



Juvenile Accountability Block Grants Program

Program Announcement

Due Date: February 28, 2005

OJJDP

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

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)	4
Due Date	5
For Additional Information.....	5
Appendix A: Other Requirements	6
Anti-Lobbying Act.....	6
Civil Rights Compliance.....	6
Confidentiality and Human Subjects Protection.....	6
Coordination of Federal Efforts	7
Faith-Based and Community Organizations.....	8
Financial and Government Audit Requirements.....	8
NEPA Compliance.....	8
Performance Measures.....	9
Services to Limited English Proficient (LEP) Persons	9
Single Point of Contact Review	10
Supplanting Prohibition	10
Suspension or Termination of Funding.....	10
Appendix B: Application Checklist.....	12
Appendix C: JABG Purpose Areas.....	13
Appendix D: JABG Performance Measures	15
Appendix E: Sample Budget Detail Worksheet.....	16
Appendix F: Sample Letter	17
Appendix G: State JABG Coordinators List.....	18

Juvenile Accountability Block Grants Program

Overview

The Omnibus Crime Control and Safe Streets Act of 2002 is the authorizing legislation of the Juvenile Accountability Block Grants (JABG) program. Congress authorized the Attorney General to provide grants to states and units of local government under the JABG program to strengthen the juvenile justice system. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), has been delegated the authority to administer the JABG program.

OJJDP's State Relations and Assistance Division (SRAD) manages the JABG program. One of OJJDP's three organizational components, SRAD also manages the Formula Grants Program under Title II, Part B of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002; the Community Prevention Grants program, established under Title V of the JJDP Act; and the Enforcing the Underage Drinking Laws (EUDL) Program, established by the Appropriations Act.

JABG allocations to states for FY 2005 will depend upon the fiscal year (FY) appropriation by Congress. OJJDP will notify each state of its respective JABG allocation after the FY 2005 Appropriations Bill is enacted.

Award Information

State allocation: States will be notified of their respective FY 2005 allocations, which are being calculated.

Project period: The awards are for a 3-year project and budget period lasting from June 1, 2005, to May 31, 2008.

Eligibility

Only the agency designated by the chief executive (i.e., the Governor) of each state is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Applicants who do not meet this criterion are not eligible to apply for this grant program.

GMS Registration

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” (<https://grants.ojp.usdoj.gov/gmshelp/index.html>) is available on OJJDP’s Web site to assist applicants through the online application process.

Applicants must register for this solicitation by selecting “OJJDP FY 2005 Juvenile Accountability Block 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 February 11, 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 form 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.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.523, titled “Juvenile Accountability Incentive Block Grants.”
- ❖ *Type of Application.* Select “New” in the drop-down menu for “Type of Application.”

Assurances and Certifications

Applicants are required to review and accept the “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. The Budget Detail Worksheet must identify one or more of the 16 JABG Purposes Areas.

Planning and Administration Funds and Match Requirement

JABG funds allocated to administrative costs may not exceed 5 percent of the total award.

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

A sample Budget Detail Worksheet form is available in appendix E and on the Grants/Funding section of OJP's Web site (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)

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

The program narrative must address the following selection criteria:

State Advisory Board membership (formerly known as the Juvenile Crime Enforcement Coalition). Include State Advisory Board members, the representing agency, and contact information. Also include a certification statement that members of the State Advisory Board approved the State Application.

Role of court. States are strongly encouraged to engage in a dialogue with the chief of the highest court in the state regarding the content of the application. States should certify that they have communicated in writing with the chief of the highest court in the state and should submit this letter with the application (see sample letter in appendix F). Applicants should provide a narrative describing how the state took into consideration the needs of the judicial branch in strengthening the juvenile justice system. Although OJJDP recommends having the chief justice or a representative from his or her office serve on the State Advisory Board, this in itself does not meet the standards for this portion of the application. The OJJDP Administrator encourages states to use this opportunity to strengthen the relationship between the court system and juvenile justice agencies. **Only applications that address this section fully will be processed and sent forward.**

System of graduated sanctions. Describe in either narrative form or a flowchart how the state's system of graduated sanctions functions. Also include a discussion of how the state has promoted the use of graduated sanctions by juvenile courts.

Analysis of juvenile justice system needs. The State Advisory Board should develop the state plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining how funds used within the 16 JABG purpose areas can most effectively improve the juvenile justice system and increase accountability for juvenile offenders.

