the addition of gang studies to ongoing studies of juvenile delinquency, including serious, violent, and chronic delinquency. Applicants may, therefore, take advantage of opportunities to add a gang component to existing studies.

Products: One final product will be developed that encompasses the three objectives of research funded by this program.

References:

- Esbensen, Finn-Aage and David Huizinga, "Gangs, Drugs, and Delinquency in a Survey of Urban Youth." *Criminology* 31:565-89, 1993.
- Federal Bureau of Investigation. *Uniform Crime Reports, 1993*. U.S. Department of Justice, Washington, DC: 1994.
- Howell, James C., "Recent Gang Research: Program and Policy Implications." *Crime and Delinquency* 40:495-515, 1994.
- Howell, James C., "Gangs." Fact Sheet #12. Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC: 1994a.
- Spergel, Irving. *The Youth Gang Problem*. Oxford University Press, New York: Forthcoming.
- Thornberry, Terence P., Marvin D. Krohn, Alan J. Lizotte and Deborah Chard-Wierschem, "The Role of Juvenile Gangs in Facilitating Delinquent Behavior." *Journal of Research in Crime and Delinquency* 30:55-87. 1993.

Eligibility Requirements: OJJDP invites applications from public and private agencies, institutions and organizations. Private for-profit organizations must waive any fee or profit to be eligible.

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this publication.

Award Period: Up to four studies will be supported for a 12-month project period. Additional funding after the initial project period will be dependent upon grantee performance, availability of funds, and OJJDP priorities.

Award Amount: A total of \$500,000 is available for this program. A maximum of four awards ranging from \$100,000 to \$150,000 each will be made.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on July 20, 1995.

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

Field Initiated Gang Research

Purpose: To encourage the development and funding of promising and innovative research programs that will contribute to our knowledge of gangs. This program offers an opportunity for support of research ideas generated in the field to address the types of issues outlined below.

Background: This program implements Part D, Sections 281, 282, and 283 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

OJJDP completed a review of recent gang research in order to assess current knowledge in relation to claims that gangs account for increases in juvenile violence, that they are spreading, and that they have become extensively involved in drug trafficking (Howell, 1994, 1994a). In the course of this review, a number of important research issues were identified.

Distinguishing true gangs from other collective youth groups is a research priority. Much group delinquency appears to be erroneously labeled as violent gang delinquency. Are nonviolent gangs identifiable? How are they characterized? Do youth graduate from group delinquency to gang membership? Do small groups or cliques often join gangs?

How are different types of gangs distinguished? How do they vary by geographical location? What proportion of members are juveniles or adults in the different gang types? What distinguishes juvenile from young adult gangs? How does gang formation relate to community characteristics?

Why do youth join gangs? Have the reasons changed over the decades? What factors distinguish transitory from stable members? Why do youth leave gangs after memberships as brief as 1 year? Is the recruitment stage the most propitious intervention point?

What are the major motives for gang crimes? Honor? Turf defense? Drug turf? Control? Economic gain? How are violence motives related to neighborhood characteristics, including population composition?

Why are gang problems increasing, generally? Why are we seeing increasing problems in some large cities but not in others? What factors are related to the ebb and flow of gangs and to the formation of gangs in new communities?

To what extent are gangs involved in drug trafficking? Is this involvement largely gang members acting on their own, apart from their gang membership? Does drug trafficking often involve cliques within gangs? Do former gang members often graduate from gangs to drug trafficking?

For the purposes of Part D and this research, gang members include individuals less than 22 years old (Sec. 283).

Goal: To increase knowledge of youth gangs in general, gang-involvement, and the relationship of gang participation to other group formations.

Objectives:

1. To support innovative research programs in the youth gang field.
2. To encourage research on new and emerging youth gang issues.
3. To develop knowledge that will lead to new techniques, approaches, and methods related to delinquency prevention, the juvenile justice system, and violent delinquency reduction related to gangs.

Program Strategy: Through the Field Initiated Research Program, OJJDP actively solicits innovative research proposals. Proposed research must address current issues and problems in the area of youth gangs. Proposals should define the problem to be addressed and describe the research design and methods to be employed. Potential benefits of the research should be described. Through a competitive process, all applications will be subjected to peer review.

Products: Interim products may be specified. At a minimum, a final report will be required of each project.

References:

- Howell, James C., "Recent Gang Research: Program and Policy Implications." *Crime and Delinquency*, 40:495-515, 1994.
- Howell, James C., "Gangs." Fact Sheet 12. Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC: 1994a.

Eligibility Requirements: Applications are invited from public and private agencies, organizations, and institutions. Private for-profit organizations must waive any fee or profit to be eligible.

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this publication.

Award Period: Grant awards will be for a period of up to 18 months. Consideration will be given to longitudinal studies.

Award Amount: A total of \$300,000 is available for this program. A maximum of three awards ranging from \$75,000 to \$125,000 each will be made.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on June 20, 1995.

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

Juvenile Transfers to Criminal Court Studies

Purpose: To develop a better understanding of the processes by which juveniles are transferred to criminal court and the comparative effectiveness of criminal justice system handling of serious, violent, and chronic juvenile offenders with juvenile justice system processing. This research is expected to provide legislatures and policymakers with empirical information on how juveniles get to criminal court and what happens to them under various transfer mechanisms in terms of court processing, case dispositions, and outcomes. The comparative effectiveness of different processing options for protecting public safety and reducing subsequent recidivism is of particular interest.

Background: This program implements Section 243(a)(7)(C) and (14) of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, which authorizes the Administrator to examine treatment of juveniles processed in the criminal justice system and to collect, analyze, compile, publish, and disseminate uniform national statistics concerning the processing and treatment of such juveniles who are treated as delinquents or as adults. This program will compare the results of treatment in the juvenile and criminal systems and assist OJJDP in the development of national statistics on juveniles in the criminal system by serving as pilot studies for a larger developmental effort.

While much activity is taking place in State legislatures to change the mechanisms (i.e., criteria and decision point [judge, prosecutor, legislature]) for the prosecution of juveniles in criminal court, very little evaluative research exists to guide such legislative change. As of 1993, 28 States had at their disposal at least two of three mechanisms for transferring juveniles to criminal court for prosecution, including judicial waiver (e.g., remand, certification), prosecutorial discretion (e.g., direct file, concurrent jurisdiction), and statutory exclusions (e.g., offenses excluded from juvenile court jurisdiction, generally for juveniles over a specified age). Three States have statutory provisions for all three methods, and at least 18 States were considering additional legislation in these areas during the 1994 legislative session.

Related statutory provisions in some States target serious, violent, or chronic juvenile offenders by creating an official record that will follow them into the criminal system and/or by making provision for enhanced commitments by the juvenile court. Pennsylvania, Kansas, Colorado, and Texas have enacted enhanced commitments. The Texas law, for example, gives the juvenile court authority to exercise criminal jurisdiction and sentence juveniles to 30 years in prison for aggravated felonies, the criminal sentence to begin once the juvenile reaches age 18.

Adding to the complexity of the matter, once new statutory provisions are enacted, considerable discretion is often left to prosecutors and judges regarding where to file and how to choose among various dispositional options. In addition, in some jurisdictions, either through legislation or agency procedures, judges and correctional officials have available a range of both juvenile and adult correctional sanctions for serious, violent, and chronic juvenile offenders who have been adjudicated delinquent and/or convicted criminally. This blending of sanctions may be strictly age-based (e.g. when a juvenile reaches a certain age, she/he is transferred to adult prison). Another variation involves provision of a conditional sentence that offers a "last chance" for rehabilitation in the juvenile justice system, with the threat of criminal conviction being entered along with a prison sentence for failure to complete a juvenile treatment program. Other States have created separate youthful-offender institutions for juveniles adjudicated delinquent for serious or violent crimes or convicted and sentenced criminally under youthful-offender statutes. The extent to which these transfer options are being used and the effectiveness of these various policy options is not yet known.

Pursuant to the 1992 Amendments to the JJDP Act, the General Accounting Office (GAO) undertook a study of juvenile waivers to criminal court. GAO's report confirmed that very little data are currently available, even at the court level, that would be useful to policymakers and legislatures in their deliberations on the issue of waivers and transfer of juveniles.

What is known about criminal court handling of juveniles? The first issue concerns the offense characteristics of juveniles transferred to criminal court. Are these juveniles the most serious and violent offenders (i.e., the juveniles who present the most significant threat to the public safety)?

A number of studies have examined the offense characteristics of juveniles transferred to criminal court. Many of these studies show that most transferred juveniles had committed a property offense (Bishop, Frazier, and Henretta, 1989; Bortner, 1986; Champion, 1989; Fagan and Deschenes, 1990; Gillespie and Norman, 1984; Greenwood, 1986; Hamparian et al., 1982; Heuser, 1985; Houghtalin and Mays, 1991; Nimick, Szymanski and Snyder, 1986; and Thomas and Bilchik, 1985). Other studies have focused on seriousness and chronicity and dispositional outcomes of these cases. Poulos and Orchowsky (1994) found that those transferred by judicial waivers in Virginia tended to be older, more serious offenders, with a prior record and commitment history, except in metropolitan areas of the State. Eigen (1981) found that juvenile robbery offenders transferred to criminal court in Philadelphia were more likely to have used a gun in their offense than those not transferred. Rudman, Hartstone, Fagan, and Moore (1986) found that three-fourths of the transferred and convicted juveniles in Boston, Newark, and Phoenix were sentenced to prison.

The second issue concerns the outcome of criminal court management of juveniles. Few studies have been conducted in this area. White (1985) compared the outcomes of cases involving juveniles charged with dangerous offenses (e.g., murder, rape, aggravated assault, robbery, and burglary) in the juvenile justice system with similar cases against young defendants in the criminal justice system. He found that criminal courts were slightly more likely to find offenders guilty and more than twice as likely to incarcerate the young adults. Confined young adults served considerably more time in adult prisons than juveniles in reformatories, and the rate of recidivism among young adults was 1½ times more than juveniles.

Snyder and Hutzler (1981) compared the flow of 1,000 adult felony cases through the criminal system and 1,000 serious (*Uniform Crime Reports, Part I*) juvenile offenders over 15 years old through the juvenile court system. They found that the more serious the presenting offense and the more prior delinquency referrals, the more likely a juvenile would be waived to criminal court, or, if adjudicated delinquent, subsequently institutionalized. Although the juvenile court was less likely to incarcerate, it was much more likely to impose some sanction or supervision on persons over 15 years old who had been referred for serious offenses than the criminal court on adults referred for felonies.

Fagan (1991) and his colleagues (Fagan, Forst, and Vivona, 1987; Rudman, Hartstone, Fagan, and Moore, 1986) conducted the most rigorous comparative studies to date in their examination of the severity and effectiveness of juvenile and criminal court sanctions for adolescent felony offenders arrested for robbery and burglary in matched counties of adjacent States where the offenders were transferred to the juvenile justice or adult systems because of different legislative requirements. The results showed that sanctions were more certain and about as severe in juvenile court as in criminal court. While no differences in recidivism rates for juveniles charged with burglary were found based on the court of jurisdiction, for those initially charged with robbery, recidivism rates were lower for juveniles sanctioned in the juvenile court. These youth were rearrested less often and after a longer arrest free interval.

Singer (1994) evaluated New York State's Juvenile Offender (JO) law that couples excluded offenses with transfer of some youth back to juvenile court. This designated offender law is intended to make the offense rather than the offender the main criteria in sentencing decisions. Singer found that New York's JO law fails to eliminate individualized justice. Personal characteristics, such as parental sponsorship, proved important in dispositional decisionmaking. The seriousness of the offenses for which youth were arrested, the probability of conviction in criminal court or removal to juvenile court, and the length of their sentences was directly related to the county in which they were processed. Practical fiscal considerations were also important in juvenile-versus-adult determination. Overall, the exclusion of serious offenses, combined with dismissals and transfers back to the juvenile justice system, resulted in an imprisonment rate of about seven to nine percent for serious juvenile offenders.

Thomas and Bilchik (1985) examined Dade County, Florida, cases transferred to criminal court jurisdiction in 1981 to see whether juveniles were receiving less than appropriate sanctions or exceedingly harsh adult sanctions. Sixty-five percent of the cases were direct files, 30 percent were judicial waivers, and the remainder were grand jury indictments. Formal charges were filed in 85 percent of these cases. Among these, 90 percent were found guilty. Among those found guilty, 67 were sentenced to a term of imprisonment, the median length of which was 4 years.

The studies conducted to date on transfers of juveniles to criminal courts have produced mixed results. Which transfer mechanisms best assure the public safety and reduce recidivism of young offenders are unclear. It is clear, however, from this review that we do not have research based on current data on what is happening in relation to the transfer of juveniles to criminal courts to be able to formulate policies in this area. Nevertheless, States are experimenting with a variety of methods of transfer and sentencing of juvenile offenders in the criminal court.

Goal: To develop an information base to assist policymakers and legislators in decisionmaking about how juvenile and criminal justice systems can better manage serious, violent, and chronic juvenile offenders.

Objectives:

1. To identify gaps in current knowledge regarding criminal justice system management of serious, violent, and chronic juvenile offenders.
2. To plan multijurisdictional studies of the transfer process and its outcomes, which allow for crossjurisdictional comparisons.
3. To identify the most cost-effective methods of managing serious, violent, and chronic juvenile offenders to ensure the public safety.

