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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Juvenile Accountability Block Grants Program. This program furthers DOJ's mission by supporting states, units of local government, and communities in their efforts to develop and implement coordinated delinquency intervention programs and to improve the juvenile justice system.

## **OJJDP FY 2011 Juvenile Accountability Block Grants Program**

### **Eligibility**

Applicants are limited only to the agency that the chief executive (i.e., the governor) of each state designates as eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, and the Commonwealth of Puerto Rico. The U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands shall collectively be considered as one "state". Applicants who do not meet this criterion are ineligible to apply under this solicitation. (See "Eligibility," page 3.)

### **Deadline**

Registration with OJP's [Grants Management System](#) (GMS) is required prior to application submission. (See "How To Apply," page 7.) The deadline to register in GMS is 8:00 p.m., Eastern Time, February 10, 2011, and the deadline to apply for funding under this announcement is 8:00 p.m., Eastern Time, February 24, 2011. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). GMS Support Hotline hours of operation are Monday-Friday, 6:00 a.m. to midnight Eastern Time, except for federal holidays.

For assistance with any other requirements of this solicitation, call Thomas Murphy, OJJDP State Representative, at 202-353-8734 or e-mail [thomas.murphy@usdoj.gov](mailto:thomas.murphy@usdoj.gov).

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# **OJJDP FY 2011 Juvenile Accountability Block Grants Program (CFDA #16.523)**

## **Overview**

The Juvenile Accountability Block Grants (JABG) Program supports states and units of local government in their efforts to strengthen their juvenile justice systems. To apply for FY 2011 JABG funds, participating states must follow the application process detailed in this solicitation. This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3796ee et. seq).

## **Deadlines: Registration and Application**

Registration with [GMS](#) is required prior to application. The deadline to register in GMS is 8:00 p.m., Eastern Time, February 10, 2011, and the deadline to apply for funding is 8:00 p.m., Eastern Time, February 24, 2011. See "How To Apply," page 7, for details.

## **Eligibility**

Applicants are limited only to the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, and the Commonwealth of Puerto Rico. The U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands shall collectively be considered as one "state". See 42 U.S.C. 3796ee-9(3). Applicants who do not meet this criterion are ineligible to apply under this solicitation.

## **Program-Specific Information**

### **Purpose**

The basic premise underlying the JABG Program is that both offender-focused and system-focused activities promote accountability. For the juvenile offender, accountability means an assurance of facing individualized consequences through which he or she is made aware of and held responsible for the loss, damage, or injury perpetrated on a victim. Strengthening the juvenile justice system requires an increased capacity to: develop youth competence, to efficiently track juveniles through the system, and provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

### **Goals, Objectives, and Deliverables**

The program's goal is to improve juvenile justice systems by implementing accountability-based programs that focus on both offenders and the juvenile justice system. 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, as well as quarterly financial reports.

## Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

For additional information on evidence-base programs, see OJJDP's *Model Programs Guide* at [www.ojjdp.gov/mpg](http://www.ojjdp.gov/mpg).

## Amount and Length of Awards

OJJDP will notify each state of its respective FY 2011 allocation, pending enactment of the FY 2011 Appropriations Act. For planning purposes, states should use their FY 2010 funding levels (see Appendix B).

The awards are for a 3-year project and budget period lasting from July 1, 2011, to June 30, 2014. OJJDP anticipates making awards under this solicitation no later than September 30, 2011.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Budget Information

**Administrative Costs.** States may allocate administrative costs not to exceed 5 percent of the total award. OJJDP defines administrative costs as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring. See U.S.C. 3796ee-5(c).

