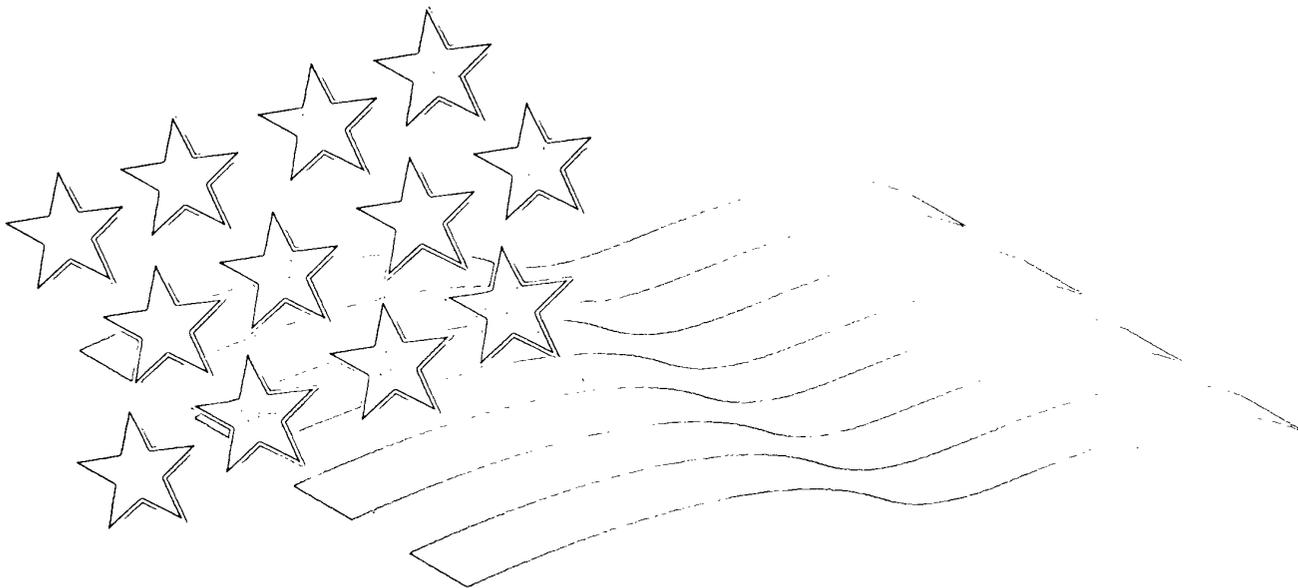


# FY 1999 Drug-Free Communities Support Program



## Application Package

*Announcement • Application Instructions • Application Forms*

**Date: April 12, 1999**

183205

**Sponsored by ONDCP and OJJDP**





183205

A cluster of approximately 15 five-pointed stars of varying sizes and orientations, some overlapping, arranged in an arc-like pattern on the left side of the page.

# FY 1999 Drug-Free Communities Support Program

## Application Package

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*Application Deadline: April 12, 1999*

PROPERTY OF  
National Criminal Justice Reference Service (NCJRS)  
Box 8009  
Fayetteville, MD 20840-6009



Office of National Drug  
Control Policy



Office of Juvenile Justice and  
Delinquency Prevention

**U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention**  
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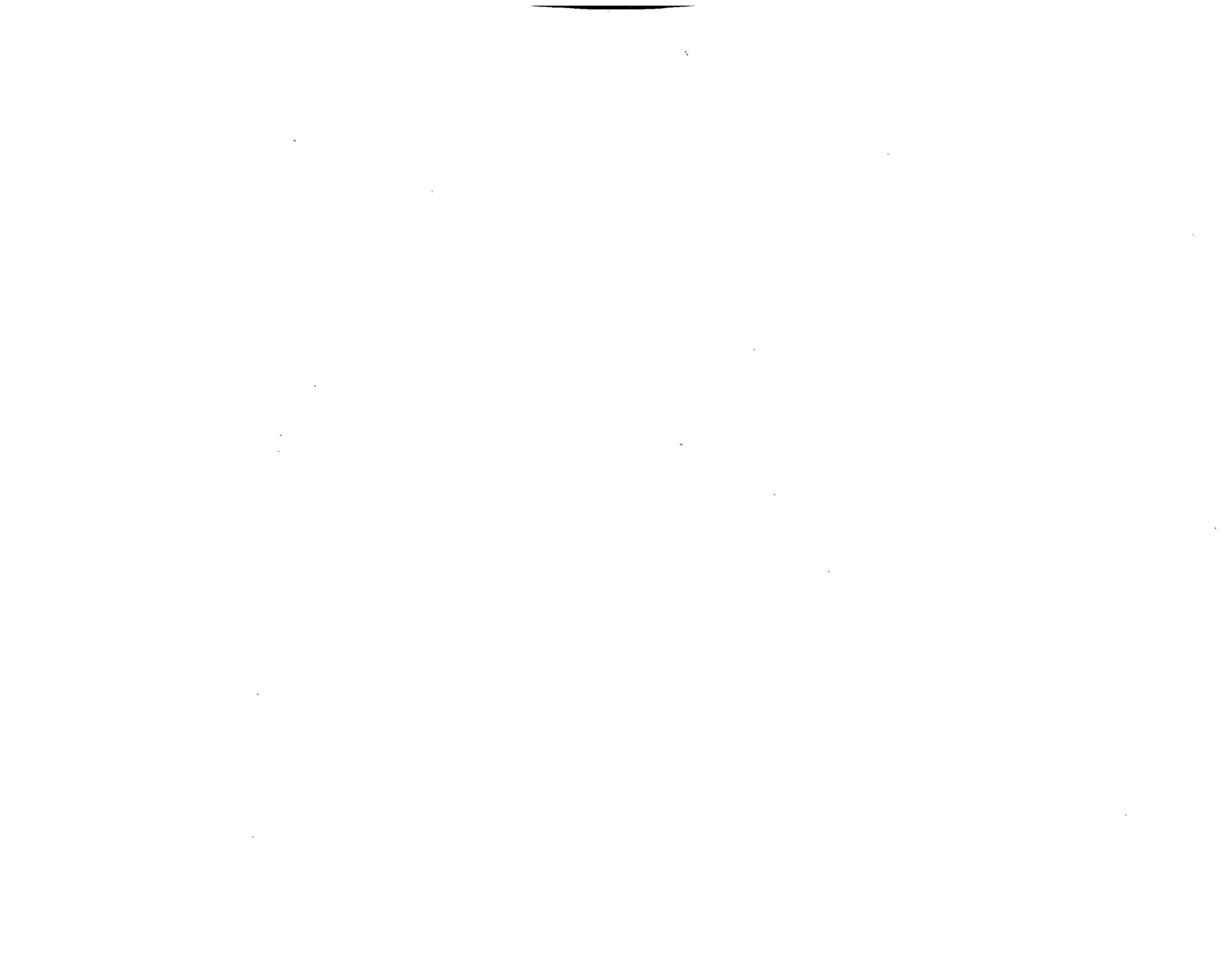
**Shay Bilchik**  
*Administrator*  
Office of Juvenile Justice and Delinquency Prevention

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 Executive Office of the President, Office of National Drug Control Policy (ONDCP), and the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating through the Drug-Free Communities Support Program to reduce substance abuse among youth; enable community coalitions to strengthen collaboration; enhance intergovernmental collaboration, cooperation, and coordination; enable communities to conduct data-driven, research-based prevention planning; and to provide technical assistance, guidance, and financial support to communities. ONDCP and OJJDP invite eligible applicants to review this *Application Package* for the Drug-Free Communities Support Program, a program designed to strengthen community antidrug coalitions and reduce substance abuse among youth.

Eligible applicants are community coalitions:

- ◆ That have worked together on substance abuse prevention initiatives for a period of no less than 6 months.
- ◆ With initiatives targeting the use of illegal drugs, including narcotics, depressants, stimulants, hallucinogens, and cannabis.
- ◆ With initiatives targeting the use of inhalants (optional).
- ◆ With initiatives targeting the use of alcohol, tobacco, or other related products prohibited by State or local law (optional).

Approximately 100 grants of up to \$100,000 will be made available through a competitive grant process in FY 1999. Grant proposals must be received by April 12, 1999, and should be sent to:

Office of Juvenile Justice and Delinquency Prevention  
c/o Juvenile Justice Resource Center  
2277 Research Boulevard  
Mail Stop 2K  
Rockville, MD 20850  
301-519-5535 (phone number is required for some carriers)



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# Application and Administrative Requirements

## Instructions for Completing Applications for Assistance

Applying for funds from a Federal agency can be challenging for any applicant. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides resources and the following set of instructions and examples to help alleviate this confusion.

### Recommended Steps

- Review the Request for Proposal (RFP), paying specific attention to eligibility requirements and the due date. The RFP is included in this *Application Package*.
- Read this *Application Package* from cover to cover to familiarize yourself with the application instructions and forms, paying particular attention to the **required** components of the application package, other format and content guidelines, and the Peer Review Guideline (the established review process followed by OJJDP and its contracting agency).
- Contact ONDCP's or OJJDP's Clearinghouse with questions or for more copies of this *Application Package*. See page 4 for details on contacting either Clearinghouse.
- Contact the OJJDP Program Managers for specific questions about the content of the RFP.
- Prepare an application package that includes these **required** components: **forms** (Standard Form 424, Assurances, Certifications, and Disclosure); **project specifications** (Project Abstract, Budget Detail/Narrative Worksheet, and Program Narrative); and the **appendix** (timeline of major milestones including project deliverables and résumés of all personnel) using the instructions and details outlined in General Application Requirements, pages 5–8. Original copies of forms and other attachments should be signed in blue ink. Prepare and include a Table of Contents and be sure to also use and include the Checklist for OJJDP Applications (page 37) and the Critical Elements Checklist (page 39) for assistance in submitting a complete application package.
- Review the application package to ensure that it is complete and that all required forms are signed and included.
- Submit the original and five copies of the application package using a mail carrier or delivery service that will ensure delivery by 5 p.m. ET on the due date. The original must be marked “original” and include original signatures on the forms in blue ink. The due date is specified in the RFP. Unless otherwise noted in the RFP, page 9, under Submitting Your Application, provides the address to send the application package. Be sure that the program name you are applying for appears in the lower left corner of the envelope.

- 
- Await written or oral confirmation that your application package was received and, subsequently, whether or not your program was selected for funding.

## Reference and Resource Support

Information and assistance on current and future funding opportunities and additional copies of this *Application Package* are available from the ONDCP Drug Policy Information Clearinghouse and OJJDP's Juvenile Justice Clearinghouse. You may contact either Clearinghouse via telephone, fax, mail, or computer.

### ONDCP Drug Policy Information Clearinghouse

Phone: 800-666-3332  
Fax-on-Demand: 800-666-3332, select option 3  
Fax: 301-519-5212  
Mail: ONDCP Drug Policy Information Clearinghouse, P.O. Box 6000,  
Rockville, MD 20849-6000  
E-Mail: [ondcp@ncjrs.org](mailto:ondcp@ncjrs.org)  
Home Page: [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)

### Juvenile Justice Clearinghouse

Phone: 800-638-8736 (Monday-Friday, 8:30 a.m.-7 p.m. ET)  
Fax-on-Demand: 800-638-8736, select option 1, then option 2 (24 hours a day, 7 days a week)  
Fax: 301-519-5212  
Mail: JJC, P.O. Box 6000, Rockville, MD 20849-6000  
E-Mail: [puborder@ncjrs.org](mailto:puborder@ncjrs.org)  
Home Page: [www.ncjrs.org/ojjhome.htm](http://www.ncjrs.org/ojjhome.htm)

Copies of the *Application Package* are available by the following:

Mail: Copies will be sent first class and will take approximately 3-5 days.  
Fax-on-Demand: Copies can be sent to your attention via fax immediately upon request (**Note:** *There may be a short delay depending on the volume of requests*).  
Online: Text can be downloaded from ONDCP's home page, Drug-Free Communities section, or OJJDP's home page, Grants and Funding section, immediately upon request.

Updates on grants and funding opportunities, including award announcements, are also available. Call the Juvenile Justice Clearinghouse at 800-638-8736; select option 4 for agency news and option 3 for grants and funding information.

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## General Eligibility Requirements

Applications are invited from eligible public and private agencies, organizations, institutions, individuals, or combinations thereof. If 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.

**Note:** *Please consult the RFP for specific eligibility requirements.*

## General Application Requirements

OJJDP prepares specific RFP's that address particular programs and policy goals of the Office. Any application sent to OJJDP must respond to a particular RFP. Each RFP stipulates what the application must contain and the selection criteria by which each proposal will be reviewed.

The following section provides a brief description of the mandatory components, broken out by the three key sections (Forms, Project Specifications, and Appendix) of an application package. The original and five copies of the application package must include and address each component. The package should also include a Table of Contents, and each page of the application package should be numbered.

### Forms

Four forms comprise this section: Standard Form 424, OJP Form 4000/3, OJP Form 4061/6, and Standard Form LLL.

#### Standard Form 424

SF-424 is a cover sheet for the OJJDP funding application. A copy and sample, along with instructions to complete the 18 data fields, are included in appendix A. **Note:** *No application will be accepted without a complete, signed, original SF-424.* A frequently asked question is, What is the *Catalog of Federal Domestic Assistance* number requested in item 10 of the SF-424? Each funding opportunity has a number that corresponds to a funding source and category—the number is found in the *Catalog of Federal Domestic Assistance*.

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## Assurances, Certifications, and Disclosure

Three forms that address assurances, certifications, and disclosures must be read, signed, and included in the application package. Copies are available in appendix A. Sign originals in blue ink.

