



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under the OJJDP FY 09 Juvenile Accountability Block Grants Program. This program furthers the Department's mission by supporting states and communities in their efforts to develop and implement coordinated delinquency intervention programs and to improve the juvenile justice system.

OJJDP FY 09 Juvenile Accountability Block Grants Program

Eligibility

Applicants are limited to only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds.
(See "Eligibility," page 3.)

Deadline

Registration with [GMS](#) is required prior to application submission.
(See "Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on March 3, 2009.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact your OJJDP State Representative at (202) 207-5924 or Thomas Murphy, Juvenile Accountability Block Grants Program Manager, at (202) 353-8734 or Thomas.Murphy@usdoj.gov.

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3.

Note: The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

CONTENTS

Overview	3
Deadline: Registration	3
Deadline: Application	3
Eligibility	3
General Statement of Eligibility	3
Faith-Based and Other Community Organizations	3
Program-Specific Information	4
Performance Measures	6
How To Apply	7
What an Application Must Include:	8
Standard Form–424	8
Program Narrative	8
Budget and Budget Narrative	11
Other Attachments	12
Additional Requirements	12
Appendix A: Application Checklist	14
Appendix B: Distribution of Juvenile Accountability Block Grants by State (FY 2008)	15
Appendix C: JABG Purpose Areas	17
Appendix D: Sample Budget Worksheet	19
Appendix E: Sample Letter	20
Appendix F: Instructions To Complete the JABG State Advisory Board Roster (with Sample) ..	21

OJJDP FY 09 Juvenile Accountability Block Grants Program CFDA #16.523

Overview

The Juvenile Accountability Block Grants (JABG) Program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796ee). 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.

To apply for fiscal year (FY) 2009 JABG funds, participating states must follow the application process outlined in this announcement. This program supports state and units of local government in their efforts to strengthen their juvenile justice systems.

Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, March 3, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, March 3, 2009.

Eligibility

Only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, 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 ineligible to apply under this solicitation.

State applicants must provide OJJDP with assurance that the state, and any units of local government to which the state provides award funding, has in effect (or shall have in effect not later than 1 year after the date of application submission) laws, or has implemented (or shall implement, not later than 1 year after the date of application submission) policies and programs that provide a system of graduated sanctions, as described at 42 U.S.C. 3796ee-2(d). See 42 U.S.C. 3796ee-2.

Opportunity for Faith-Based and Other Community Organizations to Access JABG Funds by Partnering With Their Respective Units of Local Government. The Omnibus Crime Control and Safe Streets Act of 1968 stipulates that state grantees make subgrant awards to state agencies and qualified units of local government. See 42 U.S.C. 3796ee-3(b). Therefore, faith-based and other community organizations are statutorily ineligible to apply directly to OJJDP or the state agency that administers the JABG program for funding under the JABG program. However, Section 1806 of the Omnibus Crime Control and Safe Streets Act of 1968 allows states and units of local government to contract with private, non-profit entities or community-based organizations to implement appropriate

JABG purpose areas. State grantees must ensure that their units of local government subgrantees consider faith-based and other community organizations for contracts as JABG implementing agencies on the same basis as other eligible applicants. If they enter into contracts with faith-based groups, units of local government subgrantees in their administration of such contracts must treat faith-based groups on an equal basis with all other contractors. Units of local government subgrantees shall not favor nor discriminate against any eligible implementing agency based on its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance funds passed through states and then through units of local government retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however, may not use DOJ grant funds for any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds may not discriminate in the provision of services based on a beneficiary's religion.

If the applicant is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

Program-Specific Information

- **Purpose**

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

- **Goals, Objectives, and Deliverables**

The long-term goals of the JABG program are the following:

- By 2014, 78 percent of youth who subgrantees serve will be processed using graduated sanctions approaches. (The baseline is 71 percent. The annual goal is a 1-percent increase; the 5-year goal is a 5-percent increase.)

