



The [U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2007 Formula Grants Program. This program furthers the Office's mission by providing funding to the states to develop programs to address juvenile delinquency and improve the juvenile justice system.

OJJDP FY 2007 Title II Formula Grants Program

Eligibility

Applicants are limited to the agency designated by the chief executive (i.e., the governor) of each state.

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m. E.T., on March 30, 2007.

(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact your OJJDP State Representative at 202-307-5924 or Lawrence Fiedler, the Formula Grants Program Manager at OJJDP, at 202-514-8822 or Lawrence.Fiedler@usdoj.gov.

Applicants must submit their application through [OJP's Grants Management System \(GMS\)](#). The funding opportunity number is OJJDP-2007-1527. For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

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OJJDP FY 2007 Formula Grants Program CFDA Number: 16.540

Overview

The Formula Grants Program is authorized under Sections 221–223 of the JJDP Act, 42 U.S.C. §§ 5631- 5633. In an effort to simplify the Formula Grants application process, Congress amended the Juvenile Justice and Delinquency Prevention Act (JJDP Act), Public Law 93-415, as amended and codified at §§ 5601 *et seq.*, to allow states to submit a plan to cover a 3-year period. To conform with this objective, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) began using a 3-year program planning cycle with its fiscal year (FY) 1982 applications. States must update their plan annually to cover new or modified state programs or objectives that address specific requirements in the JJDP Act. This announcement contains instructions applicable to the FY 2007 Formula Grants application and the FY 2007 plan update.

Deadline: Registration

Applicants must register with GMS prior to applying. The [GMS](#) registration deadline is 8:00 p.m. E.T., March 15, 2007.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., March 30, 2007.

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.**

Subgrant Opportunities for Faith-Based and Other Community Organizations: Although faith-based and other community organizations are statutorily ineligible to apply to OJJDP for Formula Grant funds under this solicitation, they are encouraged to respond to the requests for proposals from the state agency that administers the Formula Grants funds. Contact information for juvenile justice specialists in state agencies that administer the Formula Grants Program is available at ojjdp.ncjrs.gov/statecontacts/resourcelist.asp.

State grantees must consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if these organizations receive assistance awards, the state will treat them on an equal basis with all other subgrantees in the administration of such awards. No eligible subgrantee will be favored or discriminated against on the basis of its

religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance funds passed through states retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however, may not use their DOJ award to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

OJJDP encourages applicants to review the Civil Rights Compliance section under "Additional Requirements," page 19.

Program-Specific Information

Purpose

This program supports state and local efforts in planning, establishing, operating, coordinating, and evaluating projects directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

OJJDP encourages states, contingent on their demonstration of compliance with each of the core requirements of the JJDP Act, to focus their Formula Grants resources on programs that target their serious and violent juvenile offender population. States should give priority considerations to the following Formula Grant program areas: (1) Aftercare/Reentry, (29) Serious Crime, (12) Gangs, and (27) School Safety Programs.

Goals, Objectives, and Deliverables

The goal of this program is to improve juvenile justice systems by increasing the availability and types of prevention and intervention programs and juvenile justice system improvements. The objective of the program is to support both state and local efforts in the above areas. State grantees will submit annual performance measurement-based progress reports.

In addition, to better understand the difficulties state agencies that administer the Formula Grants Program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2007 Formula Grants application:

- a) A description of the state's process for gathering juvenile justice information and data across state agencies—i.e. state departments of education and welfare, mental health services, local law enforcement—and how the state makes this information available across agencies and incorporates the data into its comprehensive 3-year plan and annual plan updates.

- b) Identify specific barriers the state encounters with the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement, i.e. where state statute, regulation, or policy prohibits the sharing of this information.

States are to direct sufficient resources to accomplish this effort and increase the capacity to implement new, or improve existing juvenile justice information sharing systems.

Award Information

State allocation: Applicants can find the FY 2007 Formula Grant allocation for their state in Appendix B.

Project period: The awards are for a 3-year project and budget period lasting from October 1, 2006, to September 30, 2009. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

Match requirement: State grantees may use no more than 10 percent of their Formula Grant allocation for planning and administration. The state must match planning and administration funds dollar for dollar (i.e., 100% = 1.00). (See "Budget Detail Worksheet," page 17).

Allowed planning and administration funds (up to 10% X total award amount) X 1.00 = required match

Example:

For federal award amount of \$600,000, and the designation of 10 percent for planning and administration, match would be:

$$10\% \times \$600,000 \times 1.00 = \$60,000$$

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. To ensure compliance with GPRA, OJJDP requires all states to collect and report performance measurement data on their subgrantee programs. Performance measurement data represent the data/information that all subgrantees in a program area will collect at the program level to measure the specific outputs and outcomes a program is designed to achieve (see Appendix D, for Formula Grant Program Areas).

Based on the subgrantee's program area, the subgrantee should select the performance measures that reflect the subgrantee's program goals and objectives. (See additional information under "Performance Measures," page 15.)

Objectives	Performance Measures	Data Grantee Provides
<p>The program objective(s) will depend upon the specific project funded.</p> <p>Examples of objectives may include decrease of delinquent behaviors and increase of prosocial behaviors.</p>	<p>These will differ, depending on the specific program goals and objectives. Examples are below.</p> <p>Percentage of program youth who complete program requirements.</p> <p>Percentage of program youth who re-offend.</p> <p>Percentage of program youth who exhibit desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, school attendance, antisocial behavior, family relationships, etc.).</p>	<p>OJJDP has developed an online reporting system for state grantees or their subgrantees to submit subgrantee data to OJJDP electronically.</p> <p>Number of program youth who have successfully fulfilled all program obligations and requirements compared with total number of program youth.</p> <p>Number of program youth who re-offend (are arrested) compared with total number of program youth.</p> <p>Number of program youth who exhibit desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, school attendance, antisocial behavior, family relationships, etc.) compared with total number of program youth.</p>

How to Apply

Grants Management System Instructions. Applicants must submit their applications through the online Grants Management System (GMS). Applicants should begin the process early, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit www.ojp.gov/funding/Masterjobaids.pdf. For additional information, call the GMS Help Desk at 1-888-549-9901.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.540, titled “Juvenile Justice and Delinquency Prevention Allocation to States” and the funding opportunity number is OJJDP-2007-1527.

