



Juvenile Accountability Block Grants Program

FY 2006 Application Kit

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OJJDP

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

Table of Contents

Overview.....	1
Award Information.....	1
Eligibility	1
GMS Registration	2
Application for Federal Assistance (SF-424).....	2
Assurances and Certifications.....	2
Budget Detail Worksheet (Attachment #1).....	2
Planning and Administration Funds and Match Requirement.....	3
Program Narrative (Attachment #2)	3
JABG State Advisory Board Membership.....	3
Role of the Court.....	3
System of Graduated Sanctions	4
Analysis of Juvenile Justice System Needs	4
Program Descriptions.....	4
Geographic Information.....	5
Coordination efforts	5
Other Program Attachments (Attachment #3)	5
Due Date	6
For Additional Information.....	6
Appendix A: Other Requirements	7
Appendix B: Application Checklist.....	13
Appendix C: Distribution of JABG Funds, by State (FY 2005).....	14
Appendix D: JABG Purpose Areas.....	16
Appendix E: Sample Budget Detail Worksheet.....	18
Appendix F: Sample Letter.....	19
Appendix G: Instructions to Complete the JABG State Advisory Board Roster (with Sample Roster)	20

Juvenile Accountability Block Grants Program

Overview

The Juvenile Accountability Block Grant (JABG) Program is authorized under the Omnibus Crime Control and Safe Streets Act of 2002 (42 U.S.C. 3796ee – ee-9). The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), has been delegated the authority to administer the JABG program.

Participating states may apply for fiscal year (FY) 2006 JABG funds by following the application process outlined in this announcement. This program supports state and units of local government in their efforts to strengthen their juvenile justice systems. The long-term goals of the JABG program are the following:

- By 2011, 76 percent of youth that subgrantees serve will be processed using graduated sanctions approaches. (The baseline is 71 percent. The annual goal is a 1-percent increase; the 5-year goal is a 5-percent increase.)
- By 2011, no more than 30 percent of program youth will reoffend. (No baseline is currently available. This rate is based on research of other intervention programs. The annual goal is a 1-percent decrease in rates of offending; the 5-year goal is a 5-percent decrease.)

Please read carefully through the entire application kit before you develop your application.

Award Information

State allocation: OJJDP will notify each state of its respective FY 2006 allocation, pending congressional enactment of the FY 2006 Appropriations Bill. For planning purposes, states should use their FY 2005 funding levels. (See Appendix C on page 15)

Project period: The awards are for a 3-year project and budget period lasting from June 1, 2006, to May 31, 2009.

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.**

GMS Registration

Applicants must submit all applications for this program announcement online through OJP's Grants Management System (GMS) (<https://grants.ojp.usdoj.gov>). A detailed "Step-by-Step Guide to OJP's Grants Management System" (<https://grants.ojp.usdoj.gov/gmsHelp/index.html>) is available on OJJDP's Web site to assist applicants through the online application process.

Applicants must register for this solicitation by selecting "FY '06 OJJDP JABG" from the Funding Opportunities page in GMS. To register, applicants must select "Apply Now," read the warning message that appears, and select "Continue." **The deadline for applicants to register on GMS is February 10, 2006.**

Application for Federal Assistance (SF-424)

Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information they need to generate the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Applicants must provide the following information to complete the SF-424:

- **DUNS Number.** Applicants can call 800-333-0505 to request a free DUNS number. Applicants must have a DUNS number *before* beginning the application process.
- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.523, titled "Juvenile Accountability Incentive Block Grants."
- **Type of Application.** Select "New" in the drop-down menu for "Type of Application."

Assurances and Certifications

Applicants are required to review and accept the "Other Requirements" (see appendix A on page 7) to receive federal funds under this program. To accept the Assurances and Certifications in GMS, select the Assurances and Certifications link and click the "Accept" button at the bottom of the screen. Please verify that the contact information (name, address, phone number, fax number, and e-mail address) for the applicant's authorizing official is correct.

Budget Detail Worksheet (Attachment #1)

The Budget Detail Worksheet must include the JABG Purpose Areas that the state intends to fund. Until FY 2006 JABG allocations become available, states should use their FY 2005 funding level for planning purposes (see appendix E on page 18 for a sample Budget Detail Worksheet)..

Planning and Administration Funds and Match Requirement

JABG funds that the state allocates to administrative costs may not exceed 5 percent of the total award. Administration is defined as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring.

JABG funds may not exceed 90 percent of the total program costs, including any funds the state sets aside for program administration. However, if the state uses JABG funds to construct a permanent juvenile correctional facility, then it must provide a 50-percent match of the total project. The state must ensure that it will make the nonfederal portion of the cost of the programs funded under its JABG allocation available by the end of the project period.

