



# Insular Area Grants Program

Program Announcement

Due Date: March 31, 2005

**OJJDP**

---

**U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention**  
810 Seventh Street NW.  
Washington, DC 20531

**John Ashcroft**  
*Attorney General*

**Deborah J. Daniels**  
*Assistant Attorney General*

**J. Robert Flores**  
*Administrator*

**Office of Justice Programs**  
Partnerships for Safer Communities  
[www.ojp.usdoj.gov](http://www.ojp.usdoj.gov)

**Office of Juvenile Justice and Delinquency Prevention**  
[www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)

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

---

# Table of Contents

Overview.....	1
Award Information.....	1
Eligibility .....	1
GMS Registration .....	1
Application for Federal Assistance (SF-424).....	2
Assurances and Certifications.....	2
Budget Detail Worksheet (Attachment #1).....	2
Program Narrative (Attachment #2) .....	3
Other Program Attachments (Attachment #3) .....	5
Due Date .....	7
For Additional Information.....	7
Appendix A: Other Requirements .....	8
Anti-Lobbying Act.....	8
Civil Rights Compliance.....	8
Confidentiality and Human Subjects Protection.....	8
Coordination of Federal Efforts .....	9
Faith-Based and Community Organizations.....	10
Financial and Government Audit Requirements.....	10
Performance Measures.....	10
Services to Limited English Proficient (LEP) Persons .....	10
Single Point of Contact Review .....	11
Supplanting Prohibition .....	11
Suspension or Termination of Funding.....	11
Appendix B: Application Checklist.....	13
Appendix C: Standard Program Areas.....	14
Appendix D: Sample Budget Detail Worksheet .....	18
Appendix E: Sample Program Description.....	19
Appendix F: Technical Assistance Needs.....	21
Appendix G: State Advisory Group Membership Instructions.....	23
Appendix H: Sample State Advisory Group Membership .....	26
Appendix I: Certified Assurances of the Juvenile Justice and Delinquency Prevention Act.....	27

---

---

# Insular Area Grants Program

## Overview

This program announcement provides appropriate territorial agencies with instructions on how to apply for funding under the Insular Area Grants Program. The announcement should be used in conjunction with the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002; the most recent Office of Juvenile Justice and Delinquency Prevention (OJJDP) Formula Grants Consolidated Regulation, 28 CFR Part 31; and the Office of Justice Programs' (OJP's) *Financial Guide*.

The Insular Area Grants Program is authorized under the JJDP Act of 2002; instructions contained in this announcement are consistent with provisions of the Act (Pub. L. 107-273).

## Award Information

Up to \$97,000 in grant funding will be available to eligible territories for a 3-year project and budget period lasting from October 1, 2004, to September 30, 2007.

## Eligibility

Only the agency designated by the chief executive (i.e., the governor) of the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands is eligible to apply for these funds. Applicants who do not meet this criterion are not eligible to apply for this grant program. (See Section 103[7] of the JJDP Act and 28 CFR Part 31.101 of the OJJDP Formula Grants Consolidated Regulation).

## GMS Registration

All applications for this program announcement must be submitted online through OJP's Grants Management System (GMS) (<https://grants.ojp.usdoj.gov>). A detailed "Step-by-Step Guide to OJP's Grants Management System" [\[insert url\]](#) is available on OJJDP's Web site to assist applicants through the online application process.

Applicants must register for this solicitation by selecting "OJJDP FY 2005 Insular Area Grants Program" from the Funding Opportunities page in GMS. To register, applicants must select "Apply Now," read the warning message that appears, and select "Continue." **The deadline for applicants to register on GMS is March 18, 2005.**

---

## Application for Federal Assistance (SF-424)

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

Applicants will need to provide the following information to complete the SF-424:

- ❖ *DUNS Number.* Applicants can call 800-333-0505 to request a free DUNS number. Applicants must have a DUNS number *before* beginning the application process.
- ❖ *Type of Application.* Select “New” in the drop-down menu for “Type of Application.”

## Assurances and Certifications

Applicants are required to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program. To accept the Assurances and Certifications in GMS, select the Assurances and Certifications link and click the “Accept” button at the bottom of the screen. Please verify that the contact information (name, address, phone number, fax number, and e-mail address) for the applicant’s authorizing official is correct.

## Budget Detail Worksheet (Attachment #1)

The Budget Detail Worksheet—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. This attachment should include the budget amount for each standard program area identified to receive grant funds.

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) includes both the federal request and match requirement, including in-kind contributions; and (4) provides a brief supporting narrative to link costs with project activities.