DUNS Number. The Office of Management and Budget requires that all applicants for federal funds include a DUNS (Data Universal Numeric System) number when they register on GMS to submit their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information.

The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dunandbradstreet.com to obtain a number. Eligible state applicants should already have a DUNS number.

What an Application Must Include

Standard Form 424. Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

Program Narrative (Attachment 1). This attachment should include updates to the 2006-2008 Comprehensive 3-Year Plan. Where there are changes, modifications, or updates to the 3-year plan components since the FY 2006 application, the applicant must provide sufficient information and data to explain the changes. If there are no changes, the applicant should enter the heading and simply state that there are no changes.

Please note that the applicant must provide the required components for the FY 2007 DMC Compliance Plan (see pages 13-14). A response of "no change" to components 4C and 4D of the plan is unacceptable. Further, item 6: Program Descriptions should include those programs that the applicant will support with FY 2007 Formula Grant funds.

Comprehensive 3-year plan components should include the following:

1. Description of System

Structure and Function of Juvenile Justice System. This description should include information on the organization, responsibilities, and functions of the major components of the formal juvenile justice system. Generally, this would include law enforcement, juvenile detention and other pretrial programs, courts, corrections, and community-based programs for delinquent and status offenders.

2. Analysis of Juvenile Crime Problems and Juvenile Justice Needs

States should base this analysis on the description of the system in section 1 above and include conditions they consider or determine to be relevant to addressing juvenile justice and delinquency prevention problems.

A. Analysis of Juvenile Crime Problems¹

As part of the 3-year planning process, the state is required under Section 223(a)(7) of the JJDP Act to conduct an analysis of current juvenile crime problems (including juvenile gangs that commit crimes) and juvenile justice and delinquency prevention and educational needs within the state, including those geographic areas in which tribes perform law enforcement functions. This section should summarize the number and characteristics of youth handled at each stage of the process, from arrest through disposition. Please provide a minimum of 3 years of recent data for the areas listed below. Provide the most recent data to the extent possible by county,

¹ Include the extent of Disproportionate Minority Contact (DMC) as displayed by *DMC Identification Spreadsheets* and their discussion in the DMC Compliance Plan.

parish, or city. If requested data is not available, describe the problem in obtaining the data and plans to improve data collection and reporting efforts, including designated resources for improvement in this area.

Applicants should view the data reporting requirements below as the minimum needed for this section of the juvenile crime analysis. They should expand the information within the recommended categories 1–4 below if relevant to analyzing current juvenile crime problems and juvenile justice needs.

- (1) Juvenile arrests by offense type, gender, age, and race.
- (2) Number and characteristics (by offense type, gender, race, and age) of juveniles referred to juvenile court, a probation agency, or special intake unit for allegedly committing a delinquent or status offense.
- (3) Number of cases handled informally (nonpetitioned) and formally (petitioned) by gender, race, and type of disposition (e.g., diversion, probation, commitment, residential treatment).
- (4) Number of delinquent and status offenders admitted, by gender and race, to juvenile detention facilities and adult jails and lockups (if applicable).
- (5) Other social, economic, legal, and organizational conditions considered relevant to delinquency prevention programming.

B. List of State's Priority Juvenile Justice Needs/Problem Statements

The product of the above analysis of juvenile crime problems shall be a series of problem statements. The state must establish a priority ranking for each problem statement, and applicants should list and discuss them in order of priority.

A problem statement is defined as a written presentation that describes the magnitude, seriousness, rate of change, persons affected, and other aspects of a problem using qualitative and quantitative information. It identifies the nature, extent, and effect of system response, makes projections based upon historical precedent, and rigorously attempts to address the origins of the problem. The problem statements should be linked to the current data and needs analysis, the requirements of the JJDP Act, the functions of the juvenile justice system, geographic locations, and, whenever possible, related socioeconomic factors. A problem statement is a clear and succinct summary that reflects the results of the analysis undertaken. It does not necessarily represent all the analysis undertaken or all data collected for any given problem.

Aside from expenditures for planning and administration and SAG allocations (see Appendix D, program areas 23 and 31, respectively), these data-based problem statements and their priority ranking provide the state with the basis for developing its 3-year plan for funding juvenile justice programs.

- 3. Plans for Compliance With the First Three Core Requirements of the JJDP Act and the State's Plan for Compliance Monitoring** (The plans must be data-based and program specific, including the necessary "who, what, where, how, and when" to provide clear plans of action.)

The comprehensive 3-year plan should include:

A. Plan for Deinstitutionalization of Status Offenders (Removal of Status Offenders and Nonoffenders from Secure Detention and Correctional Facilities)

Pursuant to Section 223(a)(11) of the JJDP Act, the state must develop a plan that ensures status offenders and nonoffenders are not placed in secure detention or secure correctional facilities, except as allowed by OJJDP's *Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act of 2002* (revised September 2003).

For those states that have not achieved substantial compliance as outlined in Section 223(c) of the Act, the plan must indicate and provide sufficient documentation of the state's unequivocal commitment to achieving full compliance and a strategy, activities, and timetable for achieving full compliance.

B. Plan for Separation of Juveniles from Adult Offenders (Separation)

Pursuant to Section 223(a)(12) of the JJDP Act, the state must develop a plan that ensures juveniles alleged to be or found to be delinquent and status offenders shall not have contact with adult inmates who are incarcerated because they have been convicted of a crime or are awaiting trial on criminal charges.