**Match Requirement.** Federal funds awarded under this program may not cover more than 90 percent of the total costs of the project being funded. The applicant must identify the source of the 10 percent non-federal portion of the total project costs and how the applicant will use match funds. (Match is restricted to the same uses of funds as allowed for federal funds.) Applicants must satisfy this match requirement with cash only. The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 90%/10% match requirement for a federal award amount of \$500,000. Match would be calculated as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

**Match Requirement for Construction Projects.** If an award recipient uses JABG funds to construct a permanent juvenile correctional facility, the recipient must meet a 50-percent match of the total approved project cost. Grantees must satisfy this match requirement with cash only. The state must ensure that it will make the nonfederal portion of the cost of the construction projects funded under its JABG allocation available by the end of the project period. To calculate the 50-percent cash match, applicants should take the following step:

**Example:** 50% match requirement: for federal award amount of \$350,000, match should be calculated as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \qquad 50\% \times \$700,000 = \$350,000 \text{ match}$$

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on the offender and juvenile justice system.	The following are mandatory measures for all JABG grantees. Grantees may also select any additional outcome or output measures applicable to the program areas selected.	OJJDP has an online system ( <a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a> ) for grantee transmittal of performance data. For more information about OJJDP performance measures, see <a href="http://www.ojjdp.ncjrs.gov/grantees/pm/">www.ojjdp.ncjrs.gov/grantees/pm/</a> .
	Number of youth served by program.	Number of youth served.
The objective is to ensure that states address 1 or more of 17 purpose areas and receive information on best practices from OJJDP.	Number of eligible youth served using graduated sanctions approaches.	Number of eligible youth served using graduated sanctions approaches.
	Percentage of youth completing program requirements.	Number of youth eligible to complete the program requirements.
		Number of youth completing program requirements.
Specific project objectives will depend on the purpose area(s) selected and whether project activities are direct service and/or system improvement-focused.	Number of programs/initiatives employing evidence-based practices.	Number of programs/ initiatives employing evidence-based practices.
	Percentage of youth with whom an evidence-based practice was used.	Number of youth with whom an evidence-based practice was used.

	Number of program youth who reoffend.	Number of program youth who reoffend.
	Percentage of program youth who exhibit a desired change in targeted behaviors.	Number of program youth who exhibit a desired change in the targeted behaviors.
	Percentage of JABG funds awarded for systems improvement.	Amount of JABG funds awarded for systems improvement.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application is Expected to Include,” page 8, for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” [28 C.F.R. § 46.102(d)]. For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the “Other Requirements for OJP Applications” OJP Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on the Web page.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at [www.fsrs.gov](http://www.fsrs.gov).

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they are using the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required to submit an application in GMS. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com).
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** A new user must select the “First Time User” link under the sign-in box of the GMS home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
5. **Search for the Funding Opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left



side of the page. Select OJJDP and the OJJDP FY 2011 Juvenile Accountability Block Grants Program.

6. **Select the “Apply Online” Button To Register.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Follow GMS Directions To Submit an Application.** Once submitted, GMS will display a confirmation screen stating the submission was successful. Note: In some instances, an applicant must wait for GMS approval before submitting an application. OJJDP urges applicants to submit the application at least 72 hours prior to the due date of the application.

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

### **GMS Technical Issues**

Applicants who experience unforeseen GMS technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit the application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of their submission efforts, the complete grant application, their DUNS number, and GMS Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the GMS Help Desk to validate the technical issues, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJP cannot validate the technical issues reported, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology environment.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Is Expected To Include**

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

OJP recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memorandums of



Understanding,” “Resumes”) for all attachments. OJP recommends that applicants include resumes in a single file.

### **Standard Form-424 (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

### **Project Abstract**

Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and should briefly describe the waiver level amounts to units of local government, the purpose areas to be utilized at both the state and local units of government, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

### **Program Narrative**

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 should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

The Program Narrative must include the following components:

1. **JABG Advisory Board.** Pursuant to 42 U.S.C. 3796ee-4(b), states and units of local government must establish and convene an advisory board to recommend a coordinated enforcement plan for how they will use the JABG funds. 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; a 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, nongovernmental victim advocacy organization; and a nonprofit, faith-based, or community group. States may designate their state advisory group (SAG) as authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements. (See Appendix F for a sample JABG State Advisory Board Membership Roster.)

