U.S. Department of Justice

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Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention is seeking applications for the Fiscal Year (FY) 2014 Coordinated Assistance for States. This program furthers the Department's mission by providing national leadership, coordination, and resources to prevent and respond to juvenile delinquency.

OJJDP FY 2014 Coordinated Assistance for States

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). *For-profit organizations must agree to forgo any profit or management fee.* (See Eligibility, page 5.)

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 21) All applications are due by 11:59 p.m. eastern time on July 3, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov.**

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2014-3920

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OJJDP FY 2014 Coordinated Assistance to States (CFDA #16.540)

Overview

OJJDP envisions a nation where our children are healthy, educated, and free from violence. If they come into contact with the juvenile justice system, the contact should be rare, fair, and beneficial to them. OJJDP's Coordinated Assistance for States' project will further this vision by providing states and communities with coordinated resources and training and technical assistance to assist in the planning, establishing, operating, coordinating, and assessing of delinquency prevention, intervention, and juvenile justice systems improvement projects. This program is authorized under section 221 of the Juvenile Justice and Delinquency Prevention Act, codified at 42 U.S.C. 5601, et seq. Training and technical assistance topic areas fall under the Title II Formula Grants program areas (see Appendix B, page 27), with emphasis on supporting the following topic areas and/or groups:

- State and local ethnic and racial disparities reduction strategies.
- State-level compliance monitoring of the core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP Act), which are deinstitutionalization of status offenders (DSO)(42 U.S.C. §223(a)(11), separation (42 U.S.C. §223(a)(12), jail removal (42 U.S.C. §223(a)(13), and disproportionate minority contact (DMC) (42 U.S.C. §223(a)(22).
- State advisory groups (SAGs) appointed under the JJDP Act.
- State, local, and tribal departments of juvenile justice and corrections, service providers, and private organizations that operate juvenile facilities.
- Justice information sharing across juvenile justice, child welfare, mental health, and education systems.
- Emergency planning among state, local, and tribal juvenile justice residential facilities based on the principles outlined in *Emergency Planning for Juvenile Justice Residential Facilities*, www.ncjrs.gov/pdffiles1/ojjdp/234936.pdf.

The Juvenile Justice and Delinquency Prevention Act (42 U.S.C. Sec. 5631-5633) authorizes the Administrator of OJJDP to provide training and technical assistance to states, tribes, and units of local government or nonprofit organizations to support the justice system's response to juvenile delinquency.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The

deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 3, 2014. See "How To Apply" on page 21 for details.

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). *For-profit organizations must agree to forgo any profit or management fee.*

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

Project-Specific Information

OJJDP is committed to promoting reform through the adoption of evidence-based practices (see OJJDP's Model Program Guide, www.ojjdp.gov/MPG) and a developmentally appropriate approach to juvenile justice (see Reforming Juvenile Justice: A Developmental Approach, National Research Council, www.nap.edu/openbook.php?record_id=14685). In addition, OJJDP is increasingly aware of the growing body of research on effective community-based approaches to juvenile crime and the limited effect that secure placement has on reducing juvenile offending and recidivism. OJJDP will also focus on reducing preadjudicatory detention and out-of-home placements as a way to reduce overall costs, while improving outcomes for youth. Furthermore, OJJDP is committed to reducing children's exposure to violence and the traumatic effects of violence by promoting recovery and the well-being of children, youth, and families who have been exposed to violence (view Attorney General's National Task Force on Children Exposed to Violence's report at www.justice.gov/defendingchildhood/cev-rpt-full.pdf).

Purpose

Successful applicants will provide coordinated resources and training and technical assistance to assist states and communities in the planning, establishing, operating, coordinating, and evaluating of delinquency prevention, intervention, and juvenile justice systems improvement projects.