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

Program Narrative (Attachment #2)

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program.

The program narrative must include the following components:

- 1. JABG State Advisory Board membership.** Pursuant to Section 1804(b)(2) of the JABG legislation, the board shall include representation from, if appropriate, the state or local police department; the local sheriff's department; the state or local prosecutor's office; the state or local juvenile court; the state or local probation office; the state or local education agency; the state or local social service agency; a nonprofit; a nongovernmental victim advocacy organization, and a nonprofit, faith-based, or community group. **States may designate their State Advisory Group (SAG) under the Juvenile Justice and Delinquency Prevention Act of 2002 to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements.** (See appendix G on page 19 for instructions on how to complete the JABG SAB membership roster and a sample membership roster.)
- 2. Role of the court.** States are strongly encouraged to engage in a dialogue with the chief of the highest court in the state regarding the content of the application. Applicants should certify that they have communicated in writing with the chief of the highest court in the state and should submit this letter with the application (see sample letter in appendix F). Applicants should provide a narrative describing how the state took into consideration the needs of the judicial branch in strengthening the juvenile justice system. Although OJJDP recommends having the chief justice or a representative from his or her office serve on the JABG 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. **OJJDP will process and send forward only applications that address this section fully.**

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3. **System of graduated sanctions.** Describe in either narrative form or a flowchart how the state’s system of graduated sanctions functions. Also, include a discussion of how the state has promoted the use of graduated sanctions by juvenile courts.
 4. **Analysis of juvenile justice system needs.** The State Advisory Board should develop the state plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining how funds used within the 16 JABG purpose areas can most effectively improve the juvenile justice system and increase accountability for juvenile offenders.
 5. **Program Descriptions.** (See appendix D for JABG Purpose Areas) Include selected purpose areas and specific activities within each and identify the funding allocation for each purpose area selected on the Budget Detail Worksheet. Applicant states should describe all funds and related activities not subject to the passthrough (see “Other Program Attachments” on page 5 for a more detailed explanation) in this section. Additionally, states should identify performance measure data for each purpose area they select. To complete this section, use the following outline:
 - A. **JABG purpose area and number.** Use only the numbered JABG purpose areas listed in appendix D.
 - B. **Problem statement.** Briefly state a priority juvenile justice problem or need that the program intends to address.
 - C. **Program goals.** Provide a broad statement (i.e., written in general terms) that conveys the 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 its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should include the target levels of achievement, thereby further defining the goals and providing the means to measure program performance.
 - E. **Activities and services planned.** Describe specific steps that the grantee will take or projects that the grantee will 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 agencies 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 purpose area will collect at the program level to measure the specific outputs and outcomes a subgroup program is designed to achieve. OJJDP requires all states to collect and report such performance measurement data on their subgrantee programs. Indicate the mandatory and chosen optional **output** and **outcome** measures. OJJDP is currently

revising the performance measures to include mandatory measures. The National Training and Technical Assistance Center will post the new mandatory measures on its Web site (<http://jabg.nttac.org/pmpacket.cfm>) by December 1, 2005. Use these measures when you develop your application. OJJDP will sponsor conference calls and additional training to the field in January 2006 regarding the new mandatory measures.

G. Budget. Present total federal funds the state plans to use in each purpose area from its JABG allocation.

6. Geographic Information: To help OJP develop a geographic information system (GIS) strategic planning capacity, applicant states must provide to OJJDP geographic information for each subgrant. Such information should contain the following two items of information on the geographic area(s) that the subgrant recipient will serve (“service area(s)”) in the format specified below:

- **Physical address:** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the subgrantee will provide services. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the subgrant program has multiple service areas, include the required information for each.

(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 OJJDP’s Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov.

Provide a description of how the state plans to obtain the above geographic information from each subgrant recipient and a statement indicating the state’s commitment to fulfilling this requirement.

7. 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.

Other Program Attachments (Attachment #3)

Applicants must submit the following materials in a single file as an attachment to their GMS application. The Other Program Attachments—which the applicant must submit as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include a waiver of passthrough.

States are required to passthrough 75 percent of the total JABG award to eligible units of local government. However, a state that can demonstrate that it bears the 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, the state must meet certain criteria (outlined below) prior to review or approval. The FY 2006 Waiver Request should be in the form of a letter to J. Robert Flores, OJJDP Administrator, and should include the following components:

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

Note: States cannot use juvenile justice expenditures that do not fall within any of the 16 purpose areas (such as general law enforcement expenditures) in determining primary financial burden.