A sample Budget Detail Worksheet form is available in appendix D and on the Grants/Funding section of OJP’s Web site ([www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

*Please note: Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.*

---

# Program Narrative (Attachment #2)

Note: Amendments for Attachment 2 should be completed only if there are changes, modifications, or updates to the 3-year plan components (i.e., since submission of the FY 2003 application). If there are no changes, enter the heading and state “No change.” When changes are provided, applicants must include sufficient information and data to explain the changes.

## Program Plan Components

### 1. Description of System

#### A. Structure and Function of Juvenile Justice System

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

#### B. System Flow

This section should include a display, with the use of a flow chart, of how youth move through the system.

#### C. Service Network

This section should include a description of major territory or local programs operated outside the formal juvenile justice system that directly affect delinquency reduction, control, or prevention. Examples include, but are not limited to, alcohol and drug programs, child abuse and neglect programs, mental health services available to juveniles in the juvenile justice system, alternatives or special education programs for delinquent youth, and job training and development.

### 2. Analysis of Juvenile Crime Problems and Juvenile Justice Needs

This analysis should be based on the description of the system in section 1 above and include conditions the territory considers or determines to be relevant to addressing juvenile justice and delinquency prevention problems.

#### A. Analysis of Juvenile Crime Problems

As part of the 3-year planning process, the territory shall conduct an analysis of **current** juvenile crime problems (including juvenile gangs that commit crimes) and juvenile justice and delinquency prevention and educational needs within the territory. This section should summarize the number and characteristics of youth handled at each stage of the process, from arrest through disposition. Please provide a minimum of 3 years of recent data for the areas listed below. Provide the **most recent** data to the extent possible by county, parish, or city. **If**

---

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

The data reporting requirements below should be viewed as the minimum needed for this section of the juvenile crime analysis. Information within the recommended categories 1–4 below should be expanded if relevant to analyzing current juvenile crime problems and juvenile justice needs.

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

#### **B. List of Territory’s Priority Juvenile Justice Needs/Problem Statements**

(Please list and discuss in order of priority.)

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

---

## Other Program Attachments (Attachment #3)

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

**Program Descriptions** (See appendix E on pages 19–20 for a sample program description.)

Based on “List of State’s Priority Juvenile Justice Needs/Problem Statements,” applications must include descriptions of programs that will be supported with Insular Area Grant Program funds during the 3-year period of the plan. Programs are groupings of projects with similar or common goals. Program descriptions should not be more than three or four pages in length, although this page limit may vary. Each item below must be addressed for each program:

- A. **Territory Program Designator.** The code the territory uses to identify the program.
- B. **Standard Program Area Code.** Please use only OJJDP’s codes to identify the program (see appendix C).
- C. **Title.** Please use only the titles in appendix C.
- D. **Program Problem Statement.** Briefly state which of the priority juvenile justice problems/needs this program intends to address.
- E. **Program Goals/Objectives/Performance Indicators/Activities and Services Planned** (Please follow the format provided in appendix E).
  - (1) **Program goals** state the overall intent of the program to change, reduce, or eliminate the problem described. The goals should describe what the program intends to accomplish in general terms.
  - (2) **Program objectives** explain how the program goal statement will be accomplished. Objectives are specific, quantifiable statements of the desired results of the program; therefore, they further define goals and provide the means to measure program performance.
  - (3) **Performance indicators** are data/information that the agency will collect to measure whether the objectives have been achieved. Therefore, they must be developed and included with each program objective.
  - (4) **Activities and services planned** are the specific steps or projects that will be taken or funded 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 will be provided, who will benefit from the services, and the target population. This section must

---

indicate how the program relates to similar territory or local programs directed at the same or similar problems.

- (5) **Budget** must present total federal funds anticipated from JJDP allocations, along with any expected state, local, or private funds.

JJDP Funds

FY 2005 \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

- (6) **Expected number of subgrants** should indicate the expected number of subgrants and the anticipated dollar range. Include the minimum duration of each program and minimum number of years that funding may be requested and received from projects.

### **Technical Assistance Needs**

Territories are requested to forecast technical assistance needs.

### **SAG Membership**

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

### **Staff of the Insular Area Grants Program**

The territory must provide the following to OJJDP:

- ❖ The organizational chart of the agency designated to implement the Insular Area Grants Program.
- ❖ A list of other programs that the agency or division administering the Insular Area Grants Program also administers.
- ❖ The staffing and management plan for the territory agency or division implementing the Insular Area Grants Program, including names, titles of staff, funding sources, and percentage of time devoted to the program.
- ❖ Descriptions of the duties for the Juvenile Justice Specialist (at least one full-time position is required) and other juvenile justice and delinquency prevention staff.

---

## **Exceptions to the Certified Assurances**

See appendix I.