Goals, Objectives, and Deliverables

Goal 1. Provide high-quality, responsive, and coordinated resources and training and technical assistance to support states and localities in the planning, establishing, operating, coordinating, and evaluating of delinquency prevention, intervention, and juvenile justice systems improvement projects.

Objectives:

- developing and implementing multi-level training and technical assistance to support the achievement and/or maintenance of state compliance with the four core requirements of the JJDP Act.

- developing and implementing multi-level training and technical assistance to support state and local efforts to reduce ethnic and racial disparities.

- developing and disseminating information, in coordination with OJJDP, to advance juvenile justice systems' improvement efforts and the implementation of evidence-based juvenile justice programming.

- responding to training and technical assistance requests from the juvenile justice field to improve service delivery, increase collaboration and leveraging of resources, and support enhanced data collection efforts in state and local juvenile justice programming.

- coordinating all training and technical assistance requests and activities with the appropriate points of contact within OJJDP (State and Community Development Division; Budget and Administration Division, including the Audits and Compliance Team; Innovation and Research Division, including the Training and Technical Assistance Unit; Juvenile Justice Systems Improvement Division; and Youth Development, Prevention, and Safety Division) and state contacts including, but not limited to, juvenile justice specialists, SAG leadership, etc.

Goal 2. Provide high-quality, research-informed training and technical assistance to SAGs throughout the nation and U.S. territories.

Objectives:

- providing direct onsite training and technical assistance to SAGs.

- building and expanding upon existing OJJDP SAG training and technical curricula and materials.

- coordinating with OJJDP and its training and technical assistance providers to maximize resources and provide direct technical assistance for SAGs, as needed.

- facilitating networking between SAGs to promote problem solving and innovation across states.

- developing and disseminating information to SAGs using the most current technologies, including, but not limited to, online resources and training tools, Webinars, conference calls, etc.

Goal 3. Provide high-quality, innovative training and technical assistance in the area of detention and commitment of juvenile offenders.

Objectives:

- apprising the juvenile justice field and OJJDP leadership and staff of the latest knowledge, trends, and practices in juvenile detention and correctional programming.

- developing and disseminating resources and providing training and technical assistance to organizations and agencies regarding the full range of juvenile detention and correction topics.

- collaborating with other OJJDP and OJP training and technical assistance providers to ensure optimal use of limited funds and to share information and expertise.

Goal 4. Provide high-quality training and technical assistance to state, local, and tribal juvenile justice agencies, child welfare, and other youth serving agencies on the use of standards and tools to enhance information sharing and solve challenges related to serving at-risk, juvenile justice systems and/or dual system involved youth and their families. The training must include, but should not be limited to: implementation of the Children, Youth, and Family Services Domain of the National Information Exchange Model; adoption of the Global Standards Package for data exchange; and National Juvenile Information Sharing Initiative's (NJIS) Governance Guidelines.

Objectives:

- providing training and technical assistance that may include both onsite and Web-based learning strategies that increases the knowledge of practitioners and supports information sharing across state and/or local juvenile justice, child welfare, and other youth-serving agencies, including schools, mental health practitioners, and family services.

- providing training and technical assistance that increases the ability of juvenile justice agencies, child welfare, and other youth-serving agencies to solve problems and provide coordinated services to youth and their families through enhanced information sharing.

Goal 5. Provide training and technical assistance support to state agencies to develop comprehensive plans that address the specific needs of children, youth, and families involved in the justice system during an emergency**.**

Objective:

- providing training and technical assistance that supports state, local, and tribal efforts to implement the principles outlined in *Emergency Planning for Juvenile Justice Residential Facilities* in the above areas. Accordingly, the plan should describe how state, local, and tribal input will be included, as appropriate.

OJJDP Training and Technical Assistance Awardee Standards

OJJDP has developed the *Core Performance Standards for Training, Technical Assistance, and Evaluation* to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding. For additional information, go to OJJDP's NTTAC Web site www.nttac.org.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to comply with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and effective use of OJJDP grant funding. OJJDP reserves the

right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.