- By 2014, no more than 28 percent of program youth will reoffend. (No baseline is currently available. This rate is based on research of other intervention programs. The annual goal is a 1-percent decrease in rates of offending; the 5-year goal is a 5-percent decrease.

- **Award Information**

OJJDP will notify each state of its respective FY 2009 allocation, pending congressional enactment of the FY 2009 Appropriations Bill. For planning purposes, states should use their FY 2008 funding levels (see appendix B).

The awards are for a 3-year project and budget period lasting from June 1, 2009, to May 31, 2012. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office should make any awards under this solicitation no later than September 30, 2009.

Administrative Costs. States may allocate administrative costs not to exceed 5 percent of the total award. OJJDP defines administrative costs as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring. See 42 U.S.C. 3796ee-5(c).

Limitation on Use of Award Funds for Employee Compensation; Waiver. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application.

Match Requirement (Cash Only): JABG funds may not exceed 90 percent of the total program costs, including any funds the state sets aside for program administration. See 42 U.S.C. 3796ee-5(e). The applicant must identify the source of the 10-percent non-federal portion of the budget and how match funds will be used. Applicants must satisfy this match requirement with cash only. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's share} = \text{required match}$$

Example: For a federal award amount of \$350,000, match would be:

$$\frac{\$350,000}{90\%} = \$388,889 \times 10\% = \$38,889 \text{ match}$$

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

1. Divide the federal award amount (\$300,000) by the federal share (50 percent) to calculate the adjusted project costs

Example: $\$300,000 \div 0.5 = \$600,000$

2. Multiply the adjusted project costs by the recipient's share (50 percent) to calculate the required match:

Example: $\$600,000 \times 0.5 = \$300,000$

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, Pub. L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which OJJDP will require applicants to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measure	Data Grantee Provides
<p>The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on the offender and juvenile justice system.</p> <p>The objective is to ensure that states are addressing 1 or more of the 17 purposes areas and receiving information on best practices from OJJDP.</p> <p>Specific project objectives will depend on the purpose area(s) selected, and whether project activities are direct service and/or system improvement-focused.</p>	<p>The following are mandatory measures for all JABG grantees. Grantees may also select any additional outcome or output measures applicable to the program areas selected.</p> <p>Number of program youth served.</p> <p>Percentage of eligible youth served using graduated sanctions approaches.</p> <p>Percentage of program youth completing program requirements.</p> <p>Percentage of programs/initiatives employing evidence-based practices.</p> <p>Percentage of youth with whom an evidence-based program and/or practice was used.</p> <p>Percentage of program youth who reoffend.</p> <p>Percentage of program youth who exhibit a desired change in the targeted behaviors.</p> <p>Percentage of JABG funds awarded for system improvement.</p>	<p>OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP's Performance Measures Center (ojjdp.ncjrs.gov/grantees/pm)</p> <p>Number of program youth served.</p> <p>Number of eligible youth served using graduated sanctions approaches.</p> <p>Number of program youth completing program requirements.</p> <p>Number of youth with whom an evidence-based program and/or practice was used.</p> <p>Number of programs/ initiatives employing evidence-based practices.</p> <p>Number of program youth who reoffend.</p> <p>Number of program youth who exhibit a desired change in the targeted behaviors.</p> <p>Amount of JABG funds awarded for system improvement.</p>

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit www.ojp.gov/gmscbt/ and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901, option 3, from 7:00 a.m. to 9:00 p.m., Eastern Time.

Note: OJP cannot accept any application with attachments in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure the documents you are submitting are saved using "Word 97-2003 Document (.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.523, titled “Juvenile Accountability Block Grants.”

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dnb.com/us/. Individuals are exempt from this requirement.