## **Due Date**

Applicants must register for this funding opportunity by March 18, 2005, and completed applications must be submitted online through OJP's Grants Management System (<https://grants.ojp.usdoj.gov>) by 8:00 p.m. ET, March 31, 2005.

## **For Additional Information**

If you have questions about this program announcement, please contact Amy Callaghan, OJJDP Program Manager, at 202-514-9292.

---

## Appendix A: Other Requirements

### Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without OJP's express approval. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

### Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin (see also "Services to Limited English Proficient (LEP) Persons" on page 10), gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required to be submitted with the application to understand the applicable legal and administrative requirements.

### Confidentiality and Human Subjects Protection

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

---

Applicants are further advised that an institutional review board<sup>1</sup> (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use of human research subjects. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before federal funds can be disbursed for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site ([ojjdp.ncjrs.org/funding/confidentiality.pdf](http://ojjdp.ncjrs.org/funding/confidentiality.pdf)).

## Coordination of Federal Efforts

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

---

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

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

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

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

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

---

## Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with secular and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

## Financial and Government Audit Requirements

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

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

Grantees must comply with the following OJP reporting requirement:

*Financial Status Reports (SF-269)*. Financial Status Reports should be completed and provided to the Office of the Comptroller's Control Desk within 45 days after the end of each calendar quarter during the grant period.

## Performance Measures

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

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

## Services to Limited English Proficient (LEP) Persons

Recipients of Office of Justice Programs (OJP) financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws

---

prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

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

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

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

## Single Point of Contact Review

Executive Order 12372 requires applicants from territory and local units of government or other organizations providing services within a territory to submit a copy of the application to the territory Single Point of Contact (SPOC) if one exists and if the territory has selected this program for review. A list of territory SPOCs is available on the Office of Management and Budget Web site ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)). Applicants must contact their territory SPOCs to determine whether their programs have been selected for territory review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview section of the GMS application.

## Supplanting Prohibition

Federal funds may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

## Suspension or Termination of Funding

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

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

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

---

# Appendix B: Application Checklist

## Insular Area Grants Program

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS).

- GMS Registration must be completed no later than March 18, 2005.
- Application for Federal Assistance (SF-424) is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet (Attachment #1) must include a worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative (Attachment #2) must present a statement of the problem, outline the project's goals and objectives, describe the project design, and detail the applicant's management and organizational capability. It must also identify program plan components (see pages 3–5.)
- Other Program Attachments (Attachment #3) must include information on the following:
  - ❖ Program descriptions (page 5).
  - ❖ Technical assistance needs (page 6).
  - ❖ SAG membership (page 6).
  - ❖ Program staff (page 6).
  - ❖ Exceptions to certified assurances (page 7).

*Files attached to your GMS application must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.*

### Deadlines

- Applicants must register on GMS by March 18, 2005.
- Applicants must submit completed applications by 8 p.m. ET, March 31, 2005.

*Applications will be accepted only through the GMS online application system. Mailed or faxed applications will not be considered.*

---

## Appendix C: Standard Program Areas

- 01 **Aftercare/Reentry.** Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.
- 02 **Alternatives to Detention.** Alternative services provided to a juvenile offender in the community as an alternative to confinement.
- 03 **Child Abuse and Neglect Programs.** Programs that provide treatment to juvenile offenders who are victims of child abuse or neglect and to their families to reduce the likelihood that such juvenile offenders will commit subsequent violations of law.
- 04 **Children of Incarcerated Parents.** Services designed to prevent delinquency or treat delinquent juveniles who are the children of incarcerated parents.
- 05 **Community Assessment Centers (CACs).** Centers that lead to more integrated and effective cross-system services for juveniles and their families. CACs are designed to positively affect the lives of youth and divert them from a path of serious, violent, and chronic delinquency. Using a collaborative approach, CACs serve the community in a timely, cost-efficient, and comprehensive manner.
- 06 **Compliance Monitoring.** Programs, research, staff support, or other activities designed 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 (14) of the JJDP Act of 2002.
- 07 **Court Services.** Programs designed to encourage courts to develop and implement a continuum of pre- and postadjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, translation services and similar programs, and secure, community-based treatment facilities linked to other support services.
- 08 **Deinstitutionalization of Status Offenders.** Programs, research, or other initiatives designed 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 of 2002.

---

09 **Delinquency Prevention.** Programs, research, or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be at risk of becoming delinquent. This category includes what is commonly referred to as “primary prevention” (e.g., parent education, peer counseling). This program area excludes programs targeted at youth already adjudicated delinquent 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 designed primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.

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

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

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

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

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

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

17 **Jail Removal.** Programs, research, or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act of 2002.