States that OJJDP has approved previously for a 100-percent waiver may certify in writing to the OJJDP Administrator that the conditions that existed to establish the waiver have not changed since the preceding fiscal year's request.

States not requesting a waiver of the 75-percent passthrough should provide a statement indicating the amount passed through to units of general local government.

Due Date

Applicants must register for this funding opportunity by February 10, 2006. Applicants must submit completed applications online through OJP's Grants Management System (<https://grants.ojp.usdoj.gov>) by 8:00 p.m. ET, February 28, 2006.

For Additional Information

For additional information, please contact your OJJDP State Representative or Thomas Murphy, Acting JABG Program Manager, at 202-353-8734 or Thomas.Murphy@usdoj.gov. If you have questions of a technical nature, call the GMS Help Desk at 1-888-549-9901 (option 3). Address financial questions to the Office of the Comptroller, Customer Service Center: 1-800-458-0786 (press 2) or at ask.oc@usdoj.gov.

Appendix A: Other Requirements

Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on the 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 per each occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that they may not use any federally appropriated funding made available under this grant program, 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.

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 due process hearing makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons” on page 11), gender, disability, or age, the recipient of funds must forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances they are required to submit with the application to understand the applicable legal and administrative requirements.

Confidentiality and Human Subjects Protection

Applicants should be aware of the U.S. Department of Justice’s requirements for privacy and confidentiality in research and statistical efforts, as stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The Privacy Certificate should ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must comply with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site (ojjdp.ncjrs.org/funding/privacy.pdf).

Applicants are further advised that an institutional review board¹ (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use of human research subjects. IRB review is not required prior to submission of the application. However, if OJJDP makes an award and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before OJJDP will disburse federal funds for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline they submit with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site (ojjdp.ncjrs.org/funding/confidentiality.pdf).

Coordination of Federal Efforts

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

¹ Institutional Review Boards (IRBs) are the governing bodies that assure that data collection efforts are in accordance with all relevant local, state, and federal laws to protect human subjects. Background information on IRBs is available from the National Institute of Justice (www.ojp.usdoj.gov/nij/humansubjects/index.html) and the U.S. Department of Health and Human Services (www.hhs.gov/ohrp/).

Most local and state governments, colleges and universities, hospitals, and private contract research firms have IRBs in place. Agencies that might help you find an IRB to review your data collection plans for the purpose of the application include a local jail, hospital, mental health treatment facility, public health agency, community college, or 4-year college or university. Try calling these agencies, explain that you are submitting an application for federal funding and are required to collect data on the children you serve, and you therefore need IRB clearance and ask if they have ever encountered this situation and what they did about it. It is likely that at least one of these agencies will have some experience they would be willing to share.

IRB reviews are now available from for-profit organizations, if the potential applicant does not have access to an IRB through his/her own institution. They cost about \$6,000–\$10,000, and those costs would need to be built into the first year's budget. Query the term “Institutional Review Board” with any Internet search engine to find those firms.

You do not need to have IRB clearance at the time you submit your application to OJJDP. In your application, you can outline the process for getting IRB clearance in your community. If possible, you should start the process, so that you could say in your application that an IRB is reviewing your study/plan/design and give the expected date for final clearance. Applicants are not required to get final clearance until/if they are funded. In fact, some IRBs won't review a study until after funding is secured.

² “Related efforts” is defined for these purposes as one of the following: efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants); another phase or component of the same program or project (e.g., to implement a planning effort using other federal funds or to provide a substance abuse treatment or education component within a criminal justice project); or services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. OJP will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, OJP will treat these groups on an equal basis with all other grantees in the administration of such awards. OJP will not discriminate for or against any eligible applicant or grantee 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 OJP assistance awards 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 OJP grant funds 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 OJP grant funds; rather, the grantee must separate such religious activity in time or place from the OJP funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that OJP funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Financial and Government Audit Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OJP's *Financial Guide*, which is available from the OJP Web site (www.ojp.usdoj.gov/oc). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern how all successful applicants administer funds.

The state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit a single organizationwide financial and compliance audit report to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OJP reporting requirements:

- **Subgrantee information form.** Subgrantee are required to submit these forms through OJP's GMS system within 30 days of granting the subaward.
- **Financial status reports (SF 269).** Grantees must submit these financial reports quarterly by the 45th day following the end of each calendar quarter, and a final report is due 120 days following the end of the award period. Grantees may file SF-269 forms online through the Internet at <https://grants.ojp.usdoj.gov>. Grant recipients who do not submit SF-269 reports by the due date will be unable to drawdown funds.

