



Nonparticipating State Program, Wyoming

Program Announcement

Due Date: December 21, 2005

OJJDP

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

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Nonparticipating State Program, Wyoming

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is issuing the following program announcement and solicitation for applications from local public and private nonprofit agencies currently operating in the State of Wyoming. Because Wyoming does not participate in the Juvenile Justice and Delinquency Prevention (JJDP) Act, the state is not eligible to receive fiscal year (FY) Formula Grants Program allocations authorized under Sections 221–223 of the JJDP Act (codified at 42 U.S.C. Sections 5631–5633), which total \$1,229,950.¹ However, OJJDP is holding these funds to competitively award them through the Nonparticipating State Program as authorized under Section 223(d) of the JJDP Act. The purpose of this program is to help Wyoming develop a range of secure and nonsecure alternatives to confinement and revise associated policies to ensure compliance with the core requirements of the JJDP Act.

Historically, Wyoming has not successfully addressed the core requirements of the JJDP Act due to state laws that sanction violations, a lack of local policies that promote the coordination of available resources, and a limited number of alternative resources available to communities. Because Wyoming does not address the core requirements of the JJDP Act, the state did not submit a Formula Grants Program plan for the FY 2003 and FY 2004 Formula Grants Program allocations. The statutory requirements pertaining to states that do not submit a Formula Grants Program plan are as follows:

Pursuant to **Section 223(d)** of the JJDP Act of 2002, if a state chooses not to submit a Formula Grants Program plan, fails to submit a plan, or submits a plan that does not meet the requirements of the JJDP Act, the OJJDP Administrator shall make the Formula Grants Program fund allotment available, under section 222(a) of the JJDP Act, to public or private nonprofit agencies within the state. The recipient agency must use the funds solely to achieve compliance with the requirements set forth at 223(a)(11), (12), (13), and (22) of the JJDP Act (“core requirements” codified at 42 U.S.C. Sections 5633(a)(11), (12), (13), and (22)). These statutory core requirements generally require the following:

- **Section 223(a)(11)** requires that juveniles who are charged with or who have committed offenses that would not be criminal if an adult committed them, alien juveniles in custody, and nonoffenders such as dependent or neglected children, shall not be placed in secure detention facilities or secure correctional facilities. This section does not pertain to juveniles charged with a violation of section 922(x) of Title 18 or a similar state law, juveniles who are charged with or who have committed a violation of a valid court order, or juveniles held in accordance with the Interstate Compact on Juveniles.
- **Section 223(a)(12)** provides that juveniles alleged or found to be delinquent, and those within the purview of section 223(a)(11) above, shall not be detained or confined in any institution in

¹ This total is based on state allocations of \$646,000 (FY 2003) and \$646,000 (FY 2004), minus \$62,050, which has been awarded directly to the Wyoming Department of Family Services to support the activities of the Wyoming State Advisory Group Council on Juvenile Justice.

which they have contact with adults incarcerated because they have been convicted of a crime or are awaiting trial on criminal charges.

- **Section 223(a)(13)** provides that no juvenile shall be detained or confined in any jail or lockup for adults. The OJJDP Administrator may, however, declare exceptions with regard to the detention of juveniles accused of nonstatus offenses who are awaiting an initial court appearance, provided that such exceptions are limited to areas that comply with section 223(a)(12). Such exceptions are also limited to areas outside a standard metropolitan statistical area; have no existing acceptable alternative placement available; are located where travel conditions (e.g., a long distance or a lack of highway, road, or other ground transportation) do not allow for court appearances within 48 hours, so that a brief (not to exceed 48 hours) delay is excusable; or are located where unsafe conditions exist (e.g., severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonably safe travel.
- **Section 223(a)(22)** provides that states address juvenile delinquency prevention efforts and system-improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come in contact with the juvenile justice system.