Program Strategy: Two awards will be made under this solicitation. The first will compare juvenile and criminal justice system management of juveniles. This comparison might be made, for example, among a State that allows only judicial waiver of juvenile offenders, a State that allows concurrent jurisdiction, and a State that mandates criminal court handling for specified categories of offenders. The comparison would look at variations in treatment of juveniles within those States. The second study will evaluate an innovative system of blending juvenile and criminal justice system approaches in managing dangerous juvenile offenders.

Successful applicants will provide information from their studies to the OJP collaboration team. This team, consisting of OJJDP, the National Institute of Justice (NIJ), and the Bureau of Justice Statistics (BJS), will work collaboratively with interested State and local officials to plan and implement multijurisdictional studies of the transfer process and its outcomes and will design a plan for statistical data collection regarding transfers of juveniles to the criminal justice system.

Products: Products will include a research report providing the first year results and recommending further research.

References:

- Bishop, Donna M., Charles E. Frazier, and John C. Henretta, "Prosecutorial Waiver: Case Study of a Questionable Reform." *Crime and Delinquency* 35:179-201: 1989.
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- Champion, Dean J., "Teenage Felons and Waiver Hearings: Some Recent Trends, 1980-88." *Crime and Delinquency* 35:577-88: 1989.
- Eigen, Joel P., "The Determinants and Impact of Jurisdictional Transfer in Philadelphia." Cited in *Major Issues in Juvenile Justice Information and Training: Readings in Public Policy*, J.C. Hall, D.M. Hamparian, J.M. Pettibone, and J.L. White, eds. Academy for Contemporary Problems, Columbus, OH: 1981.
- Fagan, Jeffrey A. *The Comparative Impacts of Juvenile and Criminal Court Sanctions for Adolescent Felony Offenders. Certainty, Severity, and Effectiveness of Legal Intervention*. National Institute of Justice, Washington, DC: 1991.
- Fagan, Jeffrey A., Martin Forst, and T. Scott Vivona. "Racial Determinants of the Judicial Transfer Decision: Prosecuting Violent Youth in Criminal Court." *Crime and Delinquency* 33:259-86: 1990.
- Greenwood, Peter W., "Differences in Criminal Behavior and Court Responses Among Juvenile and Young Adult Defendants." Cited in *Crime and Justice: An Annual Review of Research*, vol. 7, M. Tonry and N. Morris, eds. University of Chicago Press, Chicago: 1986.
- Hamparian, Donna, Linda Estep, Susan Muntean, Roamon Priestino, Robert Swisher, Paul Wallace, and Joseph White. *Youth in Adult Courts: Between Two Worlds*. U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Washington, DC: 1980.

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 - Houghtalin, Marilyn and G. Larry Mays, "Criminal Dispositions of New Mexico Juveniles Transferred to Adult Court." *Crime and Delinquency* 37:393-407: 1991.
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 - Poulos, Tammy M. and Stan Orchowsky, "Serious Juvenile Offenders: Predicting the Probability of Transfer to Criminal Court." *Crime and Delinquency* 40:3-17: 1994.
 - Rudman, Cary, Eliot Hartstone, Jeffrey Fagan, and Melinda Moore, "Violent Youth in Adult Court: Process and Punishment." *Crime and Delinquency* 32:75-96: 1986.
 - Singer, Simon I. *The Case Processing of Juvenile Offenders in Criminal Court and Legislative Waiver in New York State*. Report to the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Washington, DC: 1994.
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 - Thomas, Charles W. and Shay Bilchik. "Prosecuting Juveniles in Criminal Courts: A Legal and Empirical Analysis." *The Journal of Criminal Law and Criminology* 76:439-79: 1985.
 - White, Joseph. *The Comparative Dispositions Study*. Report to the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Washington, DC: 1985.

Eligibility Requirements: OJJDP invites applications from public and private agencies, organizations, and institutions. Private for-profit organizations must waive any fee or profit to be eligible.

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this publication.

Award Period: Two awards will be made under this program, each for a project period of 12 months. Additional funding beyond the initial project period is dependent upon grantee performance, the availability of funds, and OJJDP priorities.

Award Amount: A total of \$275,000 is available for this program. Two awards will be made. A maximum of \$150,000 for any one award will be made for the conduct of these studies.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on July 20, 1995.

Contact: For further information, contact Barbara Allen-Hagen, Program Manager, Research and Program Development Division, (202) 307-5929.

Gangs, Groups, Individuals, and Violence Intervention

Purpose: To conduct a systematic review, assessment, and synthesis of existing research and program evaluations on serious, violent, and chronic juvenile offenders, with a particular focus on gang-involved youth.

Background: This program implements Part D, Sections 281, 282, and 283 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. OJJDP has developed a *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* that outlines prevention and intervention strategies and treatment programs designed to reduce juvenile offending (Wilson and Howell, 1993). In fiscal year 1994, the National Council on Crime and Delinquency and Developmental and Research Programs, Inc., began a nationwide review to identify effective and promising programs for serious, violent, and chronic juvenile offenders consistent with the *Comprehensive Strategy*. The products of this review will be published in late May 1995 by OJJDP in a *Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* (Howell, forthcoming).

To further refine the *Comprehensive Strategy*, additional review of research and treatment programs is needed. Although the accumulated body of knowledge contained in the *Comprehensive Strategy* and the *Guide* provides a blueprint for successful delinquency prevention, intervention, and graduated sanctions, additional knowledge can be synthesized to guide even more effective interventions.

First, a review and synthesis of empirical research on the causes and correlates of serious, violent, and chronic juvenile offending is needed to identify key points in the development of juvenile offending careers. This review would be guided by a criminal career model consisting of onset, acceleration, maintenance, and desistance elements, and would identify major age-based transitions in juvenile offending careers.

Particular attention must be given to the contribution gang participation makes to violent and chronic juvenile offending. Several studies have documented an increase in serious and violent offending by juveniles when they are members of gangs (Esbensen and Huizinga, 1993; Rand, 1987; Tracy, 1987; Thornberry et al., 1993). However, we lack a clear understanding of the relationship between gang participation and serious, violent, and chronic juvenile offending careers and adult criminal careers.

Second, further review of effective intervention and treatment programs is needed to determine the most propitious intervention points in the juvenile justice system process and the most effective intervention strategies for juveniles at varying ages. This review would be guided by a juvenile justice system model, including other systems that are pertinent to early intervention and treatment, such as the school, mental health, and child and family welfare systems.

Third, these reviews must be linked to determine which programs work best, whom they should target, and under what conditions they are most effective.

Fourth, policy and program implications for OJJDP's *Comprehensive Strategy* must be drawn.

Goal: To refine OJJDP's *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* by identifying which programs work best, whom they should target, and under what conditions they are most effective.

Objectives:

1. To review and synthesize empirical research on the causes and correlates of serious, violent, and chronic juvenile offending.
2. To review effective intervention and treatment programs to determine the most propitious intervention points in the juvenile justice system process, and to identify the most effective intervention strategies for juveniles at varying ages.

3. To specify the target groups for whom specific program types are most effective, the intervention points in the juvenile justice system at which programs are most effective, and the intervention points in the development of serious, violent, and chronic juvenile offender careers at which programs will have the greatest impact.
4. To delineate policy and program implications for OJJDP's *Comprehensive Strategy*.

Program Strategy: A study group shall be convened by the grantee to carry out the above reviews. Members of the study group will be responsible for guiding and participating in the overall conduct of the reviews. Review papers may be commissioned, including meta-analyses, to summarize the state-of-the-art in each review area. The grantee will be responsible for the final product.

OJP Program Coordination: The results of this program will be of interest to other OJP agencies addressing serious, violent, and chronic offender careers. The results also will be shared with NIJ through the interagency coordination mechanism established by OJJDP and NIJ, and with the OJP Gangs Working Group.

Products:

1. Three interim products will be produced:
 - a. A synthesis of empirical research on the causes and correlates of juvenile offending, including a focus on serious, violent, and chronic offenders.
 - b. Advantageous intervention points in the juvenile justice system in the careers of juvenile offenders, including a focus on serious, violent and chronic offenders.
 - c. What works best for juvenile offenders, and under what conditions, including serious, violent, and chronic offenders.
2. The final product will include the interim products above as well as delineation of policy and program implications for OJJDP's *Comprehensive Strategy*.

References:

- Esbensen, Finn-Aage, and David Huizinga, "Gangs, Drugs, and Delinquency in a Survey of Urban Youth." *Criminology* 31:565-89, 1993.
- Howell, James C., Ed. *Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders*. Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC: Forthcoming.
- Rand, Alice, "Transitional Life Events and Desistence from Delinquency and Crime." In *From Boy to Man, From Delinquency to Crime*, M.E. Wolfgang, T. Thornberry, and R. Figlio, eds. University of Chicago Press, Chicago: 1987.
- Thornberry, Terence P., Marvin D. Krohn, Alan J. Lizotte and Deborah Chard-Wierschem, "The Role of Juvenile Gangs in Facilitating Delinquent Behavior." *Journal of Research in Crime and Delinquency* 30:55-87, 1993.
- Tracy, Paul E., "Race and Class Differences in Official and Self-Reported Delinquency." In *From Boy to Man, From Delinquency to Crime*, M.E. Wolfgang, T. Thornberry, and R. Figlio, eds. University of Chicago Press, Chicago: 1987.
- Wilson, John J., and James C. Howell. *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders*. Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC: 1993.

Eligibility Requirements: Applications are invited from public and private agencies, organizations, and institutions. Private for-profit organizations must waive any fee or profit to be eligible.

Selection Criteria: Applicants will be evaluated according to the selection criteria outlined in the Application and Administrative Requirements section of this publication.

Award Period: OJJDP will award a single grant for a period of 12 months. No additional funding is anticipated.

Award Amount: The amount of the award is not to exceed \$250,000.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on July 11, 1995.

Contact: For further information, contact Joan Hurley, Acting Director, Research and Program Development Division, (202) 307-5929.

Delinquency Prevention

Innovative Approaches in Law-Related Education

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

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

Although OJJDP and the U.S. Department of Education have provided substantial Federal assistance for LRE, many imaginative and innovative LRE teaching approaches have not had the opportunity to be demonstrated. Through this program, OJJDP seeks innovative proposals that address efforts to prevent delinquency through the delivery of innovative LRE services by both researchers and practitioners.

Goal: To support projects that advance the practices of law-related education and that support the prevention of delinquency in or out of the classroom.

Objectives:

1. To promote and support innovative research, development, demonstration, or training programs in law-related education.
2. To develop new techniques or methods for delivery of LRE and to encourage new approaches for focusing LRE on delinquency prevention in a range of youth services settings.

Program Strategy: OJJDP solicits concept papers that address the goals and objectives of this competitive program. OJJDP will select the most promising concept papers submitted and invite full applications for those ideas most relevant to the delivery of LRE in support of delinquency prevention. A mandated program strategy is not stated. However, certain elements must be included in the proposal's project design to meet the objectives of this solicitation.

- Extensive interaction among students/participants.
- Realistic content that includes balanced treatment of case studies and issues.
- Use of outside resource persons.
- Strong support from educators.
- The inclusion or development of curriculums that take into account the comprehension levels of youth involved, including a range of innovative teaching aids (e.g., the curriculum may be presented using the latest technological tools).

The second mandatory element is a written statement that the grantee will work cooperatively with other LRE grantees in this program, including the five OJJDP grantees that make up the National Training and Dissemination Program, Youth for Justice. They include: American Bar Association; Center for Civic Education; Constitutional Rights Foundation; National Institute for Citizen Education in the Law; and Phi Alpha Delta national legal fraternity.

Products: Grantees must submit written products documenting their activity to OJJDP. Depending on the project activity, these products could include:

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

Concept Papers: Interested, eligible parties should submit a concept paper of no more than five 8 1/2- by 11-inch double-spaced, type-written pages in standard 10 or 12 point font on one side of the paper. The concept paper must address the goals and objectives of this program, as stated above. OJJDP will select the most promising ideas submitted and invite full applications. Concept papers will be judged by the relevance of the proposed approach to delinquency prevention, a determination of their uniqueness (i.e., an innovative approach in terms of method(s), audience, and curriculum content), and the proposed project design. Parties that are not selected will be notified in writing.

Eligibility Requirements: Concept papers are invited from public and private nonprofit agencies, institutions and organizations that can demonstrate experience in LRE and the capability to undertake activities related to this solicitation. Pursuant to Section 299(e) of the JJDP Act, the five grantees currently awarded OJJDP funds for the Youth for Justice Program are ineligible for these funds. In addition, prior grantees awarded funds under this initiative are ineligible to receive funds to continue the same approach.

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

✓ ***Problem(s) To Be Addressed. (15 Points)***

Applicants must clearly state the problem addressed by the project and the issues relevant to current LRE practices and OJJDP priorities in delinquency prevention.

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

Applicants must provide succinct statements that demonstrate an understanding of the objectives and tasks associated with the project. Objectives must be clear and measurable.

✓ ***Project Design. (25 Points)***

Applicants must present a project design that is sound and constitutes an effective approach to meeting the goals and objectives of this program. The design must include a detailed workplan with timelines for each significant goal and program elements that are directly linked to the achievement of the project.

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

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

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

Applicants must document evidence of their ability to conduct the project successfully. Organizational experience with youth in the juvenile justice system and LRE is highly recommended. Key project staff must have significant experience in the subject areas addressed in this announcement. Staff resumes should be attached.

