



OJJDP

State Relations and Assistance Division

Juvenile Accountability Block Grants Program Fiscal Year 2004 Application Kit

DEADLINE #1: February 27, 2004

Designated State Agencies must complete SF-424 on GMS.

DEADLINE #2: March 31, 2004

Applications must be completed online.

Special Note: The requirements and procedures outlined in this Application Kit are based on the provisions of the Juvenile Justice and Delinquency Prevention Act (JJDP) of 2002 and the Omnibus Crime Control and Safe Streets Act of 2002. Implementing regulations have been drafted by OJJDP with input from the juvenile justice field. Following established procedures, the draft regulation is undergoing internal preliminary review within the U.S. Department of Justice. Following the preliminary review, the proposed regulation will be published in the *Federal Register* inviting comment from the public. Comments from the field will be studied and the proposed guideline modified as appropriate. Absent a final regulation, applicants are to follow the procedures and guidance contained in the application kits pertinent to the following programs: Formula Grants, Juvenile Accountability Block Grants, and Enforcing the Underage Drinking Laws.

Office of Justice Programs
World Wide Web Homepage:
www.ojp.usdoj.gov

Office of Juvenile Justice and Delinquency Prevention
World Wide Web Homepage:
www.ojp.usdoj.gov/ojjdp

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How To Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access to this online application system through the Internet will expedite and streamline the receipt, review, and processing of your request for funding. Your final application will only be accepted through our online applications system.

To learn how to begin your online application process, please see the Quick-Start Guide on page 2 of this Application Kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process. The toll-free number is 888-549-9901.

Please note the following critical dates/requirements:

- By **February 27, 2004**: Applicants must start their online applications on GMS.
- By **March 31, 2004**: Applications must be completed online.
- **Applications submitted via GMS must be in one of the following formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).**
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

Notice of Eligibility: Only the agency designated by the Chief Executive (i.e., the Governor) of each State is eligible to apply for these funds. The term "state" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Applicants who do not meet this criterion are not eligible to apply for this grant program.

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ❑ **Step 1.**
Using your established **JABG** Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. An online **GMS Application Procedures Handbook is available on this page**, and you may link directly to the Office of Justice Program's (OJP's) Grants Management System (GMS), which will provide online "help" screens.
- ❑ **Step 2.**
Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ❑ **Step 3.**
If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 JABG solicitation and begin working on it so that your registration will be sent to the Office of Juvenile Justice and Delinquency Prevention (OJJDP). You will receive confirmation through e-mail that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ❑ **Step 4. (Must be completed by February 27, 2004.)**
To submit your application online, complete the onscreen *SF-424 / Application for Federal Assistance*. After submission, you will receive confirmation through e-mail that you are eligible to submit an application.
- ❑ **Step 5. (Must be completed by March 31, 2004.)**
After receiving the confirmation e-mail described in Step 4, complete the online application, including the three required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OJJDP. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS, need to establish an Internet account, or require technical assistance with applying online, contact the **GMS Hotline at 888-549-9901.*

Application Checklist

A completed application will include items submitted via the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS). Please use this checklist to ensure that your application is complete.

Submit the following information online through GMS:

(See Quick-Start Guide.)

- **Application for Federal Assistance (SF-424).** State allocation amounts will be forthcoming.

The **project period** is June 1, 2004, to May 31, 2007.

Block 16 on the SF-424: Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued to foster intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed federal financial assistance and direct federal development. The Order allows each state to designate a Single Point of Contact (SPOC) to perform this function. The official list of SPOCs is available at www.whitehouse.gov/omb/grants/spoc.html. Applicants from state and local units of government or other organizations providing services within a state are required to submit a copy of the application to the SPOC, if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review.

- **Certifications/Assurances**

Note: Applicants must "sign off" on these certifications and assurances electronically through GMS.

The certification form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace Grants." The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

FY 2004 Juvenile Accountability Block Grants Program

Introduction

The purpose of this Application Kit is to provide appropriate state agencies with instructions and necessary forms to apply for funding under the JABG Program. The State Relations and Assistance Division (SRAD) of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has prepared this Application Kit to assist eligible applicants and to make the application process as simple as possible. Any questions regarding the use of this kit should be addressed to your OJJDP State Representative or to the JABG Program Manager, Chyrl Andrews, at 202-307-5924.