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

---

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

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

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

22 **American Indian Programs.** Programs designed to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.

23 **Planning and Administration.** Activities related to state plan development, other preawarded activities, and administration of the Formula Grant Program, including evaluation and monitoring, pursuant to Section 222 (c) of the JJDP Act of 2002 and the OJJDP Formula Grant Regulation.

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

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

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

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

28 **Separation of Juveniles From Adult Inmates.** Programs that ensure that juveniles will not be detained or confined in any institutions where they may come into contact with adult inmates, pursuant to Section 223(a)(12) of the JJDP Act of 2002.

---

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

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

31 **State Advisory Group Allocation.** Activities related to carrying out the State Advisory Group's responsibilities under Section 223(a)(3) of the JJDP Act of 2002.

32 **Substance Abuse.** Programs, research, or other initiatives designed 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 designed to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.

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

## Appendix D: Sample Budget Detail Worksheet

State Program Designator	Standard Program Areas*	State Program Title*	Total Funds	Federal Share (OJJDP)	Match
	19	Juvenile justice system improvement	\$51,000	\$51,000	
	23	Planning and administration <sup>†</sup>	\$9,000	\$9,000	
	29	Serious crime	\$30,000	\$30,000	
	32	Substance abuse	\$7,000	\$7,000	
		<b>Total</b>	<b>\$97,000</b>	<b>\$97,000</b>	<b>\$0</b>

\* Use only the same numbers and titles as shown in appendix C.

<sup>†</sup> Funds allocated to planning and administration may not exceed 10 percent of the total award.

---

## Appendix E: Sample Program Description

(Excerpts from Colorado's FY 2000 Formula Grants Application)

### **SUBSTANCE ABUSE TREATMENT (ILLEGAL DRUGS AND ALCOHOL)**

STATE PROGRAM DESIGNATOR: 32      STANDARD PROGRAM AREA: 32

**Program Problem Statement:** Colorado has a limited number of resources to prevent and treat juvenile alcohol and drug abuse. A recent study of juveniles in detention/correction placements regarding involvement with alcohol and drugs indicates a significant level of abuse. Of the 878 new commitments to the Division of Youth Corrections (DYC) in 1998–99, 55 percent of males and almost 70 percent of females were assessed at the treatment level for substance abuse. Immediate intervention programs and a continuum of services have been identified as needs to address growing substance abuse issues. The State Judicial Department reports that 4,704 cases were filed in FY 1998–99 for underage alcohol offenses.

#### **Goals/Objectives/Performance Indicators/Activities:**

**Goal A:** Increase statewide capacity to address the continuum of substance abuse needs of juvenile offenders.

**Objective 1:** Collaborate with the juvenile justice system agencies in problem solving and identification of service delivery challenges and goals.

**Performance Indicators:** Number of meetings and collaborative activities attended to identify need and review service delivery.

**Activities:** Establish a working group to review current services and determine gaps and resources. This group should include the Division of Youth Correction, the Alcohol and Drug Abuse Division, local juvenile services planning groups, and representatives of the managed care service providers.

**Objective 2:** Identify effective drug and alcohol treatment and intervention strategies for juveniles.

**Performance Indicators:** Identify substance abuse programs and review/research for potential of local duplication.

**Activities:** Meet with the Denver Juvenile Justice Integrated Treatment Network and other collaborative groups in Colorado to identify proven approaches. Request technical assistance from OJJDP to enhance the continuum of care.

---

**Objective 3:** Endorse and support comprehensive substance abuse intervention efforts/programs.

**Performance Indicators:** Number of local programs developed to prevent or treat substance abuse by juveniles.

**Activities:** Provide funds and program assistance to local juvenile substance abuse programs, including crisis intervention, detox services, and local enhanced substance abuse intervention programs.

<b>Budget:</b>	<u>JJDPA Funds</u>	<u>State/Local/Private Funds</u>
FY 2003	<u>\$100,000.00</u>	FY 2003 \$ _____
Total	<u>\$100,000.00</u>	Total \$ _____

**Expected Number of Subgrants:** The state expects to make two subgrants for local substance abuse programs of \$50,000 each.

---

## Appendix F: Technical Assistance Needs

The territory should determine needs based on the analysis of its juvenile crime problem, the juvenile justice needs analysis, and the constraints that affect the territory's ability to fully achieve the objectives of the JJDP Act. Technical assistance should address needs for territory and local program and policy areas, as well as needs that the designated territory agency and the State Advisory Group (SAG) identify in carrying out their administrative, operational, and advisory responsibilities.