✓ **Budget. (15 Points)**

Applicants must provide a budget that is reasonable, allowable, and cost-effective in relation to the activities proposed.

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

Award Amount: A total of \$600,000 is available for up to six projects to be funded under this program. Individual applications may not exceed \$150,000.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Dates: Applicants are responsible for insuring that the original and four copies of their concept paper package is received by close of business (5 p.m. e.d.t.) on June 20, 1995. OJJDP will review the concept papers and invite selected applicants to submit full applications for competitive award. OJJDP will notify applicants in writing within 21 days after the concept paper submission deadline date. The original and five copies of full applications must be received by mail or delivered within 45 days of the date of the written notification.

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

Pathways to Success

Purpose: To prevent juvenile delinquency and other behavior problems related to delinquency through the implementation and promotion of vocational skills, entrepreneurship, recreation, and arts education programs during nonschool hours (including weekends) and in the summer.

Background: This program implements Section 261(a)(5) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, and is jointly funded by OJJDP, the Bureau of Justice Assistance, and the National Endowment for the Arts.

Mortimer (1994) reports that adolescents are at greater risk today, and that more adolescents are experimenting with drugs at younger ages, especially before age 15. Seventy-seven percent of eighth graders report having used alcohol, and 27 percent report having five or more drinks on one occasion within a 2-week period. Adolescents are sexually active at younger ages with about 30 percent reporting sexual intercourse by age 15 and 60 percent reporting that they did not use any contraception at first intercourse. The percentage of births to unmarried adolescent girls has risen from 14 percent in 1940 to 69 percent in 1991. Similarly, suicide rates have increased 75 percent among 10-14 year olds and 34½ percent among 15-19 year olds between 1979 and 1988. Additionally, the school dropout rate for our youth is among the highest in all industrialized nations and is particularly acute among African-Americans, Native Americans, and Latino-Americans living in poverty.

Studies about young adolescents' use of time show that 20 million youth spend 40 percent of their waking hours outside school (Mortimer, 1994). These out-of-school hours present both risk and opportunity. However, the Carnegie study points out that time spent alone is not the crucial contributor to high risk, but, in fact, it is what youth do during that time and where and with whom that leads to positive or negative consequences.

Vocational skills, entrepreneurship, recreation, and arts education programs during nonschool hours offer many opportunities for youth to socialize with peers and adults, to gain knowledge and skills that provide pathways to success, to contribute to the community, to belong to a valued group, and to feel competent (Mortimer, 1994).

These programs provide learning opportunities that replace destructive alternatives and create a climate of high expectations and respect for quality and work. These programs can also provide opportunities for parental involvement and linkages to other community resources.

Additionally, these alternative learning methods benefit youth who have difficulty learning by traditional methods and provide opportunities for them to gain hands-on practice of the theories and information learned in the school setting. Similarly, summer programs can extend learning from the school year to increase knowledge retention.

Extensive research shows that when youth are provided with safe places to engage in meaningful activities and opportunities to spend time with adults learning a variety of job oriented and social skills, students begin to see potential within themselves, understand the importance of completing their education, and make connections in the community as they become productive citizens. Several studies have suggested that programs designed to change the roles of at-risk youth in the community and increase their motivation toward prosocial behavior can be at least moderately effective in reducing serious antisocial behavior. A critical aspect of the effectiveness of such interventions seems to be that they are provided as part of a larger scale focus that promotes community development (Tolan and Guerra, 1994).

Goal: To prevent juvenile delinquency and other behavior problems such as substance abuse, teen pregnancy, school dropout, and violence, by providing opportunities for juveniles to gain skills that provide them with pathways to be successful academically and vocationally.

Objectives:

1. To provide at-risk juveniles with a variety of age-appropriate programs in the vocational, entrepreneurship, recreation, and arts education fields that allow them to build on existing strengths and develop new skills.
2. To provide and promote coordinated, collaborative prevention efforts that target at-risk youth.

Program Strategy: OJJDP invites applications from public and private nonprofit community-based agencies, institutions and organizations that have or are developing comprehensive, collaborative, and coordinated strategies for afterschool, weekend, and summer programs in vocational training, entrepreneurship, recreation, and arts education. Prospective applicants are not required to cover the full year or the full range of programs, but may do so if they wish. Examples of programs include arts education projects such as murals or mosaic structures as part of a community beautification effort; live theater performance focusing on conflict resolution skills; computer graphics; and working with youth to develop business plans to market products they have created or skills they have developed, such as carpentry or landscaping.

Program designs should provide an additional link to existing community services and should address as many needs and strengths as possible. When linked to existing programs and activities, the proposed activities should contribute to the development of a service continuum or continuum of care for youth at risk of delinquency. Applicants are given broad flexibility to design a program most relevant and needed for their community.

Applicants must describe their strategy for establishing or expanding an afterschool, weekend, and/or summer program for at-risk youth ages 6–18. However, the program should be age-appropriate and does not need to serve the full age-range.

- The identified target population, including age, gender, ethnicity, and characteristics that indicate risk, should be clearly defined.

- A comprehensive strategy designed to reduce risks and build protective factors in the lives of at risk youth through one or more of the following areas: vocational skills training, entrepreneurship, recreation, and arts education should be identified. The strategy should also include a vision statement with identified goals and objectives. Objectives should be quantified and measurable.
- Applicants should provide clear evidence that proposed activities are appropriate for the targeted population. The program design must be culturally relevant to the target community, and activities should be integrated into and utilize the community as much as possible, including meaningful parent involvement.
- Commitments to collaborate by leveraging funds, in-kind services, equipment, or other resources should be described, and evidence of collaboration and commitment, particularly through the inclusion of written documentation, should be provided.
- A lasting benefit to the community and the youth who participate should be identified and described (i.e., activities that will last beyond the program funding cycle and will contribute to the community and/or provide skills to youth).
- Plans should be described to sustain the program beyond the funding cycle by leveraging resources, demonstrating an ability to access additional funding, and/or adoption into an existing community program that can maintain the afterschool, weekend, and summer programs' missions.
- An evaluation should be in place, including quantitative outcomes and performance measures that will enable the applicant to measure progress toward the outcomes, and data collection mechanisms for gathering pre- and post-data, school achievement and attendance data, probation reports or other relevant indicators.

References:

- Development Research and Programs, Inc., "Communities That Care: Risk-Focused Prevention Using the Social Development Strategy." Seattle, WA: 1993. [Available from the Juvenile Justice Clearinghouse, 1-800-638-8736].
- Mortimer, Allyn M., "Consultation on Afterschool Programs." Carnegie Corporation, NY: 1994.
- National Center for Injury Prevention and Control, "The Prevention of Youth Violence: A Framework for Community Action." Centers for Disease Control and Prevention, Atlanta, GA: 1993.
- National Commission on Children. *Beyond Rhetoric: A New American Agenda for Children and Families*. U.S Government Printing Office, Washington, DC: 1993.
- Schorr, L. *Within Our Reach: Breaking the Cycle of Disadvantage*. Doubleday Press, New York, NY: 1989.
- Tolan, P. and Guerra, N., "What Works in Reducing Adolescent Violence: An Empirical Review of the Field." The Center for the Study and Prevention of Violence, University of Colorado, Boulder, CO: July 1994.

Concept Papers: Interested, eligible parties should submit a concept paper of no more than five 8 1/2- by 11-inch double-spaced, type-written pages in a standard 10 or 12 point font on one side of the paper. Applicants may submit materials in the appendixes that demonstrate a capacity to carry out the scope of work described. The concept paper must address the goals and objectives of this program, as stated above. OJJDP will select the most promising ideas submitted and invite up to 15 full applications. Parties not selected will be notified in writing.

Concept papers will be judged on the proposed approach's relevance to delinquency prevention, uniqueness, innovativeness, and the quality of proposed project design. Concept papers will also be judged on organizational capacity, the applicant's ability to coordinate and leverage resources and existing services in the community, and sustain the project beyond the limit of this solicitation. Selection criteria for concept papers also includes the selection criteria described below for full applications. However, the level of detail should be appropriately modified to meet the page limit requirement set forth above.

Eligibility Requirements: OJJDP invites concept papers from public and private nonprofit agencies, organizations, institutions, and individuals who can demonstrate the experience and capability to undertake activities related to this solicitation. Those submitting concept papers must demonstrate current coordinated and collaborative efforts related to the project or a strong written commitment to collaborate for purposes of this solicitation. Examples of this commitment and strong evidence of partnership and collaboration might include a chart of program resources listing the amount of funds being committed, the purpose of the commitment, the duration of the commitment, memorandum of understanding, or other formal partnership commitments. These materials should be submitted as appendixes.

Selection Criteria: As noted above, OJJDP will invite up to 15 full applications from those submitting the most promising concept papers. Full applications will be rated by a peer review panel based on the extent to which applications meet the following criteria.

✓ ***Problem(s) To Be Addressed. (20 points)***

Applicants must provide a clear description of a risk-focused community assessment that also addresses community strengths.

✓ ***Goals and Objectives. (20 points)***

Applicants must provide succinct statements demonstrating an understanding of the goals, objectives, and tasks associated with the project. Objectives must be quantifiable and measurable. Applicants must convey a clear understanding of the purpose, work, and expected results of the project.

✓ ***Project Design. (20 points)***

Applicants must clearly describe program activities that are culturally relevant and engage both community and parent participation. Establishment or existence of evaluation infrastructure should be clearly demonstrated, including products such as data collection tools. The project design must clearly relate to the goals and objectives for this project and contain elements that are clearly linked to the successful implementation of the project.

✓ ***Project Management. (15 points)***

In addition to the basic project management structure, applicants should specifically describe coordination and collaboration efforts related to the project. Preference points will be given to those applicants that can clearly demonstrate existing efforts through memoranda of understanding, interagency agreements, coordination meeting minutes, letters of commitment with specified arrangements, and other formal commitments of bona fide partnership (e.g., collapsed funding streams, wrap-around services, multiservice centers, and procedures for service coordination). These documents may be attached as appendixes. However, the collaborative relationship must be clearly described within the application.

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

In addition to describing and demonstrating organizational capability, applicants must address the capability to access additional funds as well as plans for sustaining the program beyond the funding cycle for this project. Staff resumes should be attached.

✓ ***Budget. (10 points)***

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost-effective for the activities to be undertaken. Preference points will be given to applicants who demonstrate that grant funds will be leveraged for the purpose of this project including the specification of firm dollar commitments and/or in-kind resources.

Applications are limited to no more than 25 doubled-spaced pages in standard 10 or 12 point font. Applicants are not required to count Federal application forms as part of the 25-page maximum. However, all six of the selection criteria must be addressed within the 25-page proposal. Applicants may submit examples, such as work products, job descriptions, and brochures, to demonstrate a capacity to carry out the scope of work described in this solicitation in appendixes. Applicants are also encouraged to submit materials in the appendixes that demonstrate active and existing collaboration activity as well as firm letters of commitment with specified in-kind and dollar amounts of contribution.

Award Period: The project period will be 24 months.

Award Amount: A total of \$250,000 is available for an initial 12-month budget period for up to five projects to be selected for grant awards under this program. At least one of the funded applications will be an arts education project. Individual application budgets may not exceed \$50,000 for each 12-month budget period. Second year funding is dependent upon grantee performance, availability of funds, and other criteria established at the time of award.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Dates: Applicants are responsible for insuring that the original and four copies their concept paper package is received by close of business (5 p.m. e.d.t.) on June 20, 1995. OJJDP will review the concept papers and invite selected applicants to submit full applications for competitive award. OJJDP will notify applicants in writing within 21 days after the concept paper submission deadline date. The original and five copies of full applications must be received by mail or delivered within 45 days of the date of the written notification.

Contact: For further information, contact Kristen Kracke, Program Manager, Special Emphasis Division, (202) 307-5914.

Training and Technical Assistance for Family Strengthening Programs

Purpose: To provide training and technical assistance (TA) to public and private nonprofit agencies, institutions and organizations in order to implement or improve family strengthening program models as part of community-wide efforts to prevent delinquency and reduce violence.

Background: This project implements Section 244 of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, which authorizes the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to provide training and TA to support delinquency prevention programs. Current research links family malfunctioning and inadequacies to juvenile delinquency. The evidence suggests that programs with a family focus impact positively on preventive or rehabilitative efforts directed at individual youth (McMahon, 1987). An effective family strengthening program provides intervention, working with a child and parent caretaker and/or other family members, to reduce risk and/or increase protective factors for problem behaviors (Kumpfer, 1993).

A great need exists for additional and more effective family strengthening programs throughout the country. To meet this need, program expansion and improvement requires personnel training in program service skills and expert assistance with program development and operation. OJJDP seeks to develop the family strengthening program area as part of improving the juvenile justice and youth services delivery systems.

In order to ensure optimum success of the family strengthening programs to be developed or enhanced under this project, training and TA resources will provide local program support as a part of communitywide efforts to prevent delinquency and reduce violence. To maximize program success, training and TA will be offered in several selected, effective family strengthening program models for programs identifying unique youth/family problems. These models may encompass family preservation, family skills training, crisis intervention, family therapy, parent training, and/or other program components (see OJJDP publication, *Strengthening America's Families: Promising Parenting Strategies for Delinquency Prevention*, Kumpfer, 1993; also see, OJJDP Summary, *Family Life, Delinquency, and Crime: A Policy Maker's Guide*, Wright and Wright, 1994).