- **OJJDP funded Webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit to OJJDP NTTAC information in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.

- **Training information sharing.** The Office of Justice Programs (OJP) will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form and submit information to NTTAC on all training events (i.e. name of requestor, description of request, dates of event, etc.) 30 days in advance of the event date and report additional data, as OJJDP requires.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and

- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more 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. OJP's CrimeSolutions.gov Web site and OJJDP's Model Programs Guide Web site are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

OJJDP expects to make one cooperative agreement for as much as $2 million for a 12-month project period. Based on the availability of funds and determination of successful performance, OJJDP may provide annual continuation funding for as many as 4 additional years.

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

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents and materials used in the provision of project services.

- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

- reviewing and approving all key personnel on the project.

Budget Information

Limitation on Use of Award Funds for Employee Compensation, Waiver. With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/pay-leave. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs. OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants who receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column.

OJJDP is particularly interested in the long-term outcomes of its training and technical assistance projects. Applicants must include a description of how they will collect and report on all of OJJDP's required performance measures. Examples include: pre- and post-event participant evaluations that assess the quality of the information provided and measure impact on the participants' knowledge, 3- to 6-month post-training and technical assistance event assessment to measure impact of assistance (i.e. number of program policies changed, improved, or rescinded, etc.), etc. Applicants' Budget and Budget Detail documents should reflect/support the collection and reporting of performance measures data.)

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantees Provide
Program goals will depend on the specific program funded. Most programs can be classified under the following category:	Performance measures will depend on the specific program goals and objectives. Examples follow:	During the reporting period:
Systems Improvement Program Examples of goals may include enhancing organizational capacity and improving program quality and system effectiveness through	Number of training requests received. Number of technical assistance requests received. Number of program materials developed.	Number of training requests received. Number of technical assistance requests received. Number of program materials developed.

provision of training and/or technical assistance. Development of training curricula is not included in this category.	Number of planning or training events held. Number of people trained.	Number of planning or training events held. Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area. Number of program policies changed, improved, or rescinded.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post-testing). Number of program policies changed, improved, or rescinded. Number of organizations that receive training and technical assistance. Number of those served by training and technical assistance.
	Percentage of organizations reporting improvements in operations based on training and technical assistance. Percentage of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training and technical assistance.	Number of organizations reporting improvements in operations based on training and technical assistance. Number of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training and technical assistance.

OJP does not require applicants to submit performance measures data with their applications. 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" on page 12 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

> **Research** means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F. R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R .Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

What an Application Is Expected To Include

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 a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has

designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (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).

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the abstract will **not** count against the page limit for the program narrative.

The abstract should include a brief description of the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Project Evaluations on page 11.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

3. 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 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 Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page

program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

Applicants must clearly demonstrate an understanding of training and technical assistance issues, the needs of state advisory groups, and issues relevant to state juvenile justice systems. Applicants must have a working knowledge of the JJDP Act, OJJDP's Title II Formula Grants, the principles outlined in *Emergency Planning for Juvenile Justice Residential Facilities,* and information sharing resources including, but not limited to, the Children, Youth, and Family Services Domain of the National Information Exchange Model; adoption of the Global Standards Package for data exchange; and National Juvenile Information Sharing Initiative's Governance Guidelines.

The following sections should be included as part of the program narrative.

a. Statement of the Problem. Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

b. Goals, Objectives, and Performance Measures. Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: number of training and technical assistance requests received.)

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 10) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding. As noted in the Performance Measures section, OJJDP is particularly interested in the long-term outcomes of its training and technical assistance projects. Applicants must include a description of how they will collect and report on all of OJJDP's required performance measures. Applicants' Budget and Budget Detail documents should reflect/support the collection and reporting of performance measures data.

OJJDP encourages 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.

c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5.

   This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

   Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 17.

   Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at www.ojjdp.gov/grantees/timelines.html). Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 17. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates,

including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 5, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. 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.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

a. Budget Detail Worksheet. A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

b. Budget Narrative. The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold. If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the OJP Financial Guide.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. **Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- the federal agency that currently designated the applicant as high risk.
- date the applicant was designated high risk.
- the high risk point of contact name, phone number, and email address, from that federal agency.
- reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing "capabilities/competencies." Peer reviewers

will not consider any additional information that the applicant submits other than that specified below.

a. Applicant disclosure of pending applications. Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.
- the solicitation name/project name.
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

SAMPLE

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. description of how they will collect and report on all of OJJDP's required training and technical assistance performance measures.

c. logic model (see Logic Model, page 15)

d. timeline or milestone chart (see Timeline, page 15)

e. résumés of all key personnel

f. job descriptions outlining roles and responsibilities for all key positions

h. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 16)

i. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

j. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

8. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

Selection Criteria

1. Statement of the Problem (20 percent)
2. Goals, Objectives, and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (30 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (5 percent)

See What an Application Is Expected To Include, page 12, for the criteria that the peer reviewers will use to evaluate applications.

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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and

[1] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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 of 2006 (FFATA)
- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)

Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

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 may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention Allocation State," and the funding opportunity number is OJJDP-2014-3920.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.

- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.

- failure to follow each instruction in the OJP solicitation.

- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Appendix A: Application Checklist

OJJDP FY 2014 Coordinated Assistance for States

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNs number (see page 22)
_____Acquire or renew registration with SAM (see page 22)

To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 22)
_____Acquire AOR confirmation from the E-Biz POC (see page 22)

To Find Funding Opportunity:
_____Search for the funding opportunity on Grants.gov (see page 22)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional) (see page 21)
_____Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____Review "Other Requirements" Web page

Scope Requirement:

_____The federal amount requested is within the allowable limit of $2 million.

Eligibility Requirement:

_____State or territory
_____Unit of local government, including federally recognized tribal government
_____Nonprofit or for-profit organization, including tribal nonprofit and for-profit organization
_____Institution of higher education, including tribal institutions of higher education

What an Application Is Expected to Include:

_____Application for Federal Assistance (SF-424) (see page 13)
_____Project Abstract (see page 13)
_____Program Narrative (see page 13)
_____Budget Detail Worksheet (see page 16)
_____Budget Narrative (see page 16)
    _____Employee Compensation Waiver request and justification (see page 9)
    _____Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 9)
_____Disclosure of Lobbying Activities (SF-LLL)(see page 22)
_____Indirect Cost Rate Agreement (if applicable) (see page 17)
_____Applicant Disclosure of High Risk Status (see page 17)

_____Additional Attachments (see page 18)

_____Applicant Disclosure of Pending Applications

_____logic model (see page 15)

_____timeline or milestone chart (see page 15)

_____résumés of all key personnel

_____job descriptions outlining roles and responsibilities for all key positions

_____letters of support/memoranda of understanding (see page 16)

_____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

_____evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

_____Accounting System and Financial Capability Questionnaire (see page 19)

Appendix B: Formula Grant Program Areas

1. **Aftercare/Reentry.** Programs to prepare targeted youth offenders to successfully return to their communities after serving a period of secure confinement in a training school, youth correctional facility, or other secure institution. Aftercare programs focus on preparing youth offenders for release and providing a continuum of supervision and services after release.

2. **Alternatives to Detention.** Alternative services provided to a youth offender in the community as an alternative to confinement.

3. **Child Abuse and Neglect Programs.** Programs that provide treatment to youth victims of child abuse or neglect and to their families to reduce the likelihood that such youth offenders will commit subsequent violations of law.

4. **Children of Incarcerated Parents.** Services to prevent delinquency or treat delinquent youth who are the children of incarcerated parents.