Local jurisdictions may be using secure facilities to detain or confine juveniles in a manner inconsistent with sections 223(a)(11), (12), and (13) of the JJDP Act. To address this issue, the following actions may be appropriate:

- Develop local and statewide policies regarding juveniles in secure confinement that are consistent with sections 223(a)(12) and (13) and that address violations of section 223(a)(11) of the JJDP Act.
- Involve schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups in reform efforts to increase coordination and cooperation within the juvenile justice system. A lack of coordination and cooperation often contributes to the placement of juveniles in jails and lockups in violation of sections 223(a)(11), (12), and (13) of the JJDP Act.
- Create a flexible network of services and programs that responds to local jurisdictions' needs and capabilities. This network should focus on jurisdictions with the most difficult barriers to meeting the core requirements of the JJDP Act.
- Create alternative services that can be sustained with local resources over time. These services include, but are not limited to, the following:
 - The availability of appropriate secure juvenile facilities for the detention of juvenile offenders.
 - Intensive supervision in a child's home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate.

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- Emergency foster care, shelter care, group care, and independent living arrangements.
 - Crisis intervention services, short-term residential crisis intervention programs, and nonsecure holdovers that can be used for conflict mediation, emergency holding, and the provision of emergency attention for youth with physical or emotional problems.

The JJDP Act of 2002 requires states to address juvenile delinquency prevention efforts and system-improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system. Recognizing the complexity of this issue, OJJDP requires that when a state determines that disproportionate minority contact (DMC) exists, the state must provide in its Formula Grants Comprehensive 3-Year Plan and Plan Updates a description of specific delinquency prevention and system-improvement efforts designed to reduce DMC within its juvenile justice system, including law enforcement, courts, and corrections. In lieu of a 3-Year Plan, the applicant should describe the extent of the DMC problem, if one exists, in the state and describe activities to be undertaken during the project period to reduce DMC.

Statutory Authority

The Nonparticipating State Program is authorized under the provisions of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002 and, specifically, 42 U.S.C. Section 5633(d).

Award Information

OJJDP will award a cooperative agreement worth \$1,229,950 for a 2-year budget and project period. Of this total, the grantee must use at least \$1,106,955 to contract with local public or private nonprofit agencies to provide delinquent and status offender populations with local community-based placement alternatives to adult jails and lockups. The grantee may retain up to \$122,995 to manage the contracts and to coordinate and provide technical assistance and training to the local contractors funded under the Nonparticipating State Program.

OJJDP will require the grantee to contract with American Indian tribes for at least the same amount (\$41,788) that the Office would have required the State of Wyoming to disburse to tribes under the JJDP Act. The financial assistance that this program provides requires no matching contribution in accordance with Part C of Title II of the JJDP Act.

Eligibility

Eligible applicants include public and private nonprofit agencies operating in Wyoming that propose alternatives to secure confinement settings that do not adhere to the core requirements of the JJDP Act. These proposed programs must reflect the core requirements of the JJDP Act.

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" (<http://ojjdp.ncjrs.org/funding/gms.html>) is available on OJJDP's Web site to assist applicants through the online application process.

Applicants must register for this solicitation by selecting "Nonparticipating State Program, Wyoming" 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 November 29, 2005.**

Application for Federal Assistance (SF-424)

Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information applicants 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 16.541, titled "Nonparticipating State Program, Wyoming."
- **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 9) 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. 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—which the applicant must submit as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

Applicants must provide a proposed 24-month budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant

arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Match requirement: There is no match requirement for this program.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: Total costs that applicants specify in the complete budget must match the amount they provide 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 address the following selection criteria:

1. Statement of the Problem

The applicant must demonstrate a clear understanding of the core requirements of the JJDP Act of 2002 and the manner in which they are currently addressed or not addressed in jurisdictions throughout the state.

2. Goals and Objectives

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be aware that OJJDP requires successful applicants to submit performance measures data (see appendix B on page 14).