Authority

The JABG program is authorized by the Omnibus Crime Control and Safe Streets Act of 2002. Congress authorized the Attorney General to provide grants under the JABG program for use by states and units of local government to strengthen the juvenile justice system. OJJDP, one of five program bureaus in the Office of Justice Programs (OJP), has been delegated the authority to administer the JABG program.

The JABG program is managed by SRAD. One of OJJDP's three organizational components, SRAD also manages the Formula Grants Program under Title II, Part B of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002; the Community Prevention Grants program, established under Title V of the JJDP Act; and the Enforcing the Underage Drinking Laws (EUDL) Program, established by the Appropriations Act.

JABG allocations to states for FY 2004 will depend upon the fiscal year appropriation by Congress. OJJDP will notify each state of its respective JABG allocation after the FY 2004 Appropriations Bill is enacted.

Financial Information

All state agencies must adhere to the provisions of the Office of Management and Budget (OMB) Circular A-102: "Grants and Cooperative Agreements to State and Local Governments (Common Rule)," OMB Circular A-87: "Cost Principles for State, Local and Indian Tribal Governments," and OMB Circular A-133: "Audits of States, Local Governments, and Non-Profit Organizations," as applicable to financial assistance. Nonprofit organizations must adhere to the applicable OMB Circulars. Additional information and guidance on JABG block grant funds are contained in OJP's *Financial Guide*, which includes information on accounting systems, allowable costs, audit requirements, financial records, and methods of payment. Copies of the guide are available from the U.S. Department of Justice Response Center at 800-421-6770 or online at www.ojp.usdoj.gov/FinGuide/.

Administrative Requirements

Project Period: The initial project period for these grants has been established as 06/01/04 — 05/31/07. The project period will be adjusted to reflect the date of drawdown of funds, but in no case can it exceed 180 days from 06/01/04.

Assurances: This package includes a list of assurances with which the applicant must comply in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements: The applicant must agree to the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and to the Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

- **Lobbying Prohibition:** The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 for each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

OMB is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

- **Debarment:** The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or

receiving stolen property; and have not had a public transaction terminated for cause or default.

- **Drug-Free Workplace:** The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

Single Point of Contact Review: 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 to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the 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 *Application for Federal Assistance*, SF-424.

Civil Rights Compliance: All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to OJP's Office of Civil Rights. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

NEPA Compliance: The use of these grant funds are subject to compliance with the National Environmental Policy Act (NEPA) (42 U.S.C. § 4331 *et seq.*) and other related federal environmental impact review requirements, including the National Historic Preservation Act (16 U.S.C. § 470 *et seq.*). These requirements are triggered whenever activities such as construction or renovation are planned either with the use of (1) grant funds or (2) the applicant's or a third party's funds, as long as the proposed construction or renovation is a prerequisite to the use of the grant funds. Whenever these environmental impact review requirements are applicable to a grant activity, the applicant must assist OJP in their satisfactory completion prior to the commitment of the affected funds. This assistance may include, at a minimum, providing information on the age and historic importance of any buildings to be affected as well as their floodplain status. Applicants may also be requested to assist OJP in preparing environmental assessments, should assessments be required.

Program Reporting Requirements

Performance Reports: The designated state agency is responsible for reporting to OJJDP, OJP, on program activities. OJJDP requires states to submit annual performance reports due June 30th each year using performance measures outlined by OJJDP. States are required to submit aggregated performance measure data from

subgrants as well as awards made by the state. Detailed instructions for submitting performance measure data are included in the OJJDP JABG Performance Measure Packet and can be found on www.ojjdp.ncjrs.org/jaibg.

Subgrant Information Forms: JABG Subgrant Information Forms are required to be submitted online through OJP's GMS system within 30 days of granting the subaward. Directions for using the GMS system are available through the GMS Helpdesk at 888-549-9901. The Subgrant Information Form includes contact information about the subgrantee, award amount, Purpose Area use, and Advisory Board information.

Financial Status Report: Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. Reports are due every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the award end date. The OJP Office of the Comptroller will include a copy of the reporting form in the award package. Future awards and fund drawdowns may be withheld if progress, Follow-Up Information Forms, or financial status reports are delinquent.