The criteria for OJJDP acceptance and prioritizations are based on the following factors:

- ❖ Relevance to Sections 223(a)(11), (12), (13), (14), and (22) of the JJDP Act of 2002.
- ❖ Involvement of the designated territory agency/SAG and other related agencies.
- ❖ Relevance to overall territory juvenile justice and delinquency prevention plan.
- ❖ Applicability or transferability to other jurisdictions in the territory and other states.
- ❖ Level of support for the requested activity and the potential for impact on issues related to the JJDP Act.
- ❖ Level of resources that the recipient has committed to carry out the activity.
- ❖ Resources required. Is it a request that can use short-term national experience? Or is it a request that can easily be accomplished with territory/local resources? What is the scope of the work?
- ❖ The expected impact of the requested technical assistance.

**Format:** The following information should be provided for each technical assistance need identified:

- ❖ Territory program designator and standard program area where technical assistance is needed (See appendix C).
- ❖ Statement of problem to be addressed.
- ❖ Specific needs (e.g., type of assistance requested, planning, program development).

- 
- ❖ Expected recipients of technical assistance.
  - ❖ Anticipated providers of technical assistance (if known).
  - ❖ Anticipated timeframe for provision of technical assistance.
  - ❖ End product sought.

---

## Appendix G: State Advisory Group Membership Instructions

The State Advisory Group (SAG) Membership Table (appendix H) was designed to simplify territory reporting requirements. The territory should select the designator listed below that best describes each member's qualifications and experience.

### Column 1 (Name)

List the names of each SAG member beginning with the chairperson and, if applicable, place an asterisk (\*) after each who is also a member of the State Supervisory Board.

### Column 2 (Represents)

Identify each member's qualification by selecting the item from the following list that most applies:

- A. Locally elected official representing general purpose local government.
  
- B. Representative of law enforcement and juvenile justice agencies, including:
  - 1. Juvenile and family court judges.
  - 2. Prosecutors.
  - 3. Counsel for children and youth.
  - 4. Probation workers.
  
- C. Representatives of public agencies concerned with delinquency prevention or treatment:
  - 1. Welfare.
  - 2. Social services.
  - 3. Mental health.

- 
4. Education.
  5. Special education.
  6. Recreation.
  7. Youth services.
- D. Representatives of private nonprofit organizations, including persons concerned with:
1. Family preservation and strengthening.
  2. Parent groups and parent self-help groups.
  3. Youth development.
  4. Delinquency prevention and treatment.
  5. Neglected or dependent children.
  6. Quality of juvenile justice.
  7. Education.
  8. Social services for children.
- E. Volunteers who work with juvenile justice.
- F. Youth workers involved with programmatic alternatives to incarceration, including organized recreation activities.
- G. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion.
- H. Persons with special experience and competence in addressing problems related to learning disabilities, emotional difficulties, child abuse and neglect, and youth violence.

---

**Column 3 (Full-Time Government)**

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

**Column 4 (Youth Member)**

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

**Column 5 (Date of Appointment)**

Provide the date the member was appointed to the SAG.

**Column 6 (Residence)**

Provide the member’s residential or preferred mailing address.

## Appendix H: Sample State Advisory Group Membership\*

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

The SAG serves as the supervisory  or advisory  board. (Check one.)

\*List the Chair first.

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

---

# Appendix I: Certified Assurances of the Juvenile Justice and Delinquency Prevention Act

By submitting the application for the Insular Area Grants Program, territories certify that the requirements cited below have been met. In cases where requirements cannot be certified, justification must be provided in Attachment 3 under the heading “Exceptions to the Certified Assurances,” along with a statement as to when the omission will be corrected. Refer to the most recent OJJDP Formula Grants Consolidated Regulation, 28 CFR Part 31.

## 1. Plan Supervision, Administration, and Implementation

Pursuant to Section 223(a)(1) and (2) and Section 291(c) of the JJDP Act, the grantee assures that it is the sole agency that supervises the preparation and administration of the plan and has the legal authority to implement the formula grant plan required by Section 223 of the Act.

## 2. Planning and Administration (P&A) Funds

Pursuant to Section 222(c) of the JJDP Act, the grantee assures that planning and administration funds will be made available to units of local government on an equitable basis (indicate the amount of P&A funds allocated to the state in the Budget Detail Worksheet). The grantee further assures that the total of such funds may not exceed 10 percent of the total JJDP award and will be matched, dollar for dollar, in cash.