3. Project Design

Applicants must describe the specific strategies they will use to implement the proposed program. *Applicants should also develop a program design that will facilitate the gathering of data on the required performance measures* (see appendix B on page 14). The project design must describe how the applicant will have an effect on the following:

- A. State laws affecting the placement of juveniles in adult jails and lockups, status offenders and nonoffenders in secure detention or correctional facilities, and the issues surrounding the removal of such juveniles from those facilities.
- B. State and local jurisdictions' compliance with the measurable core requirements of the JJDP Act involving the development of alternative placements to adult jails and lockups.
- C. State legislative, judicial, and executive branch activities related to the supervision and

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- protection of status offenders and nonoffenders and jail removal.
- D. The implementation of delinquency prevention and system-improvement efforts to reduce DMC within the juvenile justice system and the ability to evaluate the effectiveness of such efforts and to monitor DMC trends over time.
 - E. The establishment and maintenance of a working relationship between the applicant, the Wyoming State Advisory Group, and the Wyoming Department of Family Services, Division of Juvenile Services, to coordinate and enhance the project's statewide efforts to meet the JJDP Act's core requirements.

Other Attachments (Attachment #3)

Applicants must submit the following materials in a single file as an attachment to their GMS application. Applicants must submit the file as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt).

Applicants must provide the following information to identify their management and organizational capabilities:

1. **Organizational Experience**

Applicants must concisely describe their experience with respect to the eligibility criteria and demonstrate how their experience and capabilities will enable them to achieve the goals and objectives of this initiative.

2. **Capability of Working with Other Organizations in the State**

Applicants must demonstrate that they have discussed this program with local and state-elected public officials or their staffs; the Wyoming State Advisory Group; the Wyoming Department of Family Services, Division of Juvenile Services; key decisionmakers in the juvenile justice system such as juvenile court judges, associations of those involved in juvenile justice, the boards of public and private youth-service providers; and other groups whose cooperation or participation is essential to the success of the program. Applicants must describe how they will obtain the aforementioned cooperation or participation.

3. **Accounting System and Financial Capability Questionnaire**

OJP requires private nonprofit applicants to demonstrate that their organization has or can establish fiscal controls and accounting procedures that ensure that federal funds available under this announcement are properly disbursed and accounted for.

To ensure all grantees can properly discharge the public trust that accompanies the authority to expend public funds, OJJDP requires all nonprofit and commercial organizations that have not previously received an award from OJP to complete a financial capability questionnaire.

Adequate accounting systems must meet the criteria as outlined in the *OJP Financial Guide*. Complete and submit this questionnaire as a component of your application. OJJDP requires

financial statements. Applicants can download the Accounting System and Financial Capability Questionnaire form from OJP's Web site (<http://www.ojp.usdoj.gov/forms.htm>). **Submit your completed questionnaire and required financial statements by fax to GMS at 202-354-4147, and clearly write your application number on each page.**

4. 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, OJJDP requires grantees to collect and report data that measure the results of the programs they implement 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, using OJJDP's Performance Measurement System. States are required to submit aggregated performance measure data from subgrants and awards that the state makes (see appendix B on page 14 for Performance Measures for this program).

Performance measures for the Nonparticipating State Program include the following:

- A.** The grantee will reduce Wyoming's Deinstitutionalization of Status Offender violations by 10 percent from the number of violations, as reported in the 2005 Compliance Monitoring Report, by the end of the project period.
- B.** The grantee will reduce Wyoming's Sight and Sound Separation violations by 10 percent from the number of violations, as reported in the 2005 Compliance Monitoring Report, by the end of the project period.
- C.** The grantee will reduce Wyoming's Jail Removal violations by 10 percent from the number of violations, as reported in the 2005 Compliance Monitoring Report, by the end of the project period.
- D.** The grantee will complete the identification phase of the DMC requirement by the end of the first year of the project period.