2. **Role of the Court.** In the development of the application, the states and units of local government are required to 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 in the state and, where appropriate, the chief of the local court, regarding the content of the application. See 42 U.S.C. 3796ee-2(c). Applicants should certify that they have communicated in writing with the chief of the highest court in the state and submit this letter with the application. Applicants should provide a narrative describing how the state considered the needs of the judicial branch in strengthening the juvenile justice system. (See Appendix E for a sample letter to the judiciary.)
3. **Graduated Sanctions.** The applicant must describe in either narrative form or a flowchart how the state's system of graduated sanctions functions. At a minimum, states must ensure that:
  - a. sanctions are imposed on juvenile offenders for each delinquent offense.
  - b. the juvenile offender receives more intensive sanctions with each subsequent, more serious delinquent offense.
  - c. there is sufficient flexibility to allow for individualized sanctions and services suited to the individual offender.
  - d. appropriate consideration is given to public safety and victims of crime.
4. **Juvenile Justice System Analysis.** The JABG Advisory Board should develop its state plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and gaps that exist within the juvenile justice system. This analysis should form the basis for determining how funds used within the 17 JABG purpose areas can most effectively improve the juvenile justice system and increase accountability for juvenile offenders. See appendix C for JABG Purpose Areas. OJJDP encourages states to focus their JABG resources on programs that target their serious and violent juvenile offender population.
5. **Program Descriptions.** Applicants must provide program descriptions for each purpose area and identify the funding allocation for each purpose area selected. Applicants should describe all funds and related activities not subject to the pass-through (see "Other Attachments," page 12, for a more detailed explanation). Additionally, states should identify performance measure data for each purpose area they select. To complete this section, applicants should use the following outline:
  - a. **JABG Purpose Area and Number.** Use only the numbered JABG purpose areas listed in Appendix C.
  - b. **Problem Statement.** Briefly state a priority juvenile justice issue or need that the program intends to address.
  - c. **Program Goals.** Provide a broad statement that conveys the program's overall goal to change, reduce, or eliminate the problem described.
  - 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. **Planned Activities and Services.** 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.
  - f. **Performance Measures Requirements.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 5.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. OJJDP will encourage award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).
6. **Coordination Efforts.** Applicants must include a description of how JABG coordinates efforts with other federal and state programs focusing on juvenile justice, particularly OJJDP's Formula Grants Program.
7. **Collecting and Sharing Juvenile Justice Information.** To better understand the difficulties state agencies that administer the JABG program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2011 JABG 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. Specific barriers the state encounters in the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement, i.e. where state statutes, regulations, or policies prohibit 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.

### **Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

## Budget Worksheet

The worksheet must include the JABG Purpose Areas that the state intends to fund. Until FY 2011 JABG allocations become available, states should use their FY 2010 funding level for planning purposes. (See Appendix B.)

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included. (See Appendix D.)

## Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

## Other Attachments

Applicants must submit the following information as attachments to their application. The other program attachments must be submitted as a Microsoft Word document (.doc), PDF (.pdf), or text document (.txt) and must include:

**Waiver Requirements.** Pursuant to 42 U.S.C. 3796ee-3(b), states must pass through 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 (more than 25 percent) can request a waiver of the pass-through requirement. The FY 2011 waiver request should be in the form of a letter to the OJJDP Administrator, who will review requests for exceptions to this waiver; however, the state must meet the following criteria prior to review or approval:

- compare state and local expenditures for the preceding fiscal year to demonstrate how the state bears the primary financial burden for juvenile justice services provided in each of the authorized purpose areas
- demonstrate they have consulted with units of local government in the state, either directly or through organizations representing such units, regarding the proposed waiver
- demonstrate they have consulted with other state agencies that bear the primary financial burden for juvenile justice.

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 cannot use expenditure data that do not fall within any of the 17 purpose areas (such as general law enforcement expenditures) in determining primary financial burden.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

### **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration.

## Appendix A: Application Checklist

### OJJDP FY 2011 Juvenile Accountability Block Grants Program

This application checklist has been created to assist in developing an application.