- OJP Form 4000/3 (Assurances) includes a list of assurances that govern the use of Federal funds for federally assisted projects.
- OJP Form 4061/6 (Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements) commits the applicant to compliance with the 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 Requirement for Drug-Free Workplace (Grants).” The certifications will be treated as material representations of the facts on which reliance will be placed by the U.S. Department of Justice in making awards.
- Standard Form LLL (Disclosure of Lobbying Activities) is requested pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered Federal action.  
**Note:** *SF-LLL form is not required if there are no lobbying activities to disclose.*

## Project Specifications

Three components comprise this section.

### Project Abstract

The Project Abstract, limited to 150–200 words, highlights key points of the proposed project. The abstract should briefly present the goals of the project and how the applicant intends to accomplish them.

### Budget Detail Worksheet/Budget Narrative

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

The Budget Narrative should closely follow the content of the Budget Detail Worksheet. The narrative must provide justification for all proposed costs. Among other things, the narrative must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how indirect costs (if applicable) were calculated. The Budget Narrative should refer to the Program Narrative and justify the specific

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items listed (particularly supplies, travel, and equipment). Finally, the applicant must show that all costs in the application are reasonable.

A sample Budget Detail Worksheet with narrative incorporated is included on page 53 to assist you. As noted on the sample, applicants can provide budget details and narrative using any format or form as long as all required elements are included. However, to ensure that the application package is complete and to assist with the screening and review process, applicants are strongly encouraged to use the provided form or the outlined format.

### **Program Narrative**

The Program Narrative should address the RFP's specific criteria and/or application requirements, illustrate how the proposed project identifies and will resolve problems in the community, and fully describe the expected design and implementation of the proposed program. Unless the specific RFP contains other program-specific criteria, the Program Narrative should address the following areas:

**Problem(s) To Be Addressed.** The problem to be addressed by the project is clearly stated.

**Goals and Objectives.** The goals and objectives of the proposed project are clearly defined and the outcomes are measurable. A key element to goals, objectives, and outcomes is a timeline of key milestones, including project deliverables, which should be included in the appendix.

**Project Design.** A sound project design that contains program elements directly linked to the achievement of project objectives.

**Management and Organizational Capability.** The project management and overall organizational capability demonstrate the applicant's capacity to successfully operate and support the project. Information key to management and organization is résumés of key personnel, which should be included in the appendix.

**Budget.** Budgeted costs are reasonable, allowable, and cost effective for the proposed activities.

**Note:** *Page limits and other format guidelines noted in the RFP must be followed.*

OJJDP requires that funded programs contain plans for continuous self-assessment to keep program management informed of progress and results, and these plans should be noted in the Program Narrative. In addition, many funded projects will be considered for participation in independent evaluations initiated by OJJDP or other Office of Justice Programs (OJP) agencies. Project management will be expected to cooperate fully with designated evaluators.

### **Appendix**

Should include, but is not limited to, a timeline and résumés. The RFP may require additional information to be included in the appendix.

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## **Timeline of Major Milestones and Project Deliverables**

Include a timeline that tracks when major milestones and project deliverables will be accomplished.

## **Résumés of Personnel**

Provide résumés of key proposed staff.

**Note:** *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 \$100,000.*

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

## **Other Requirements for Review and Consideration**

Pages 10–12 outline other requirements that require review and consideration. These include Financial Requirements, Civil Rights Requirements (Prohibition of Discrimination for Recipients of Federal Funds), and Audit Requirements.

## **Letter of Intent**

To enhance intergovernmental collaboration, cooperation, and coordination among all sectors and organizations within communities, a letter of intent must be sent to the Alcohol and Drug State Authority (this list of contacts is included on page 30).

## **State Single Points of Contact**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application package to the State Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the State. The State SPOC's are listed in appendix C of this *Application Package*. Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the SF-424.

If the SPOC requires a copy of the application, the applicant should provide that copy and include the original as part of the application package submitted to OJJDP.

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## **Submitting Your Application**

Use the Checklist for OJJDP Applications (page 37) and the Critical Elements Checklist (page 39) to ensure that a complete application package is submitted.

It is the applicant's responsibility to ensure that the application package is received by 5 p.m. ET on the due date (unless otherwise noted in the RFP). Select a mail carrier or delivery service that will ensure receipt.

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

Office of Juvenile Justice and Delinquency Prevention  
c/o Juvenile Justice Resource Center  
2277 Research Boulevard, Mail Stop 2K  
Rockville, MD 20850  
301-519-5535 (phone number is required for some mail carriers)

Applicants must clearly write "Drug-Free Communities Support Program" in the lower left corner of the envelope.

OJJDP will notify applicants that their applications have been received. Subsequently, applicants will also be notified as to whether or not their project will be selected for funding. Applicants should provide a return address, telephone number, and fax number to assist with this notification process.

## **Application Review Process**

All applicants will be evaluated and rated by a peer review panel according to specified criteria. Peer review will be conducted in accordance with the OJJDP Peer Review Guideline contained in appendix B. When appropriate in a particular grant program, preference will be given to communities that can demonstrate broad-based, multidisciplinary 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. The 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 categories outlined in the Program Narrative section (see page 7) under General Application Requirements to rate applications unless the RFP contains separate, program-specific selection criteria.

The Administrator may also give consideration to geographic distribution and regional balance when making awards. Peer reviewers' recommendations are advisory only; the final award

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decision is made by the Administrator. OJJDP will negotiate specific terms of the awards with the selected applicants.

## **Suspension or Termination of Funding**

OJJDP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the JJDP Act, program guidelines issued thereunder, or other provisions of Federal law.
- Failing to make satisfactory progress toward the goals or strategies set forth in the RFP and application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR Part 18.

## **Other Requirements for Review and Compliance**

### **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 *Office of Justice Programs' Financial Guide* available from OJP. This *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The *Guide* will be provided upon request and will govern the administration of funds by all successful applicants.

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## **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, disability, or age be excluded from participation in, denied the benefits of, 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 1978, 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 1985.

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, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, OJP.

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

Applicants must read, sign the original in blue ink, and include the original and five copies of the three assurances, certifications, and disclosure forms. See Assurances, Certifications, and Disclosure under General Application Requirements on page 5 for more details.

## **Audit Requirements**

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A 128, "Audit of State and Local Governments." Nonprofit organizations and institutions of higher education are governed by OMB Circular A 133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." The type of audit required under these circulars is dependent upon the amount of Federal funds that can be audited during the recipient's fiscal year. For example:

- If the organization receives \$100,000 or more per year in Federal funds, the organization shall have an organizationwide financial and compliance audit.
- If the organization receives between \$25,000 and \$100,000 a year in Federal funds, the organization may elect to have an organizationwide audit or program audit.
- If the organization receives less than \$25,000 a year in Federal funds, the organization shall be exempt from the audit requirement.

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Commercial (for-profit) organizations shall have financial and compliance audits performed by qualified individuals who are independent from those who authorize the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards. The audit threshold contained in OMB Circulars A 128 and A 133 apply.

Applicants are required to provide the period of their organization's fiscal year and the name of their organization's cognizant Federal agency in block 11 of the SF-424. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the applicant.

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# Program Announcement



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# Drug-Free Communities Support Program

## Purpose

To increase citizen participation and strengthen community antidrug coalition efforts to reduce substance abuse among youth in communities throughout the United States and, over time, to reduce substance abuse among adults.

The Drug-Free Communities Support Program is specifically designed to:

- ◆ Reduce substance abuse among youth and, over time, among adults.
- ◆ Enable community coalitions to strengthen collaboration among Federal, State, regional, local, and tribal governments and within their representative communities.
- ◆ Enhance intergovernmental collaboration, cooperation, and coordination among all sectors and organizations within communities that demonstrate a long-term commitment to reducing substance abuse among youth and, over time, among adults.
- ◆ Enable communities to conduct data-driven, research-based prevention planning by providing accurate and timely information regarding state-of-the-art practices and initiatives that have proven to be effective in reducing substance abuse among youth.
- ◆ Focus resources from the FY 1999 Federal drug control budget to provide technical assistance, guidance, and financial support to communities.

## Background

On June 27, 1997, the Drug-Free Communities Act (Pub. L. No. 105-20) was signed into law by President Clinton. This Act provides financial assistance and support to community coalitions to carry out the mission of reducing substance abuse among the Nation's youth. This Act responded to the doubling of substance abuse among youth in the 5-year period from 1991 to 1996, with substantial increases seen in the use of marijuana, inhalants, cocaine, methamphetamine, LSD, and heroin.

The Drug-Free Communities Act authorizes the following amounts to be appropriated to ONDCP for the Drug-Free Communities Support Program: FY 1998—\$10 million; FY 1999—\$20 million; FY 2000—\$30 million; FY 2001—\$40 million; and FY 2002—\$43.5 million. In FY 1998, grant funds awarded to community coalitions totaled \$8.7 million with an additional \$1.3 million of those funds supporting evaluation, training and technical assistance, and administrative costs. In FY 1999, the Drug-Free Communities Support Program will provide an estimated \$18.5 million to support community coalitions with an additional \$1.5 million supporting evaluation,

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training and technical assistance, and administrative costs. The FY 1999 appropriation will provide continuation funding of up to approximately \$6.6 million for existing grantees. The remaining funds, approximately \$11.9 million, will fund an estimated 119 new coalitions with awards up to \$100,000. These awards will be made available through a competitive grant process, to be administered by OJJDP through an interagency agreement with ONDCP.

The U.S. General Accounting Office (GAO) found that research has identified promising collaborative efforts that use multiple societal institutions, including schools, families, media, and the community, working together to carry out comprehensive, multicomponent approaches to substance abuse prevention involving school-age youth. GAO also found that these multisector collaborators effectively use multiple strategies, including information dissemination, skill building, alternative approaches to substance abuse reduction, social policy development, and environmental approaches, in their activities. The multisector, multistrategy approach, involving public and private agencies, organizations, and private citizens, is a necessary characteristic of any successful coalition.

The Drug-Free Communities Act builds on the documented success of community anti-drug coalitions in developing and implementing comprehensive, long-term strategies to reduce substance abuse among youth on a sustained basis. The Act recognizes the critical value of intergovernmental collaboration, cooperation, and coordination in facilitating the reduction of substance abuse among youth in communities throughout the Nation.

Definitions are contained in the Drug-Free Communities Act. (The Act is available online at ONDCP's Web site at [www.whitehousedrugpolicy.gov/prevent/drugfree.html](http://www.whitehousedrugpolicy.gov/prevent/drugfree.html) and OJJDP's Web site at [www.ncjrs.org/ojjdp/html/newinit.html#drugfree](http://www.ncjrs.org/ojjdp/html/newinit.html#drugfree).) In addition, the glossary defines key terms that are referenced in the Act (see page 28).

In FY 1999, the Drug-Free Communities Support Program received an appropriation of \$20 million. The program will provide \$18.5 million to support community coalitions and \$1.5 million for administrative costs, training and technical assistance, and evaluation. Up to \$6.6 million will be awarded to existing grantees. The remaining approximately \$11.9 million will fund an estimated 119 new coalitions nationwide through a competitive grant process.

Current Drug-Free Communities Support Program grantees will have the opportunity to apply for continuation funding through separate program guidelines that are expected to be released in May 1999 through ONDCP and OJJDP. Contingent on funding availability and successful reapplication, current recipients would receive a maximum grant award of \$75,000 (a 25-percent reduction from the original award). Exceptions in declining levels of support beginning in FY 1999 will be made for grantees awarded \$66,666 or less in FY 1998 (i.e., no grantee who received an award between \$50,000 and \$66,666 would receive less than a \$50,000 award in any grant year). Any grantee who received an award of \$50,000 or less in FY 1998 will receive that amount throughout the life of the program, subject to performance and availability of funds.

For new applicants, FY 1999 Drug-Free Communities Support Program grants will be available for amounts up to \$100,000 for the initial 12-month period. Drug-Free Communities Support Program grants require that applicants provide a dollar-for-dollar match. There are no guidelines

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as to how much of the match must be in cash or in kind. Please note that Federal pass-through funds cannot be used as the match unless specifically provided for by Federal law.

## Goals

- ◆ Reduce substance abuse among youth and, over time, among adults, by addressing the factors in a community that serve to increase the risk of substance abuse and factors that serve to minimize the risk of substance abuse. These substances include narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol, and tobacco, where their use is prohibited by Federal, State, or local law.
- ◆ Establish and strengthen collaboration among communities; Federal, State, local, and tribal governments; and private nonprofit agencies to support community coalition efforts to prevent and reduce substance abuse among youth.

## Objectives

- ◆ Serve as a catalyst for increased citizen participation and greater collaboration among all sectors and organizations of a community to reduce substance abuse among youth.
- ◆ Enhance community efforts to promote and deliver effective substance abuse prevention strategies among multiple sectors of the community.
- ◆ Assess the effectiveness of community substance abuse reduction initiatives directed toward youth.
- ◆ Provide information about effective substance abuse reduction initiatives for youth that can be replicated in other communities.

## Project Strategy

Eligible applicants are community coalitions whose members have worked together on substance abuse reduction initiatives for a period of not less than 6 months. The coalition will use entities such as task forces, subcommittees, community boards, and any other community resource that enhance its collaborative effort. With substantial participation from community volunteer leaders, the coalition will design substance abuse initiatives that target drugs such as narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol, tobacco, or other related products that are prohibited by Federal, State, or local law. Community coalitions must implement multisector, multistrategy plans designed to reduce substance abuse among youth in the long term. Where applicable, proposed Drug-Free Communities Support Program activities should enhance ongoing plans and contribute to the achievement of long-range goals and objectives. Coalitions may be umbrella coalitions serving multicounty areas. However, no statewide grants will be awarded.