If the state uses the same staff to serve both the adult and juvenile populations in approved collocated juvenile detention facilities, it must have a policy in effect that requires individuals who work with both juveniles and adult inmates to be trained and certified to work with juveniles. The state must submit a copy of this policy, including a description of the training and certification process, with this application.

This section of the application must provide an assurance that juveniles who have been transferred or waived or are otherwise under the jurisdiction of a criminal court are moved to an adult facility or separated from other juvenile delinquent offenders in secure juvenile detention centers or correctional facilities within 6 months after the youth reaches the state's age of full criminal responsibility. If states are unable to provide an assurance, they must include a plan on how they will meet this requirement in this section of the plan.

C. Plan for Removal of Juveniles from Adult Jails and Lockups (Jail Removal)

Pursuant to Section 223(a)(13) of the JJDP Act, the state must develop a plan that ensures no juvenile shall be detained or confined in any adult jail or lockup, except as allowed by OJJDP's *Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act of 2002* (revised September 2003).

If any of the following exceptions to the secure holding of juveniles apply, describe how each exception is utilized:

- (1) Six-hour hold exception:** Under Section 223(a)(13)(A) and OJJDP regulations, juveniles accused of committing criminal-type offenses (i.e., offenses that would be a criminal offense if committed by an adult) may be securely detained in an adult jail or lockup for up to 6 hours for the purpose of identification and processing or to arrange for release or transfer. This 6-hour period also applies to a time period both before and after a court appearance. Under this exception, the juvenile cannot have sight or sound contact with incarcerated adults during the time he or she is in secure custody in the adult jail or lockup.
- (2) Rural removal exception:** Section 223(a)(13)(B) and OJJDP regulations provide for a rural removal exception with regard to juveniles accused of delinquent offenses, held in certain rural areas, and who are awaiting an initial court appearance. Under certain circumstances, such juveniles may be temporarily detained beyond the 6-hour time limit. It is important to note that the rural removal exception does not apply to status offenders. Status offenders may not be held securely for any length of time in an adult jail or lockup.
- (3) Transfer or waiver exception:** If criminal felony charges have been filed against a juvenile in a court exercising criminal jurisdiction, he or she may be detained in an adult jail or lockup. The jail and lockup removal requirement does not apply to those juveniles formally waived or transferred to criminal court and against whom criminal felony charges have been filed or to juveniles over whom a criminal court has original or concurrent jurisdiction and such court's jurisdiction has been invoked through the filing of criminal felony charges. It is important to note that waiver or transfer and the filing of criminal felony charges do not transform a juvenile into an adult. Therefore, such a juvenile can be detained (or confined after conviction) in a juvenile facility and commingled with juvenile offenders until he reaches the age of majority.

D. Plan for Compliance Monitoring for the First Three Core Requirements of the JJDP Act

Pursuant to Section 223(a)(14) of the JJDP Act, the state must provide for an adequate system of monitoring jails, lockups, detention facilities, correctional facilities, and nonsecure facilities.

The state must provide a monitoring plan that includes a **detailed** description of monitoring tasks and identifies the specific agency or agencies responsible for each task. The tasks to be included in the discussion are:

- (1) Identification of the monitoring universe:** This refers to the identification of all facilities in the state that might hold juveniles pursuant to public authority. Every facility that has this potential, regardless of the purpose for housing juveniles, comes under the purview of the monitoring requirements. This also includes those facilities that public and private agencies own or operate.
- (2) Classification of facilities:** This is the classification of all facilities in the state to determine which ones should be considered a secure detention or correctional

facility, adult correctional institution, jail, lockup, or other type of secure or nonsecure facility.

- (3) Inspection of facilities:** Inspection of facilities is necessary to ensure an accurate assessment of each facility's classification and record keeping. All facilities classified as secure detention or correctional facilities, jails, lockups, and other facilities must have periodic, onsite inspections to determine that they comply with Sections 223(a)(11), (12), and (13) of the JJDP Act.
- (4) Data collection and verification:** States are required to collect and report data to determine whether facilities in the state comply with the applicable requirements of deinstitutionalization of status offenders (DSO), jail removal, and separation. The length of the reporting period should be up to 12 months but in no case less than 6 months. If reporting 6 months of data, the state must project the data for a full year in a statistically valid manner. If the facility self-reports the data or an agency other than the state agency receiving federal grant funds collects and reports the data, the plan must describe a statistically valid procedure used to verify the reported data.

This section of the application shall also describe the legislative and administrative procedures and sanctions that the state has established to receive, investigate, and report compliance violations. If an agency other than the designated state agency is responsible for monitoring, describe how that agency maintains accountability for compliance with this requirement.

If monitoring is provided through contractual services, identify the funds provided to support this program and the name, address, and telephone number of the contractor. In addition, describe the procedures and activities the state agency uses to monitor the contract.

For each of the requirements (3A–3D) above, the state should describe:

- a. Strategy, specific activities, timetable covering the 3-year planning cycle, and resources to support the implementation of the plans.
- b. Barriers the state faces in achieving full compliance, and how it will overcome them.
- c. Role of the SAG in monitoring for compliance with the DSO, separation, and removal requirements.
- d. If the state has been found to be in full compliance with these requirements, provide an assurance that indicates:
 - (1) Adequate plans are on file and available for review.
 - (2) Resources to maintain compliance are identified, on file, and available to review.

(3) The state will notify OJJDP if circumstances arise or if resources are lost that would jeopardize the state's capability of maintaining compliance with the requirements.

e. For states out of compliance with one or more of these requirements, describe specific activities and resources designated to achieve full compliance.