This program is a result of OJJDP's interest in advancing a comprehensive national strategy to prevent juvenile delinquency and youth violence. This strategy is characterized by cooperative efforts among government agencies to support children and families and by partnerships developed with local communities to further these endeavors.

OJJDP intends to fund an organization or collaboration of organizations with experience in family support and strengthening interventions and expertise in delivery of training and TA to culturally diverse, multi-problem families and communities.

Goal: To reduce juvenile delinquency through the support of programs that strengthen and support families of juveniles at-risk of violence and delinquency.

Objectives:

1. To examine existing research literature on family strengthening program models currently operating in the field, and to select the most effective for replication in other jurisdictions.
2. To examine family strengthening program models currently operating in the field, to review existing evaluation data regarding these models, and to select the most effective as appropriate for incorporation in other jurisdictions.
3. To prepare training and TA manuals and reference materials for family strengthening program development and improvement.
4. To provide training and TA for family strengthening program model development and improvement at selected program sites.
5. To collect and maintain necessary data for program evaluation and management purposes.

Program Strategy: This is a 3-year program. In accordance with the goal and objectives of this project, during the first year, the grantee will review and assess viable family strengthening program models, assist OJJDP in the selection of the most promising of these models, and make available training and TA to communities interested in enhancing or implementing one or more selected family strengthening models. Concurrently, the grantee will assess training and TA needs and prepare appropriate training curriculums and TA materials. During the second and third years, the grantee will complete and update program materials and present training and TA programs required to implement new programs or to improve existing family strengthening programs at the selected TA and training sites. The grantee will also collect and maintain data (pertaining to training and TA utilization by program personnel at the sites) geared toward production of a final project report outlining the results of the 3-year training and TA effort.

Products: The grantee will provide written materials as follows:

1. An assessment report, including recommendations to OJJDP, describing the most effective family strengthening program models and listing the particular models recommended for support under this project.
2. A marketing strategy and a plan for delivery of training and TA services requested under this project.

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3. Training and TA curriculums/manuals and reference materials required for program implementation under this project. Applicants should address the marketing of these services and a plan for selecting sites.
 4. A final project report describing the results of the 3-year training and TA program.
 5. Any additional materials agreed upon by the grantee and OJJDP as necessary for accomplishment of the goal and objectives of the project.

Eligibility Requirements: Applications are invited from public and private agencies, institutions and organizations that can demonstrate experience and capability in training and technical assistance methodologies in the area of family strengthening and a sensitivity to the socioeconomic factors that impact the functioning of families. Private for-profit organizations must waive any profit or fee to be eligible for this program.

Selection Criteria: A peer review panel will rate applications according to the following criteria:

✓ ***Problem(s) To Be Addressed. (20 points)***

Applicants must concisely describe the problem(s) to be addressed and convey a clear understanding of the purposes, work requirements, and expected results of the project. In particular, the applicant must indicate an understanding of specific program models, family strengthening program issues, and the training and TA appropriate for the development, implementation, or improvement of such programs.

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

Applicants must clearly define the goals and objectives of the project, expressing them in operational terms consistent with the requirements described in the applicant's response to the statement of the problem in the previous section.

✓ ***Project Design. (20 points)***

Applicants must relate the merits of the approach proposed in their application to Department of Justice goals and objectives for this project and explain how theirs constitutes a sound and effective approach. The application must describe a project design, including the operating plan, staffing, timelines, performance schedules, expected accomplishments, and products.

✓ ***Project Management. (20 points)***

The project's management structure and staffing must be adequate and appropriate for the successful implementation of the project. Key staff should have significant experience with family strengthening programs, training and TA, project management, and other requirements of the project. Staff resumes should be attached.

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

The applicant organization's ability to conduct the project successfully must be clearly documented in the application. The documentation must include organizational experience in family strengthening and support program models serving diverse populations living in multi-problem communities, as well as expertise in training and TA.

✓ ***Budget. (10 points)***

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost-effective in relation to the activities to be undertaken.

Award Period: The initial cooperative agreement award to the competitively selected grantee in this project will be for a 12-month budget period within a 36-month project period. Subsequent awards will be made annually for each of two additional 12-month budget periods.

Award Amount: The award for the first 12-month budget period will be up to \$250,000. Similar amounts are projected for each of the two subsequent 12-month budget periods. Future awards will be based on grantee performance, availability of funds, and other criteria established at the time of award.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on June 30, 1995.

Contact: For further information, contact Robin Delany-Shabazz, Program Manager, (202) 307-9963.

Youth Centered Conflict Resolution

Purpose: To promote the use of conflict resolution and peer mediation in the Nation's public schools, communities, and juvenile justice institutions as a basic skill, much the same as reading and arithmetic are viewed. A primary means of achieving this will be the development and implementation of four regional technical assistance workshops on the use of *Conflict Resolution Programs in Schools: A Guide to Program Selection and Implementation*, a forthcoming collaborative publication from the U.S. Departments of Justice and Education that offers information on the benefits of conflict resolution and how it can be designed and successfully implemented in a school setting. These workshops will be followed by delivery of technical assistance (TA) to agencies and organizations interested in implementing one or more conflict resolution models.

Background: This program implements Section 244(3) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

During the past 10 years, the Nation's schools have faced increased problems affecting their responsibility to educate our youth and to guide them away from crime, violence, drug and alcohol abuse, and gang involvement. Models of physical aggression and violence are readily available to youth through television, movies, music, and literature aimed specifically at them. These models are erroneously emulated by youth as appropriate methods for resolving conflict and interpersonal problems. Increasingly, the use of weapons is also seen as a means to resolve conflict. In the absence of community expectations, orientation, and skills in appropriate approaches to resolving conflict, youth are limited with respect to making constructive behavioral choices.

Research has shown that prevention strategies involving communities, schools, parents, and youth are effective in reducing juvenile delinquency and violence. According to researchers (Hawkins and Catalano, 1992 and Werner, 1987), youth who possess certain traits are resilient to those factors or causes that promote aggressiveness and deviancy. These protective factors include empathy, effective communication skills, flexibility, ability to respond constructively to change, nonviolent problem solving skills, a positive view of the future, and, most importantly, healthy bonding to individuals and social groups in the community.

The Departments of Education and Justice agree that many public school curriculums do not adequately provide for the systematic development of problem-solving and conflict-resolution skills. Inclusion of problem solving skills in school curriculums and community-based child and youth development programs can provide a continuum of problem-solving skills and approaches to enhance school discipline, to reduce violence among youth in the community, and to lead youth to improved functioning as adults. It is envisioned that exposure to comprehensive school or community-based conflict resolution programs will help youth enhance resiliency factors. Very few youth are currently receiving such assistance.

The Departments of Education and Justice have collaborated to develop a national strategy for broad based education, training, and utilization of conflict resolution skills. In support of this endeavor, *Conflict Resolution Programs in Schools: A Guide to Program Selection and Implementation*, a joint publication is currently being finalized by these Federal agencies and will be available in the fall of 1995. An outline of this document is currently available from the Juvenile Justice Clearinghouse at (800) 638-8736.

Goal: To integrate conflict resolution principles and skills development into all levels of educational curricula in the Nation's schools in order to increase the use of youth centered conflict resolution in schools, community-based youth service organizations, and juvenile facilities.

Objectives:

1. To develop and implement a national dissemination and information campaign for *Conflict Resolution Programs in Schools: A Guide to Program Selection and Implementation*.
2. To develop a plan to provide broad-based participation in the proposed TA workshops among schools, community agencies, and others.
3. To conduct four regional TA workshops on the use of *Conflict Resolution Programs in Schools: A Guide to Program Selection and Implementation*.

Program Strategy: OJJDP is soliciting innovative proposals for this competitive program. It is OJJDP's intention to fund one project comprising a consortium of conflict resolution providers to collectively address the entire spectrum of objectives previously noted. A specific project design is not mandated. Applicants are encouraged to submit creative proposals addressing how they would achieve the goals and objectives in a manner that will attract the most interest and participation of the target groups and provide training and TA in a dynamic manner, imparting subject matter to participants effectively.

Reference:

- Office of Juvenile Justice and Delinquency Prevention. *Conflict Resolution Programs in Schools: A Guide to Program Selection and Implementation*. U.S. Departments of Justice and Education. Washington, DC: forthcoming. [Available at no charge from the Juvenile Justice Clearinghouse at (800) 638-8736 in the fall of 1995.]

Eligibility Requirements: OJJDP invites applications from public agencies and private nonprofit agencies, institutions and organizations that can demonstrate expertise and experience in conflict/dispute resolution and the capability to undertake activities related to the objectives previously noted.

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

✓ **Problem(s) To Be Addressed. (15 Points)**

Applicants must clearly state the problem(s) to be addressed by the project and show a clear understanding of the nature and scope of problems and issues related to providing training and TA in conflict resolution or peer mediation to schools, community-based youth serving organizations, and juvenile justice correctional facilities.

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

Applicants must provide succinct statements demonstrating an understanding of the objectives and tasks associated with the program.

✓ **Project Design. (25 Points)**

Applicants must provide a sound project design that constitutes an effective approach to meet the Department of Justice goals and objectives for this project. The design must include a detailed workplan with time-lines for each significant milestone in the project. The program design must contain program elements that are directly and clearly linked to successful implementation of the project.

✓ **Project Management. (10 Points)**

The project's management structure and staffing must be adequate and appropriate for the successful implementation and completion of the project. The management plan describes a system whereby logistical activities are handled in the most efficient and cost-effective way.

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

The applicant organization's ability to conduct the project successfully must be documented. Organization or experience with adult education and training is highly recommended. Key project staff must have significant experience in conflict resolution or peer mediation. Copies of staff resumes should be attached.

✓ **Budget. (15 Points)**

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost-effective in relation to the activities to be undertaken.

Award Period: One award will be made under this program for a 12-month project period. Additional funding beyond the initial project period for site specific training and TA and the development and use of additional training tools is dependent upon grantee performance, the availability of funds, and OJJDP priorities.

Award Amount: A total of \$200,000 is available for one grant to be awarded under this solicitation.

Delivery Instructions: All application packages should be mailed or delivered to the Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 3K, Rockville, MD 20850. *Note: In the lower left hand corner of the envelope, you must clearly mark the name of the program to which you are applying and the name of the program contact person contained in this solicitation.*

Due Date: Applicants are responsible for insuring that the original and five copies of their application packages are received by close of business (5 p.m. e.d.t.) on July 5, 1995.

Contact: For further information, contact Robin Delany-Shabazz, Program Manager, (202) 307-9963.

Appendix A.

Application Form and Instructions

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address (give city, county, state, and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

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7. TYPE OF APPLICANT:
☐ New ☐ Continuation ☐ Revision

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

☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration
☐ D. Decrease Duration Other (specify): _____
7. TYPE OF APPLICANT: (enter appropriate letter in box)

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

9. NAME OF FEDERAL AGENCY:**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**

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TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):****13. PROPOSED PROJECT:**

Start Date Ending Date

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant

b. Project

15. ESTIMATED FUNDING:

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

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

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

DATE _____

b NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**☐ Yes If "Yes," attach an explanation.☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

INSTRUCTIONS FOR THE SF 424

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

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

BUDGET INFORMATION — Non-Construction Programs

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 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 Fund Needed for Balance of the Project

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

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

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

Section F. Other Budget Information

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

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

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

SPECIAL INSTRUCTIONS

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

INSTRUCTIONS

PROGRAM NARRATIVE

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

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

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

2. RESULTS OR BENEFITS EXPECTED.

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

3. APPROACH.

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

show the schedule of accomplishments and their target dates.

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

4. GEOGRAPHIC LOCATION.

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

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

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

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

ASSURANCES

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

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

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

Juvenile Justice Programs FY 1995

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

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

Application Requirements

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

The major parts of the application are:

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

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

Standard Form 424

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

- Item 1** OJJDP funds cannot be used for construction. Applicants should check "Non-Construction."
- Item 2** Fill in the date the application is sent to OJJDP.
- Item 3** For State organizations that must submit the application to the State Single Point of Contact, fill in the date that the application was sent to that person or organization. (Please note: the identifier boxes next to item 3 are provided for applicant use. They need not be filled in.)
- Item 4** OJJDP will complete this box.
- Item 5** The legal name of the organization refers to the primary organization such as the university or parent organization. The full legal name of the organization must be put in this box. The address of the organization should be put in the address box. The organizational unit is the specific subunit that is applying for funding. Only one person should be named as contact for the project. That person's name and phone number must appear in the appropriate box.
- Item 6** Each employer must have an individual Employer Identification Number from the IRS.
- Item 7** The appropriate letter must be put in the box (not circled, checked, or underlined).
- Item 8** Check the appropriate box. Unless the grant is specifically referred to as a continuation in the solicitation, applicants should check "NEW."
- Item 9** Type in "Office of Juvenile Justice and Delinquency Prevention."
- Item 10** Use the *Catalog of Federal Domestic Assistance* number and title of the program under which assistance is requested.
- Item 11** The title of the grant being applied for exactly as it appears in the solicitation.
- Item 12** Be specific in naming the areas affected.
- Item 13** Fill in the expected project dates. The specific dates can change.
- Item 14** Self-explanatory. Be specific.
- Item 15** Line (a) should contain the amount of requested Federal assistance. The remaining lines should be filled out as needed. Line (g) must be filled in.
- Item 16** Executive Order 12372 requires that each State establish a Single Point of Contact between the Federal Government and State governments. If the applicant is a State agency covered by this Executive Order, then the application must be submitted for review to the responsible State agency. Contact OJJDP if there are questions about this requirement.
- Item 17** This item applies only to the organization. Mark as appropriate.
- Item 18** Type the legal name of the individual authorized to represent the organization. This item also requests the title and phone number of this individual. Applications will not be accepted without a signed original.