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A 4-year strategic plan must be included in the application. This plan must outline the mission, goals, objectives, activities, and expected outcomes of the applicant's Drug-Free Communities Support Program project. The plan must address the two major goals of the program listed above: (1) reduce substance abuse among youth and, over time, among adults; and (2) establish and strengthen collaboration among communities; Federal, State, local, and tribal governments; and private nonprofit agencies to support community coalition efforts to prevent and reduce substance abuse among youth. The project plan must ensure that the coalition, its programs, and the activities operated by the partners in the coalition will become self-sustaining within 4 years. The plan must identify 4-year and 1-year goals, objectives, and expected outcomes. In addition, the applicant must include a 4-year and 1-year timeline outlining the tasks associated with achieving the program goals and objectives. The timeline must delineate all activities, identify the coalition members that conduct the activities, and show projected completion dates for proposed activities.

The applicant must describe how a Drug-Free Communities Support Program grant will enhance its ability to provide broader and more comprehensive prevention services. The discussion should include outcome-driven information on substance abuse reduction activities currently being conducted by the coalition or members of the coalition that enhance planning efforts to minimize duplication and inefficiencies while maximizing cooperation and collaboration. Applicants must include a description of new services and activities that would be established over the 4-year plan period. The plan must emphasize coalition building and maintenance as the mechanism that provides institutional support and access to a broad range of services available in the community.

## **Project Evaluation**

To assess the effectiveness of the project, the plan must provide for evaluation of local efforts designed to strengthen the coalition and reduce substance abuse. The coalition must also agree to participate in a national evaluation of the Drug-Free Communities Support Program by providing process and outcome data.

Process indicators allow grantees to answer the following questions: What was done? How was it done? To whom and for whom was it done? How were process indicators measured and quantified? Process indicators include the following:

- ◆ A description of the project, service, or activity. (What goes on?)
- ◆ Project, service, or activity location. (Where does it occur?)
- ◆ Hours of operation, days of the week, and hours of the day the activity occurs. (When does it occur?)
- ◆ Frequency of activity. (How often does it occur—hourly, daily, weekly, monthly?)
- ◆ Number of paid staff and volunteers. (Who carries out the activity?)

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- ◆ Target population including ages, number of youth reached, and other defining characteristics. (Who receives the service?)

For example, if one of the applicant's project objectives is to delay the onset of youth usage of alcohol by 6 months and one activity used to achieve this objective is to conduct three parent/youth skills-building classes per month in three local churches, the applicant must collect information describing the activity and documenting how often the activity occurred, how many youth participated in the activity, and how often the parent and youth attended the activity.

Outcome indicators help to determine if the program is achieving intended results. The applicant must identify the indicators of success and indicate how success will be measured and how data will be collected. Outcome indicators include the following:

- ◆ Change in youth substance abuse (describe the activity and document how often the activity that brought about the change occurred).
- ◆ Improvement in the level of collaboration among communities and Federal, State, local, and tribal governments (e.g., increased number of interagency agreements).
- ◆ Enhancement of intergovernmental cooperation and coordination on youth substance abuse issues (e.g., adoption and use of an integrated management information system to share data on youth substance abuse).
- ◆ Increase in citizen participation in substance abuse prevention efforts.
- ◆ Enhancement of prevention planning and prevention efforts (e.g., data-driven needs assessment and comprehensive, research-based strategies that address identified needs).
- ◆ Improvement in or enhancement of knowledge, skills, abilities, conditions, systems, or policies as a result of improved prevention efforts.
- ◆ Change in factors contributing to and reducing the risk of substance abuse including attitudes and perceptions.

Coalitions will be required to report data for community-specific measures and a common data set for the national evaluation.

## **National Evaluation**

Grantees must collect and report community-specific, common process, and outcome indicators following evaluation protocols established by ONDCP and OJJDP. Baseline and followup data needed for the national evaluation will be collected from grant applications, OJJDP's semiannual Categorical Assistance Progress Report, and onsite surveys of a sample of grantees.

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Grantees may be required to confirm the accuracy of any data retrieved from grant applications for the national evaluation. In addition, all grantees are required to describe and provide baseline and followup data documenting the factors within their communities that increase the risk of substance abuse by youth and factors that work to minimize or reduce risk. Grantees also should provide data documenting the incidence and prevalence of substance abuse among youth in their communities. Baseline data must be representative of the targeted population as of the application deadline.

In addition to data specific to the coalitions and their communities, a small, common set of data profiling youth within the areas the coalitions serve will be required of all grantees. These measures include:

- ◆ Age at onset/initiation.
- ◆ Frequency of use in the past 30 days.
- ◆ Perception of risk of harm.
- ◆ Perception of disapproval of use by peers and adults.

Specific measures of age at onset/frequency of use will be consistent with indicators reported in the Substance Abuse and Mental Health Services Administration's *National Household Survey on Drug Abuse, Main Finding 1995*. Specific measures of the perception of harm of use and disapproval will be consistent with indicators reported in the National Institute on Drug Abuse's *National Survey Results on Drug Use from the Monitoring the Future Study, 1975–1992*, volume I, NIH Publication Number 93–3597. These documents are available from the National Clearinghouse for Alcohol and Drug Information by calling 800–729–6686.

A sample of grantees will be selected to participate in an indepth evaluation. Selected grantees will work with the national evaluation team to collect and report additional process and outcome data.

For the national evaluation, baseline data must be representative of the targeted population. The source of data, population surveyed, and date of the survey must be noted.

## **Eligibility Requirements**

To be eligible to receive a grant, a coalition must:

- ◆ Be a nonprofit, charitable, or educational organization; a unit of local government; or part of or affiliated with an eligible organization or entity.
- ◆ Develop a 4-year strategic plan, or enhance an existing plan, to reduce substance abuse among youth using a multisector, multistrategy approach.
- ◆ Have as its principal mission the reduction of substance abuse among youth in a comprehensive and long-term manner.

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- ◆ Demonstrate that community coalition members have worked together on substance abuse reduction initiatives, including initiatives that target the illegal use or abuse of a range of drugs, such as narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol, tobacco or other related products, where such use is prohibited by Federal, State, or local law. The applicant must ensure that the project does not focus on only one specific drug.
  - ◆ Describe and document the nature and extent of the substance abuse problem in the targeted community and identify the risk and protective factors existing in the community.
  - ◆ Identify substance abuse programs and service gaps relating to the use and abuse of drugs.
  - ◆ Demonstrate that a community coalition has been established and that the representatives of the community coalition have worked together for a period of not less than 6 months. The coalition must represent the targeted community and include at least one representative of each of the following groups: youth; parents; business community; media; schools; youth-serving organizations; law enforcement agencies; religious or fraternal organizations; civic and volunteer groups; health care professionals; State, local, or tribal governmental agencies with an expertise in the field of substance abuse (including, if applicable, the State authority with primary authority for substance abuse); and other organizations involved in reducing substance abuse. To demonstrate that the coalition meets the stated criteria, the applicant must submit examples or formal agreements such as memorandums of understanding (MOU's), previous newsletters/publications, or other examples of print media coverage that are dated within 6 months prior to application submittal.
  - ◆ Ensure that a community coalition member is designated as a representative of no more than one of the required sector categories.
  - ◆ Identify and describe the agencies, programs, projects, and initiatives (other than those represented by coalition members) that the coalition will collaborate and coordinate with to leverage services and resources to have the greatest impact.
  - ◆ Ensure that there is a substantive community involvement effort, as demonstrated by the significant ongoing participation of community partners to build a consensus on priorities to combat substance abuse among youth.
  - ◆ Ensure that the coalition will receive and expend cash or in-kind services equal to the amount of the Federal funds sought.
  - ◆ Describe the strategic plan and funding plan to solicit substantial financial support from non-Federal sources to ensure that the coalition will be self-sustaining within 4 years.
  - ◆ Submit local evaluation plans for assessing coalition efforts. In addition, the applicant must agree to participate in a national evaluation.

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- ◆ Agree to collect and report both target population-specific and common process and outcome indicators following evaluation protocols established by ONDCP and OJJDP.

Consideration will also be given to how the applicant incorporates strategies and services that increase cultural competency to reach and include minority populations.

## **Selection Criteria**

Applicants whose proposals meet all eligibility criteria and submission requirements will be evaluated and rated by a peer review panel according to the criteria outlined below. A critical element checklist to aid applicants in fulfilling all requirements is provided in appendix A.

### **Problems To Be Addressed (20 points)**

The applicant must indicate how its coalition, through collaborative efforts, long-term strategic planning, and implementation efforts, will reduce substance abuse among youth and, over time, among adults. The applicant also must provide a discussion of substance abuse in the target community. This discussion should address:

- ◆ The nature and extent of youth substance abuse, such as the use of narcotics, depressants, stimulants, hallucinogens, cannabis, inhalants, alcohol, and tobacco or other related products, where such use is prohibited by Federal, State, or local law in the target community.
- ◆ Risk factors that enable substance abuse and protective factors that act as deterrents to substance abuse in their community.

The discussion in this section should indicate the following: the incidence/prevalence of substance abuse among youth in the target community, the major drugs of abuse among youth, and the underlying risk factors associated with substance abuse. The applicant must provide findings from recent school-based surveys or other local surveys of drug usage that document the nature and extent of juvenile substance abuse problems in the area served by the coalition. If such survey data are not available, the applicant must report other indicators that measure the extent of the problem. Other local data include crime, justice, health, HIV/AIDS, economic, school, and other related statistics. The data will be used as the baseline against which the progress and effectiveness of coalition efforts to prevent and reduce substance abuse among youth can be measured.

### **Goals and Objectives (20 points)**

The applicant must address the two major goals of the program: to reduce substance abuse and strengthen collaboration. Objectives and expected outcomes must be related to the goals, and they must be measurable, consistent with local data, achievable, and reflected in the timeline. The applicant must provide a clear discussion of how the proposed goals and objectives logically relate to the risk and protective factors.

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The coalition should clearly state what it proposes to accomplish with a Drug-Free Communities Support Program grant. The applicant must describe the desired end result (the outcome). In defining the objectives, the applicant must describe, in concrete terms, who or what will change, how much it will change, over what period of time, and who (coalition member/s) will effect this change.

### **Program Design (25 points)**

The applicant must provide a detailed description of the proposed program design to achieve the project's goals and objectives and explain how program activities address the problems associated with the risk and protective factors. Consideration will also be given to the cultural relevance of the proposed activities.

The program design must describe the logical links between project goals, objectives, activities, and expected outcomes. In describing these links, the applicant should consider which goals and objectives will be attained by which activities. The plan must include a description of the specific steps and provide a timeline outlining those steps associated with implementing the Drug-Free Communities Support Program.

The evaluation strategy must specifically address how the applicant will monitor progress toward achieving the project goals and objectives. The applicant must describe the data required, how it will collect information on the activities that are undertaken (process indicators) and what results are achieved (outcome indicators). The applicant must discuss its process for monitoring progress and determining if the project is meeting coalition and Federal requirements. Key elements of the applicant evaluation strategies are outlined in the Project Evaluation section.

### **Management and Organizational Capability (25 points)**

The applicant must describe who will lead the development and implementation of the strategic plan and its associated program activities and how the coalition will implement the drug abuse prevention strategies. The applicant must indicate all principal individuals and their positions in the project management design and include résumés or biographies of all key personnel. A roster must be completed containing the names of all coalition members, the sectors they represent, and their contributions to the work of the coalition. Members must include youth; parents; businesses; media; schools; organizations serving youth; law enforcement; religious or fraternal organizations; civic or volunteer groups; health care professionals; State, local, or tribal government agencies with expertise in the field of substance abuse; and other organizations involved in reducing substance abuse. This coalition list must also include a description of other public and private resources that will work in collaboration with the coalition to accomplish the overall goals of the Drug-Free Communities Support Program.

MOU's must be provided in the appendixes for all coalition members who will provide services to the coalition. MOU's demonstrate the intent of two or more entities to fulfill commitments that are critical to the implementation of the project. Letters of support should be solicited from corresponding agencies, service providers, organizations, or community leaders that are involved with the coalition but are not members. These letters demonstrate community support of the

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project and coalition. MOU's and letters of support should be signed originals that are current (within the previous year) and relevant to the grant application.

The applicant must demonstrate that staff involved in the project have the experience and knowledge necessary to successfully undertake the proposed project. The applicant must provide evidence of the staff's ability to manage the collaborative effort of coalition members and collaborative partners to meet program goals. The applicant also should clearly indicate who will perform what function(s) and by when (based on the timeline deliverable). In an effort to demonstrate organizational capacity, applicants may include past performance information, including any outcome data from previous activities.

The applicant must include a one-page organizational chart, with the management structure, of staff and coalition members. If available, titles and names of individuals should be provided.

Consideration will be given to a coalition's ability to work effectively with all segments of the community, its associated collaborative partners, OJJDP and ONDCP, the evaluation team, and the training and technical assistance providers involved in this program. The applicant must describe how it will manage the non-Federal resources brought to the project.

### **Budget (10 points)**

The applicant must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken. A cost breakdown of both Federal and non-Federal costs and in-kind contributions must be included. Budgets must allow for required travel, including (1) one trip for two individuals to the annual grantee conference in Washington, D.C., and (2) one trip for two individuals to a training and technical assistance meeting within the applicant's region.

### **Format**

The narrative portion of this application must not exceed 40 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8½- by 11-inch paper, double-spaced on one side of the paper in a standard 12-point font. These standards are necessary to maintain a fair and uniform standard among all applicants. If the narrative does not conform to these standards, the application will be ineligible for consideration. Do not enclose the application in binders or specialized packaging. Please do not include videos, audiotapes, or other unsolicited information.