## 3. Supervisory Board

Pursuant to Section 223(a)(1) and Section 291(c) of the JJDP Act, the grantee:

- A. Assures it has a supervisory board that supervises the preparation, administration, and implementation of the formula grant plan required by Section 223 of the Act.
- B. Assures that one of the following boards serves as the supervisory board:
  - (1) The State Advisory Group (SAG) appointed under Section 223(a)(3); **or**

- 
- (2) A broad-based law enforcement and criminal justice supervisory board (council) meeting all the requirements of Section 402(b)(2) of the Justice System Improvement Act of 1979. The grantee will provide a list of all current supervisory board members, including their dates of appointment and how each meets the membership requirements specified in Section 402(b)(2) of the Justice System Improvement Act of 1979; **or**
  - (3) A board with balanced representation of juvenile justice interests that the OJJDP Administrator has specifically approved.
- C. Assures, if applicable, by having a broad-based law enforcement and criminal justice supervisory council serving as the supervisory board, that such a board has been continuously maintained since the enactment of the Justice System Improvement Act of 1979. The grantee further assures that such board's membership includes the chairperson and at least two additional citizen members of the SAG and that any executive committee of the board includes the same proportion of juvenile justice advisory group members as are included in the board membership.

#### **4. State Advisory Group**

Pursuant to Section 223(a)(3) of the JJDP Act, the grantee:

- A. Shall provide a list of all current advisory group members (see appendix G for detailed instructions), including their respective dates of appointment and how each member meets the membership specified in this section of the Act. Members appointed prior to their 24th birthday (youth members) must be identified as well as those members who also serve on a separate supervisory board, if one exists. The grantee assures that the information on the SAG listing is accurate and current.
- B. Assures that three members who have been or are now under the jurisdiction of the juvenile justice system have been appointed to the advisory group.
- C. Assures that it will comply with the requirement of Section 222(d) of the JJDP Act.
- D. Assures that a majority of SAG members and the chairperson are not full-time employees of the federal, territory, or local government.

- 
- E. Assures that it complies with all requirements of Section 223(a)(3) of the JJDP Act.
  - F. Assures, if applicable pursuant to Section 223(b) of the JJDP Act, that the supervisory board has received and considered the SAG's advice and recommendations prior to approval and submission to OJJDP.

**5. Consultation With and Participation of Units of General Local Government and Indian Tribes**

Pursuant to Sections 223(a)(4), (5), and (6) of the JJDP Act, the grantee assures that:

- A. Units of general local government or combinations of such units have been actively consulted and have participated in the development of the territory plan.
- B. Indian tribes, a combination of eligible Indian tribes, or an organization(s) designated by qualifying tribes within the territory have been actively consulted in the territory plan development, which adequately takes into account the juvenile justice needs and request of those Indian tribes that perform law enforcement functions within the territory.
- C. Every effort has been made to incorporate the needs of such units into the territory plan.
- D. The chief executive officer of each major unit of general local government has been given the opportunity to assign responsibility for the preparation and administration of its part of the territory or the supervision thereof to an appropriate local agency.

**6. Passthrough Requirements**

Pursuant to Section 223(a)(5) of the JJDP Act, the grantee assures that:

- A. The amount and percentage of funds specified below will be passed through to units of general local government and to local private agencies. For purposes of this requirement, "local private agency" is defined as a private nonprofit agency or organization that provides program services within an identifiable unit or combination of units of general local government. (In calculating the minimum passthrough amount, the territory takes the total formula

---

grant award, subtracts the 5 percent SAG allocation, then multiplies by 66.6 percent.)

For information regarding a waiver of the 66.6-percent passthrough requirement, see OJJDP Guideline 4040.4. Note that planning and administration funds passed through to units or a combination of units of local government under Section 222(c) and reported in assurance 2 above may be included in meeting the total Section 223(a)(5) passthrough requirement.

## **7. Equitable Distribution of Juvenile Justice Funds and Assistance**

Pursuant to Section 223(a)(6) of the JJDP Act, the grantee assures that:

- A. The territory will adhere to procedures that ensure equitable distribution of JJDP Act Formula Grant Program funds within the territory.
- B. The problem and need analyses have examined the needs of disadvantaged youth and that assistance will be available equitably to deal with special juvenile justice and delinquency prevention program needs identified for these juveniles.

## **8. Concentration of Territory Effort**

The grantee assures that pursuant to Section 223(a)(7)(A) of the JJDP Act, a plan for the concentration of territory efforts as they relate to the coordination of all territory juvenile delinquency programs with respect to overall policy and development of objectives and priorities is on file.

## **9. Participation of Public and Private Agencies**

Pursuant to Section 223(a)(8) of the JJDP Act, the grantee assures that private agencies have been actively consulted and allowed to participate in the development and execution of the territory plan and that there is coordination and maximum use of existing juvenile delinquency programs and other related programs, such as recreation, education, special education, health, and welfare, within the territory.