Activities by purpose area, with corresponding performance measures. (See appendix C for purpose areas.) Include selected purpose areas and specific activities within each and identify the funding allocation for each purpose area selected on the Budget Detail Worksheet. All funds and related activities not subject to the passthrough should be described in this section. Additionally, states should identify performance indicator data (one output, one short-term, and one intermediate measure) for each purpose area selected. See appendix D to obtain a list of JABG performance measures. To complete this section, use the following outline:

- **JABG purpose area and number.** Please use only the numbered JABG purpose areas listed in appendix C.
- **Problem statement.** Briefly state a priority juvenile justice problem or need that the program intends to address.
- **Program goals.** State the overall intent of the program to change, reduce, or eliminate the problem described. The goals should describe in general terms what goals the program intends to accomplish.
- **Program objectives.** Explain how the program’s goals will be accomplished. Objectives are specific, quantifiable statements of the desired results of the program and therefore further define goals and provide the means to measure program performance.
- **Activities and services planned.** Describe 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 state or local programs directed at the same or similar problems.
- **Performance measures.** Indicate which JABG performance measures will be used to measure whether the program is effective. At a minimum, states should identify one output measure, one short-term measure, and one intermediate measure for each activity selected within a purpose area.

Coordination efforts. Include a description of how JABG coordinates efforts with other federal and state programs focusing on juvenile justice, particularly the OJJDP Formula Grants Program.

Other Program Attachments (Attachment #3)

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

States are required to passthrough 75 percent of the total JABG award to eligible units of local government. However, a state that can demonstrate that it bears the primary financial burden for juvenile

justice within the state can request a waiver of the passthrough requirement. The OJJDP Administrator will review requests for waiver; however, certain criteria (outlined below) must be met prior to review or approval. The FY 2005 Waiver Request should be in the form of a letter to J. Robert Flores, OJJDP Administrator, and should include the following components:

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

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

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

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

Due Date

Applicants must register for this funding opportunity by February 11, 2005. Completed applications must be submitted online through OJP's Grants Management System (<https://grants.ojp.usdoj.gov>) by 8:00 p.m. ET, February 28, 2005.

For Additional Information

For additional information, please contact your OJJDP State Representative or Amy Callaghan, JABG Program Manager, at 202-514-9292 or Amy.Callaghan@usdoj.gov.

Appendix A: Other Requirements

Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on 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 the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons” on page 9), 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).

Applicants are further advised that an institutional review board¹ (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use of human research subjects. IRB review is not required prior to submission of the application. However, if 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).

Coordination of Federal Efforts

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

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

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

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

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

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

Faith-Based and Community Organizations

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 non-faith-based 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

Federal 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). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants.

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report to 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:

Subgrantee information form. Subgrantee information forms, submitted through OJP's GMS system, are required within 30 days of granting the subaward.

Financial status reports. Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter, and a final report is due 120 days following the end of the award period.

Annual performance reports. OJJDP requires states to submit annual performance reports, due June 30. See the Performance Measures section for formatting requirements.

Future awards and fund drawdowns may be withheld if the reporting requirements are not met.

NEPA Compliance

The use of these grant funds are subject to compliance with the National Environmental Policy Act (NEPA) (42 U.S.C. § 4331 *et seq.*) and other related federal environmental impact review requirements, including the National Historic Preservation Act (16 U.S.C. § 470 *et seq.*). These requirements are applicable whenever activities such as construction or renovation are planned with the use of either grant funds or the applicant's or a third party's funds, as long as the proposed construction or renovation is a

prerequisite to the use of the grant funds. Whenever these environmental impact review requirements are applicable to a grant activity, the applicant must help OJP meet these requirements completely prior to the commitment of the affected funds. This assistance may include, at a minimum, providing information on the age and historic importance of any buildings to be affected as well as their floodplain status. Applicants may also be requested to assist OJP in preparing environmental assessments, should assessments be required.

Performance Measures

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

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

To better assure that programs funded with federal awards will produce positive outcomes, OJJDP encourages states to give priority in funding to intervention programs and activities that have been proven effective based on systematic and objective research. To enable local subgrantees to implement evidence-based juvenile justice programs, OJJDP has developed the Model Programs Guide and Database, a searchable Web site containing information on the full range of evidence-based juvenile justice programs, from delinquency prevention and intervention to reentry. Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.

Award recipients 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, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

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

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if the state has selected this program for review. A list of state SPOCs is available on the Office of Management and Budget Web site (www.whitehouse.gov/omb/grants/spoc.html). Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The 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 must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

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.

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- ❖ Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
 - ❖ Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
 - ❖ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
 - ❖ Failing to submit reports.
 - ❖ Filing a false certification in this application or other report or document.