### **Awards**

The ONDCP Director, Drug-Free Communities Support Program Administrator, Drug-Free Communities Support Program Advisory Commission, and the OJJDP Administrator are committed to ensuring individual project success across a range of urban, suburban, rural, and tribal communities. Therefore, in selecting applicants, consideration will be given to achieving representative equity in geographic and demographic distribution of grants and to funding a

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variety of effective, innovative programs with varying lengths of operational experience. Although peer review recommendations are given weight, they are advisory only, and final award decisions will be made by the ONDCP Director and the OJJDP Administrator. OJJDP will negotiate specific terms of the award with applicants being considered for award.

Award requests must not exceed \$100,000 with a dollar-for dollar match, in cash or in kind, of the Federal amount requested. No community coalition may submit more than one application for consideration.

## **Award Period**

The project will be funded initially for a 12-month budget period of a 48-month project period. Funding after the initial 12-month period depends on grantee performance, availability of funds, and other criteria established at the time of award.

## **Award Amount**

Up to \$100,000 will be available for the initial 12-month budget period.

## **Application Requirements**

Instructions on filling out the required application forms are contained in this *Application Package*. To enhance intergovernmental collaboration, cooperation, and coordination among all sectors and organizations within communities, a letter of intent must be sent to the Alcohol and Drug State Authority (this list of contacts is included on page 30). In addition, Executive Order 12372 requires applicants from State and local units of government or other organizations providing services to submit a copy of the application to the State Single Point of Contact, if one exists. This list is provided in appendix C.

## **Bidders Conference**

To provide assistance, training, and technical support in submitting applications for the Drug-Free Communities Support Program, five regional trainings will be scheduled in February and March of 1999. Dates and locations of these conferences can be obtained online at the ONDCP, OJJDP, and NCADI Web sites: [www.whitehousedrugpolicy.gov/prevent/drugfree.html](http://www.whitehousedrugpolicy.gov/prevent/drugfree.html); [www.ncjrs.org/ojjdp/html/newinit.html#drugfree](http://www.ncjrs.org/ojjdp/html/newinit.html#drugfree); and [www.health.org](http://www.health.org), respectively.

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## Catalog of Federal Domestic Assistance Number

For this program, the Catalog of Federal Domestic Assistance number, which is required on Standard Form 424, Application for Federal Assistance, is 16.729. This form is included in this *Application Package*.

## Coordination of Federal Efforts

To encourage better coordination among Federal agencies in addressing State and local needs, the U.S. Department of Justice is requesting applicants to provide information on the following: (1) active Federal grant award(s) supporting this or related efforts, including awards from the U.S. Department of Justice; (2) any pending application(s) for Federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding sought by this application. For each Federal award, applicants must include the program or project title, the Federal grantor agency, the amount of the award, and a brief description of its purpose. This information should be included in the appendix.

“Related efforts” is defined for these purposes as one of the following:

- ◆ Efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants).
- ◆ Another phase or component of the same program or project (e.g., to implement a planning effort funded by other Federal funds or to provide a substance abuse treatment or education component within a criminal justice project).
- ◆ Services of some kind (e.g., technical assistance, research, or evaluation) to the program or project described in the application.

## Delivery Instructions

All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 2277 Research Boulevard, Mail Stop 2K, Rockville, Maryland 20850; 301-519-5535. **Note:** *In the lower left-hand corner of the envelope, you must clearly write “Drug-Free Communities Support Program.”* Faxed or e-mailed applications will not be considered.

## Due Date

Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. ET on April 12, 1999.

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## Contact

For further information, contact Lauren Ziegler, Program Manager, Special Emphasis Division, 202-616-8988, or send an e-mail inquiry to [zieglerl@ojp.usdoj.gov](mailto:zieglerl@ojp.usdoj.gov); or contact Mark Morgan, Program Manager, Special Emphasis Division, 202-353-9243, or send an e-mail inquiry to [Morganm@ojp.usdoj.gov](mailto:Morganm@ojp.usdoj.gov).

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## Glossary

**Activities:** Efforts to be conducted to achieve the identified objectives. A number of activities may be needed to achieve each objective (e.g., coordinate development and delivery of a multidisciplinary, multiagency program of parenting education for parents of elementary and middle school youth).

**Allowable costs:** Those costs identified in Office of Management and Budget (OMB) circulars on cost principles and in ONDCP legislation. In addition, costs must be reasonable, allocable, and necessary to the project and must comply with the funding statute requirements.

**Coalition:** Comprises one or more representatives of the following categories: youth; parents; businesses; media; schools; organizations serving youth; law enforcement; religious or fraternal organizations; civic or volunteer groups; health care professionals; State, local, or tribal government agencies with expertise in the field of substance abuse (including, if applicable, the State authority with primary authority for substance abuse); and other organizations involved in reducing substance abuse.

**Community:** People with a common interest living in a defined area. For the purposes of this grant, the coalition may define its community as a neighborhood, town, part of a county, county, or regional area.

**Expected outcomes:** The intended or anticipated results of carrying out these activities. There may be short-term, intermediate, and long-term outcomes.

◆ **Short term.**

Participation in the development and delivery by agency leaders.  
Development of the multidisciplinary, multiagency program.  
Delivery of the multidisciplinary, multiagency program.  
Completion of the program by elementary and middle school youth.

◆ **Intermediate.**

Increase in understanding of risks of substance use.

◆ **Long term.**

Increase in understanding of risks of substance use.  
Increase in perception of harm.  
Delay in the onset of alcohol use among youth.

**Goal:** A broad statement of what the coalition project is intended to accomplish (e.g., delay in the onset of substance abuse among youth).

**Impact:** The ultimate desired results of efforts undertaken, manifesting as actual reductions in substance abuse among youth.

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**In-kind match:** Something of value received other than money, such as donated services.

**Multisector:** More than one agency or institution working together.

**Multistrategy:** More than one prevention strategy, such as information dissemination, skill building, use of alternative approaches to substance abuse reduction, social policy development, and environmental approaches, working in combination with each other to produce a comprehensive plan.

**Nonprofit:** An organization described under section 501(c)(3) of the Internal Revenue Code of 1986 that is exempt from taxation under 501(a) of the Internal Revenue Code of 1986.

**Objectives:** What is to be accomplished during a specific period of time to move toward achievement of a goal, expressed in specific measurable terms. There may be numerous objectives for each goal identified (e.g., to increase the number of youth in elementary and middle school who perceive use of substances as a moderate or great risk by 20 percent within 3 years).

**Protective factors:** Those factors that increase an individual's ability to resist the use and abuse of drugs.

**Resiliency factors:** Personal traits that allow children to survive and grow into healthy, productive adults in spite of having experienced negative/traumatic experiences and high-risk environments.

**Risk factors:** Those factors that increase an individual's vulnerability to drug use and abuse.

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# Alcohol and Drug State Authority

## Alabama

O'Neill Pollingue, Director  
Substance Abuse Services  
Division of Mental Health/  
Retardation  
P.O. Box 301410  
100 North Union Street  
Montgomery, AL 36130-1410  
334-242-3952  
334-242-0759 (Fax)

## Alaska

Loren A. Jones, Director  
Division of Alcoholism and  
Drug Abuse  
Department of Health and  
Social Services  
P.O. Box 110607  
Juneau, AK 99811-0607

240 Main Street, Suite 701  
Juneau, AK 99801  
907-465-2071  
907-465-2185 (Fax)

## Arizona

Christie A. Dye, Chief  
Bureau of Substance Abuse  
Services/GMH  
2122 East Highland  
Phoenix, AZ 85016  
602-553-9092  
602-553-9142 (Fax)

## Arkansas

Joe M. Hill, Director  
Bureau of Alcohol and Drug  
Abuse Prevention  
Department of Health  
Freeway Medical Center  
5800 West 10th Street  
Suite 907  
Little Rock, AR 72204  
501-280-4501  
501-280-4532 (Fax)

## California

Elaine Bush  
Acting Chief Deputy Director  
Executive Office  
Governor's Policy Council on  
Drug and Alcohol Abuse  
1700 K Street, 5th Floor  
Sacramento, CA 95814-4037  
916-445-1943  
916-323-5873 (Fax)

## Colorado

Janet Wood, Director  
Alcohol and Drug Abuse Division  
Department of Human Services  
4055 South Lowell Boulevard  
Denver, CO 80236-3120  
303-866-7486/7480  
303-866-7481 (Fax)

## Connecticut

Thomas A. Kirk, Jr., Ph.D.  
Deputy Commissioner  
Office of Addiction Services  
Department of Mental Health  
and Addiction Services  
410 Capitol Avenue, 4th Floor  
Hartford, CT 06134  
860-418-6959  
860-418-6691 (Fax)

## Delaware

Renata J. Henry, Director  
Alcohol and Drug Services  
Agency of Health and Social  
Services  
1901 North DuPont Highway  
Newcastle, DE 19720  
302-577-4465, ext. 46  
302-577-4486 (Fax)

Grace Pesickey, AOD Director  
Division of Child Mental Health  
Murphy Cottage  
1825 Faulkland Road  
Wilmington, DE 19805  
302-633-2600  
302-633-2614 (Fax)

## District of Columbia

Dr. Deidra Roach  
Administrative Director for  
Substance Abuse  
Alcohol and Drug Abuse  
Services Administration  
Department of Human Services  
1300 First Street NE.  
Suite 300  
Washington, DC 20002  
202-727-9393  
202-727-0092 (Fax)

## Florida

Ken DeCerchio  
Assistant Secretary for  
Substance Abuse  
Department of Children and  
Families  
1317 Winewood Boulevard  
Building 3, Room 105 H  
Tallahassee, FL 32399-0700  
850-487-2920  
850-413-6886 (Fax)

## Georgia

Elizabeth F. Howell, MD  
SA Program Chief and  
SSA Director  
PRPD, Division of Mental  
Health, Mental Retardation  
and Substance Abuse  
2 Peachtree Street NW.  
23d Floor  
Atlanta, GA 30303-3142  
404-657-2273  
404-657-2160 (Fax)

## Guam

Mamie Balajadia, Ed.D.  
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Services  
Clinical Services Division  
790 Governor Carlos G.  
Camacho Road  
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671-647-5440/5325  
671-649-6948 (Fax)

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**Hawaii**

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Department of Health  
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Suite 305  
Honolulu, HI 96813  
808-586-3962  
808-586-4016 (Fax)

**Idaho**

Patricia Getty, Project Manager  
FACS Division  
Bureau of Mental Health and  
Substance Abuse  
Department of Health and  
Welfare  
P.O. Box 83720  
450 West State Street, 5th Floor  
Boise, ID 83720-0036  
208-334-6680  
208-334-6664 (Fax)

**Illinois**

Nick Gantes, Associate Director  
Department of Alcoholism and  
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100 North 9th Street  
Springfield, IL 62765  
217-782-0685  
217-785-0954 (Fax)

**Indiana**

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and Social Services  
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402 West Washington Street  
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Indianapolis, IN 46204-2739  
317-232-7845  
317-233-3472 (Fax)

**Iowa**

Janet Zwick, Director  
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and Health Promotion  
Lucas State Office Building  
3d Floor  
Des Moines, IA 50319  
515-281-4417  
515-281-4535 (Fax)

**Kansas**

Andrew O'Donovan  
Commissioner  
Alcohol and Drug Abuse  
Services  
Department of Social and  
Rehabilitative Services  
Credit Union 1 Building  
2d Floor  
610 SW. 10th Street  
Topeka, KS 66612  
785-296-3925  
785-296-0494 (Fax)

**Kentucky**

Michael Townsend, Director  
Division of Substance Abuse  
Department of Mental Health/  
Mental Retardation Services  
100 Fair Oaks, 4E-D  
Frankfort, KY 40621  
502-564-2880  
502-564-7152 (Fax)

**Louisiana**

Alton Hadley  
Assistant Secretary  
Office of Alcohol and Drug  
Abuse  
Department of Health and  
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BIN #18, 4th Floor  
Baton Rouge, LA 70821-2790  
  
1201 Capitol Access Road  
Baton Rouge, LA 70802  
225-342-6717  
225-342-3875 (Fax)

**Maine**

Lynn F. Duby, Director  
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AMHI Complex  
Marquardt Building, 3d Floor  
159 State House Station  
Augusta, ME 04333-0159  
207-287-6342  
207-287-4334 (Fax)

**Maryland**

Thomas Davis, Director  
Alcohol and Drug Abuse  
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Department of Health and  
Mental Hygiene  
201 West Preston Street  
4th Floor  
Baltimore, MD 21201  
410-767-6925  
410-333-7206 (Fax)

**Massachusetts**

Mayra Rodriguez-Howard  
Director  
Bureau of Substance Abuse  
Services  
Department of Public Health  
250 Washington Street  
3d Floor  
Boston, MA 02108-4619  
617-624-5151/5300  
617-624-5185 (Fax)

**Michigan**

Deborah Hollis, Acting Director  
Bureau of Substance Abuse  
Services  
MI Department of Community  
Health  
320 South Walnut Street  
Lewis Case Building  
Lansing, MI 48913  
517-335-0278  
517-241-2611 (Fax)

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## Minnesota

Carolyn Pollard, Acting Director  
Chemical Dependency Program  
Division  
Department of Human Services  
444 Lafayette Road North  
St. Paul, MN 55155-3823  
651-582-1832  
651-582-1865 (Fax)

## Mississippi

Herbert Loving, Director  
Division of Alcohol and Drug  
Abuse  
Department of Mental Health  
Robert E. Lee State Office  
Building  
11th Floor  
239 North Lamar Street  
Jackson, MS 39201  
601-359-1288  
601-359-6295 (Fax)

## Missouri

Michael Couty, Director  
Division of Alcohol and Drug  
Abuse  
Department of Mental Health  
1706 East Elm Street  
Jefferson, MO 65101  
573-751-4942  
573-751-7814 (Fax)

## Montana

Dan Anderson, Administrator  
Addictive and Mental Disorders  
Division  
Department of Public Health  
and Human Services  
Cogswell Building, C-118  
P.O. Box 202951  
1400 Broadway  
Helena, MT 59620-2951  
406-444-3969  
406-444-4435 (Fax)