5. **Community Assessment Centers (CACs).** Centers that lead to more integrated and effective cross-system services for youth and their families. CACs are designed to positively affect the lives of youth and divert them from a path of serious, violent, and chronic delinquency. Using a collaborative approach, CACs serve the community in a timely, cost-efficient, and comprehensive manner.

6. **Compliance Monitoring.** Programs, research, staff support, or other activities primarily to enhance or maintain a state's ability to adequately monitor jails, detention facilities, and other facilities to assure compliance with Sections 223(a)(11), (12), (13), and (22) of the JJDP Act.

7. **Court Services.** Programs to encourage courts to develop and implement a continuum of pre- and post-adjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, translation services and similar programs, and secure, community-based treatment facilities linked to other support services.

8. **Deinstitutionalization of Status Offenders.** Programs, research, or other initiatives to eliminate or prevent the placement of accused or adjudicated status offenders and nonoffenders in secure facilities, pursuant to Section 223(a)(11) of the JJDP Act.

9. **Delinquency Prevention.** Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of program areas 12 and 32.

10. **Disproportionate Minority Contact.** Programs, research, or other initiatives primarily to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act.

11. **Diversion.** Programs to divert youth from entering the juvenile justice system.

12. **Gangs.** Programs, research, or other initiatives primarily to address issues related to youth gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.

13. **Gender-Specific Services.** Services to address the needs of female offenders in the juvenile justice system.

14. **Graduated Sanctions.** A system of sanctions that escalate in intensity with each subsequent, more serious delinquent offense.

15. **Gun Programs.** Programs (excluding programs to purchase from youth) to reduce the unlawful acquisition and illegal use of guns by youth.

16. **Hate Crimes.** Programs to prevent and reduce hate crimes committed by youth.

17. **Jail Removal.** Programs, research, or other initiatives to eliminate or prevent the detention or confinement of youth in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act.

18. **Job Training.** Projects to enhance the employability of youth or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.

19. **Juvenile Justice System Improvement.** Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

20. **Mental Health Services.** Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.

21. **Mentoring.** Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk youth (mentee) that takes place on a regular basis.

22. **Indian Tribe Programs.** Programs to address youth justice and delinquency prevention issues for Indian Tribes and Alaska Natives.

23. **Planning and Administration.** Activities related to state plan development, other preawarded activities, and administration of the Formula Grants Program, including evaluation, monitoring, and one full-time staff position pursuant to Section 222 (c) of the JJDP Act and the OJJDP Formula Grant Regulation.

24. **Probation.** Programs to permit youth offenders to remain in their communities under conditions that the juvenile court prescribes.

25. **Restitution/Community Service.** Programs to hold youth accountable for their offenses by requiring community service or repayment to the victim.

26. **Rural Area Juvenile Programs.** Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.

27. **School Programs.** Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.

28. **Separation of Juveniles From Adult Inmates.** Programs that ensure that youth will not be detained or confined in any institutions where they may come into contact with adult inmates, pursuant to Section 223(a)(12) of the JJDP Act.

29. **Serious Crime.** Programs, research, or other initiatives to address serious and violent criminal-type behavior by youth. This program area includes intervention, treatment, and reintegration of serious and violent youth offenders.

30. **Sex Offender Programs.** Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of youth sex offenders.

31. **State Advisory Group Allocation.** Activities related to carrying out the state advisory group's responsibilities under Section 223(a)(3) of the JJDP Act.

32. **Substance Abuse.** Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

33. **Youth Advocacy.** Projects to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.

34. **Youth or Teen Courts.** Juvenile justice programs in which peers play an active role in the disposition of the youth offender. Most communities use youth courts as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.

35. **Strategic Community Action Planning.** Programs and activities that bring together committed community leaders and residents to identify and access existing local resources for the development of a multifaceted response to youth justice issues.

36. **Indigent Defense**. Hiring court-appointed defenders, providing training, coordination, and innovative strategies for indigent defense services.

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