4. Plan for Compliance with the Disproportionate Minority Contact (DMC) Core Requirement

Pursuant to section 223(a)(22) of the JJDP Act, states must address specific delinquency prevention and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile numbers of minority groups, who come into contact with the juvenile justice system. Disproportionate minority contact exists if the rate of contact with the juvenile justice system of a specific minority group is significantly different than the rate of contact for non-Hispanic whites or for other minority groups.

The purpose of this core requirement is to ensure equal and fair treatment for every youth (regardless of membership in a minority or majority population group) involved in the juvenile justice system. A state achieves compliance with this core requirement when it meets the following requirements by addressing DMC on an ongoing basis through identification (identify the extent to which DMC exists), assessment (examine and determine the factors that contributes to DMC, if it exists), intervention (develop and implement strategies to address contributing factors reduce DMC), evaluation (evaluate the efficacy of intervention strategies), and monitoring (track changes in DMC trends over time).

All states and territories, except for Puerto Rico, which has been exempted by the U.S. Census Bureau from reporting racial statistics, shall submit *DMC Identification Spreadsheets* as part of the DMC Compliance Plan in their 3-year plans. When a state determines that DMC exists, it shall provide in its 3-year plan and plan updates a DMC Compliance Plan and comply with the implementation guidelines below.

Circumstance necessitating an assessment. When a state identifies that DMC exists, it must undertake an assessment. States should also undertake assessments with particular focuses when they note significant changes in the relative rates of minority juvenile justice system contact in monitoring DMC trends or after they implement significant changes in laws, procedures, and policies within the juvenile justice system that may impact negatively on DMC.

Assessment. A DMC assessment is a comprehensive analysis, utilizing sophisticated research methodologies, to identify the factors that contribute to DMC by examining minority over-representation and explaining differences in all contact stages of the juvenile justice system. It should also include recommendations for specific intervention strategies. If a completed assessment is not available or needed, the state shall submit a time-limited plan for completing the assessment.

Intervention. Each state's DMC Compliance Plan shall, where DMC has been demonstrated and contributing factors determined, provide an intervention plan for reducing DMC. The state shall base the intervention plan on the results of the

identification data and assessment findings. It should target comprehensive prevention and system improvement efforts to communities where DMC is most prominent and those contact stages of the system where major disproportionate rates occur and address any individual, family, community, educational system, and other issues related to juvenile justice system involvement and any features of its juvenile justice system and related laws and policies that may account for or contribute to DMC

Evaluation/Performance Measurement. States shall evaluate the efficacy of their efforts to reduce DMC. At a minimum, all intervention strategies to reduce DMC shall include specific goals, objectives, specific activities to reach them, and selected performance measures.

Monitoring/ DMC Data Updates. States and their selected localities shall monitor and track changes in DMC trends over time to identify emerging critical issues that may affect DMC and to determine whether there has been progress in reduction. All states must update their *DMC Identification Spreadsheets* at least once every 3 years when the 3-year plans are due with the most recent available data statewide and at least three counties with the highest minority concentration or, preferably, the localities with focused DMC-reduction efforts.

OJJDP's annual determination of states' compliance with the DMC core requirement is based on the completeness of their DMC Compliance Plans, the demonstration of actual, systematic, continuing, and good-faith implementation of their planned activities, and the progress reported each year.

Required Components for the FY 2007 DMC Compliance Plan

A. Updated *DMC Identification Spreadsheets* (Attachment 2)

States that update DMC data annually: Enter the most recent available data into OJJDP's Web-based DMC Data Entry System at www.dsgonline.com/dmc. Export the Relative Rate spreadsheets to GMS as attachment 2.

All other states: Enter "No change."

After entering the spreadsheets on GMS, state "See attachment 2."

B. DMC Data Discussion

For states that update DMC data annually:

- (1) When quantifiable documentation is unavailable or incomplete to determine whether DMC exists or changes, the state must provide a time-limited plan of action for developing and implementing a system to routinely collect the data needed to track progress in DMC reduction and demonstrate consistent improvement in this area.
- (2) Discuss the Relative Rates Indexes (RRIs) obtained, make comparisons between the updated data and data obtained in earlier years, and illustrate how the data inform/guide the state's FY 2007 DMC Compliance Plan.

All other states: Enter "No change."

C. Progress Made in FY 2006

Discuss the status of each of the planned activities in the FY 2006 DMC Compliance Plan. States with significant local DMC-reduction efforts should complete this section by localities as well.

(1) Which activities have been implemented? Discuss specific progress made.

(2) Which activities were not implemented? Discuss the reasons that have prevented their implementation and plans to overcome these obstacles.

As previously noted, a response of "no change" is unacceptable for this component.

D. DMC-reduction Plan for FY 2007

(1) Include specific activities in data collection, data system improvement, assessment, programmatic and systems improvement intervention, evaluation and monitoring strategies, as appropriate.

(2) Specify the timeline, funding amount, and funding source(s) designated to conduct each of the planned activities.

(3) Include planned Formula Grant-supported activities under "Program Descriptions" section below with amount budgeted and required descriptions of goals, objectives, and performance measures selected to document the output and outcomes of these activities.

As previously noted, a response of "no change" is unacceptable for this component.

5. Coordination of Child Abuse and Neglect and Delinquency Programs

The JJDP Act emphasizes interagency coordination and collaboration in addressing the prevention and treatment of juvenile delinquency. Applicants may fund such programming under program area 19 (see Appendix D).

A. Reducing the Caseload of Probation Officers

Pursuant to Section 223(a)(25) of the JJDP Act, the state may provide incentive grants to units of general local government that reduce the caseload of probation officers. Funds reserved for this purpose may not exceed 5 percent of the state's allocation (other than funds made available to the SAG).

B. Sharing Public Child Welfare Records With the Courts in the Juvenile Justice System

Pursuant to Section 223(a)(26) of the JJDP Act, the state shall to the maximum extent practicable implement a system to ensure that if a juvenile is before a court in

the juvenile justice system, that juvenile's public child welfare records (including child protective services records) for the geographical area under the jurisdiction of that court will be made known to the court.