## Nebraska

Gordon Tush, Director  
Division of Alcoholism  
Drug Abuse and Addiction  
Services  
NE Health and Human Services  
P.O. Box 94728  
Lincoln, NE 68509-4728

Folsom and West Prospector  
Place  
Lincoln Regional Center  
Campus  
Building 14  
Lincoln, NE 68522  
402-471-2851, ext. 5583  
402-479-5162 (Fax)

## Nevada

Robert Johnston, Acting Chief  
Bureau of Alcohol and Drug  
Abuse  
505 East King Street, Suite 500  
Carson City, NV 89710  
702-684-4190  
702-684-4185 (Fax)

## New Hampshire

Denise Devlin, Director  
Bureau of Substance Abuse  
Services  
Department of Health and  
Human Services  
105 Pleasant Street  
Concord, NH 03301  
603-271-6105  
603-271-6116 (Fax)

## New Jersey

John W. Farrell, Deputy Director  
Division of Alcoholism  
Drug and Addiction Services  
P.O. Box 362  
Department of Health  
120 South Stockton Street  
3d Floor  
Trenton, NJ 08625-0362  
609-292-9068/7385  
609-292-3816 (Fax)

## New Mexico

Mary Schumacher, Director  
Behavioral Health Services  
Division  
Department of Health  
Harold Runnels Building  
Room 3300 North  
1190 St. Francis Drive  
Santa Fe, NM 87501  
505-827-0578  
505-827-0097 (Fax)

## New York

Jean Somers Miller  
Commissioner  
Office of Alcoholism and  
Substance Abuse Services  
1450 Western Avenue  
Albany, NY 12203-3526  
518-457-2061  
518-457-5474 (Fax)

## North Carolina

Flo Stein, Chief  
Division of Mental Health  
Developmental Disabilities  
and Substance Abuse  
Services  
Department of Health and  
Human Resources  
325 North Salisbury Street  
Suite 1168  
Raleigh, NC 27603  
919-733-4670, ext. 231  
919-733-9455 (Fax)

## North Dakota

Don Wright, Unit Administrator  
Division of Mental Health and  
Substance Abuse Services  
ND Department of Human  
Services  
600 South 2d Street  
Suite #1E  
Bismarck, ND 58504-5729  
701-328-8922  
701-328-8969 (Fax)

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## Ohio

Luceille Fleming, Director  
OH Department of Alcohol and  
Drug Addiction Services  
Two Nationwide Plaza  
12th Floor  
280 North High Street  
Columbus, OH 43215-2537  
614-466-3445  
614-728-4936 (Fax)

## Oklahoma

Dennis Doyle, Director  
Substance Abuse Services  
Department of Mental Health  
and Substance Abuse  
Services  
P.O. Box 53277  
Oklahoma City, OK 73152

1200 Northeast 13, 2d Floor  
Oklahoma City, OK 73117  
405-522-3857  
405-522-3650 (Fax)

## Oregon

Barbara A. Cimaglio, Director  
Office of Alcohol and Drug  
Abuse Programs  
OR Department of Human  
Resources  
Human Resources Building  
500 Summer Street NE.  
Salem, OR 97310-1016  
503-945-5763  
503-378-8467 (Fax)

## Pennsylvania

Gene R. Boyle, Director  
PA Department of Health  
Bureau of Drug and Alcohol  
Programs  
P.O. Box 90  
Health and Welfare Building  
Room 933  
Harrisburg, PA 17108

2635 Praxton Street  
Harrisburg, PA 17111  
717-783-8200  
717-787-6285 (Fax)

## Puerto Rico

Dr. Jose Acevedo, Administrator  
Mental Health and Anti-Addiction  
Services Administration  
Department of Health  
P.O. Box 21414  
San Juan, PR 00928-1414  
787-764-3670  
787-765-5895 (Fax)

## Rhode Island

Kathleen Spangler, Director  
Department of Health  
Division on Substance Abuse  
600 New London Avenue  
Barry Hall, Building #52  
3d Floor  
Cranston, RI 02920  
401-462-4680  
401-462-6078 (Fax)

## South Carolina

Rick C. Wade  
Director Designate  
Department of Alcohol and  
Other Drug Abuse Services  
3700 Forest Drive, Suite 300  
Columbia, SC 29204  
803-734-9520  
803-734-9663 (Fax)

## South Dakota

Gilbert Sudbeck, Director  
Division of Alcohol and Drug  
Abuse  
Department of Human Services  
Hillsview Plaza  
East Highway 34  
c/o 500 East Capitol  
Pierre, SD 57501-5070  
605-773-3123  
605-773-7076 (Fax)

## Tennessee

Stephanie Perry, MD  
Assistant Commissioner  
Bureau of Alcohol and Drug  
Abuse Services  
Department of Health  
Cordell Hull Building, 3d Floor  
425 5th Avenue North  
Nashville, TN 37219  
615-741-1921  
615-532-2419 (Fax)

## Texas

Terry Faye Bleier  
Executive Director  
TX Commission on Alcohol and  
Drug Abuse  
9001 North IH 35, Suite 105  
Austin, TX 78753-5233  
512-349-6601  
800-832-9623  
512-837-4123 (Fax)

## Utah

Leon PoVey, Director  
Division of Substance Abuse  
Department of Human Services  
120 North 200 West, 2d Floor  
Room 201  
Salt Lake City, UT 84103  
801-538-3939  
801-538-4696 (Fax)

## Vermont

Tom Perras, Director  
Office of Alcohol and Drug  
Abuse Programs  
VT Department of Health  
108 Cherry Street  
P.O. Box 70  
Burlington, VT 05402  
802-651-1550  
802-651-1573 (Fax)

## Virgin Islands

Carlos Ortiz, Director  
Division of Mental Health  
Alcoholism and Drug  
Dependency Services  
VI Department of Health  
Barbel Plaza South  
St. Thomas, VI 00802  
340-774-4888  
340-774-4701 (Fax)

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## Virginia

Lewis E. Gallant, Ph.D.  
Director  
Office of Substance Abuse  
Services  
Department of Mental Health,  
Mental Retardation and  
Substance Abuse Services  
P.O. Box 1797  
109 Governor Street  
Richmond, VA 23219  
804-786-3906  
804-371-0091 (Fax)

## Washington

Kenneth D. Stark, Director  
Division of Alcohol and  
Substance Abuse  
Department of Social and  
Health Services  
P.O. Box 45330  
612 Woodland Square Loop SE.  
Building C  
Olympia, WA 98504-5330  
360-438-8200  
360-438-8078 (Fax)

## West Virginia

Division of Alcoholism and Drug  
Abuse  
Department of Health and  
Human Resources  
State Capitol Complex  
Building 6, Room B-738  
Charleston, WV 25305  
304-558-2276  
304-558-1008 (Fax)

## Wisconsin

Phillip S. McCullough, Director  
Division of Supportive Living  
Bureau of Substance Abuse  
Services  
Department of Health and  
Family Services  
P.O. Box 7851  
1 West Wilson Street  
Madison, WI 53707-7851  
608-266-3719  
608-266-1533 (Fax)

## Wyoming

Jean DeFratis  
Program Manager  
Division of Behavioral Health  
Substance Abuse Program  
Department of Health  
2300 Capitol Avenue  
Hathaway Building, 1st Floor  
Cheyenne, WY 82002  
307-777-6494  
307-777-5580 (Fax)

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# Appendix A: Checklists and Application Forms



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## Checklist for OJJDP Applications

This checklist is provided to assist you in preparing and compiling your application package for OJJDP funding. Attach a copy of this completed checklist to your application to ensure compliance with the application process and to assist in the review process.

Table of Contents.

**Forms** (signed and dated, original in blue ink)

Standard Form 424.

OJP Form 4000/3 (Assurances).

OJP Form 4061/6 (Certifications).

Standard Form LLL (Disclosure of Lobbying Activities), if applicable.

**Project Specifications**

Project Abstract.

Budget Detail Worksheet/Budget Narrative.

Program Narrative.

**Appendix**

Timeline of major milestones.

Résumés of all personnel.

Five additional copies of the application package.



## Critical Elements Checklist

To ensure that the critical elements of the program announcement are met, applicants are required to complete and include this checklist with the application package. The checklist must indicate the page in the proposal narrative on which the critical element is addressed.

	Critical Elements	Page #
<input type="checkbox"/>	The package includes a roster with the names of all coalition members, the mandatory sectors they represent, and their contributions to the coalition's work.	_____
<input type="checkbox"/>	The coalition is established and has worked together on substance abuse prevention for a period of not less than 6 months.	_____
<input type="checkbox"/>	The coalition is a nonprofit, charitable organization, a unit of local government, or part of or affiliated with an eligible organization or entity.	_____
<input type="checkbox"/>	The coalition's principal mission is the reduction of substance abuse in a comprehensive and long-term manner.	_____
<input type="checkbox"/>	The coalition has a 4-year strategic plan and 1-year timeline.	_____
<input type="checkbox"/>	The package lists collaborations with agencies, programs, projects, and initiatives outside of the coalition.	_____
<input type="checkbox"/>	The package addresses the nature and extent of the substance abuse problem and identifies the risk and protective factors existing in the community.	_____
<input type="checkbox"/>	The package documents process and outcome indicators.	_____
<input type="checkbox"/>	The package identifies substance abuse programs and service gaps.	_____
<input type="checkbox"/>	The package includes a plan for local evaluation.	_____
<input type="checkbox"/>	The coalition agrees to participate in a national evaluation.	_____
<input type="checkbox"/>	The package includes an organizational chart listing all principal individuals and their positions and includes résumés and biographies for all individuals listed.	_____
<input type="checkbox"/>	The package includes a plan to solicit substantial financial support from non-Federal sources.	_____
<input type="checkbox"/>	The package contains a proposed budget with a cost breakdown of Federal and non-Federal costs and in-kind contributions.	_____
<input type="checkbox"/>	The coalition requests no more than \$100,000 and has a dollar-for-dollar match, in cash or in kind, of the Federal amount requested.	_____
<input type="checkbox"/>	The coalition has sent a letter of intent to the Alcohol and Drug State Authority.	_____







# APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED <b>9/01/98</b>	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

*Application*

Construction

Non-Construction

*Preapplication*

Construction

Non-Construction

5. APPLICANT INFORMATION

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

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <b>C O - 9 8 7 6 5 4 3</b>	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify):	A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify):

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

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <b>1 6 - 5 4 2</b>	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <b>Project to Expand and Improve Juvenile Restitution Program</b>
TITLE: <b>National Institute for Juvenile Justice and Delinquency Prevention</b>	

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

13. PROPOSED PROJECT: Start Date: <b>10/01/98</b> Ending Date: <b>09/30/99</b>	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: <b>19</b> b. Project: <b>19</b>
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15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal    \$ 100,000    .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    \$ 100,000    .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

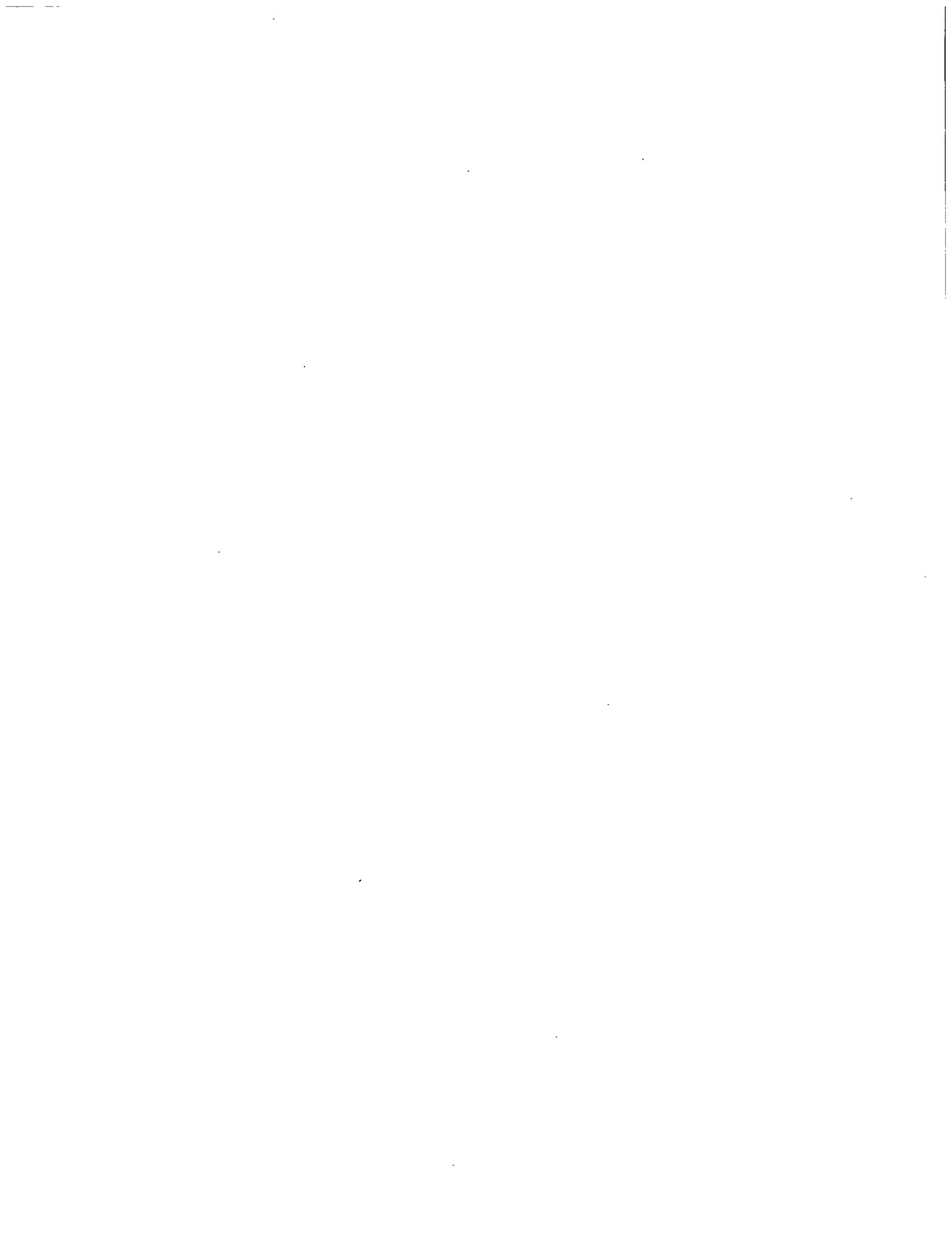
a. Typed Name of Authorized Representative <b>Morgan Tyler</b>	b. Title <b>Executive Director</b>	c. Telephone number <b>(703)555-3478</b>
d. Signature of Authorized Representative		e. Date Signed <b>09/01/98</b>



## Instructions for Completion of the Application for Federal Assistance (SF- 424)

The Application for Federal Assistance is a standard form used by most Federal agencies. This form contains 18 different items, which are to be completed before submission. All applications should include a completed and signed SF- 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check "Non-Construction."
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This block is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> This item will be completed by OJP.
5	<b>Applicant Information:</b> The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact, and include their telephone number.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	<b>Type of Application:</b> Check either "new" or "continuation." Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, such as "Office of Juvenile Justice and Delinquency Prevention."
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement.
11	<b>Descriptive Title of Applicants Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex: 10/1/98-9/30/99.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National," if applicable.
15	<b>Estimated Funding:</b> In line "a," enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as "original" to help identify the original.



# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		<b>TOTAL</b> _____

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
		<b>TOTAL</b> _____
		<b>Total Personnel &amp; Fringe Benefits</b> _____

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
------	-------------	------

**TOTAL** \_\_\_\_\_

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		<b>TOTAL</b> _____

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL</b> _____

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

*Subtotal* \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
------	----------	-------------	------

*Subtotal* \_\_\_\_\_

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

*Subtotal* \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		<b>TOTAL</b> _____

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		<b>TOTAL</b> _____

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	
<b>TOTAL PROJECT COSTS</b>	_____
<b>Federal Request</b>	_____
<b>Non-Federal Amount</b>	_____

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
<i>John Smith, Investigator</i>	<i>(\$50,000 x 100%)</i>	<i>\$50,000</i>
<i>2 Investigators</i>	<i>(\$50,000 x 100% x 2)</i>	<i>\$100,000</i>
<i>Secretary</i>	<i>(\$30,000 x 50%)</i>	<i>\$15,000</i>
<i>Cost of living increase</i>	<i>(\$165,000 x 2% x .5 yr.)</i>	<i>\$1,650</i>
<i>Overtime per investigator</i>	<i>(\$37.50/hr. x 100 hrs. x 3)</i>	<i>\$11,250</i>
<p><i>The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.</i></p>		
		<b>TOTAL \$177,900</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
<i>Employer's FICA</i>	<i>(\$177,900 x 7.65%)</i>	<i>\$13,609</i>
<i>Retirement</i>	<i>*(\$166,650 x 6%)</i>	<i>\$9,999</i>
<i>Uniform Allowance</i>	<i>(\$50/mo. x 12 mo. x 3)</i>	<i>\$1,800</i>
<i>Health Insurance</i>	<i>*(\$166,650 x 12%)</i>	<i>\$19,998</i>
<i>Workman's Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>Unemployment Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>*( \$177,900 less \$11,250)</i>		
		<b>TOTAL \$48,964</b>
		<b>Total Personnel &amp; Fringe Benefits \$226,864</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	$(\$150 \times 2 \text{ people} \times 2 \text{ trips})$	\$600
		Hotel	$(\$75/\text{night} \times 2 \times 2 \text{ people} \times 2 \text{ trips})$	\$600
		Meals	$(\$35/\text{day} \times 3 \text{ days} \times 2 \text{ people} \times 2 \text{ trips})$	\$420
Investigations	New York City	Airfare	$(\$600 \text{ average} \times 7)$	\$4,200
		Hotel and Meals	$(\$100/\text{day average} \times 7 \times 3 \text{ days})$	\$2,100

*Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.*

**TOTAL \$7,920**

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	$(\$2,000 \times 3)$	\$6,000
Video Camera	\$1,000	\$1,000

*The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.*

**TOTAL \$7,000**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
<i>Office Supplies</i>	<i>(\$50/mo. x 12 mo.)</i>	<i>\$600</i>
<i>Postage</i>	<i>(\$20/mo. x 12 mo.)</i>	<i>\$240</i>
<i>Training Materials</i>	<i>(\$2/set x 500 sets)</i>	<i>\$1,000</i>

*Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.*

**TOTAL \$1,840**

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
<i>Renovation</i>	<i>Add walls</i>	<i>\$5,000</i>
	<i>Build work tables</i>	<i>\$3,000</i>
	<i>Build evidence storage units</i>	<i>\$2,000</i>

*The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.*

**TOTAL \$10,000**

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
<i>John Doe</i>	<i>Forensic Specialist</i>	<i>(\$150/day x 30 days)</i>	<i>\$4,500</i>

*John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.*

*Subtotal \$4,500*

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
<i>Airfare</i>	<i>Miami</i>	<i>(\$400 x 6 trips)</i>	<i>\$2,400</i>
<i>Hotel and Meals</i>		<i>(\$100/day x 30 days)</i>	<i>\$3,000</i>

*John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.*

*Subtotal \$5,400*

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<b>Item</b>	<b>Cost</b>
<i>Intelligence System Development</i>	<i>\$102,000</i>

*The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.*

*Subtotal \$102,000*

**TOTAL \$111,900**

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Rent	(700 sq. ft. x \$15/sq. ft.) (\$875/mo. x 12 mo.)	\$10,500
<i>This rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.</i>		
Telephone	(\$100/mo. x 12 mo.)	\$1,200
Printing/Reproduction	(\$150/mo. x 12 mo.)	\$1,800
		<b>TOTAL \$13,500</b>

SAMPLE

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
10% of personnel and fringe benefits	(\$226,864 x 10%)	\$22,686
<i>The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency, on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)</i>		
		<b>TOTAL \$22,686</b>

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$177,900
B. Fringe Benefits	\$48,964
C. Travel	\$7,920
D. Equipment	\$7,000
E. Supplies	\$1,840
F. Construction	\$10,000
G. Consultants/Contracts	\$111,900
H. Other	\$13,500
<b>Total Direct Costs</b>	<b>\$379,024</b>
I. Indirect Costs	\$22,686
<b>TOTAL PROJECT COSTS</b>	<b>\$401,710</b>
<b>Federal Request</b>	<b>\$301,283</b>
<b>Non-Federal Amount</b>	<b>\$100,427</b>

## 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 item in chronological order to show the schedule of accomplishments and their target dates.

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

#### 4. GEOGRAPHIC LOCATION.

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

#### 5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

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

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Public reporting burden for this collection of information is estimated to average 26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Comptroller, Office of Justice Programs, U.S. Department of Justice, 810 Seventh Street NW., Washington, DC 20531; and to the Public Use Reports Project, 1121-0140, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.



## ASSURANCES

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

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 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 give 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 in 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 had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the 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 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.

Signature

Date





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)

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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, 810 Seventh Street NW., Washington, DC 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

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# Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for Instructions.)

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes 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 aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee      Tier _____, if known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>  Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b> _____	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____	
<b>10a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): _____	<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI): _____	

<b>11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	Signature: _____  Print Name: _____  Title: _____  Telephone No.: _____      Date: _____
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## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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# Appendix B: Peer Review Information



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**UNITED STATES  
DEPARTMENT OF JUSTICE**

**OFFICE OF JUSTICE PROGRAMS**



## **Guideline**

OJP G 4062.8A

### **Office of Juvenile Justice And Delinquency Prevention (OJJDP) Peer Review Guideline**

#### **Purpose**

This guideline establishes the procedures the Office of Juvenile Justice and Delinquency Prevention (OJJDP) will use in organizing and conducting peer reviews of applications submitted for discretionary funding to the Office of Juvenile Justice and Delinquency Prevention. This guideline replaces OJP G 4062.8 (October 15, 1990).

#### **Scope**

The provisions of this guideline apply to all discretionary grant applications submitted to OJJDP that require selection through a peer review process. This document is designed as a guide for applicants, peer reviewers, and OJJDP employees.

#### **Background**

- The Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, 42 U.S.C. 5601, *et seq.* (hereinafter referred to as the "Act"), as amended, requires that applications submitted to OJJDP for Part C discretionary funds be approved through a competitive process established by rule by the OJJDP Administrator. Programs carried out in declared disaster areas or programs that are uniquely qualified are exempt from this competitive application requirement.
- The Act further requires that programs be selected for OJJDP assistance through a formal peer review process using outside experts in fields related to the subject matter of the program, with the exception of assistance provided pursuant to Section 241(f) of the Act to an eligible organization comprised of member representatives of the State Advisory Groups.
- Accomplishing OJJDP's mission to provide a comprehensive and coordinated approach to the problems of juvenile delinquency is dependent, to a large extent, on the success of the programs and projects OJJDP funds. To foster this success, OJJDP makes careful and informed selections of projects for funding. A very important element of the project

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selection 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.

## **Peer Review Policy**

- It is OJJDP's policy to use peer review to assess all competitive assistance applications and, on an optional basis, applications for continued funding beyond a program's original project period and noncompetitive awards to uniquely qualified applicants. The following types of awards are specifically excluded from competition and peer review requirements under the terms of the OJJDP Competition and Peer Review Regulation:
  - Funds transferred to OJJDP from another Federal agency to augment authorized juvenile justice programs, projects, or purposes.
  - Funds transferred to other Federal agencies from OJJDP for program purposes as authorized by law.
  - 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 Federal Government.
  - Assistance awards from the 5 percent set aside of Special Emphasis funds under Section 261(e) of the Act.
  - Assistance awards under Section 241(f) of the Act.
- Peer review recommendations are advisory and do not bind the OJJDP Administrator to make the recommended decision. However, the Administrator will give full consideration to peer review recommendations in selecting projects for awards.
- In special circumstances, a grant application may require a second review. When a second review is required, the cognizant Division Director will determine whether the second review panel will be composed of new reviewers, the original reviewers, or a combination of both. Circumstances that might necessitate a second review include:
  - During the course of a review, prejudiced, misleading, or false information was presented to or used by the Peer Reviewers.
  - A procedural error made the review process inconsistent with the program announcement, specific instructions to the applicants, or the OJJDP Competition and Peer Review Regulation.

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## Definitions

- ❑ A **Peer Review Coordinator** is an OJJDP employee designated to oversee all aspects of the peer review process.
- ❑ **Competitive Awards** are made under OJJDP program announcements (published in the *Federal Register*) informing the public of the availability of funds for specific purposes and inviting formal applications (or, in some instances, Concept Papers). The selection criteria to be applied by the Peer Reviewers to a specific application are listed in each *Federal Register* announcement.
- ❑ The **Division Director** is the director of any one of the following OJJDP components: Research and Program Development Division; Special Emphasis Division; State Relations and Assistance Division; Training and Technical Assistance Division; Information Dissemination Unit; Concentration of Federal Efforts Program; or Missing and Exploited Children's Program.
- ❑ **Financial Review** refers to review by the Office of Justice Programs, Office of the Comptroller, to determine whether the budgeted costs presented in an application are reasonable, allowable, and cost effective for the proposed activities. All applicants must meet OJP standards for fiscal integrity (as described in the current editions of the handbook on policies and procedures for OJP grants and the *Financial Guide*). A Financial Review is performed after the Administrator has decided to fund an applicant's project. Financial Review does not obviate the need for the Peer Reviewers to rate the application's response to the selection criteria for budget and cost effectiveness.
- ❑ An **Internal Reviewer** is an officer or employee of the Department of Justice or other Federal agency qualified by experience and expertise to conduct appropriate application and program reviews.
- ❑ An **Internal Review Group** consists of Internal Reviewers selected to review Concept Papers or applications submitted to OJJDP in response to a competitive program announcement, review noncompetitive applications, or review and evaluate the recommendations of a Peer Review Panel as part of the internal review process.
- ❑ **Noncompetitive Awards** are made in the absence of program announcements inviting applications. These may include awards to continue a project's funding beyond the original project period or awards for uniquely qualified projects not subject to peer review.
- ❑ A **Peer Reviewer** advises OJJDP on the merits of applications submitted for funding. A Peer Reviewer is an expert in a field related to the subject of a proposed program or in the implementation of that type of project and may not be an officer or employee of the Department of Justice.

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- Peer Reviewer Recommendations** consist of ratings or summary rankings of Concept Papers or applications for the purpose of making recommendations regarding the selection of applications for OJJDP funding.
  - A **Peer Review Panel** consists of three or more experts selected to review, evaluate, and make recommendations on Concept Papers or applications submitted to OJJDP in response to a competitive program announcement.
  - A **Concept Paper** is an abbreviated application. Concept Papers may be requested by OJJDP for competitive programs for which a large number of applications are expected. Concept Papers will be reviewed by OJJDP staff or others who have expertise in the program area in order to eliminate applications that fail to meet minimum program or eligibility requirements, as specified in a program announcement, or clearly lack sufficient merit to qualify as potential candidates for funding consideration. Concept Papers may be subject to peer review.
  - A **Program Announcement** is a notice published in the *Federal Register* that invites applications for a specific program and set of requirements.
  - The **Program Manager** is a member of the OJJDP staff who is directly responsible for the specific applications under peer review.
  - A **Ranking** is an application's relative position, based on summary ratings, to other applications submitted for a specific program announcement.
  - Ratings** are scores assigned by individual Peer Reviewers based on an application's response to the selection criteria specified in the program announcement.
  - Summary Ratings** are the averages of the total scores assigned to each application by each Peer Reviewer.