Central Contractor Registration. OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and budget narrative” and “Other attachments” sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

The program narrative must include the following components:

- 1. JABG Advisory Board.** Pursuant to Section 1804(b)(2) of the JABG legislation, 42 U.S.C. 3796ee-4(b), states and units of local government must establish and convene an advisory board to recommend a coordinated enforcement plan for how they will use the JABG funds. The board shall include representation from, if appropriate, the state or local police department; the local sheriff's department; the state or local prosecutor's office; a state or local juvenile court; the state or local probation office; the state or local education agency; the state or local social service agency; a nonprofit, nongovernmental victim advocacy organization; and a nonprofit, faith-based, or community group. States may designate their state advisory group (SAG) under the Juvenile Justice and Delinquency Prevention Act of 2002 to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements. (See appendix F for instructions on how to complete the JABG SAB membership roster and a sample membership roster.)
- 2. Role of the Court.** In the development of their application, states and units of local government are required to consider the needs of the judicial branch in strengthening the juvenile justice system and specifically seek the advice of the chief of the highest court of the state and, where appropriate, the chief of the local court, regarding the content of the application. See 42 U.S.C. 3796ee-2(c). Applicants should certify that they have communicated in writing with the chief of the highest court in the state and should submit this letter with the application (see "Sample Letter," appendix E). Applicants should provide a narrative describing how the state took into consideration the needs of the judicial branch in strengthening the juvenile justice system.
- 3. Graduated Sanctions.** The applicant must describe in either narrative form or a flowchart how the state's system of graduated sanctions functions. States, at a minimum, must ensure the following:

 - a. Sanctions are imposed on juvenile offenders for each delinquent offense.
 - b. The juvenile offender receives more intensive sanctions with each subsequent, more serious delinquent offense.
 - c. There is sufficient flexibility to allow for individualized sanctions and services suited to the individual offender.
 - d. Appropriate consideration is given to public safety and victims of crime.
- 4. Juvenile Justice System Analysis.** The State Advisory Board should develop its state plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and gaps that exist within the juvenile justice system. This analysis should form the basis for determining how funds used within the 17 JABG purpose areas can most effectively improve the juvenile justice system and increase accountability for juvenile offenders (See appendix C for JABG Purpose Areas). OJJDP encourages states to focus their JABG resources on programs that target their serious and violent juvenile offender population. The following JABG purpose areas should be accorded priority consideration: (4) hiring additional prosecutors; (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 and juvenile offenders; (7) establishing juvenile gun courts; (13) establishing and maintaining accountability-based programs that enhance school safety; and, (17) establishing, improving, and coordinating pre-

release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody to the community.

5. **Program Descriptions.** Applicants must provide program descriptions for each purpose area and identify the funding allocation for each purpose area selected. Applicants should describe all funds and related activities not subject to the pass-through (see “Other Attachments,” page 12, for a more detailed explanation). Additionally, states should identify performance measure data for each purpose area they select. To complete this section, applicants should use the following outline:
 - a. **JABG Purpose Area and Number.** Use only the numbered JABG purpose areas listed in appendix C.
 - b. **Problem Statement.** Briefly state a priority juvenile justice issue or need that the program intends to address.
 - c. **Program Goals.** Provide a broad statement that conveys the program’s overall goal to change, reduce, or eliminate the problem described.
 - d. **Program Objectives.** Explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should include the target levels of achievement, thereby further defining the goals and providing the means to measure program performance.
 - e. **Planned Activities and Services.** Describe specific steps that the grantee will take or projects that the grantee will fund to accomplish each objective. This part of the program description must summarize which agencies will implement the program, where and when activities will take place, the specific services that the agencies will provide, who will benefit from the services, and the target population.
 - f. **Performance Measures.** OJJDP requires award recipients to collect and report data in support of performance measures (see “Performance Measures,” page 6). Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant.

To ensure that the performance measures that the grantee selects reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit www.ojjdp.ncjrs.org/grantees/pm/.

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

In addition, to better understand the difficulties state agencies that administer the JABG program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2009 JABG application:

- a. A description of the state’s process for gathering juvenile justice information and data across state agencies—i.e. state departments of education and welfare, mental health services,

local law enforcement—and how the state makes this information available across agencies and incorporates the data into its comprehensive 3-year plan and annual plan updates.