C. Establishing Policies and Systems to Incorporate Relevant Child Protective Services Records Into Juvenile Justice Records

Pursuant to Section 223(a)(27) of the JJDP Act, the state shall establish policies and systems to incorporate relevant child protective services records into juvenile justice records for purposes of establishing and implementing treatment plans for juvenile offenders.

Pursuant to Section 223(a)(28) of the JJDP Act, this section of the application must provide an assurance that juvenile offenders whose placement is funded through Section 472 of the Social Security Act (42 U.S.C. 672) receive the protections specified in Section 471 of such Act (42 U.S.C. 671), including a case plan and case plan review as defined in Section 475 of such Act (42 U.S.C. 675).

6. Program Descriptions

Based on "List of State's Priority Juvenile Justice Needs/Problem Statements" in section 2B, applications must include descriptions of programs that will be supported with FY 2007 Formula Grant funds. Programs are groupings of projects with similar or common goals. Each item below must be addressed for each program:

- A. Program Area Code and Title:** Use only OJJDP's codes and titles available in Appendix D.
- B. Problem Statement:** Briefly state which of the priority juvenile justice problems this program intends to address.
- C. Program Goals:** Provide a broad statement (i.e., written in general terms) that conveys a program's overall intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short- and long-term results.
- D. Program Objectives:** Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and they should include the target level of accomplishment, thereby further defining goals and providing the means to measure program performance.
- E. Activities and Services Planned:** Provide the specific steps or projects that the grantee will take or fund 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 the applicant will provide, 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.
- F. Performance Measures:** Represent the data/information that all subgrantees in this program area will collect at the program level to measure the specific outputs and short- and long-term outcomes their programs are designed to achieve. OJJDP

requires all states to collect performance measurement data on their subgrant programs. States should indicate all mandatory and two nonmandatory output measures and all mandatory and two nonmandatory outcome measures (either short-term or long-term), when applicable. (Some core requirements and system improvement program areas require reporting on fewer measures.)

To ensure that the performance measures that the grantee selects reflect the specific problem(s), goals, objectives, and designed strategy of the Formula Grant program subgrant project and that performance measurement data can be aggregated at the state and national levels, state grantees and their subgrantees must choose these measures from OJJDP's Formula Grant Performance Measurement Web site at www.dsgonline.com/Program_Logic_Model/fg_pm.htm.

For technical assistance in choosing performance measures, contact Lisa Reynolds at lreynolds@dsgonline.com or 301-951-5373.

G. Budget: Present total federal funds the state plans to use in this program area from its Formula Grant allocation, along with any expected state, local, or private funds:

Fiscal Year	Formula Grant Funds (\$)	State/Local/Private Funds (\$)	Total (\$)
2007			

7. Subgrant Award Assurances

A. Subaward Selection: Pursuant to Section 223(a)(21)(A) and (B) of the JJDP Act, states shall, to the extent practicable, give priority in funding to evidence-based programs and activities. Further, under Section 223(a)(21)(c) of the JJDP Act, states shall not continue to fund a program if the subgrant recipient who carried out that program during the preceding 2-year period fails to demonstrate that the program achieved substantial success in meeting the goals specified in the original subgrant application. Applicants should describe the process that the state will use to assure the implementation of the preceding requirements of the subgrant award process.

To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, a searchable Web site containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry (see www.dsgonline.com/mpg_index.htm). Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

C. Geographic Information: To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, OJJDP will require recipient states to provide geographic information for each subgrant. Such information should contain the following two items of information on the geographic area that the subgrant recipient will serve ("service area)" in the format specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the subgrantee.

- **Physical address:** If the mailing address is a P.O. Box, specify the physical address of the location where the subgrantee will provide services.

(example with street address)

ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and Street Description:** Provide a road map (with local detail) with the service area(s) clearly depicted. State applicants should mark the map with information identifying the federal formula/block award number it is tied to, including state name, and subgrantee contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, e-mail them to Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

States do not need to provide the above information at the time of their application. However, state applicants must provide a description of how they plan to obtain the above geographic information from each subgrant recipient and a statement indicating their commitment to fulfilling this requirement.

8. SAG Membership

Pursuant to Section 223(a)(3)(A) of the JJDP Act, the SAG shall consist of not less than 15 and not more than 33 members appointed by the chief executive officer of the state. At least one member shall be a locally elected official representing general purpose local government. At least one-fifth of the members shall be younger than 24 years old at the time of appointment. At least three members shall have been or currently are under the jurisdiction of the juvenile justice system. A majority of the members (including the chairperson) shall not be full-time employees of federal, state, or local government. The membership qualifications are described in subsections i–v of Section 223(a)(3)(A) of the JJDP Act, as amended. (See Appendix G for detailed membership instructions and a sample membership table.)

9. Staff of the JJDP Formula Grants Program

The state must provide the following to OJJDP:

- The organizational chart of the agency designated to implement the Formula Grants Program.
- A list of the other programs administered by the agency or division administering the Formula Grants Program.
- The staffing and management plan for the state agency/division implementing the Formula Grants Program, including names, titles of staff, funding sources (and state match), and percentage of time devoted to the JJDP program.
- Descriptions of the duties for the Juvenile Justice Specialist (at least one full-time position is required) and other juvenile justice and delinquency prevention staff.

Budget Detail Worksheet (Attachment #3). This attachment should include the amount the applicant state has budgeted for each program area it has identified to receive FY 2007 Formula Grant funds. Funds allocated for the planning and administration funds and match requirement, the state advisory group (SAG), and the American Indian tribes passthrough (where applicable) are required line items (see sample worksheet, Appendix F).