Additional objectives leading to these outcomes should include:

- Development and/or support of alternatives to secure confinement for delinquent and status offending youth in those localities that inappropriately hold the majority of juveniles.
- Proposing and ultimately adopting a Wyoming statute that changes minors in possession of alcohol from a criminal offense to a status offense, and legislation that disallows the secure custody of juveniles in jails and prohibits the sight and sound contact between juvenile and adults in secure facilities

To better assure that programs funded with federal awards will produce positive outcomes, states shall to the extent practicable give priority in funding to 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.

5. Geographic Information

To help OJP develop a geographic information system (GIS) strategic planning capacity, GMS applicants must provide the following two items of information on the geographic area(s) that the funded activity will serve (“service area[s]”) in the formats specified below:

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. 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.

(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.** Please provide a road map (with local detail) with the service area(s) clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and 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

Due Date

Applicants must register for this funding opportunity by December 20, 2005, and submit their completed applications online through OJP’s Grants Management System (<https://grants.ojp.usdoj.gov>) by 8:00 p.m. ET, by December 21, 2005.

For Additional Information

If you have questions about this program announcement, please contact Elissa Rumsey, Compliance Monitoring Coordinator, State Relations and Assistance Division, OJJDP, at 202–616–9279 or elissa.rumsey@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 no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

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 12), 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 board² (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use

² 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

of human research subjects. IRB review is not required prior to submission of the application. However, if an award is made 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 submitted 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,³ 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.

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 these 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.

³ “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.

Funding to 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.

Audits of 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 an 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 requirement:

- **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.
- **Categorical Assistance Progress Reports (OJP Form 4587/1).** Grantees should complete and submit these semiannual reports within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports online through GMS using the "Application" module. Grantees may address questions to the GMS Help Desk at 1-888-549-9901.

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 their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

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: 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, OJJDP requires grantees to collect and report data that measure the results of the program implemented with this grant. The following performance measures are required:

Performance Goals	Program Goal/Objective	Data to be reported
<p>Development and/or support of alternatives to secure confinement for delinquent and status offending youth in those localities that hold juveniles in violation of the Juvenile Justice and Delinquency Prevention Act of 2002, as amended.</p> <p>Proposing and ultimately adopting a Wyoming statute that changes charges against minors in possession of alcohol from a criminal offense to a status offense, and legislation that does not allow juveniles to be held in secure custody in jails and prohibits the sight and sound contact between juveniles and adults in secure facilities.</p>	<p><u>Outcomes</u></p> <p>Reduce Wyoming’s deinstitutionalization of status offender violations by 10 percent.</p> <p>Reduce Wyoming’s sight and sound separation violations by 10 percent.</p> <p>Reduce Wyoming’s jail removal violations by 10 percent.</p>	<ul style="list-style-type: none"> • Number of deinstitutionalization of status offender violations at beginning of project period. • Number of deinstitutionalization of status offender violations at end of project period. • Number of sight and sound separation violations at beginning of project period. • Number of sight and sound separation violations at end of project period. • Number of jail removal violations at beginning of project period. • Number of jail removal violations at end of project period.

	<p>Output</p> <p>Identify percentage of minority youth contact with the justice system that is disproportionate to their representation in the general population.</p>	<ul style="list-style-type: none">• Number of minority and majority juveniles who have contact with the justice system at the beginning of the project period.• Number of minority and majority juveniles who have contact with the justice system at the end of the project period.
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Appendix C: Application Checklist

Nonparticipating State Program, Wyoming

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.
- Program Narrative (Attachment #2)** must present a statement of the problem, outline the project's goals and objectives, and describe the project design. (See page 5).
- Other Program Attachments (Attachment #3)** must include the grantee's organizational experience, capacity to work with other organizations in the state, financial capacity and other items listed on pages 6 and 7.

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 December 20, 2005.
- Applicants must submit completed applications by 8 p.m. ET, December 21, 2005.

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