## **Peer Review Procedures**

- Number of Peer Reviewers on Each Panel.** The number of reviewers on a Peer Review Panel will vary by program depending on the volume of applications anticipated or received and the range of expertise required. A minimum of three Peer Reviewers will review each application.
- Peer Reviewer Approval.** The OJJDP Administrator approves qualified consultants to serve as Peer Reviewers for each application or group of applications based on recommendations provided by the Division Director.
- Consultant Pool.**
  - An OJJDP technical support contractor maintains a pool of qualified consultants from which Peer Reviewers shall be selected. Any individual with requisite

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expertise may be selected from the pool with approval of the OJJDP Administrator or the Administrator's designee. This pool is maintained for peer reviews and other technical assistance purposes, and includes a sufficient number of experts to meet OJJDP's peer review needs.

- The Consultant Pool is managed by an OJJDP support contractor. Consultants are subcontractors employed by the OJJDP support contractor. Consultant experts are continually added to the pool to maintain a wide range of expertise, experience, background, ethnicity, gender, and geographic representation. Consultants performing peer review are reimbursed by the support contractor at a flat rate established by OJJDP.
- Individuals who wish to be considered for the Consultant Pool may submit their credentials to the Peer Review Coordinator or to the OJJDP support contractor, who will evaluate the consultants' qualifications. Reviewers who fail to satisfactorily complete their assignments may not be reimbursed for their work.

**□ Selection of Peer Review Panels.**

- The Program Manager may recommend qualified reviewers to the support contractor and will ask the support contractor to provide a listing of qualified reviewers in specific topical areas. A consultant expert must be enrolled in the Peer Review Pool to be eligible to serve as a reviewer.
- Based on the list received from the support contractor, the Program Manager and the Division Director will recommend potential reviewers from the Consultant Pool. The Administrator will approve reviewers from this list or ask for additional qualified consultant experts enrolled in the Consultant Pool.
- The Program Manager and the Division Director will submit their recommendations via a memorandum to the OJJDP Administrator. The proposed reviewers should be listed in order of preference with a brief biography attached to the recommendation memorandum. A copy of the memorandum shall be provided to the Peer Review Coordinator, who will notify the support contractor and the Division Director following approval of the Peer Reviewers.
- 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 on the Peer Review Panel are:
  - Each member of the panel should have expertise in or complementary to the subject area under review. This does not preclude using youth representatives.

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- When possible, the Peer Review Panel should comprise researchers, practitioners, and academicians.
  - Panel members should be drawn from as wide a geographic area as is practical and should represent both urban and rural perspectives.
  - Special attention should be paid to recommending qualified women and minorities.
  - When appropriate, the Peer Review Panel should be composed of a diverse group of experts from the public and private sectors, including community-based youth- serving organizations.

## **Internal Review**

- An internal review of applications or Concept Papers will be conducted by the Program Manager and/or by designated Department of Justice staff.
- The first stage of the internal review will determine if the application complies 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 from that specified in the program announcement, and applications from agencies or organizations that do not possess the qualifications specified in the program announcement.
- A second internal review will be conducted by the Program Manager after the completion of the external peer review. This may be supported by other Internal Reviewers and/or an Internal Review Group. Following the second internal review, 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, any significant problems encountered during the review, suitability of the applicant, and significant recommendations for modifying or enhancing the application recommended for funding. The memorandum will provide a formal recommendation concerning applications recommended for grant awards.

## **Peer Review**

- Peer reviews may be conducted by mail, conference call, in meetings, through a combination of the three, or through electronic means; a peer review meeting is preferred when practical. These peer review meetings facilitate useful dialog 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, ensure that each application receives equal consideration.

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- Infrequently, Peer Reviewers and/or Program Managers need to make site visits. In all instances, OJJDP determines the necessity of site visits. Should a Peer Review Panel believe that a recommendation cannot be finalized without a site visit, the Peer Review Panel should make a request to the Peer Review Coordinator, who will present the request to the Division Director for approval.
  - For peer reviews that involve meetings, Peer Review Panel members will be assembled for instruction, including a review of the program announcement, selection criteria, and peer review procedures. The Peer Review Coordinator will provide general oversight for the peer review meeting. The Program Manager will be available to interpret the program announcement and provide objective information concerning program requirements. The OJJDP support contractor will provide staff to facilitate and record the meeting and prepare a summary of the proceedings.
  - If OJJDP determines a need for reviewer communication, a conference call may be arranged among OJJDP staff, the support contractor, and the reviewers to discuss the applications.

## **Selection Criteria**

- All OJJDP applications are, at a minimum, rated on the extent to which they meet the general selection criteria listed below:
  - The problem to be addressed by the project is clearly stated.
  - The objectives of the proposed project are clearly defined and the outcomes are measurable.
  - The project design is sound and contains program elements directly linked to the achievement of project objectives.
  - The project management and overall organizational capability demonstrate the applicant's capacity to successfully operate and support the project.
  - Budgeted costs are reasonable, allowable, and cost effective for the proposed activities.
- These criteria can also be enhanced to more clearly define the program requirements. Each competitive program announcement will indicate any additional program-specific review criteria to be considered in the peer review for that program. The assigned points for each criterion will be specified in the program announcement.

## **Scoring Applications**

- The maximum score for each criterion shall be indicated in the program announcement, and the total possible score for all criteria shall equal 100 points.

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For example:

- Statement of the problem—15 points.
- Definition of objectives—15 points.
- Project design—30 points.
- Project management and organizational capability—30 points.
- Reasonableness of costs—10 points.

Competitive applications will be rated by each Peer Reviewer according to the selection criteria. Summary ratings will be calculated from the numerical scores assigned to each application by the individual reviewers. The ranking of each application will be based on its summary rating. The rating categories are as follows:

- 90–100 points Responsive with no revisions required.
- 80–89 points Responsive with minor revisions required.
- 70–79 points Responsive with significant revisions required.
- 60–69 points Minimally responsive with major deficiencies that would require extensive correction.
- 0–59 points Not responsive and not sufficient to receive funding.

## **Results of Peer Review**

- Peer review recommendations, in conjunction with the results of the internal review, assist the Administrator in the final selection of applications for funding.
- Peer Reviewers are encouraged to make suggestions for enhancing proposals.
- Occasionally, supplementary reviews are necessary. Supplementary reviews are performed by a Peer Reviewer for particular programs or project applications for the following reasons:
  - The applicant included highly technical aspects that initial Peer Review Panel members were not qualified to address.
  - Conflicts of interest or other disqualifying circumstance within the Peer Review Panel resulted in an insufficient number of valid peer reviews.

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## Standards of Conduct

All Peer Review Panelists will be treated as “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).

## Conflicts of Interest

In addition to the general Department of Justice conflict of interest rules set forth in its Standards of Conduct, OJJDP Peer Reviewers are subject to the OJJDP Peer Review Policy with respect to conflicts of interest.

- It is OJJDP’s 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, such as:
  - The Peer Reviewer has been, or would be, directly involved in the project (e.g., as a current or past advisory board member, consultant, collaborator, or conference speaker whose expenses would be paid from the grant).
  - The Peer Reviewer is employed by the same institution or organization as the applicant or was employed there within the past year.
  - The Peer Reviewer and the applicant collaborated within the past year on work related to the proposal.
  - The Peer Reviewer is or has been under consideration for a position at the applicant’s organization or institution.
  - The Peer Reviewer served in an official capacity with the applicant’s organization within the past year.
  - 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.
  - The Peer Reviewer and the applicant have a familial relationship.
  - The Peer Reviewer had relations with the project director, or other key personnel identified in the application, as a student, thesis advisor, or postdoctoral advisor.
  - The Peer Reviewer and applicant are known to be either close friends or open antagonists.
  - The Peer Reviewer has a proposal planned for submission to OJJDP or currently under review by OJJDP within the same subject area as the proposed project.

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- The Peer Reviewer was declined for an OJJDP project, had a substantial budget reduction in an OJJDP-funded project, or incurred other unfavorable action from OJJDP.
  - The Peer Reviewer is currently involved in a project closely associated with the proposed project.
- The aforementioned situations should be considered by the Program Manager before a Peer Reviewer is recommended for a Peer Review Panel, and by the OJJDP support contractor and panelist before the proposed panelist 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 Peer Review Coordinator by the Program Manager, Division Director, OJJDP support contractor, or Peer Reviewer.
- During the course of a review, should a Peer Reviewer question that he/she may have a conflict of interest or the appearance of a conflict, the reviewer should immediately notify the Peer Review Coordinator or the support contractor's representative assigned to facilitate the review.

## **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 before, during, and after the review regarding their deliberations or recommendations to anyone outside the peer review process. Application materials and information about the Peer Review Panelists' 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 Peer Review Coordinator. Any persons requesting information about the review process, or about a specific application, should be referred to the Peer Review Coordinator.

## **Informing Applicants of Peer Reviewer Comments**

An unsuccessful applicant may submit a written request for information about the peer review of its proposal, including a summary that specifies the strengths and weaknesses of the application, copies of the panelists' ratings and comment sheets, and a matrix of panelists' scores. Panelist identification is removed from these materials before they are provided to applicants who request them. Requests for information about the peer review of an applicant's proposal should be submitted in writing to the Program Manager. A copy of the request should be forwarded by the Program Manager to the Peer Review Coordinator.

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## 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 are eligible for reimbursement for travel expenses, including a per diem for lodging and meals, as authorized by Section 5703 of Title 5, United States Code. Vouchers and any necessary reimbursement forms will be provided to reviewers by the support contractor.

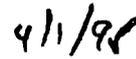
## Managing the Peer Review Process

A technical support contractor assists the Peer Review Coordinator with managing the peer review process. The contractor identifies and secures the meeting site, records and summarizes the meeting, and reimburses the panelists for travel, lodging, and consulting fees.



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SHAY BILCHIK  
Administrator



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Date



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# Appendix C: Contact Lists



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## State Advisory Groups, State Planning Agencies, and Juvenile Justice Specialists

As defined in the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, funding is provided to States for the prevention, intervention, and treatment of juvenile delinquency. The Chief Executive Officer is responsible for designating the State agency with the responsibilities for carrying out the requirements of the JJDP Act. In addition, a Juvenile Justice Specialist is appointed and has responsibilities for developing a 3-year plan and administering the formula grants program, which provides grants to local units of government and private nonprofit organizations to prevent and control delinquency.

The JJDP Act provides for a State advisory group (SAG), which is appointed by the Chief Executive Officer, consisting of not less than 15 and not more than 33 members who have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. The Chair of the SAG is designated by the Chief Executive Officer and is responsible for insuring the SAG's participation in the development and implementation of the State's JJDP 3-year plan. The following directory lists them by State.

### State Advisory Groups

#### Alabama

Joseph Thomas, Chair  
1566 Valley Trail  
Warrior, AL 35180  
205-647-4472  
205-879-4495 (Fax)

#### Alaska

Vicky Blankenship  
Juvenile Justice Committee

#### American Samoa

Rev. Fuaifale Faolui, Chair  
Criminal Justice Planning Agency  
Government of American Samoa  
P.O. Box 3760  
Pago Pago, AS 96799  
011-684-633-5221  
011-684-633-7552 (Fax)

#### Arizona

Dennis Pickering, Acting Chair  
1825 East Northern, Suite 100  
Phoenix, AZ 85020  
602-861-0625  
602-331-0990 (Fax)

#### Arkansas

Luke Flesher, Chair  
Arkansas State Advisory Group  
1600 Kent Road  
North Little Rock, AR 72116  
501-682-8934  
501-771-6718 (Fax)

#### California

Richard J. Neely, Chair  
State Advisory Group on Juvenile  
Justice and Delinquency  
Prevention  
525 B Street, Suite 1500  
San Diego, CA 92101-4401  
619-239-1901  
619-696-0555 (Fax)

#### Colorado

Robert Pence, Chair  
7903 West Friend Street  
Littleton, CO 80125  
303-971-0188  
303-971-0188 (Fax)

#### Connecticut

Curtis H. Roggi, Esq., Chair  
Juvenile Justice Advisory  
Committee  
Roggi and Morelli PC  
2080 Silas Deane Highway  
Rocky Hill, CT 06067  
860-529-1340  
860-520-0312 (Fax)

#### Delaware

Brian Shirey, Chair  
P.O. Box 875  
Georgetown, DE 19947  
302-856-9100

#### District of Columbia

Daria Winter  
Board of Parole  
300 Indiana Avenue NW,  
Suite 2100  
Washington, DC 20005  
202-727-0074  
202-724-6183 (Fax)

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## Florida

Peter Roulhac, Chair  
First Union National Bank of  
Florida  
200 South Biscayne Boulevard  
15th Floor  
Miami, FL 33131  
305-789-4812  
305-789-4809 (Fax)

## Georgia

Fern Patterson, Chair  
1588 Riverside Drive NE.  
Gainesville, GA 30501  
770-536-9929  
770-531-2325 (Fax)

## Guam

Christine Baleto, Chair  
P.O. Box 21030  
Guam Main Facility, GU 96921  
011-671-735-1400  
011-671-565-4896 (Fax)

## Hawaii

Jon Ono, Chair  
688 Kincole Street, Suite 219  
Hilo, HI 96720  
808-961-0694  
808-935-7268 (Fax)

## Idaho

Stan Tate, Chair  
1423 Alpown Drive  
Moscow, ID 83843

## Illinois

Dallas C. Ingemunson, Chair  
P.O. Box 578  
226 South Bridge Street  
Yorkville, IL 60560  
708-553-5622  
708-553-7958 (Fax)