1. Planning and Administration Funds and Match Requirement

Pursuant to Section 222(c) of the JJDP Act, states may use no more than 10 percent of their Formula Grant allocation for state plan development, other pre-award activities associated with that state plan, administration of the Formula Grant Program, including evaluation, monitoring, and at least one full-time juvenile justice specialist position. States that experience a reduction in their Formula Grant allocation based on noncompliance with one or more of the JJDP Act's core requirements will receive a reduction in their planning and administration funds accordingly. The state must match planning and administration funds dollar for dollar.

2. State Advisory Group Allocation

For planning and budget purposes, states may make up to \$30,000 of their annual allocations available to assist the SAG (based on FY 2006 figures in accordance with Section 222(d) of the JJDP Act). OJJDP will notify the states of the actual FY 2007 SAG allocation once it receives its final appropriation.

3. State Allocations and Program Areas

OJJDP will notify each state of its respective formula allocation following enactment of the FY 2007 Appropriations Bill. As Section 223(c) of the JJDP Act requires, OJJDP will reduce a state's FY 2007 allocation by 20 percent for each of the core requirements for which the state was found to be not in compliance in FY 2006. Until that time, states should use their FY 2006 funding levels for planning purposes. Again, for states that were determined to be not in compliance with one or more core requirement in FY 2006, they should plan their FY 2007 expenditures using the correctly reduced amounts from their FY 2006 allocations.

See Appendix B for FY 2007 distribution of Formula Grants by state and Appendix D for Formula Grant program areas.

4. American Indian Passthrough Amount

The required American Indian passthrough amount represents the minimum dollars a state must pass through to tribes that perform law enforcement functions. (See Appendix C for FY 2007 amounts.) Although this amount is based on a statutory formula, in many instances it is insufficient to support effective juvenile justice and delinquency prevention activities. Therefore, where appropriate, OJJDP encourages the states to pass through greater amounts. In addition, OJJDP advises states to encourage tribes to apply for a discretionary grant under the Tribal Youth Program.

Please note: Total costs that the state specifies in its complete budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Additional Requirements

States should review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

Additionally, states must adhere to all requirements spelled out in the JJDP Act of 2002. For full text of the Act, refer to the OJJDP Web site at ojjdp.ncjrs.gov/about/jjdp2002titlev.pdf.

Appendix A: Application Checklist

Formula Grants Program

Applicants must submit all applications electronically through OJP's Grants Management System (GMS).

- Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Program Narrative (Attachment #1)** must address all nine required items, with either updates or "no change." However, applicant must submit a detailed plan for compliance with the DMC core requirement; "no change" for the DMC compliance plan is not acceptable.
- Other Attachment (Attachment #2)** must include updated DMC Relative Rate Index spreadsheets for those states that update their data annually or "No change" for all other states.
- Budget Detail Worksheet (Attachment #3)** must include a worksheet that identifies and a narrative that justifies all proposed costs (see sample worksheet, Appendix F).

Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

Deadlines

- Applicants must register on GMS by March 15, 2007.
- Applicants must submit completed applications by 8 p.m. ET March 30, 2007.

OJJDP will accept only those applications submitted through the GMS online application system. OJJDP will not consider mailed or faxed applications.

Appendix B: Distribution of Formula Grants, by State (FY 2007)

State	Formula Grant Allocation
Alabama	
Alaska	
Arizona	
Arkansas	
California	
Colorado	
Connecticut	
Delaware	
District of Columbia	
Florida	
Georgia	
Hawaii	
Idaho	
Illinois	
Indiana	
Iowa	
Kansas	
Kentucky	
Louisiana	
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	
Nebraska	
Nevada	
New Hampshire	
New Jersey	
New Mexico	
New York	
North Carolina	
North Dakota	
Ohio	
Oklahoma	
Oregon	
Pennsylvania	
Rhode Island	
South Carolina	
South Dakota	
Tennessee	
Texas	
Utah	
Vermont	
Virginia	
Washington	
West Virginia	

State**Formula Grant Allocation**

Wisconsin

Wyoming

American Samoa

Guam

Puerto Rico

No. Mariana Islands

Virgin Islands

Total

\$

Appendix C: American Indian Passthrough, by State (FY 2007)

State	Total Juvenile Population* Through	Juvenile Native American Population	FY 2007 Formula Grant Allocation	Total State Native American Pass-
Alabama	1,123,422	72	\$	\$
Alaska	190,717	14,917	\$	\$
Arizona	1,366,947	71,731	\$	\$
Arkansas	680,369	0	\$	\$
California	9,249,829	3,904	\$	\$
Colorado	1,100,795	3,873	\$	\$
Connecticut	841,688	719	\$	\$
Delaware	194,587	0	\$	\$
District of Columbia	114,992	0	\$	\$
Florida	3,646,340	274	\$	\$
Georgia	2,169,234	0	\$	\$
Hawaii	295,767	0	\$	\$
Idaho	369,030	8,309	\$	\$
Illinois	3,245,451	0	\$	\$
Indiana	1,574,396	0	\$	\$
Iowa	733,638	0	\$	\$
Kansas	712,993	1,795	\$	\$
Kentucky	994,818	0	\$	\$
Louisiana	1,219,799	176	\$	\$
Maine	301,238	795	\$	\$
Maryland	1,356,172	0	\$	\$
Massachusetts	1,500,064	40	\$	\$
Michigan	2,595,767	2,383	\$	\$
Minnesota	1,286,894	11,405	\$	\$
Mississippi	775,187	2,129	\$	\$
Missouri	1,427,692	0	\$	\$
Montana	230,062	22,023	\$	\$
Nebraska	450,242	2,823	\$	\$
Nevada	511,799	2,173	\$	\$
New Hampshire	309,562	0	\$	\$
New Jersey	2,087,558	0	\$	\$
New Mexico	508,574	48,121	\$	\$
New York	4,690,107	923	\$	\$
North Carolina	1,964,047	2,576	\$	\$
North Dakota	160,849	7,420	\$	\$
Ohio	2,888,339	0	\$	\$
Oklahoma	892,360	127,668	\$	\$
Oregon	846,526	3,951	\$	\$
Pennsylvania	2,922,221	0	\$	\$
Rhode Island	247,822	13	\$	\$
South Carolina	1,009,641	0	\$	\$
South Dakota	202,649	18,618	\$	\$
Tennessee	1,398,521	0	\$	\$
Texas	5,886,759	344	\$	\$
Utah	718,698	3,038	\$	\$
Vermont	147,523	0	\$	\$