Contact Information

For additional information, please contact your OJJDP State Representative or Chyrl Andrews, JABG Program Manager, at 202-307-5924.

Program Attachments

Note: Submit online as attachments.

Each component of each attachment **MUST** be addressed fully.

Attachment 1: Budget Detail Worksheet

See Appendix C for a sample budget detail worksheet. This attachment should identify one or more of the 16 JABG Purpose Areas and should include administrative allocation (up to 5%).

Attachment 2: Program Narrative (“State Plan”)

This attachment should include the following components:

- A. State Advisory Board Membership** (formerly known as the Juvenile Crime Enforcement Coalition (JCEC). Include Advisory Board members, the representing agency, and contact information. Also include a certification statement that the State Application was approved by members of the State Advisory Board.
- B. Role of Court.** States are strongly encouraged to engage in dialogue with the Chief of the highest court in the state in regards to the content of the application. States should certify that they have communicated in writing to the Chief of the highest court in the state and should submit this letter with the application (see sample letter in Appendix D). Provide narrative describing how the state took into consideration the needs of the judicial branch in strengthening the juvenile justice system. While OJJDP recommends having the Chief Justice or a representative from his/her office serve on the State Advisory Board, this in itself does not meet the standards for this portion of the application. The OJJDP Administrator encourages states to use this opportunity to strengthen the relationship between the court system and juvenile justice agencies. **Only applications that address this section fully will be processed and sent forward.**
- C. System of Graduated Sanctions.** Describe in either narrative form or a flowchart (with description) how the state’s system of graduated sanctions functions. Also include discussion of how the state has promoted the use of the system of graduated sanctions by juvenile courts.
- D. Analysis of Juvenile Justice System Needs.** The state plan should be developed by the Advisory Board based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and/or problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining the most effective uses of funds, within the 16 JABG Purpose Areas, to achieve the greatest impact on improving the juvenile justice system, and increasing accountability for juvenile offenders.
- E. Activities by Purpose Area with Corresponding Performance Measures.** (See Appendix A for Purpose Areas.) Include selected Purpose Areas and specific activities within each and reflect the funding allocation for each Purpose Area

selected on the Budget Detail Attachment. All funds and related activities NOT subject to the passthrough should be described in this section. Additionally, states should identify performance indicator data (one output, one short-term, and one intermediate measure) for each Purpose Area selected. See Appendix B for guidance on how to obtain the list of JABG Performance Measures. The following outline should be used to complete this section (Section E):

- **JABG Purpose Area and Number.** Please use only the numbered JABG Purpose Areas used by OJJDP to identify the Purpose Area.
- **Problem Statement.** Briefly state a priority juvenile justice problem and/or need this program intends to address.
- **Program Goals.** State the **overall intent** of the program to change, reduce, or eliminate the problem described. The goals should describe what the program intends to accomplish in general terms.
- **Program Objectives.** Explain **how** the program goal statement will be accomplished. Objectives are specific, quantifiable statements of the desired results of the program and therefore further define goals and provide the means to measure program performance.
- **Activities and Services Planned.** Describe specific steps or projects that will be taken or funded to accomplish each objective. This part of the program description must summarize which agencies will implement the program, where and when activities will take place, the specific services that will be provided, who will benefit from the services, and the target population. This section must indicate how the program relates to similar state or local programs directed at the same or similar problems.
- **Performance Measures.** Indicate which JABG Performance Measures will be utilized to measure whether the program is effective. At a minimum, states should identify one output measure, one short-term measure, and one intermediate measure for each activity selected within a Purpose Area.

F. Coordination Efforts. Include a description of how JABG coordinates efforts with other federal and state programs focusing on juvenile justice, particularly the OJJDP Formula Grants Program.