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

Standard Form 424A

Budget Information

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

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

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

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

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

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

Detailed Budget

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

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

Budget Narrative

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

Program Narrative

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

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

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

Assurances and Certifications

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

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

Checklist for OJJDP Applications

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

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

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

APPLICATION FOR FEDERAL ASSISTANCE

TYPE OF SUBMISSION:

Application

☐ Construction☒ Non-Construction

Preapplication

☐ Construction☐ Non-Construction

2. DATE SUBMITTED

9/01/95

Applicant Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

4. DATE RECEIVED BY FEDERAL AGENCY

Federal Identifier

APPLICANT INFORMATION

a. Name:

Juvenile Justice Center

Organizational Unit:

b. Address (give city, county, state, and zip code):

7200 Lynn Street
Arlington, VA 22201

Name and telephone number of the person to be contacted on matters involving this application (give area code)

Weston Davis
(703) 555-1256

EMPLOYER IDENTIFICATION NUMBER (EIN):

00-9876543

TYPE OF APPLICATION:

☒ New ☐ Continuation ☐ RevisionRevision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award

B. Decrease Award

C. Increase Duration

D. Decrease Duration Other (specify):

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

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):

9. NAME OF FEDERAL AGENCY:

Office of Juvenile Justice and Delinquency
PreventionCATALOG OF FEDERAL DOMESTIC
ASSISTANCE NUMBER:

16-542

TITLE National Institute for Juvenile
Justice and Delinquency Prevention

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Project to Expand and Improve Juvenile
Restitution Program

2. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):

Arlington, VA

3. PROPOSED PROJECT:

Start Date

Ending Date

10/01/95

09/30/96

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant

19

b. Project

19

5. ESTIMATED FUNDING:

Federal \$ 100,000 .00

Applicant \$.00

State \$.00

Local \$.00

Other \$.00

Program Income \$.00

TOTAL \$ 100,000 .00

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

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

DATE

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

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation.☐ NoTO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY
AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative

Hedda Cathmar

b. Title

Executive Director

c. Telephone number

(703) 555-3478

d. Signature of Authorized Representative

e. Date Signed

09/01/95

INSTRUCTIONS FOR THE SF 424

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

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

BUDGET INFORMATION — Non-Construction Programs

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. <u>National Study</u>	16.542	\$	\$	\$100,000	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$100,000	\$	\$

SECTION B — BUDGET CATEGORIES

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

SECTION C - NON-FEDERAL RESOURCES

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

SECTION D - FORECASTED CASH NEEDS

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

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

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

SECTION F - OTHER BUDGET INFORMATION
(Attach additional Sheets if Necessary)

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

Appendix B.

Peer Review Information



Guideline

OJP G 4062.8

October 15, 1990

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (OJJDP)

Subject: PEER REVIEW GUIDELINE

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

Distribution: OJJDP Professional Staff, Peer Reviewers, and by Special Request

Initiated By: Office of Juvenile Justice and Delinquency Prevention

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

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

4. PEER REVIEW POLICY.

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

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

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

5. DEFINITIONS.

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

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

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

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

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

6. PEER REVIEW PROCEDURES.

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

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

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

d. Selection of Peer Review Panels.

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

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

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

7. INTERNAL REVIEW.

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

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

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

8. PEER REVIEW.

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

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

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

9. SELECTION CRITERIA.

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

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

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

10. SCORING OF APPLICATIONS.

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

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

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

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

11. RESULTS OF PEER REVIEW.

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

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

13. CONFLICTS OF INTEREST.

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

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

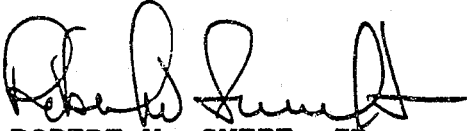
- (1) The peer reviewer has been, or would be, directly involved in the project (e.g., as an advisory board member, a consultant, collaborator, or as a conference speaker whose expenses would be paid from the grant).
 - (2) The peer reviewer is from the same institution or organization as the applicant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

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

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

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

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



ROBERT W. SWEET, JR.
Administrator

Office of Juvenile Justice and Delinquency Prevention

**APPENDIX B. OJJDP COMPETITION AND PEER REVIEW PROCEDURES; FINAL
COMPETITION AND REVIEW REGULATION**

**Registered
Federal Reporter**

Tuesday
September 25, 1990

Part II

**Department of
Justice**

Office of Juvenile Justice and
Delinquency Prevention

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

APPENDIX B. (CONT'D)

39234 Federal Register / Vol. 55, No. 188 / Tuesday, September 25, 1990 / Rules and Regulations

DEPARTMENT OF JUSTICE

Office of Juvenile Justice and
Delinquency Prevention

28 CFR Part 34

OJJDP Competition and Peer Review
Procedures

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

ACTION: Final competition and peer
review regulation.

SUMMARY: The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has revised its competition and peer review regulation, originally published at 50 FR 31361, August 2, 1985, and codified at 28 CFR part 34, to implement the expanded competition and peer review requirements of section 282(d) of the Juvenile Justice and Delinquency Prevention Act of 1974, 42 U.S.C. 5601 *et seq.*, as amended by the Juvenile Justice and Delinquency Prevention Amendments of 1988, subtitle F of title VII of Public Law 100-693, November 18, 1988 (hereinafter "Act"). The regulation governs the award of categorical grant funds under part C—National Programs, of the Act.

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

FOR FURTHER INFORMATION CONTACT: Roberta Dorn, Office of the Administrator, Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, Washington, DC 20531. Telephone: (202) 307-3058.

SUPPLEMENTARY INFORMATION: The following supplementary information is provided.

Background Information

A proposed rule was published in the Federal Register on February 7, 1989, for public comment. No comments were received. This final regulation is essentially the same as the proposed rule. However, the "Peer Review Manual" referenced in the proposed rule is hereinafter known as the "Peer Review Guideline" in conformity with the directives system of the Office of Justice Programs. Copies of "Guideline" are available upon request from the Office of the Administrator, 633 Indiana Avenue, NW., Washington, DC 20531.

This regulation implements the competition and peer review requirements added to OJJDP's categorical assistance programs by the Juvenile Justice and Delinquency Prevention Amendments of 1988, subtitle F of title VII of Public Law 100-693, November 18, 1988. These

amendments consolidated OJJDP's title II categorical programs in part C of the Act. Previously, title II contained different, or had no, competition and peer review requirements for each of the three categorical programs established in parts A, B and C of title II. Now, pursuant to section 282(d), competition and peer review requirements have been standardized for all categorical programs funded under part C—National Programs. The technical assistance and training program authority, which had been in part A, is now incorporated in part C, subpart I. Special Emphasis Prevention and Treatment Programs which had been under part B, subpart II, are now covered under subpart II of part C. The National Institute for Juvenile Justice and Delinquency Prevention programs remain in part C under subpart I. The retitled part C consolidates all these categorical programs, and all part C funds are governed by this revised regulation unless expressly excluded. (See § 34.2.)

Executive Order 12291

This announcement does not constitute a "major" rule as defined by Executive Order 12291 because it does not result in: (a) An effect on the economy of \$100 million or more, (b) a major increase in any costs or prices, or (c) adverse effects on competition, employment, investment, productivity, or innovation among American enterprises.

Regulatory Flexibility Act

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

Paperwork Reduction Act

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

List of Subjects in 28 CFR Part 34

Grant programs, Juvenile delinquency.

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

**PART 34—OJJDP COMPETITION AND
PEER REVIEW PROCEDURES**

Subpart A—Competition

Sec.

34.1 Purpose and applicability.

34.2 Exceptions to applicability.

Sec.

34.3 Selection criteria.

34.4 Additional competitive application requirements and procedures.

Subpart B—Peer Review

34.100 Purpose and applicability.

34.101 Exceptions to applicability.

34.102 Peer review procedures.

34.103 Definition.

34.104 Use of peer review.

34.105 Peer review methods.

34.106 Number of peer reviewers.

34.107 Use of Department of Justice staff.

34.108 Selection of reviewers.

34.109 Qualifications of peer reviewers.

34.110 Management of peer review.

34.111 Compensation.

**Subpart C—Emergency Expedited Review
(Reserved)**

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

Subpart A—Competition

§ 34.1 Purpose and applicability.

(a) This subpart of the regulation implements section 282(d)(1) (A) and (B) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 U.S.C. 5601 *et seq.*). This provision requires that project applications, selected for categorical assistance awards under part C—National Programs shall be selected through a competitive process established by rule by the Administrator, OJJDP. The statute specifies that this process must include announcement in the Federal Register of the availability of funds for assistance programs, the general criteria applicable to the selection of applications for assistance, and a description of the procedures applicable to the submission and review of assistance applications.

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

§ 34.1 Exceptions to applicability.

The following are assistance and procurement contract award situations that OJJDP considers to be outside the scope of the section 282(d)(1) competition requirement:

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

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project is of such outstanding merit, as determined through peer review under subpart B of this part, that an assistance award without competition is justified (section 282(d)(1)(B)(i));

(b) Assistance awards to initially fund or continue training services to be funded under part C, section 244, if the Administrator has made a written determination that the applicant is uniquely qualified to provide proposed training services and other qualified sources are not capable of providing such services (section 282(d)(1)(B)(ii));

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

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

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

(f) Assistance awards from the 5% "set aside" of Special Emphasis funds under section 261(e); and

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

§ 34.3 Selection criteria.

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

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

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

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

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

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

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

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

§ 34.4 Additional competitive application requirements and procedures.

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

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

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

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

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

(e) *Applicant's fiscal integrity.* Applicants must meet OJP standard of fiscal integrity (see OJP M 7100.1C, par. 24 and OJP HB 4500.2B, par. 48 a and b).

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

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

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

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

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

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

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

Subpart B—Peer Review

§ 34.100 Purpose and applicability.

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

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

§ 34.101 Exceptions to applicability.

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

§ 34.102 Peer review procedures.

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

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

§ 34.103 Definition.

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

§ 34.104 Use of peer review.

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

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

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

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

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

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

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

§ 34.105 Peer review methods.

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

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

§ 34.106 Number of peer reviewers.

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

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

§ 34.107 Use of Department of Justice staff.

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

§ 34.108 Selection of reviewers.

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

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

§ 34.109 Qualifications of peer reviewers.

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

(a) Generalized knowledge of juvenile justice or related fields; and
(b) Specialized knowledge in areas or disciplines addressed by the applications to be reviewed under a particular program.

(c) Must not have a conflict of interest (see OJP M7100.1C, par. 94). Additional details concerning peer reviewer qualifications are provided in the OJJDP "Peer Review Guideline".

§ 34.110 Management of peer reviews.

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

§ 34.111 Compensation.

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

Subpart C—Emergency Expedited Review—(Reserved)

Dated: August 29, 1990.

Robert W. Sweet, Jr.,
Administrator, Office of Juvenile Justice and
Delinquency Prevention.

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

Appendix C.

Certifications



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

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

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

1. LOBBYING

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

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

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

Appendix D.

Contact Lists

State Advisory Groups and State Planning Agencies

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

State Advisory Groups (SAGs) responsibilities include advising the Governor and legislature on juvenile justice issues (including compliance with the requirements of the Act), developing a comprehensive State juvenile justice plan, reviewing and awarding grants, and reviewing the progress and accomplishments of programs under their plans.