State	Total Juvenile Population*	Juvenile Native American Population	FY 2003 Formula Grant Allocation	Total State Native American Pass-Through
Virginia	1,738,262	0	\$	\$
Washington	1,513,843	34,383	\$	\$
West Virginia	402,393	0	\$	\$
Wisconsin	1,368,756	11,858	\$	\$
Wyoming	128,873	6,823	\$	\$
American Samoa	21,766	0	\$	\$
Guam	46,894	0	\$	\$
Puerto Rico	1,092,101	0	\$	\$
No. Mariana Islands	10,720	0	\$	\$
Virgin Islands	35,427	0	\$	\$
Total	73,500,720	415,278	\$	\$

* Population figures are based on Census 2000 data.

Appendix D: Formula Grant Program Areas

- 01 **Aftercare/Reentry.** Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.
- 02 **Alternatives to Detention.** Alternative services provided to a juvenile offender in the community as an alternative to confinement.
- 03 **Child Abuse and Neglect Programs.** Programs that provide treatment to juvenile victims of child abuse or neglect and to their families to reduce the likelihood that such juvenile offenders will commit subsequent violations of law.
- 04 **Children of Incarcerated Parents.** Services to prevent delinquency or treat delinquent juveniles who are the children of incarcerated parents.
- 05 **Community Assessment Centers (CACs).** Centers that lead to more integrated and effective cross-system services for juveniles and their families. CACs are designed to positively affect the lives of youth and divert them from a path of serious, violent, and chronic delinquency. Using a collaborative approach, CACs serve the community in a timely, cost-efficient, and comprehensive manner.
- 06 **Compliance Monitoring.** Programs, research, staff support, or other activities primarily to enhance or maintain a state's ability to adequately monitor jails, detention facilities, and other facilities to assure compliance with Sections 223(a)(11), (12), (13), and (22) of the JJDP Act.
- 07 **Court Services.** Programs to encourage courts to develop and implement a continuum of pre- and postadjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, translation services and similar programs, and secure, community-based treatment facilities linked to other support services.
- 08 **Deinstitutionalization of Status Offenders.** Programs, research, or other initiatives to eliminate or prevent the placement of accused or adjudicated status offenders and nonoffenders in secure facilities, pursuant to Section 223(a)(11) of the JJDP Act.
- 09 **Delinquency Prevention.** Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of program areas 12 and 32.

- 10 **Disproportionate Minority Contact.** Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act.
- 11 **Diversion.** Programs to divert juveniles from entering the juvenile justice system.
- 12 **Gangs.** Programs, research, or other initiatives primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.
- 13 **Gender-Specific Services.** Services to address the needs of female offenders in the juvenile justice system.
- 14 **Graduated Sanctions.** A system of sanctions that escalate in intensity with each subsequent, more serious delinquent offense.
- 15 **Gun Programs.** Programs (excluding programs to purchase from juveniles) to reduce the unlawful acquisition and illegal use of guns by juveniles.
- 16 **Hate Crimes.** Programs to prevent and reduce hate crimes committed by juveniles.
- 17 **Jail Removal.** Programs, research, or other initiatives to eliminate or prevent the placement of juveniles in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act.
- 18 **Job Training.** Projects to enhance the employability of juveniles or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
- 19 **Juvenile Justice System Improvement.** Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a systemwide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).
- 20 **Mental Health Services.** Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.
- 21 **Mentoring.** Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile (mentee) that takes place on a regular basis.
- 22 **American Indian Programs.** Programs to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
- 23 **Planning and Administration.** Activities related to state plan development, other preawarded activities, and administration of the Formula Grant Program, including evaluation, monitoring, and one full-time staff position pursuant to Section 222 (c) of the JJDP Act and the OJJDP Formula Grant Regulation.
- 24 **Probation.** Programs to permit juvenile offenders to remain in their communities under conditions that the juvenile court prescribes.

- 25 **Restitution/Community Service.** Programs to hold juveniles accountable for their offenses by requiring community service or repayment to the victim.
- 26 **Rural Area Juvenile Programs.** Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.
- 27 **School Programs.** Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
- 28 **Separation of Juveniles From Adult Inmates.** Programs that ensure that juveniles will not be detained or confined in any institutions where they may come into contact with adult inmates, pursuant to Section 223(a)(12) of the JJDP Act.
- 29 **Serious Crime.** Programs, research, or other initiatives to address serious and violent criminal-type behavior by youth. This program area includes intervention, treatment, and reintegration of serious and violent juvenile offenders.
- 30 **Sex Offender Programs.** Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.
- 31 **State Advisory Group Allocation.** Activities related to carrying out the State Advisory Group's responsibilities under Section 223(a)(3) of the JJDP Act.
- 32 **Substance Abuse.** Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.
- 33 **Youth Advocacy.** Projects to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.
- 34 **Youth Courts (also known as teen courts).** Juvenile justice programs in which peers play an active role in the disposition of the juvenile offender. Most communities use youth courts as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.