## Indiana

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

## Iowa

Allison Fleming, Chair  
Juvenile Justice Advisory Council  
25 52d Street  
Des Moines, IA 50312  
515-279-5781  
515-274-2640 (Fax)

## Kansas

David Adkins, Chair  
8021 Belinder Road  
Leawood, KS 66206  
913-642-7300  
913-642-0520 (Fax)

## Kentucky

Marc Murphy, Chair  
421 West Main Street  
Frankfort, KY 40601

## Louisiana

Bernadine Hall, Chair  
JJDP Advisory Board  
101 Ludwig Street  
West Monroe, LA 71291  
318-323-6644  
318-323-6711 (Fax)

## Maine

Priscilla Hare, Chair  
36 Wildwood Drive  
Cape Elizabeth, ME 04107  
207-767-3702  
207-799-7184 (Fax)

## Maryland

Martha Ann Mazzone, Chair  
Lathan and Watkins  
1001 Pennsylvania Avenue NW.  
Suite 1300  
Washington, DC 20004-2505  
202-637-2218  
202-637-2201 (Fax)

## Massachusetts

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

## Michigan

Judge Y. Gladys Barsamian, Chair  
12457 Woodgate Drive  
Plymouth, MI 48170  
313-455-6903  
313-455-6921 (Fax)

## Minnesota

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

## Mississippi

Alfred Martin, Chair  
The Greater Youth Service  
Corporation  
P.O. Box 9361  
Jackson, MS 39206  
601-922-1919  
601-922-1979 (Fax)

## Missouri

Frank Burcham, Chair  
Juvenile Justice Advisory Group  
541 Hillsboro Street  
Farmington, MO 63640  
314-431-0344  
314-431-3229 (Fax)

## Montana

Jani McCall  
P.O. Box 2510  
Billings, MT 59103  
406-254-6304

## Nebraska

Kathy B. Moore, Chair  
Voices for Children in Nebraska  
7521 Main Street, Suite 103  
Omaha, NE 68144  
402-597-3100  
402-597-2705 (Fax)

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## **Nevada**

Willie Smith, Chair  
Westcare Inc.  
401 South Martin Luther King  
Drive  
Las Vegas, NV 89106  
702-385-2090  
702-385-3360 (Fax)

## **New Hampshire**

Michael Torch, Chair  
454 Beaver Road  
Strafford, NH 03884  
603-742-9300  
603-742-2517 (Fax)

## **New Jersey**

Judge B. Thomas Leahy, Chair  
16 Constitution Way  
Basking Ridge, NJ 07920  
908-356-0001  
908-356-0001 (Fax)

## **New Mexico**

Dora Harp, Chair  
Juvenile Justice Advisory  
Committee  
1672 Alta Vista Place  
Las Cruces, NM 88001  
505-647-7201  
505-552-4941 (Fax)

## **New York**

Ralph Fedullo, Chair  
Juvenile Justice Advisory Group  
c/o St. Anne Institute  
160 North Main Avenue  
Albany, NY 12206  
518-437-6501  
518-437-6555 (Fax)

## **North Carolina**

Deborah Lamm Weisel, Chair  
16 West Martin Street, Suite 909  
Raleigh, NC 27601  
919-834-0078  
919-834-0049 (Fax)

## **North Dakota**

Mark Johnson, Chair  
c/o ND Association of Counties  
P.O. Box 417  
Bismarck, ND 58502-0417  
701-258-4481  
701-258-2469 (Fax)

## **Northern Mariana Islands**

Donald Barcinas, Chair  
CNMI Youth Advisory Council  
P.O. Box 73-CHRB  
Saipan, MP 96950  
011-670-322-0838  
011-670-322-6311 (Fax)

## **Ohio**

James R. Marsh, Jr., Chair  
223 Cavenway  
Westerville, OH 43081  
614-438-7523

## **Oklahoma**

Mike Jestes, Chair  
6500 Acorn Street  
Oklahoma City, OK 73149  
405-787-7744  
405-771-4444 (Fax)

## **Oregon**

Michael Greenfield  
Office of the Secretary, State  
Capital  
Salem, OR 97310  
503-986-1502  
503-986-1616 (Fax)

## **Palau**

Fumio Rengiil, Chair  
P.O. Box 339  
Koror, PW 96940  
011-680-488-1218  
011-680-488-1662 (Fax)

## **Pennsylvania**

Dr. Ronald Sharp, Chair  
Alternative Rehabilitation  
Communities  
P.O. Box 2131  
2743 North Front Street  
Harrisburg, PA 17105  
717-238-7101  
717-238-6392 (Fax)

## **Puerto Rico**

Carmen Isabel Olivencia-Petition  
G.P.O. Box 361326  
San Juan, PR 00936  
787-765-5780  
787-722-8615 (Fax)

## **Rhode Island**

Brendan Gerrity, Chair  
Ocean Tides  
635 Ocean Tides Road  
Narragansett, RI 02882  
401-789-1010

## **South Carolina**

Jesse P. Schaudies, Chair  
12 South Point Trail Cat Island  
Beaufort, SC 29902  
803-986-5440  
803-986-5445 (Fax)

## **South Dakota**

Cheryl Laurenz-Bogue  
P.O. Box 400  
Dupree, SD 57623-0400  
605-365-5171  
605-365-5167 (Fax)

## **Tennessee**

Larry Boyd, Chair  
108 South Church Street  
Rogersville, TN 37857  
423-272-3619  
423-272-5866 (Fax)

## **Texas**

Jane Wetzel, Chair  
Governor's JJDP Advisory Board  
4250 Westwave Avenue  
Dallas, TX 75205  
214-521-7515  
214-521-0259 (Fax)

## Utah

Ronald N. Vance, Chair  
Utah Juvenile Justice Board  
American Plaza 2  
57 West 200 South, Suite 310  
Salt Lake City, UT 84101  
801-359-9300  
801-359-9310 (Fax)

## Vermont

Bonnie Johnson-Aten, Chair  
RR 5 Box 90  
Montpelier, VT 05602  
802-229-9151  
802-229-4205 (Fax)

## Virgin Islands

Jane Christiansen  
5032 Tide Village  
Christiansted, VI 00820

## Virginia

Kenneth T. Cuccinelli II, Chair  
6324 Mary Todd Lane  
Centerville, VA 22020  
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# Publications From OJJDP

OJJDP produces a variety of publications—Fact Sheets, Bulletins, Summaries, Reports, and the *Juvenile Justice* journal—along with videotapes, including broadcasts from the juvenile justice telecommunications initiative. Through OJJDP's Juvenile Justice Clearinghouse (JJC), these publications and other resources are as close as your phone, fax, computer, or mailbox.

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The following list highlights popular and recently published OJJDP documents and videotapes, grouped by topical areas.

The *Office of Juvenile Justice and Delinquency Prevention Brochure* (1996, NCJ 144527 (23 pp.)) offers more information about the agency. The *OJJDP Publications List* (BC000115) offers a complete list of OJJDP publications and is also available online.

## Corrections and Detention

*Beyond the Walls: Improving Conditions of Confinement for Youth in Custody*. 1998, NCJ 164727 (116 pp.).

*Boot Camps for Juvenile Offenders*. 1997, NCJ 164258 (42 pp.).

*Conditions of Confinement Teleconference* (Video). 1993, NCJ 147531 (90 min.), \$14.00.

*Effective Programs for Serious, Violent and Chronic Juvenile Offenders Teleconference* (Video). 1996, NCJ 160947 (120 min.), \$17.00.

*Juvenile Arrests* 1996. 1997, NCJ 167578 (12 pp.).

*Juvenile Boot Camps Teleconference* (Video). 1996, NCJ 160949 (120 min.), \$17.00.

*Juvenile Court Statistics 1995*. 1998, NCJ 170607 (112 pp.).

## Courts

*Has the Juvenile Court Outlived Its Usefulness? Teleconference* (Video). 1996, NCJ 163929 (120 min.), \$17.00.

*Offenders in Juvenile Court, 1995*. 1997, NCJ 167885 (12 pp.).

*RESTTA National Directory of Restitution and Community Service Programs*. 1998, NCJ 166365 (500 pp.), \$33.50.

## Delinquency Prevention

*1997 Report to Congress: Title V Incentive Grants for Local Delinquency Prevention Programs*. 1998, NCJ 170605 (71 pp.).

*Allegheny County, PA: Mobilizing To Reduce Juvenile Crime*. 1997, NCJ 165693 (12 pp.).

*Combating Violence and Delinquency: The National Juvenile Justice Action Plan* (Report). 1996, NCJ 157106 (200 pp.).

*Combating Violence and Delinquency: The National Juvenile Justice Action Plan* (Summary). 1996, NCJ 157105 (36 pp.).

*Communities Working Together Teleconference* (Video). 1996, NCJ 160946 (120 min.), \$17.00.

*Mentoring—A Proven Delinquency Prevention Strategy*. 1997, NCJ 164834 (8 pp.).

*Mentoring for Youth in Schools and Communities Teleconference* (Video). 1997, NCJ 166376 (120 min.), \$17.00

*Mobilizing Communities To Prevent Juvenile Crime*. 1997, NCJ 165928 (8 pp.).

*Reaching Out to Youth Out of the Education Mainstream*. 1997, NCJ 163920 (12 pp.).

*Serious and Violent Juvenile Offenders*. 1998, NCJ 170027 (8 pp.).

*Treating Serious Anti-Social Behavior in Youth: The MST Approach*. 1997, NCJ 165151 (8 pp.).

*The Youngest Delinquents: Offenders Under Age 15*. 1997, NCJ 165256 (12 pp.).

*Youth-Oriented Community Policing Teleconference* (Video). 1996, NCJ 160947 (120 min.), \$17.00.

*Youth Out of the Education Mainstream Teleconference* (Video). 1996, NCJ 163386 (120 min.), \$17.00.

## Gangs

*1995 National Youth Gang Survey*. 1997, NCJ 164728 (41 pp.).

*Gang Members and Delinquent Behavior*. 1997, NCJ 165154 (6 pp.).

*Youth Gangs: An Overview*. 1998, NCJ 167249 (20 pp.).

*Youth Gangs in America Teleconference* (Video). 1997, NCJ 164937 (120 min.), \$17.00.

## General Juvenile Justice

*Comprehensive Juvenile Justice in State Legislatures Teleconference* (Video). 1998, NCJ 169593 (120 min.), \$17.00.

*Developmental Pathways in Boys' Disruptive and Delinquent Behavior*. 1997, NCJ 165692 (20 pp.).

*Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities in Need of Support*. 1998, NCJ 167248 (52 pp.).

*Juvenile Justice, Volume III, Number 2*. 1997, NCJ 165925 (32 pp.).

*Juvenile Justice, Volume IV, Number 2*. 1997, NCJ 166823 (28 pp.).

*Juvenile Justice, Volume V, Number 1*. 1998, NCJ 170025 (32 pp.).

*Juvenile Justice Reform Initiatives in the States 1994-1996*. 1997, NCJ 165697 (81 pp.).

*A Juvenile Justice System for the 21st Century*. 1998, NCJ 169726 (8 pp.).

*Juvenile Offenders and Victims: 1997 Update on Violence*. 1997, NCJ 165703 (32 pp.).

*Juvenile Offenders and Victims: A National Report*. 1995, NCJ 153569 (188 pp.).

*Keeping Young People in School: Community Programs That Work*. 1997, NCJ 162783 (12 pp.).

*Sharing Information: A Guide to the Family Educational Rights and Privacy Act and Participation in Juvenile Justice Programs*. 1997, NCJ 163705 (52 pp.).

## Missing and Exploited Children

*Court Appointed Special Advocates: A Voice for Abused and Neglected Children in Court*. 1997, NCJ 164512 (4 pp.).

*Federal Resources on Missing and Exploited Children: A Directory for Law Enforcement and Other Public and Private Agencies*. 1997, NCJ 168962 (156 pp.).

*In the Wake of Childhood Maltreatment*. 1997, NCJ 165257 (16 pp.).

*Portable Guides to Investigating Child Abuse: An Overview*. 1997, NCJ 165153 (8 pp.).

*When Your Child Is Missing: A Family Survival Guide*. 1998, NCJ 170022 (96 pp.).

## Substance Abuse

*Beyond the Bench: How Judges Can Help Reduce Juvenile DUI and Alcohol and Other Drug Violations* (Video and discussion guide). 1996, NCJ 162357 (16 min.), \$17.00.

*Capacity Building for Juvenile Substance Abuse Treatment*. 1997, NCJ 167251 (12 pp.).

*Drug Identification and Testing in the Juvenile Justice System*. 1998, NCJ 167889 (92 pp.).

*Juvenile Offenders and Drug Treatment: Promising Approaches Teleconference* (Video). 1997, NCJ 168617 (120 min.), \$17.00.

*Preventing Drug Abuse Among Youth Teleconference* (Video). 1997, NCJ 165583 (120 min.), \$17.00.

## Violence and Victimization

*Child Development—Community Policing: Partnership in a Climate of Violence*. 1997, NCJ 164380 (8 pp.).

*Combating Fear and Restoring Safety in Schools*. 1998, NCJ 167888 (16 pp.).

*Conflict Resolution for Youth Teleconference* (Video). 1996, NCJ 161416 (150 min.), \$17.00.

*Epidemiology of Serious Violence*. 1997, NCJ 165152 (12 pp.).

*Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders*. 1995, NCJ 153571 (6 pp.).

*Reducing Youth Gun Violence Teleconference* (Video). 1996, NCJ 162421 (120 min.), \$17.00.

## Youth in Action

*Planning a Successful Crime Prevention Project*. 1998, NCJ 170024 (28 pp.).

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