State Advisory Groups

Alabama

Joseph Thomas, Chair
Alabama State Advisory Group
617 Valley Trail
Warrior, AL 35180
(205) 785-4484 (Office)
(205) 785-4406 (Fax)
(205) 647-4472 (Home)

Alaska

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

American Samoa

The Rev. Fuaifale Faolui, Chair
Criminal Justice Planning Agency
American Samoa Government
Pago Pago, AS 96799
011-684-633-5221/2 (Office)
011-684-633-7552 (Fax)

Arizona

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(602) 252-0003 (Fax)

Arkansas

Kathleen Bird
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Janet Nicholas, Chair
State Advisory Group on Juvenile
Justice and Delinquency Prevention
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(707) 935-0223 (Fax)

Colorado

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

Connecticut

Peggy Perillie, Acting Chair
Connecticut Juvenile Justice Advisory Committee
61 Dogwood Lane
Trumbull, CT 06611

Delaware

Gloria Fine, Chair
P.O. Box 4306
One Wheelock Lane
Wilmington, DE 19087
(302) 428-1500 (Phone)
(302) 428-1501 (Fax)

District of Columbia

Thomas Lewis, Chair
c/o The Fishing School
P.O. Box 60674
Washington, DC 20039
(202) 462-8686 (Office)
(202) 797-2198 (Fax)

Florida

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

Georgia

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

Guam

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

Hawaii

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

Idaho

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

Illinois

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Indiana

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

Iowa

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

Kansas

Sue Lockett, Chair
3751 Worwick Town Road
Topeka, KS 66610
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Kentucky

Rebecca Cleaver, Chair
Jessamine County Middle School
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Nicholasville, KY 40356
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(502) 564-7952 (Fax)

Louisiana

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

Maine

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Massachusetts

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Revere, MA 02151
(617) 284-2853 (Home)

Michigan

Y. Gladys Barsamian, Chair
12457 Woodgate Drive
Plymouth, MI 48170
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(517) 373-7356 (Phone)
(517) 373-6683 (Fax)

Mississippi

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, MS 39202
(601) 359-6762 (Phone)
(601) 359-6764 (Fax)

Missouri

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

Nevada

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

New Hampshire

Jeffrey H. Taylor, Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process

Please address correspondence and questions to:
James E. Bieber
2 Beacon Street
Concord, NH 03301
(603) 271-2155 (Phone)
(603) 271-1728 (Fax)

New Jersey

Gregory W. Adkins, Director
Division of Community Resources
New Jersey Department of Community Affairs

Please direct all correspondence and questions
about intergovernmental review to:
Andrew J. Jaskolka
State Review Process
Division of Community Resources
CN 814, Room 609
Trenton, NJ 08625-0814
(609) 292-9025 (Phone)
(609) 984-0386 (Fax)

New Mexico

Robert Peters
State Budget Division
Room 190, Bataan Memorial Building
Santa Fe, NM 87503
(505) 827-3640 (Phone)

New York

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, NY 12224
(518) 474-1605 (Phone)

North Carolina

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

North Dakota

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

Northern Mariana Islands

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

Ohio

Larry Weaver
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, OH 43266-0411

Please direct correspondence and questions
about intergovernmental review to:

Linda Wise
(614) 466-0698 (Phone)
(614) 466-5400 (Fax)

Puerto Rico

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

Rhode Island

Daniel W. Varin, Associate Director
Department of Administration
Division of Planning
One Capitol Hill, Fourth Floor
Providence, RI 02908-5870
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Please direct correspondence and questions to:
Review Coordinator
Office of Strategic Planning

South Carolina

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

Tennessee

Charles Brown
State Planning Office
500 Charlotte Avenue
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Nashville, TN 37243-0001
(615) 741-1676 (Phone)

Texas

Tom Adams, Director
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P.O. Box 13005
Austin, TX 78711
(512) 463-1771 (Phone)
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Utah

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

Vermont

Nancy McAvoy
Pavilion Office Building
109 State Street
Montpelier, VT 05609
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Virgin Islands

Jose George, Director
Office of Management and Budget
41 Norregade Emancipation Garden Station
Second Floor
Saint Thomas, VI 00802

Please direct questions and correspondence
about intergovernmental review to:

Linda Clarke
(809) 774-0750 (Phone)
(809) 776-0069 (Fax)

West Virginia

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

Wisconsin

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

Wyoming

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

In accordance with Executive Order 12372, "Intergovernmental Review of Federal Programs," this list represents the designated State Single Points of Contact. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alaska; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Virginia; and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

Appendix E.
Excerpts From the
Catalog of Federal Domestic Assistance

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION

16.540 JUVENILE JUSTICE AND DELINQUENCY PREVENTION—ALLOCATION TO STATES

(State Formula Grants)

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

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Section 221-223, Public Law 93-415, as amended; Public Law 94-503, Public Law 95-115, Public Law 96-509, Public Law 98-473, Public Law 100-690, Public Law 102-586, 42 U.S.C. 5601, et seq.

OBJECTIVES: To increase the capacity of State and local governments to support the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: This program, established by the Juvenile Justice and Delinquency Prevention Act of 1974, allocates formula grant funds to States and territories on the basis of their relative population under age 18. The minimum allocation to each State is \$343,658 and to the Territories, Guam, the Virgin Islands, and the Republic of Palau is \$81,219. If the Title II appropriation equal or exceeds \$75 million dollars (other than part D) the minimum allocation is \$400,000 per State and \$100,000 per Territory. State and Territory allocations will be reduced prorata to the extent necessary to ensure that no State receives less than it was allotted in fiscal year 1988. Technical Assistance: Not in excess of two percent of the funds available each fiscal year to Formula Grants is available for grants and contracts with public and private agencies, organizations and individuals to provide assistance to States, units of general local governments, and combinations thereof, and local private agencies to facilitate compliance with Section 223 of the JJDP Act and implementation of the State Plan approved by OJJDP. Technical assistance provided under this provision must be coordinated with the State agencies designated to implement the Formula Grants program. To be eligible, a State must submit a comprehensive plan applicable to a three-year period embodying the purposes of the Act and including provisions that: (1) provide for an advisory group appointed by the chief executive of the State to carry out specified functions and to participate in the development and review of the State's juvenile justice plan; (2) provide within three years of submission of the initial plan that juveniles who are charged with or who have committed offenses that would not be criminal if committed by an adult, or offenses which do not constitute violations of valid court orders or such nonoffenders as dependent and neglected children, are removed from secure juvenile detention and secure correctional facilities; (3) provide that juveniles alleged to be or found to be delinquent and youths within the purview of the deinstitutionalization mandate not be confined or detained in any institution in which they have regular contact with adult persons incarcerated because they have been convicted of a crime or are awaiting trial on criminal charges; and (4) provide that beginning after December 8, 1988 no juvenile shall be detained or confined in any jail or lockup for adults (with specified exceptions). Once the plan is approved, each State determines the specific use of funds. The States are responsible for processing applications for funds and administering funded projects. Two-thirds of funds must be passed through to units of local government, private nonprofit agencies, and Indian Tribes performing law enforcement functions unless a waiver is granted.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The Chief Executive of each State which chooses to apply for a formula grant shall establish or designate a State agency as the sole agency for supervising the preparation and administration of the plan, in accordance with the Juvenile Justice Amendments of 1984. Technical Assistance: Grants and contracts may only be made to agencies, organizations and individuals that have experience in providing technical assistance to State agencies in implementing State plans, and in facilitating compliance with Section 223 of the JJDP Act. (Public Law 98-473).

Beneficiary Eligibility: Units of a State and its local government, public and private organizations, Indian tribes performing law enforcement functions, and agencies involved in juvenile delinquency prevention, treatment, and rehabilitation.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The standard application forms as furnished by the Federal agency, in accordance with 28 CFR, Part 66 (Common Rule), must be used for this program. An environmental impact assessment is necessary for this program to determine if an environmental impact statement is required. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: The Juvenile Justice and Delinquency Prevention Formula Grant Plan is submitted to the Office of Juvenile Justice and Delinquency (OJJDP) following pre-established criteria. Refer to Section on Regulations, Guidelines and Literature. This program is excluded from coverage under OMB Circular No. A-110. Technical Assistance applications are solicited through standard government procurement procedures. Technical Assistance contracts are subject to the provisions of OMB Circular Nos. A-87, A-21, and A-122.

Award Procedure: Letter to Governor and designated State agency Director upon approval by OJJDP. The grant award must be signed by the Director and returned to OJJDP. Technical Assistance: Funds are awarded via contract with organizations, agencies, or individuals selected through competitive government procurement procedures.

Deadlines: Submission of Plan should occur by August 1st of each year unless negotiated with OJJDP. Technical Assistance: Deadlines for contracts are published in requests for proposals.

Range of Approval/Disapproval Time: No deadline for Formula Grant Plan component. Technical Assistance: Approval/disapproval time for contracts ranges from 1 to 3 months.

Appeals: Hearings held by OJJDP. Technical assistance: Federal Acquisition Regulations apply.

Renewals: Comprehensive Plan submission required every 3 years. Annual updates and applications required each of the other 2 years. Technical Assistance: Contracts are renewed throughout contract modifications and competition processes.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Formula based on population. Grantees are required to provide dollar for dollar match on planning funds. Action programs allow no match. At least 66 2/3 percent of the funds received by the State under Section 222(a) of the Juvenile Justice and Delinquency Prevention Act of 1974, must be "expended by" or "passed through to" programs of units of local government, private nonprofit agencies, and Indian tribes performing law enforcement functions, insofar as they are consistent with the State Plan. This provision may be waived at the discretion of the OJJDP Administrator for any State depending upon the extent

to which the services for delinquent or potentially delinquent youth are supported on a statewide basis.

Length and Time Phasing of Assistance: Fiscal year action funds may be carried forward for obligation for 2 years subsequent to the fiscal year of award. Under a Letter of Credit, drawdowns may be made. **Technical Assistance:** Three year incremental contracts are funded.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial, subgrant data and others as required by the effective edition of OJP Financial Guide (M 7100.1) on a monthly, quarterly and/or annual basis. A compliance monitoring report is required annually. See Section 223(a)(15) of the Act. A performance report is required annually, see Section 223a (22) of the Act. Section 204(b)(7) requires the auditing of State compliance monitoring systems in accordance with the effective edition of OJP Guideline Manual 7140.7, Audit of Compliance Monitoring Systems.

Audits: In accordance with provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with OMB Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

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

Obligations: (Grants) FY 92 \$45,640,000; FY 93 est \$61,186,250; and FY 94 est \$24,500,000. **State Technical Assistance:** FY 92 \$1,030,485; FY 93 est \$1,022,000; and FY 94 est \$500,000.

Range and Average of Financial Assistance: Allocates formula grants to States and territories on the basis of relative populations under 18.

PROGRAM ACCOMPLISHMENTS: In fiscal year 1992, 56 States and territories participated in the Formula Grant Program. At least 75 percent of the funds available to each State were earmarked for "advanced techniques" in preventing delinquency, diverting juveniles from criminal justice systems, and providing community-based alternatives to traditional corrections methods. All participating States and territories are required to establish systems for monitoring jails, lock-ups and facilities which may be used to detain or incarcerate juveniles. Substantial progress has been made in the removal of non-offender juveniles from these institutions.

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations for Formula Grants (28 CFR Part 31) and OJP Financial Guide (M7100.1C) applicable editions.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 20531. Telephone: (202) 307-5924. Contact: Roberta Dorn.

RELATED PROGRAMS: 16.541, Juvenile Justice and Delinquency Prevention—Special Emphasis; 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Individual projects receive funding at the discretion of the responsible designated State agencies. These include programs such as community-based services for the prevention and treatment of juvenile delinquency, group homes and halfway houses, screening and intake services to permit increased diversion from juvenile court processes, expanded use of probation and training for related personnel, and those activities which would remove status offenders from secure detention, separate juveniles from adults in institutions where they have contact with incarcerated adults or remove juveniles from adult jails or lockups.

CRITERIA FOR SELECTING PROPOSALS: Criteria are established by the Juvenile Justice and Delinquency Prevention Act, as amended, and the regulations governing the Formula Grant Pro-

gram provisions of the Juvenile Justice and Delinquency Prevention Act as published in the Federal Register.

16.541 JUVENILE JUSTICE AND DELINQUENCY PREVENTION—SPECIAL EMPHASIS

(Program Grants, Discretionary Grants and Contracts)

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

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Sections 261, 262, Public Law 93-415, as amended; Public Laws 94-503, 95-115, 96-509, 98-473, 100-690, and 102-586, 42 U.S.C. 5601, et seq.

OBJECTIVES: To develop and implement programs that design, test, and demonstrate effective approaches, techniques and methods for preventing and controlling juvenile delinquency such as community based-alternatives to institutional confinement; developing and implementing effective means of diverting juveniles from the traditional juvenile justice and correctional system; programs stressing advocacy activities aimed at improving services to youth impacted by the juvenile justice system; model programs to strengthen and maintain the family unit; prevention and treatment programs relating to juveniles who commit serious crimes; programs to prevent hate crimes; and a national law-related education program of delinquency prevention.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts); Provision of Specialized Services.

USES AND USE RESTRICTIONS: To be eligible for a Special Emphasis Assistance Award or contract, an applicant must: (1) respond to legislative requirements contained in Section 261 (a) and (b) of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP and the State's comprehensive juvenile justice and delinquency prevention plan; (3) provide for proper program administration, evaluation, and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; (5) demonstrate that the proposed project meets the requirements of relative cost effectiveness pursuant to Section 262 (c1) and (c5) of the Juvenile Justice and Delinquency Prevention Act; and (6) respond to clear and documentable needs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Special Emphasis funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public and private nonprofit agencies, organizations, individuals, State and local units of government, combinations of State or local units.

Beneficiary Eligibility: Public and private youth serving agencies/organizations, State and local units of government, combinations of such units, or other private agencies, organizations, institutions or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Special Emphasis: In some program initiatives, applicants are invited to submit preliminary applications or concept papers in response to program announcements issued by OJJDP. The original and one copy are sent to the OJJDP in Washington, DC, and where applicable one copy is sent to the Criminal Justice Council; or the original and two copies are sent to the OJJDP if the proposed program extends beyond State boundaries. Preliminary applications are not to exceed 15 pages, but may have supporting information in appendices. Preliminary applications are judged on program requirements according to pre-defined selection criteria. Those applicants judged to meet selection criteria at the highest level are invited to develop full applications. Each program announcement provides the dates for

preliminary application submission. The standard application forms as furnished by the Federal agency, in accordance with 28 CFR Part 66 (Common Rule) or OMB Circular No. A-110, must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs", and applies except for grants which are national in scope. Program announcements will provide instructions regarding the necessity of submission to single State agencies. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: The applicant submits an original and 2 copies of proposals on Standard Form 424 in response to specific guidelines published by OJJDP. Applicants are expected to address each concern or requirement in the guidelines as clearly and specifically as possible, giving particular attention to goal and objective statements, methodology and data requirements. A peer review group is established as mandated in Section 262(d)(1)(A) of JJDP Act and applications are rated and ranked in relation to pre-defined selection criteria. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule.