UNITED STATES
DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE ASSISTANCE,

RESEARCH, AND STATISTICS



APPENDIX E

OJJDP G 4040.4

January 6, 1982

Guideline

Subject: WAIVER OF PASSTHROUGH REQUIREMENT OF
OJJDP GUIDELINES

1. Purpose. To notify CJs of Waiver of Passthrough requirement criteria.
2. Scope. This information affects all Criminal Justice Councils and OJJDP personnel.
3. Information. Section 223(a)(5) of the JJDP Act, as amended, provides the passthrough requirement for funds received by the state under Section 222. This notice set forth the waiver of passthrough criteria the state must submit to the Administrator of OJJDP.
4. The state must make all requests for waivers to the Administrator of OJJDP.

The following essential elements must be included:

- a. The extent of state and local implementation of juvenile justice and delinquency prevention programs.
 - b. The extent of state and local financial responsibility for juvenile delinquency programs.
 - c. The extent to which the state provides services or direct outlays for or on behalf of local governments (as distinct from statewide services).
 - d. The approval of the state Juvenile Justice Advisory Group.
 - e. Specific comments from local units of government expressing their position regarding their waiver.
5. Contact. For further information or clarification contact your JJDP specialist.

/s/

CHARLES A. LAUER
ACTING ADMINISTRATOR
OFFICE OF JUVENILE JUSTICE
AND DELINQUENCY PREVENTION

Distribution: CJs, ALL OJJDP PROFESSIONAL PERSONNEL

Initiated By: OJJDP

Appendix F: Sample Budget Detail Worksheet

OJJDP FY 2007 Formula Grant Program

Program Areas	Program Area Title	Total Funds	OJJDP Federal Share	State Match
23	Planning and Administration	\$120,000	\$60,000	\$60,000
31	State Advisory Group Allocation	30,000	30,000	0
17	Jail Removal	410,000	410,000	0
8	Deinstitutionalization of Status Offenders	50,000	50,000	0
10	Disproportionate Minority Contact	35,000	35,000	0
26	Rural Area Juvenile Programs	15,000	15,000	0
	TOTALS	\$660,000	\$600,000	\$60,000

The planning and administrative costs cover:

1. The salaries of a full-time juvenile justice specialist, a part-time compliance monitor, and a part-time administrative assistant.
2. Travel costs of staff for the following:
 - To attend national and regional OJJDP-sponsored conferences and workshops, as appropriate.
 - To attend Coalition for Juvenile Justice-sponsored national and regional conferences, as appropriate.
 - To attend local conferences and workshops, as appropriate.
 - To monitor contracts with providers throughout the state.

Appendix G: Instructions To Complete the State Advisory Group Membership Table (with Sample Roster)

The state advisory group (SAG) membership table was designed to simplify state reporting requirements. The state should select the designator listed below that best describes each member's qualifications and experience. A sample roster can be found at the end of this appendix.

Column 1 (Name)

List the names of each SAG member beginning with the chair and place an asterisk (*) after any of those SAG members who are also members of the state supervisory board.

Column 2 (Represents)

Select the item from the following list that most closely identifies each member's qualification:

- A. Locally elected official representing general purpose local government.
- B. Representative of law enforcement and juvenile justice agencies, including:
 - 1. Juvenile and family court judges.
 - 2. Prosecutors.
 - 3. Counsel for children and youth.
 - 4. Probation workers.
- C. Representatives of public agencies concerned with delinquency prevention or treatment:
 - 1. Welfare.
 - 2. Social services.
 - 3. Mental health.
 - 4. Education.
 - 5. Special education.
 - 6. Recreation.
 - 7. Youth services.
- D. Representatives of private nonprofit organizations, including persons concerned with:
 - 1. Family preservation and strengthening.
 - 2. Parent groups and parent self-help groups.
 - 3. Youth development.
 - 4. Delinquency prevention and treatment.
 - 5. Neglected or dependent children.
 - 6. Quality of juvenile justice.
 - 7. Education.
 - 8. Social services for children.

- E. Volunteers who work with juvenile justice.
- F. Youth workers involved with programs that are alternatives to confinement, including organized recreation activities.
- G. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion.
- H. Persons with special experience and competence in addressing problems related to learning disabilities, emotional difficulties, child abuse and neglect, and youth violence.

Column 3 (Full-Time Government)

If the person is a full-time government employee, place an "X" in this column.

Column 4 (Youth Member)

If the person was younger than 24 at the time of appointment, place an "X" in this column.

Column 5 (Date of Appointment)

Provide the date the member was appointed to the SAG.

Column 6 (Residence)

Provide the member's residential or preferred mailing address.

Sample State Advisory Group Membership Roster*

	Name	Represents	Full-Time Government	Youth Member	Date of Appointment	Residence
1	Jane Smith, Chair	D, F			June 1997	Harlem
2	Jane Smith	C	X		June 1997	Helena
3	Jane Smith	E		X	June 2001	Missoula
4	Jane Smith	A	X		June 1997	Great Falls
5	Jane Smith	B	X		June 1998	Great Falls
6	Jane Smith	E		X	June 2001	Missoula
7	Jane Smith	E		X	June 2001	Bozeman
8	Jane Smith	B	X		June 1998	Helena
9	Jane Smith	C	X		June 1998	Helena
10	Jane Smith	D			June 1997	Bozeman
11	Jane Smith	B	X		June 1999	Butte
12	Jane Smith	A, C	X		June 1999	Kalispell
13	Jane Smith	A, D			June 2000	Great Falls
14	Jane Smith	D			June 1997	Billings
15	Jane Smith	C	X		June 2000	Helena
16	Jane Smith	B		X	June 2000	Billings
17	Jane Smith	C	X		June 2001	Helena
18	Jane Smith	D, F			June 2001	Missoula
19	Jane Smith	C	X		June 2000	East Helena
20	Jane Smith	F		X	June 2001	Bozeman

Source: Modified from Montana's FY 2002 Formula Grants application.
 The SAG serves as the supervisory or advisory board. (Check one.)
 *List the Chair first.