#### What an Application Should Include:

- ☐ Application for Federal Assistance (SF-424) (see page 9)
- ☐ Project Abstract (see page 9)
- ☐ Program Narrative (see page 9)
  - ☐ Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - ☐ JABG Advisory Board
  - ☐ Role of the Court
  - ☐ Graduated Sanctions
  - ☐ Juvenile Justice System Analysis
  - ☐ Program Descriptions
  - ☐ Performance Measures Requirements
  - ☐ Coordination Efforts
  - ☐ Collecting and Sharing Juvenile Justice Information
- ☐ Budget Worksheet (see page 11)
- ☐ Budget Narrative (see page 11)
- ☐ Additional Attachments (see page 12)
  - ☐ Waiver Level Requirement
- ☐ Other Standard Forms, Certifications, and Other Components, as applicable including (see page 13):
  - ☐ DUNS number
  - ☐ CCR registration
  - ☐ Certifications
  - ☐ Disclosure of lobbying activities (if applicable)



## Appendix B: FY 2010 Distribution of Juvenile Accountability Block Grants by State

OFFICE OF JUSTICE PROGRAMS			
2010 JUVENILE ACCOUNTABILITY BLOCK GRANTS			
STATE ALLOCATIONS			
<u>STATE</u>	<u>AMOUNT</u>	<u>STATE</u>	<u>AMOUNT</u>
ALABAMA	735,600	NEBRASKA	432,200
ALASKA	312,000	NEVADA	531,400
ARIZONA	998,800	NEW HAMPSHIRE	363,100
ARKANSAS	547,000	NEW JERSEY	1,151,900
CALIFORNIA	4,442,000	NEW MEXICO	457,100
COLORADO	774,000	NEW YORK	2,213,300
CONNECTICUT	596,400	NORTH CAROLINA	1,240,000
DELAWARE	323,900	NORTH DAKOTA	295,500
DIST OF COLUMBIA	281,500	OHIO	1,458,900
FLORIDA	2,031,700	OKLAHOMA	638,600
GEORGIA	1,377,300	OREGON	621,300
HAWAII	359,400	PENNSYLVANIA	1,473,100
IDAHO	416,700	RHODE ISLAND	333,900
ILLINOIS	1,660,700	SOUTH CAROLINA	710,600
INDIANA	943,700	SOUTH DAKOTA	320,300
IOWA	551,600	TENNESSEE	896,000
KANSAS	546,100	TEXAS	3,255,500
KENTUCKY	684,400	UTAH	613,200
LOUISIANA	729,400	VERMONT	289,100
MAINE	354,800	VIRGINIA	1,051,000
MARYLAND	834,000	WASHINGTON	924,200
MASSACHUSETTS	872,800	WEST VIRGINIA	404,800
MICHIGAN	1,305,900	WISCONSIN	822,200
MINNESOTA	795,300	WYOMING	288,900
MISSISSIPPI	575,900	GUAM	257,600
MISSOURI	870,300	PUERTO RICO	672,800
MONTANA	330,200	VIRGIN ISLANDS/AM SAMOA/N. MARIANA*	263,793
		<b>TOTAL</b>	<b>46,231,693</b>
* Virgin Islands - \$103,156, American Samoa - \$97,528 and Northern Mariana Islands - \$63,109.			
Population figures based on July 1, 2008 Bureau of Census Data for States and Puerto Rico.			
Population estimates for the other US Territories, namely American Samoa, Guam, North			
Marianna Islands, and the Virgin Islands were taken from the International Data Base			
located on the US Census Bureau website [http://www.census.gov/ipc/www/idb/region.php]			

## Appendix C: 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 following activities:

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,
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 are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs,
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,
17. establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.

## Appendix D: Sample Budget Worksheet

The Budget Worksheet should include the budget amount for each purpose area that the applicant identifies will receive FY 2011 JABG funds. Funds allocated for administration and cash match are required line items. (See appendix C for JABG purpose areas.)

*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		
	Pass-through (75%)	\$187,500		
06	Training programs for law enforcement and court staff	\$20,000		
12	Risk and needs assessment (MH/SA)	\$20,000		
14	Establishing and maintaining restorative justice programs	\$10,000		
Total		\$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:  $\$250,000 + \$27,778 = \$277,778$ ).

## Appendix E: 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 1968, 42 U.S.C. 3796ee, in the development of the grant application, the states and units of local government are required to 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 2011 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 F: Instructions To Complete the JABG State Advisory Board Roster (with Sample)**

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 1974, as amended, 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 Chair, and place an asterisk (\*) after each member, if any, who is also a member 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. 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 place of residence.

## 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 Chair first.

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