Award Procedure: Assistance awards and contracts are awarded directly to applicants or may be awarded to State agencies established to administer the JJDP Act Formula Grant Program or a National Program Coordinator with a subgrant or contract to successful applicants for program administration and implementation. In either instance, both grantees and subgrantees are notified of a pending award.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: Informal reconsideration by Administrator for assistance applicants, administrative hearings for assistance award terminations. See C.F.R. Pat 18, 50 F.R. 28199, July 11, 1985.

Renewals: Continuation grant, supplemental award or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Special Emphasis: Grants awarded under the Juvenile Justice and Delinquency Prevention Act do not require a cash match; except for construction projects, where the match is 50 percent on community based facilities of 20 beds or less.

Length and Time Phasing of Assistance: Initial Awards usually are made for 12-18 months and with further funding based upon the project period, grantee performance and availability of funds. Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: For Special Emphasis: Quarterly and final financial and progress reports are required.

Audits: In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for three years after the date of the final report.

FINANCIAL INFORMATION:

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

Obligations: (Grants) Special Emphasis: FY 92 \$7,615,226; FY 93 est \$9,202,901; and FY 94 est \$23,500,000. Technical Assistance: FY 92 \$15,409; FY 93 est \$50,007; and FY 94 est \$0.

Range and Average of Financial Assistance: Not available.

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

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

REGULATIONS, GUIDELINES, AND LITERATURE: Special emphasis program guidelines are published in the Federal Register and awards are governed by Financial Guide M7100.1 which is available upon request. Reports and studies developed through the OJJDP National Institute (NIJDP) are available and can be secured by contacting OJJDP in Washington, DC.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531. Telephone: (202) 307-5914.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention—Allocation to States; 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Special emphasis grants have been awarded for law related education, a school-based student initiated drug prevention program, family strengthening, intensive supervision programs for serious offenders, juvenile aftercare, and drug and alcohol abuse prevention and treatment programs.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of the individual program announcements. Applications undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy 28 CFR Part 34.

16.542 NATIONAL INSTITUTE FOR JUVENILE JUSTICE AND DELINQUENCY PREVENTION

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

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Section 241-248, as amended; Public Laws 93-415, 94-503, 95-115, 96-509, and 98-473, 42 U.S.C. 5601, et seq.

OBJECTIVES: To encourage, coordinate, and conduct research and evaluation of juvenile justice and delinquency prevention activities; to provide for public and private agencies, institutions, justice system agencies, a clearinghouse and information center for collecting, disseminating, publishing, and distributing information on juvenile delinquency; to conduct national training programs of juvenile related issues, and provide technical assistance and training assistance to Federal, State, and local governments, courts, public and private agencies, institutions, and individuals, in the planning, establishment, funding, operation, or evaluation of juvenile delinquency programs.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts).

USES AND USE RESTRICTIONS: It is the purpose of the Institute to provide a coordinating center for the collection, preparation and dissemination of useful data regarding the prevention, treatment and control of juvenile delinquency and child exploitation; to provide training for professionals, paraprofessionals, volunteers, law enforcement personnel where activities relate to juvenile delinquency programs; and to support development of standards for the administration of juvenile justice. The funds are also used to conduct research, program development and evaluation into any

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

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public or private agencies, organizations, or individuals.

Beneficiary Eligibility: Public or private agencies, organizations, or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Standard application forms, in accordance with 28 CFR Part 66 (Common Rule), as required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under E.O. 12372.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: As scheduled in annual program plan or as set forth in program announcements.

Range of Approval/Disapproval Time: From 1 to 6 months.

Appeals: 28 CFR Part 18.

Renewals: Supplemental grants.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Varies; generally 1 to 3 years. Drawdowns may be made.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial and subgrant data reported on a monthly, quarterly, and annual basis, as required by the OJP Financial Guide (M7100.1) applicable edition.

Audits: Full fiscal and program audit annually of at least 15 percent of projects; other onsite inspections as needed throughout the year. Also by special request. In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive \$100,000 or more a year in Federal financial Assistance shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 a year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

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

Obligations: (Grants) FY 92 \$10,931,450; FY 93 est \$10,015,284; and FY 94 est \$18,500,000.

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

PROGRAM ACCOMPLISHMENTS: During fiscal year 1992, National Institute for Juvenile Justice and Delinquency Prevention funded grants that supported a wide variety of activities. Training has been provided to over 3,357,244 individuals, including: lawyers, judges, law enforcement executives; juvenile court, detention, and correctional administrators; probation officers; teachers; students; and, practitioners. These training programs dealt with a range of juvenile justice topics, including juvenile restitution programming, youth services workers in community-based settings, english language instructors in juvenile correctional facilities,

model juvenile detention operations, juvenile corrections administrators and line supervisors, law enforcement and juvenile and family court handling of serious juvenile offenders as well as abused and neglected children in need of permanent placements. Programs to help reduce drugs and crime in schools have been implemented nationwide. The research program provided valuable reports and bulletins from a variety of program areas: Juveniles Taken Into Custody, FY 1991 Report; Juvenile Court Statistics, 1989; Restitution and Juvenile Recidivism; Offenders in Juvenile Court, 1989; and the following Congressionally Mandated Reports, The Obstacles to the Return and Recovery of Parentally Abducted Children, A Study to Evaluate the Conditions in Juvenile Detention and Correctional Facilities, and The Study of American Indian and Alaska Native Juvenile Justice Systems.

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

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Department of Justice, Office of Juvenile Justice and Delinquency Prevention, National Institute for Juvenile Justice and Delinquency Prevention, Washington, DC 20531. Telephone: (202) 307-5929, James Howell, (202) 307-5940, Emily Martin.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention—Allocation to States; 16.541, Juvenile Justice and Delinquency Prevention—Special Emphasis; 16.560, Justice Research, Development, and Evaluation Project Grants.

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

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are incorporated in the individual program announcements. Applications undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy, 28 CFR Part 34.

16.543 MISSING CHILDREN'S ASSISTANCE

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

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Title IV, Public Law 93-415, as amended.

OBJECTIVES: To ensure that there is effective coordination among all federally funded programs related to missing children. Establish and maintain a national resource center and clearinghouse to: (1) provide technical assistance to local and State governments, public and private nonprofit agencies and individuals in locating and recovering missing children; (2) coordinate public and private programs to locate and recover missing children; (3) disseminate nationally, information on innovative missing childrens' programs, services, and legislation; and (4) provide technical assistance to law enforcement agencies, private nonprofit agencies, and individuals in the prevention, investigation, prosecution and treatment of the missing or exploited child case. Periodically conduct national incidence studies to determine the actual number of children reported missing each year, the number of children who are victims of stranger abductions, the number of children who are victims of parental kidnappings, and the number of missing children who are

recovered each year. Compile, analyze, publish and disseminate an annual summary of research currently being conducted on missing children, which will include an annual comprehensive plan for assuring cooperation and coordination among all agencies and organizations with responsibilities related to missing children. Provide a program to establish and maintain a national 24-hour toll-free telephone line where individuals may report information regarding the location of missing children.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements).

USES AND USE RESTRICTIONS: The Administrator is authorized to make grants to and enter into contracts with public agencies or private nonprofit organizations, or combinations thereof, for research, demonstration projects, or service programs designed (1) to educate parents, children, and community agencies and organizations in ways to prevent the abductions and sexual exploitation of children; (2) to provide information to assist in the locating and return of missing children; (3) to aid communities in the collection of materials which would be useful to parents in assisting others in the identification of missing children; (4) to increase knowledge of and develop effective treatment pertaining to the psychological consequences, on both parents and children, of (a) the abduction of a child, both during the period of disappearance and after the child is recovered; and (b) the sexual exploitation of a missing child; (5) to collect detailed data from selected States or localities on the actual investigative practices utilized by law enforcement agencies in missing children's cases; (6) to address the particular needs of missing children by minimizing the negative impact of judicial and law enforcement procedures on children who are victims of abuse or sexual exploitation and by promoting the active participation of children and their families in cases involving abuse or sexual exploitation of children; (7) to address the needs of missing children and their families following the recovery of such children; and (8) reduce the likelihood that children under 18 years will be removed from the control of their legal custodians without such custodians' consent; and to establish statewide clearinghouses to assist in recovering or locating missing children.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Missing Children's funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public and private nonprofit agencies, organizations, individuals, State and local units of government, combinations of State or local units.

Beneficiary Eligibility: State and local units of government, private nonprofit agencies, organizations, institutions or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: In carrying out the programs authorized by the Missing Children's Assistance Act, the OJJDP Administrator establishes annual research, demonstration, and service program priorities for grants and contracts and the criteria based on merit for making such grants and contracts. The proposed priorities and selection criteria are published in the Federal Register for public comment for a period of 60 days prior to final adoption. Grants and contracts exceeding \$50,000 must be made by competitive process. This program is excluded from coverage under E.O. 12372.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: See 28 C.F.R. Part 18.

Renewals: Supplemental grants or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Initial awards usually are made for 12 to 36 months with further funding based upon the project period and grantee performance. Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and final financial and progress reports are required.

Audits: Full fiscal and program audits will be done before or after close of grants. On-site inspections will be made throughout the grant. Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133. In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate.

Records: Grantee must keep complete records on the disposition of funds.

FINANCIAL INFORMATION:

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

Obligations: (Grants) FY 92 \$6,893,778; FY 93 est \$12,924,986; and FY 94 est \$5,971,000.

Range and Average of Financial Assistance: Not applicable.

PROGRAM ACCOMPLISHMENTS: Awards planned in 1992 included: New research projects which focus on sexual exploitation of children; effective screening of child and youth service workers; additional data analysis on NISMART (First Incidence Study); and training for nonprofit organizations serving missing children.

REGULATIONS, GUIDELINES, AND LITERATURE: Missing Children program priorities are published in the Federal Register and awards are governed by Financial Guide M. 7100.1 which is available upon request.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 20531. Telephone: (202) 307-0598.

RELATED PROGRAMS: 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Projects planned for fiscal year 1991 included technical assistance, training and associated services concerning missing and exploited children, research related to the sexual exploitation of children and effective screening of child and youth service workers.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded.

16.544 PART D—JUVENILE GANGS AND DRUG ABUSE AND DRUG TRAFFICKING

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

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Sections 281 and 282, Public Law 93-415, as amended.

OBJECTIVES: To establish and support programs and activities that involve families and communities that are designed to: (1) reduce the participation of juveniles in drug-related crimes, particularly in elementary and secondary schools; (2) develop within the juvenile adjudicatory and correctional systems new and innovative means to address the problems of juveniles convicted of serious drug-related and gang-related offenses; (3) reduce juvenile involvement in gang-related activity, particularly activities that involve the distribution of drugs by or to juveniles; (4) promote the involvement of juveniles in lawful activities in geographical areas in which gangs

commit crimes; (5) provide treatment to juveniles who are members of such gangs, including members who are accused of committing a serious crime and members who have been adjudicated as being delinquent; (6) support activities to inform juveniles of the availability of treatment and services for which financial assistance is provided under this program; (7) facilitate Federal and State cooperation with local officials to assist juveniles who are likely to participate in the activities of gangs that commit crimes and to establish and support programs that facilitate coordination and cooperation among local education, juvenile justice, employment and social services agencies, for the purpose of preventing or reducing the participation of juveniles in activities of gangs that commit crimes; (8) provide personnel, personnel training, equipment and supplies in conjunction with programs and activities designed to prevent or reduce the participation of juveniles in unlawful gang activities or unlawful drug activities, to assist in improving the adjudicative and correctional components of the juvenile justice system; (9) provide pre- and post-trial drug abuse treatment to juveniles in the juvenile justice system; and (10) provide abuse education, prevention and treatment involving police and juvenile officials in demand reduction programs.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts).

USES AND USE RESTRICTIONS: To be eligible for an award or contract, an applicant must: (1) respond to legislative requirements contained in Section 281 and 282 of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP; (3) provide for adequate program administration, evaluation and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; and (5) respond to clear and documentable needs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Part D funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public or private nonprofit agencies, organizations or individuals.

Beneficiary Eligibility: Public or private nonprofit agencies, organizations or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: In some program initiatives, applicants are invited to submit preliminary applications or concept papers in response to program announcements issued by OJJDP. The original and one copy are sent to the OJJDP in Washington, DC, and where applicable one copy is sent to the Criminal Justice Council; or the original and two copies are sent to the OJJDP if the proposed program extends beyond State boundaries. Preliminary applications are not to exceed 15 pages, but may have supporting information in appendices. Preliminary applications are judged on program requirements according to pre-defined selection criteria. Those applicants judged to meet selection criteria at the highest level are invited to develop full applications. Each program announcement provides the dates for preliminary application submission. The standard application forms as furnished by the Federal agency, in accordance with 28 C.F.R., Part 66 (Common Rule) or OMB Circular No. A-110 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs", and applies except for grants which are national in scope. Program announcements will provide instructions regarding the necessity of submission to single State agencies. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: See 28 C.F.R. Part 18.

Renewals: Supplemental grants or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Initial awards usually are made for a period of 12 to 18 months with further funding based upon the project period and grantee performance and availability of funds. Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and final financial and progress reports are required.