Attachment 3: Waiver of Passthrough

States are required to pass through 75% of the total JABG award to eligible units of local government. However, a state that can demonstrate that it bears primary financial burden for juvenile justice within the state can request a waiver of the passthrough requirement. The OJJDP Administrator will review requests for waiver; however, certain

criteria (outlined below) must be met, prior to review or approval. The FY 2004 Waiver Request should be in the form of a letter to J. Robert Flores, OJJDP Administrator, in Attachment 3, and should include the following components:

- A. Demonstration of how the state bears primary financial burden (more than 25%) for juvenile justice services provided in each of the authorized Purpose Areas by comparing state and local expenditures.
- B. Demonstration of consultation with units of local government in the state, either directly or through organizations representing such units, regarding the proposed waiver.
- C. Demonstration that the state has consulted with other state agencies that bear the primary financial burden for juvenile justice.

States that have been approved for a 100% waiver may certify in writing to the OJJDP Administrator that the conditions that existed to establish a 100% waiver have not changed since submission in the preceding Fiscal Year request.

Note: Juvenile justice expenditures that do not fall within any of the 16 Purpose Areas (such as general law enforcement expenditures) cannot be utilized in determining primary financial burden.

All states must provide information in Attachment 3. States NOT requesting a waiver of the 75% passthrough should provide a statement indicating the amount passed through to units of general local government.

Appendix A: JABG Purpose Areas

The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on the juvenile offender and on the juvenile justice system. To meet that goal, JABG funds may be used by a state or unit of local government for the purpose of strengthening the juvenile justice system, which includes:

1. Developing, implementing, and administering graduated sanctions for juvenile offenders.
2. Building, expanding, renovating, or operating temporary or permanent juvenile correction, detention, or community corrections facilities.
3. Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
7. Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
8. Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders.
9. Establishing and maintaining a system of juvenile records designed to promote public safety.
10. Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
12. Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.
13. Establishing and maintaining accountability-based programs that are designed to enhance school safety.
14. Establishing and maintaining restorative justice programs.
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
16. Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

Appendix B: JABG Performance Measures

Copies of the OJJDP JABG Performance Measures were sent to all state JABG Coordinators in mid-December 2003. However, if you would like to download JABG Performance Measure material and information, visit the OJJDP Web site at www.ojjdp.ncjrs.org/jaibg.

Appendix C: Sample Budget Detail Worksheet

The Budget Detail Worksheet attachment should include the budget amount for each Purpose Area identified to receive FY 2004 JABG funds. Funds allocated for administration and cash match are required line items. (See Appendix A for JABG Purpose Areas.)

Sample Budget Detail Worksheet (for a nonwaiver state)

*Note: Use only the JABG Purpose Area numbers/titles as shown in Appendix A.		OJJDP		
JABG Purpose Areas	Program Title	Federal Share	Match (10%)	Total Funds
	Administration (up to 5%)	\$ 12,500		
	Passthrough (75%)	187,500		
6	Training Programs for Law Enforcement and Court Staff	20,000		
12	Risk and Needs Assessment (MH/SA)	20,000		
14	Restorative Justice Program	10,000		
	Totals	\$250,000	\$27,778	\$277,778

Match Requirement. JABG funds may not exceed 90 percent of the total program costs, including any funds set aside for program administration. However, if JABG funds are used to construct a permanent juvenile correctional facility, then a 50-percent cash match of the total project must be met. The state is responsible for ensuring that the nonfederal portion of the cost of the programs funded under the state's JABG allocation will be made available by the end of the project period.

Match Calculation. To calculate match, the following steps should be applied:

1. Divide the federal award amount (or subgrant award amount) by 9 (example: $\$80,000 \div 9 = \$8,888.88$).
2. Round the quotient to the nearest whole dollar. This is the match amount (example: $\$8,888.88 = \$8,889$).
3. Total program costs include the federal award amount (or subgrant award amount) plus the match amount (example: $\$80,000 + \$8,889 = \$88,889$).

Administration Funds. OJJDP funds allocated to administrative costs may not exceed 5 percent of the total award.

Supplanting Prohibition. Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been

appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Appendix D: Sample Letter

*(This is a sample letter for use by the state or a JABG subgrantee
in seeking the advice of the judicial system)*

Chief Justice
Highest Court in the State
1234 Main Street
Any City, State ZIP

Dear Honorable Justice xxx,

The (your agency name) has been designated by the Governor's office to administer the Juvenile Accountability Block Grants (JABG) program, a program funded and administered by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The JABG program provides funding to help states and communities strengthen their juvenile justice systems by implementing accountability-based reforms. Per the Omnibus Crime Control and Safe Streets Act of 2002, in the development of the grant application, the states and units of local governments shall take into consideration the needs of the judicial branch in strengthening the juvenile justice system and specifically seek the advice of the chief of the highest court of the state and, where appropriate, the chief judge of the local court, with respect to the application.