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- **Annual performance reports.** OJJDP requires states to submit annual performance reports, due June 30. See the Performance Measures section for formatting requirements. Grantees should submit progress reports online through the Grants Management System using the “Application” module. Grantees may address questions to the GMS Help Desk at 1-888-549-9901.

OJJDP may withhold future awards and fund drawdowns if grantees do not meet the reporting 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 applicable whenever the grantee plans such activities as construction or renovation using either grant funds or 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 apply to a grant activity, the applicant must help OJP meet these requirements completely 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. OJP may also request that applicants assist in preparing environmental assessments, should they be required.

Performance Measures

The Government Performance and Results Act (GPRA), Public Law 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, grantees are required to collect and report data that measure the results of the program implemented with this grant.

OJJDP has developed a performance measurement system to enable grantees to demonstrate the effectiveness of their programs. OJJDP requires states to submit annual performance reports, due June 30, using performance measures that OJJDP has outlined. States are required to submit aggregated performance measure data from subgrants and awards that the state makes. Detailed instructions for submitting performance measure data are included in the JABG Performance Measure Packet and can be found on www.ojjdp.ncjrs.org/jaibg.

To better assure that programs funded with federal awards will produce positive outcomes, OJJDP encourages states to give priority in funding to intervention programs and activities that have been proven effective based on systematic and objective research. 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 http://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.

Award recipients are required to collect and report data in support of these measures. Recipient states' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

Services to Limited English Proficient (LEP) Persons

Recipients of OJP financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *OJP encourages grantees to consider the need for language services for LEP persons they serve or encounter both in developing their proposals and budgets and in conducting their programs and activities. OJP considers reasonable costs associated with providing meaningful access for LEP individuals to be allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street NW., 8th Floor
Washington, DC 20531

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 the state has selected this program for review. A list of state SPOCs is available on the OMB Web site (www.whitehouse.gov/omb/grants/spoc.html). Applicants must contact their state SPOCs to determine whether the state has selected their programs for review. The applicant should enter the date that it sent the application to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Supplanting Prohibition

Grantees must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that they have 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.

Information Technology Standards Compliance

As appropriate, all equipment and software that the grantee develops under awards that result from this solicitation must comply with U.S. Department of Justice Information Technology interface standards, including the National Criminal Intelligence Sharing Plan (see http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf), Global Justice XML Data Model (see <http://it.ojp.gov/jxdm/>), and the Law Enforcement Information Sharing Plan (LEISP). Applicants can find a list of additional standards at the OJP Standards Clearinghouse (<http://it.ojp.gov/jsr/intro/intro03.html>).

Suspension or Termination of Funding

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

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

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

Appendix B: Application Checklist

Juvenile Accountability Block 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.
- Budget Detail Worksheet (Attachment #1) must include a worksheet that identifies and a narrative that justifies all proposed costs. See appendix E for a sample.
- Program Narrative (Attachment #2) must present a detailed description of the purpose goals, objectives, strategies, design, and management of the proposed program. Selection criteria include—
 - JABG State Advisory Board membership.
 - The role of the court.
 - A system of graduated sanctions.
 - An analysis of juvenile justice system needs.
 - Activities by purpose area with corresponding performance measures.
- Other Program Attachments (Attachment #3) must include the full waiver request.

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 February 10, 2006.
- Applicants must submit completed applications by 8 p.m. ET February 28, 2006.

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

Appendix C: Distribution of Juvenile Accountability Block Grants, by State (FY 2005)

State	JABG Allocation
Alabama	\$721,700
Alaska	\$308,000
Arizona	\$829,700
Arkansas	\$525,200
California	\$4,326,483
Colorado	\$711,700
Connecticut	\$596,700
Delaware	\$309,700
District of Columbia	\$274,400
Florida	\$1,840,800
Georgia	\$1,185,600
Hawaii	\$354,600
Idaho	\$387,100
Illinois	\$1,663,000
Indiana	\$921,700
Iowa	\$548,800
Kansas	\$539,600
Kentucky	\$664,682
Louisiana	\$764,481
Maine	\$357,000
Maryland	\$824,900
Massachusetts	\$888,800
Michigan	\$1,374,800
Minnesota	\$794,200
Mississippi	\$567,200
Missouri	\$856,700
Montana	\$325,400
Nebraska	\$423,100
Nevada	\$450,400
New Hampshire	\$360,700
New Jersey	\$1,149,400
New Mexico	\$449,000
New York	\$2,303,800
North Carolina	\$1,094,600
North Dakota	\$294,700
Ohio	\$1,504,600
Oklahoma	\$619,200
Oregon	\$598,900
Pennsylvania	\$1,519,600
Rhode Island	\$333,300
South Carolina	\$671,200
South Dakota	\$313,284
Tennessee	\$843,700
Texas	\$2,834,600
Utah	\$542,200
Vermont	\$288,800