Audits: In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Government," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit conducted for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit conducted in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organization are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for 3 years after the date of the final report.

FINANCIAL INFORMATION:

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

Obligations: (Grants) FY 92 \$3,540,938; FY 93 est \$4,071,027; and FY 94 est \$5,450,000.

Range and Average of Financial Assistance: Not available.

PROGRAM ACCOMPLISHMENTS: During fiscal years 1991 and 1992, the Office of Juvenile Justice and Delinquency Prevention funded grants that supported a wide variety of activities. These activities included the establishment of the Boys and Girls Clubs in public housing in San Francisco, CA; Danville, IL; Boston, MA; Montgomery, AL; Nashville, TN; Columbia, SC; Dover, DE; Trenton, NJ; Tampa Bay, FL; Cleveland, OH; Corpus Christi, TX; Reno, NV; Waltham, MA; Harlington, TX; Brockton, MA; Jacksonville, FL; and Salt Lake City, UT. A gang prevention and intervention component was added to the Targeted Outreach grant to the Boys and Girls Clubs of America and thirty clubs were involved in gang prevention, three were involved in gang intervention, and eight were involved in working with the Department of Health and Human Services Consortium Program. More than 2,429 youth were deterred from gang involvement through this program. Through the national Youth Gang Suppression and Intervention Program the office has determined that the problem of gangs is becoming complex. Old means of identifying gang members are growing obsolete as members become more involved in drug trafficking. Gangs are not only found in large metropolitan areas, but are now emerging in small, rural areas. This project has developed a general community and a community mobilization model and models for corrections, judicial, parole, police, probation, prosecutor, school, community, and grass-roots agencies. Testing of model material was conducted at two regional conferences in Philadelphia, PA and Denver, CO during fiscal year 1991. A new program was developed to prevent youth from dropping out of school and joining gangs. One-hundred-forty-six (146) youth entered training to complete their high school education, receive job training and be placed in jobs. Support services were also made available for them and their families. Since October 1, 1991, the project has enrolled 143 students, 69 males and 74 females; from grades 10 to 12. One hundred-thirty-four (134) were

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

REGULATIONS, GUIDELINES, AND LITERATURE: The office of Justice Programs (OJP) Financial and Administrative Guide for Grants, M.7100.1.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531. Telephone: (202) 307-0751.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention—Allocation to States; 16.541, Juvenile Justice and Delinquency Prevention—Special Emphasis; and 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Projects funded during fiscal year 1992, include programs to prevent high school students from dropping out of school and joining gangs; to reduce teen victimization; and to provide training and technical assistance to key policy makers, and to foster improved public and private Agency gang and drug prevention, intervention and suppression strategies.

CRITERIA FOR SELECTING PROPOSALS: Applications are assessed according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of each program announcement. Applications may undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy 28 C.F.R. Part 34.

16.545 JUDICIAL CHILD ABUSE TRAINING

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

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

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

TYPES OF ASSISTANCE: Project Grants.

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

ELIGIBILITY REQUIREMENTS:

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

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

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

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

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

Award Procedure: Award package is sent to grantee.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable.

Renewals: Supplemental grants.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Generally one year.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and Final Financial Reports are required.

Audits: Nonprofit organizations are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on the disposition of funds.

FINANCIAL INFORMATION:

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

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

Range and Average of Financial Assistance: Not applicable.

PROGRAM ACCOMPLISHMENTS: New program, not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: Grant awards are governed by Financial Guide M.7100.1 which is available upon request.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 20531. Telephone (202) 307-0598.

RELATED PROGRAMS: 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Not applicable.

CRITERIA FOR SELECTING PROPOSALS: Not applicable.

Appendix F.
Extra Blank Forms
(Tear out forms for your own use)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier			
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier			

5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, state, and zip code):			Name and telephone number of the person to be contacted on matters involving this application (give area code)		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>		
8. TYPE OF APPLICATION: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div>			<div style="display: flex; justify-content: space-between; font-size: small;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> 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) _____ </div> </div>		
If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>A. Increase Award B. Decrease Award C. Increase Duration</div> <div>D. Decrease Duration Other (specify): _____</div> </div>			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):					

13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF			
Start Date	Ending Date	<div style="display: flex; justify-content: space-between;"> <div>a Applicant</div> <div>b Project</div> </div>			

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a Federal	\$.00	a YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____	
b Applicant	\$.00	b NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d Local	\$.00		
e Other	\$.00		
f Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED		
a Typed Name of Authorized Representative	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: |
|---|---|
| <ol style="list-style-type: none"> 1. Self-explanatory. 2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). 3. State use only (if applicable). 4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. 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. 6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. 7. Enter the appropriate letter in the space provided. 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided: <ul style="list-style-type: none"> — "New" means a new assistance award. — "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. — "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. 9. Name of Federal agency from which assistance is being requested with this application. 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | <ol style="list-style-type: none"> 12. List only the largest political entities affected (e.g., State, counties, cities). 13. Self-explanatory. 14. List the applicant's Congressional District and any District(s) affected by the program or project. 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. 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. 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. 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.) |

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

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

SECTION B — BUDGET CATEGORIES

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

SECTION C - NON-FEDERAL RESOURCES

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

SECTION D - FORECASTED CASH NEEDS

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

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

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

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

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

INSTRUCTIONS FOR THE SF-424A

General Instructions

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

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

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

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

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

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

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

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

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

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

Line 5 — Show the totals for all columns used.

Section B Budget Categories

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

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

Line 6j — Show the amount of indirect cost.

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

INSTRUCTIONS FOR THE SF-424A (continued)

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

Section C. Non-Federal Resources

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

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

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

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

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

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

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

Section D. Forecasted Cash Needs

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

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

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

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

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

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

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

Section F. Other Budget Information

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

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

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

SPECIAL INSTRUCTIONS

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

INSTRUCTIONS

PROGRAM NARRATIVE

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

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

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

2. RESULTS OR BENEFITS EXPECTED.

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

3. APPROACH.

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

show the schedule of accomplishments and their target dates.

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

4. GEOGRAPHIC LOCATION.

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

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

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

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

ASSURANCES

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

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



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

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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

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

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

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

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

OJJDP

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Most OJJDP publications are available free of charge from the Clearinghouse; requests for more than 10 documents or those from individuals outside the United States require payment for postage and handling. To obtain information on payment procedures or to speak to a juvenile justice information specialist about additional services offered, contact the Juvenile Justice Clearinghouse Monday through Friday, 8:30 a.m. to 7:00 p.m., e.t.

Delinquency Prevention

Education in the Law: Promoting Citizenship in the Schools. 1990, NCJ 125548.

Family Life, Delinquency, and Crime: A Policymaker's Guide. 1994, NCJ 140517.

Family Strengthening in Preventing Delinquency—A Literature Review. 1994, NCJ 150222, \$13.00.

Mobilizing Community Support for Law-Related Education. 1989, NCJ 118217, \$9.75.

OJJDP and Boys and Girls Clubs of America: Public Housing and High-Risk Youth. 1991, NCJ 128412.

Strengthening America's Families: Promising Parenting Strategies for Delinquency Prevention. 1993, NCJ 140781, \$9.15.

Missing and Exploited Children

America's Missing and Exploited Children—Their Safety and Their Future. 1986, NCJ 100581.

Child Abuse: Prelude to Delinquency? 1985, NCJ 104275, \$7.10.

The Compendium of the North American Symposium on International Child Abduction: How To Handle International Child Abduction Cases. 1993, NCJ 148137, \$17.50.

Missing, Abducted, Runaway, and Thrownaway Children in America, First Report: Numbers and Characteristics, National Incidence Studies (Full Report). 1990, NCJ 123668, \$14.40.

Missing Children: Found Facts. 1990, NCJ 130916.

Obstacles to the Recovery and Return of Parentally Abducted Children. 1994, NCJ 143458.

Obstacles to the Recovery and Return of Parentally Abducted Children (Full Report). 1993, NCJ 144535, \$22.80.

Parental Abductors: Four Interviews (Video). 1993, NCJ 147866, \$12.50.

Stranger Abduction Homicides of Children. 1989, NCJ 115213.

Law Enforcement

Drug Recognition Techniques: A Training Program for Juvenile Justice Professionals. 1990, NCJ 128795.

Innovative Law Enforcement Training Programs: Meeting State and Local Needs. 1991, NCJ 131735.

Law Enforcement Custody of Juveniles (Video). 1992, NCJ 137387, \$13.50.

Law Enforcement Policies and Practices Regarding Missing Children and Homeless Youth. 1993, NCJ 145644.

Law Enforcement Policies and Practices Regarding Missing Children and Homeless Youth (Full Report). 1993, NCJ 143397, \$13.00.

Courts

The Child Victim as a Witness, Research Report. 1994, NCJ 149172.

Court Careers of Juvenile Offenders. 1988, NCJ 110854, \$8.40.

Helping Victims and Witnesses in the Juvenile Justice System: A Program Handbook. 1991, NCJ 139731, \$15.00.

How Juveniles Get to Criminal Court. 1994, NCJ 150309.

Juvenile Court Property Cases. 1990, NCJ 125625.

Juvenile Court Statistics, 1991. 1994, NCJ 147487.

Offenders in Juvenile Court, 1992. 1994, NCJ 150039.

Gangs

Gang Suppression and Intervention: An Assessment (Full Report). 1994, NCJ 146494, \$15.00.

Gang Suppression and Intervention: Community Models. 1994, NCJ 148202.

Gang Suppression and Intervention: Problem and Response. 1994, NCJ 149629.

Restitution

Guide to Juvenile Restitution. 1985, NCJ 098466, \$12.50.

Liability and Legal Issues in Juvenile Restitution. 1990, NCJ 115405.

Victim-Offender Mediation in the Juvenile Justice System. 1990, NCJ 120976.

Corrections

American Probation and Parole Association's Drug Testing Guidelines and Practices for Juvenile Probation and Parole Agencies. 1992, NCJ 136450.

Conditions of Confinement: Juvenile Detention and Corrections Facilities. 1994, NCJ 141873.

Conditions of Confinement: Juvenile Detention and Corrections Facilities (Full Report). 1994, NCJ 145793.

Desktop Guide to Good Juvenile Probation Practice. 1991, NCJ 128218.

Effective Practices in Juvenile Correctional Education: A Study of the Literature and Research 1980-1992. 1994, NCJ 150066, \$15.00.

Improving Literacy Skills of Juvenile Detainees. 1994, NCJ 150707.

Intensive Aftercare for High-Risk Juveniles: An Assessment (Full Report). 1994, NCJ 144018, \$15.00.

Intensive Aftercare for High-Risk Juveniles: A Community Care Model. 1994, NCJ 147575.

Intensive Aftercare for High-Risk Juveniles: Policies and Procedures. 1994, NCJ 147712.

Juvenile Correctional Education: A Time for Change. 1994, NCJ 150309.

Juvenile Intensive Supervision: An Assessment (Full Report). 1994, NCJ 150064, \$13.00.

Juvenile Intensive Supervision: Planning Guide. 1994, NCJ 150065.

Juveniles Taken Into Custody: Fiscal Year 1991 Report. 1993, NCJ 145746.

National Juvenile Custody Trends: 1978-1989. 1992, NCJ 131649.

National Survey of Reading Programs for Incarcerated Juvenile Offenders. 1993, NCJ 144017, \$6.75.

OJJDP: Conditions of Confinement Teleconference (Video). 1993, NCJ 147531, \$14.00.

Privatizing Juvenile Probation Services: Five Local Experiences. 1989, NCJ 121507.

Public Juvenile Facilities: Children in Custody. 1989, 1991, NCJ 127189.

Reduced Recidivism and Increased Employment Opportunity Through Research-Based Reading Instruction. 1993, NCJ 141324, \$7.70.

General Juvenile Justice

Balanced and Restorative Justice. 1994, NCJ 149727.

Breaking the Code (Video). 1993, NCJ 146604, \$20.65.

Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders. 1993, NCJ 143453.

Gould-Wysinger Awards (1993): A Tradition of Excellence. 1994, NCJ 146840.

Gun Acquisition and Possession in Selected Juvenile Samples. 1993, NCJ 145326.

Habitual Juvenile Offenders: Guidelines for Citizen Action and Public Responses. 1991, NCJ 141235.

Innovative Community Partnerships: Working Together for Change. 1994, NCJ 147483.

Juvenile Justice. Volume 1, Number 1, Spring/Summer 1993. NCJ 141870.

Juvenile Justice. Volume 2, Number 1, Spring/Summer 1994. NCJ 148407.

Law-Related Education For Juvenile Justice Settings. 1993, NCJ 147063, \$13.20.

Minorities and the Juvenile Justice System. 1993, NCJ 145849.

Minorities and the Juvenile Justice System (Full Report). 1993, NCJ 139556, \$11.50.

Office of Juvenile Justice and Delinquency Prevention Brochure. 1993, NCJ 144527.

Retarding America—The Imprisonment of Potential (Video). 1993, NCJ 146605, \$12.95.

Study of Tribal and Alaska Native Juvenile Justice Systems. 1992, NCJ 148217, \$17.20.

Urban Delinquency and Substance Abuse: Initial Findings. 1994, NCJ 143454.

Urban Delinquency and Substance Abuse: Technical Report and Appendices. 1993, NCJ 146416, \$25.60.

Violent Juvenile Offenders: An Anthology. 1984, NCJ 095108, \$28.00.

U.S. Department of Justice

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