We are seeking the input of your office in the development of the state's application to the federal government for Fiscal Year 2004 funds. It is our goal to work with your office to ensure that the needs of the court are integrated into the overall juvenile justice system improvements we hope to achieve through the JABG program.

I would like to arrange a meeting between you, your staff, and my office to discuss your ideas for how the JABG program can benefit the court system. I look forward to working with you and will contact your office to arrange a meeting. Should you have any questions, please contact me at xxx-xxx-xxxx.

Sincerely,

xxxxxx
Executive Director

Appendix E: JAIBG vs. JABG Chart

(Excerpt from OJJDP's June 2002 Bulletin: Changes to OJJDP's Juvenile Accountability Program)

Program Element	JAIBG	JABG
Annual funding level authorized	\$500 million	\$350 million
Set-asides	3% for research, evaluation, and demonstration; 2% for training and technical assistance; 1% for administrative costs.	Reduces research, evaluation, and demonstration set-aside to 2%; adds 2% set-aside for tribal grants (see below). Set-asides for training and technical assistance (2%) and administration (1%) remain the same.
Allocations to states	Allocates 0.25% of available funds to each state. Allocates any remaining funds on the basis of the state juvenile population.	Increases each state's base allocation to 0.50%. Remaining funds continue to be allocated on the basis of the state juvenile population.
Allocations to units of local government	\$5,000 minimum allocation. Formula based on law enforcement expenditures (two-thirds of allocation) and number of violent crimes (one-third).	\$10,000 minimum allocation. Formula based on juvenile justice expenditures (three-quarters of allocation) and number of violent crimes (one-quarter).
Administrative expenditures	Maximum 10% of total allocation (state) or subgrant (local).	Maximum 5% of total allocation (state) or subgrant (local).
Indian tribes	Indian tribes are eligible for awards as units of local government.	Tribes continue to be eligible for awards and are also eligible for grants to be awarded on a competitive basis by OJJDP.
State and local eligibility	States must provide assurances that they have addressed certain legislative requirements related to the prosecution of juveniles as adults; graduated, accountability-based sanctions; juvenile record keeping; parental supervision; and drug-testing policy.	States must provide information about the activities to be carried out (Purpose Areas), criteria for assessing the effectiveness of activities, and status of graduated sanctions. Units of local government provide this information to the states.
Role of courts	N/A	In developing grant applications, states and units of local government must consider the needs of the judicial branch and consult with court officials.
Graduated sanctions	N/A	Participation in a system of graduated sanctions by individual courts is voluntary, but states and units of local government must encourage courts to participate. At a minimum, such systems should impose sanctions for each offense; sanctions should escalate in intensity with each subsequent, more serious offense; and the system should be sufficiently flexible to allow for individualized sanctions and services appropriate for each offender.
Reporting	N/A	Each year, states and units of local government must submit a report that summarizes and assesses the effectiveness of JABG-funded activities.

Appendix F: State JABG Coordinators List

Name	Telephone/Fax	Address
Don Lee donl@adeca.state.al.us	334-242-5820 334-242-0712 (fax)	Alabama Department of Economic Affairs Law Enforcement and Traffic Safety Division 401 Adams Avenue, Room 466 P.O. Box 5690 Montgomery, AL 36103-5690
MaShelle Atherton mashelleA@health.state.ak.us	907-465-8463 907-465-2333 (fax)	Alaska Department of Health and Social Services Division of Family and Youth Services P.O. Box 110601 Juneau, AK 99811-0635
John Lutali alalamua@blueskynet.as	011-684-633-5221 011-684-633-7552	American Samoa Criminal Justice Planning Agency P.O. Box 3760 Pago Pago, AS 96799
Nicole Yancey nyancey@az.gov	602-364-2250 602-542-4644 (fax)	Arizona Governor's Division for Children 1700 West Washington, Suite 101 Phoenix, AZ 85007
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