State	JABG Allocation
Virginia	\$994,400
Washington	\$894,900
West Virginia	\$401,900
Wisconsin	\$830,500
Wyoming	\$280,500
American Samoa	\$84,885
Guam	\$247,700
Puerto Rico	\$707,800
No. Mariana Islands	\$58,942
Virgin Islands	\$113,972
Total	\$44,673,530

Appendix D: JABG Purpose Areas

The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on juvenile offenders and the juvenile justice system. To meet that goal and strengthen the juvenile justice system, a state or unit of local government may use JABG funds to perform the activities below.

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 help prosecutors identify and expedite 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 integrate 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.

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12. Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders.
 13. Establishing and maintaining accountability-based programs that 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 E: Sample Budget Detail Worksheet

The Budget Detail Worksheet attachment should include the budget amount for each purpose area that the applicant identifies will receive FY 2006 JABG funds. Funds allocated for administration and cash match are required line items. (See appendix C 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 C.		OJJDP		
JABG Purpose Areas	Program Title	Federal Share	Match (10%)	Total Funds
	Administration (up to 5%)	\$12,500		
	Passthrough (75%)	\$187,500		
06	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 the grantee uses JABG funds to construct a permanent juvenile correctional facility, then the grantee must provide a 50-percent cash match of the total project. The state must ensure that it will make available the nonfederal portion of the cost of the programs funded under the state's JABG allocation by the end of the project period.

Match calculation. To calculate match, apply the following steps:

1. Divide the federal award amount (or subgrant award amount) by 0.9 (example: $\$250,000 \div 0.9 = \$277,778$). Multiply $\$277,778$ by 10 percent = $\$27,778$ (match amount).
2. Total program costs include the federal award amount (or subgrant award amount) plus the match amount (example: $\$250,000 + \$27,778 = \$277,778$).

Administration funds. JABG funds allocated to administrative costs may not exceed 5 percent of the total award. Administration is defined as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring.

Appendix F: Sample Letter

States or JABG subgrantees seeking advice from members of the judicial system may use this sample letter.

Chief Justice
Highest Court in the State
1234 Main Street
Any City, State 12345

Dear Honorable Justice [Name],

The Governor's office has designated [your agency name] to administer the Juvenile Accountability Block Grants (JABG) program, which the Office of Juvenile Justice and Delinquency Prevention funds and administers. The JABG program provides funding to help states and communities implement accountability-based reforms to strengthen their juvenile justice systems. 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 consider 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 2006 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 [phone number].

Sincerely,

[Signature]
Executive Director

Appendix G: Instructions to Complete the JABG State Advisory Board Roster (with Sample Roster)

The State Advisory Board 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.

States may designate their State Advisory Group (SAG) under the Juvenile Justice and Delinquency Prevention Act of 2002 to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements.

Column 1 (Name)

List the names of each Board member beginning with the chairperson and, if applicable, place an asterisk (*) after each of those members who are also members of the State Advisory Group.

Column 2 (Represents)

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

- A. State or local police department.
- B. State or local sheriff's department.
- C. State or local prosecutor's office.
- D. State or local juvenile court.
- E. State or local probation office.
- F. State or local education agency.
- G. State or local social service agency.

H. A nonprofit, faith-based, or community group.

I. A nonprofit, nongovernmental victim advocacy organization.

Column 3 (Date of Appointment)

Provide the date the member was appointed to the advisory board.

Column 4 (Residence)

Provide the member's residential or preferred mailing address.

Sample JABG State Advisory Board Membership Roster*

	Name	Represents	Date of Appointment	Residence
1	Jane Smith, Chair	D, F	June 1997	Harlem
2	Jane Smith	C	June 1997	Helena
3	Jane Smith	E	June 2001	Missoula
4	Jane Smith	A	June 1997	Great Falls
5	Jane Smith	B	June 1998	Great Falls
6	Jane Smith	E	June 2001	Missoula
7	Jane Smith	E	June 2001	Bozeman
8	Jane Smith	B	June 1998	Helena
9	Jane Smith	C	June 1998	Helena
10	Jane Smith	D	June 1997	Bozeman
11	Jane Smith	B	June 1999	Butte
12	Jane Smith	A, C	June 1999	Kalispell
13	Jane Smith	A, D	June 2000	Great Falls
14	Jane Smith	D	June 1997	Billings
15	Jane Smith	C	June 2000	Helena

*List the Chair first.

Source: Modified from Montana's FY 2002 Formula Grants application.