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

Appendix B: Application Checklist

Juvenile Accountability Block Grants Program

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

- GMS Registration** must be completed no later than February 11, 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. See appendix E for a sample.
- Program Narrative (Attachment #2)** must present a detailed description of the purpose goals, objectives, strategies, design, and management of the proposed program. Selection criteria include—
 - ❖ State Advisory Board membership.
 - ❖ The role of the court.
 - ❖ A system of graduated sanctions.
 - ❖ An analysis of juvenile justice system needs.
 - ❖ Activities by purpose area with corresponding performance measures.
- Other Program Attachments (Attachment #3)** must include the full waiver request.

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 February 11, 2005.
- Applicants must submit completed applications by 8 p.m. ET February 28, 2005.

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

Appendix C: JABG Purpose Areas

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

1. Developing, implementing, and administering graduated sanctions for juvenile offenders.
2. Building, expanding, renovating, or operating temporary or permanent juvenile correction, detention, or community corrections facilities.
3. Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders.
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
7. Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
8. Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.
9. Establishing and maintaining a system of juvenile records designed to promote public safety.
10. Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.

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12. Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders.
 13. Establishing and maintaining accountability-based programs that enhance school safety.
 14. Establishing and maintaining restorative justice programs.
 15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
 16. Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

Appendix D: JABG Performance Measures

Copies of the JABG performance measures were sent to state JABG Coordinators in mid-December 2003. However, if you would like to download material and information related to JABG performance measures, visit the OJJDP Web site at www.ojjdp.ncjrs.org/jaibg.

Appendix E: Sample Budget Detail Worksheet

The Budget Detail Worksheet attachment should include the budget amount for each purpose area identified to receive FY 2005 JABG funds. Funds allocated for administration and cash match are required line items. (See appendix C for JABG purpose areas.)

Sample Budget Detail Worksheet (for a nonwaiver state)

*Note: Use only the JABG purpose area numbers/titles as shown in appendix C.		OJJDP		
JABG Purpose Areas	Program Title	Federal Share	Match (10%)	Total Funds
	Administration (up to 5%)	\$12,500		
	Passthrough (75%)	\$187,500		
06	Training programs for law enforcement and court staff	\$20,000		
12	Risk and needs assessment (MH/SA)	\$20,000		
14	Restorative justice program	\$10,000		
	Totals	\$250,000	\$27,778	\$277,778

Match Requirement. JABG funds may not exceed 90 percent of the total program costs, including any funds set aside for program administration. However, if JABG funds are used to construct a permanent juvenile correctional facility, then a 50-percent cash match of the total project must be met. The state must ensure that the nonfederal portion of the cost of the programs funded under the state's JABG allocation will be made available by the end of the project period.

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

1. Divide the federal award amount (or subgrant award amount) by 9 (example: $\$80,000 \div 9 = \$8,888.88$).
2. Round the quotient to the nearest whole dollar. This is the match amount (example: $\$8,888.88 = \$8,889$).
3. Total program costs include the federal award amount (or subgrant award amount) plus the match amount (example: $\$80,000 + \$8,889 = \$88,889$).

Administration Funds. JABG funds allocated to administrative costs may not exceed 5 percent of the total award.

Appendix F: Sample Letter

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

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

Dear Honorable Justice [Name],

The Governor's office has designated [your agency name] to administer the Juvenile Accountability Block Grants (JABG) program, which the Office of Juvenile Justice and Delinquency Prevention funds and administers. The JABG program provides funding to help states and communities implement accountability-based reforms to strengthen their juvenile justice systems. Per the Omnibus Crime Control and Safe Streets Act of 2002, in the development of the grant application, the states and units of local governments shall consider the needs of the judicial branch in strengthening the juvenile justice system and specifically seek the advice of the chief of the highest court of the state and, where appropriate, the chief judge of the local court, with respect to the application.

We are seeking the input of your office in the development of the state's application to the federal government for fiscal year 2005 funds. It is our goal to work with your office to ensure that the needs of the court are integrated into the overall juvenile justice system improvements we hope to achieve through the JABG program.

I would like to arrange a meeting between you, your staff, and my office to discuss your ideas for how the JABG program can benefit the court system. I look forward to working with you and will contact your office to arrange a meeting. Should you have any questions, please contact me at [phone number].

Sincerely,

[Signature]
Executive Director

Appendix G: State JABG Coordinators List

A list of state coordinators is available on OJJDP's JABG Web page at www.ojjdp.ncjrs.org/jabg/jaibg.html.