---

## **10. Advanced Techniques**

The grantee assures that at least 75 percent of the JJDP Act funds, other than funds made available to the State Advisory Committee, will be used to support advanced-technique programs as identified in Section 223(a)(9)(A–S).

## **11. Analytical and Training Capacity**

Pursuant to Section 223(a)(10) of the JJDP Act, the territory ensures that it will develop and conduct research, training, and evaluation activities appropriate to its needs.

## **12. Equitable Treatment**

Pursuant to Section 223(a)(15), the grantee assures that youth in the juvenile justice system are treated equitably on the basis of gender, race, family income, and mental, emotional, and physical limitations.

## **13. Strengthening and Maintaining Family Units**

Pursuant to Section 223(a)(16) of the JJDP Act, the grantee assures that consideration will be given to and that assistance will be available for approaches designed to strengthen and maintain the families of delinquent and other youth and that family counseling during the incarceration of juvenile family members and coordination of family services will be provided where appropriate and feasible.

## **14. Right of Privacy for Recipients of Services**

Pursuant to Sections 223(a)(17) and 296 of the JJDP Act, the grantee assures that procedures have been established to ensure that programs funded under the JJDP Act shall not disclose program records containing the identity of individual juveniles. Exceptions to this requirement include (a) authorization by law, (b) consent of either the juvenile or his or her legally authorized representative, or (c) justification that the functions of this title cannot be performed otherwise. Under no circumstances may public project reports or findings contain names of actual juvenile service recipients.

---

**15. Equitable Arrangements for Employees Affected by Assistance in This Act**

Pursuant to Section 223(a)(18) of the JJDP Act, the territory assures that it has established all terms and conditions for the protection of employees affected by the JJDP Act.

**16. Fiscal Control and Fund Accountability**

Pursuant to Section 223(a)(19) of the JJDP Act, the grantee assures that fiscal control, fund accounting, auditing, monitoring, evaluation procedures, and such records as OJJDP prescribes shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received. This requirement applies to funds that units of local government disburse and entitlement areas and funds that the grantee disburses directly.

**17. Nonsupplanting**

Pursuant to Section 223(a)(20) of the JJDP Act, the grantee assures that the Formula Grant funds will be so used as to supplement and increase (but not supplant) the level of the territory, local, and other nonfederal funds that would, in the absence of the Formula Grant funds, be made available for programs and will in no event replace such territory, local, and other nonfederal funds.

**18. Annual Performance Report**

Pursuant to Section 223(a) and Section 223(a)(21) of the JJDP Act, the grantee assures that the territory will review at least annually the Formula Grant plan and submit to the OJJDP Administrator an analysis and evaluation of the effectiveness of the programs and activities carried out under the plan and any modifications in the plan, including the survey of territory and local needs. The report will describe the progress in implementing programs contained in the plan and will identify the status of compliance with the territory plan requirements.

**19. Comprehensive and Coordinated Services**

Pursuant to Section 223(a)(24), the grantee assures that program fund allocations in excess of 105 percent of the amount a territory received in FY 2000 will be expended through or for programs that are part of a "comprehensive and coordinated system of services."

---

## **20. Lobbying**

Pursuant to Section 294(c) of the JJDP Act, the grantee assures that funds paid pursuant to Section 223(a)(9)(D) of the Act to any public or private agency, organization, or institution or to any individual (whether directly or through a territory criminal justice council) shall not be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device intended or designed to influence a member of Congress or any other federal, territory, or local elected official to favor or oppose any act, bills, resolutions, or similar legislation or any referendum, initiative, constitutional amendment, or any similar procedure by the Congress, any territory legislature, any local council, or any similar governing body, except that this assurance shall not preclude such funds from being used in connection with communications to federal, territory, or local elected officials, upon the request of such officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the program involved.

The grantee further assures, pursuant to Section 319 of Pub. L. 101–121, to comply with the provisions of this law as it relates to lobbying activities and the disclosure of such lobbying activities.

## **21. Biomedical Experimentation**

Pursuant to Section 291(d) of the JJDP Act, the grantee assures that no Formula Grant funds will be used for any biomedical or behavior control experimentation on individuals or any research involving such experimentation.

## **22. Open Meetings and Public Access to Records**

The grantee assures that it, the supervisory board established pursuant to Section 291(c)(1), and the SAG will follow applicable territory open-meeting and public-access laws and regulations in the conduct of meetings and the maintenance of records relating to their functions.

## **23. Fund Termination**

The grantee understands that OJJDP may terminate this grant or suspend or discontinue fund payments if the territory substantially fails to comply with the provisions of the JJDP Act, Pub. L. 102–586, or regulations promulgated thereunder.

---

## **24. Match Requirements for Juvenile Justice Programs**

The grantee assures that:

- A. Financial assistance extended under the provision of the JJDP Act shall be 100 percent of approved costs of any program or activity with the exceptions of planning and administration funds and construction activities.
- B. Financial assistance for construction programs and projects shall be limited to not more than 50 percent of the cost of construction. In addition, construction using funds available under the JJDP Act is limited to innovative community-based facilities for less than 20 persons. All such programs and projects shall be subject to prior OJJDP approval and guidelines promulgated by the OJJDP Administrator.

## **25. Reports**

The applicant assures that it shall maintain data and information and submit reports in such a form at such times and containing such data and information as OJJDP may reasonably require to administer the program.

## **26. Drug-Free Workplace**

The applicant assures that it will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations that the federal government has promulgated to maintain a drug-free workplace.

## **27. Debarment and Suspension**

The applicant assures it will comply with Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510.

## **28. Release of Information**

The applicant acknowledges that all records, papers, and other documents relating to the receipt and disposition of funds that recipients of JJDP funds and their subgrantees and contractors keep are required to be made available to OJJDP. These records and other documents submitted to OJJDP and its grantees pursuant to other provisions of

---

the Act, including plans and applications for funds are required to be made available to OJJDP under the terms and conditions of the Federal Freedom of Information Act, 5 U.S.C. 552.

## **29. Published Material**

The applicant assures that all published material and written reports submitted under this grant or in conjunction with contractors under this grant will be originally developed material unless otherwise specially provided in the grant or contract document. When material not originally developed is included in the report, it will have the source identified. This identification may be in the body of the report or by footnote. This provision is applicable when the material is in a verbatim or extensive paraphrase format.

## **30. Copyrights and Rights in Data**

The applicant acknowledges that where grant-supported activities produce original computer programs, writing, sound recordings, pictorial reproductions, drawings or other graphical representations, and works of any similar nature (the term "computer programs" includes executable computer programs and supporting data in any form), the government has the right to use, duplicate, and disclose them, in whole or in part in any manner for any purpose whatsoever, and have others do so. If the material is copyrightable, the grantee may copyright such, but the government reserves a royalty-free, nonexclusive, and irreversible license to reproduce, publish, and use such materials in whole or in part and to authorize others to do so. The grantee shall include provisions appropriate to effectuate the purpose of this condition in all contracts of employment, consultants agreements, contracts, or subgrants.

## **31. Electronic Surveillance**

Under 18 U.S.C. 2512, transactions involving devices "primarily useful for the purpose of the surreptitious interception of wire or oral communication" and advertising that promotes the use of any devices for such purposes are prohibited, unless, in the case of the territory officer, his conduct with regard to such a device falls within "the normal course of activities of . . . [the] State . . ." (18 U.S.C. 2512 [2][b]). Normally, officers of a territory that has no enabling statute under 18 U.S.C. 2516(2) would have no occasion to use, possess, or otherwise deal with devices within the scope of 18 U.S.C. 2512(1). Without such legislation, only consensual use is permitted. No grants relating to such devices and their use will be authorized in territories that do not have enabling legislation unless special justification, as explained below, is furnished. Accordingly, all applicants that list the acquisition of equipment, with either federal or matching funds, that may be used for electronic surveillance

---

purposes in a territory that does not have enabling legislation must include as part of the budget narrative for such equipment the following information:

- A. A complete description of each item of equipment to be obtained.
- B. A statement of how each item of equipment will be used.
- C. The legal citations and justifications for the purchase and intended use of each item of equipment.
- D. A description of the controls to be established regarding access to, use of, and ultimate disposal of such equipment.

Each subgrantee application must contain the following statement signed by the project director: “(Applicant) agrees not to purchase or use in the course of this project any electronic, mechanical, or other device for surveillance purposes in violation of 18 U.S.C. 2511 and any applicable state statute related to wiretapping and surveillance.”

The grantee assures to review all subgrant applications for compliance.

## **32. Patents**

The grantee assures that if any discovery or invention arises or is developed in the course of, or as a result of, work performed under this grant, the grantee shall refer the discovery or invention to OJJDP. The grantee hereby agrees that the administrator of OJJDP or his duly authorized official representative, who shall have the sole and exclusive powers to determine whether and where patent applications should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon, shall determine the rights to inventions made under this grant. The determination of the Administrator, or his duly authorized representative, shall be accepted as final. In addition, the grantee hereby agrees and otherwise recognizes that the government shall acquire at least an irrevocable, nonexclusive, royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate for effectuating the purpose of this condition in contracts or subgrants.