- b. Specific barriers the state encounters in the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement, i.e. where state statute, regulation, or policy prohibits the sharing of this information.

States are to direct sufficient resources to accomplish this effort and increase the capacity to implement new or improve existing juvenile justice information sharing systems.

SMART. Applicants must demonstrate that they have queried OJJDP’s Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see “Other Attachments,” page 12). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. Potential subgrant applicants also should be encouraged to use the SMART system (or an analogous GIS application) when applying for funds from the administering agencies of OJJDP’s formula and block grant programs. All applicants must register with the SMART system at smart.gismapping.info, and become familiar with the data, information, and functionality. Instructions specific to the FY ‘09 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

Budget and Budget Narrative

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; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. Total costs that the state specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**

The worksheet must include the JABG Purpose Areas that the state intends to fund. Until FY 2009 JABG allocations become available, states should use their FY 2008 funding level for planning purposes. A sample budget worksheet is available in appendix D.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Other Attachments

Applicants must submit the following information as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

Waiver Requirements. States are required to pass through 75 percent of the total JABG award to eligible units of local government. However, a state that can demonstrate that it bears the primary financial burden for juvenile justice within the state (more than 25 percent) can request a waiver of the pass-through requirement. The FY 2009 waiver request should be in the form of a letter to the OJJDP Administrator, who will review requests for exceptions to this waiver; however, the state must meet the following criteria (outlined below) prior to review or approval:

- demonstration, by comparing state and local expenditures for the proceeding fiscal year, of how the state bears the primary financial burden 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 of consultation with other state agencies that bear the primary financial burden for juvenile justice.

States that OJJDP has approved previously for a 100-percent waiver may certify in writing to the OJJDP Administrator that the conditions that existed to establish the waiver have not changed since the preceding fiscal year's request. See 42 U.S.C. 3796ee-3(b)(2).

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

Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

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

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at www.ojp.usdoj.gov/funding/other_requirements.htm. States must also meet all requirements set forth in the in the JJDP Act of 2002, which may be found at ojjdp.ncjrs.gov/about/jidpa2002titlev.pdf.

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

Appendix A: Application Checklist

OJJDP FY 2009 Juvenile Accountability Block Grants Program

Applicants must submit all applications electronically through OJP's GMS.

- Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Program Narrative** must present a detailed description of the purpose goals, objectives, strategies, design, and management of the proposed program. Selection criteria include:
 - JABG 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.
- Budget Worksheet** must include a worksheet that identifies and a narrative that justifies all proposed costs. See appendix D for a sample.
- Other Attachments** must include the full waiver request information.

Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the solicitation for more detailed instructions.

Deadlines

- Applicants must register on GMS by 8 p.m. E.T. on March 3, 2009
- Applicants must submit completed applications by 8 p.m. E.T. on March 3, 2009.

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

Appendix B: Distribution of Juvenile Accountability Block Grants by State (FY 2008)

State	JABG Allocation
Alabama	\$674,200
Alaska	287,700
Arizona	887,100
Arkansas	498,900
California	4,161,938
Colorado	697,000
Connecticut	551,500
Delaware	296,800
District of Columbia	260,100
Florida	1,878,700
Georgia	1,229,600
Hawaii	336,000
Idaho	375,900
Illinois	1,544,600
Indiana	866,100
Iowa	506,700
Kansas	500,800
Kentucky	626,600
Louisiana	664,100
Maine	328,900
Maryland	776,200
Massachusetts	812,800
Michigan	1,239,300
Minnesota	733,400
Mississippi	527,100
Missouri	799,400
Montana	302,800
Nebraska	399,900
Nevada	475,400
New Hampshire	335,800
New Jersey	1,078,100
New Mexico	423,400
New York	2,082,800
North Carolina	1,105,500
North Dakota	272,600
Ohio	1,360,200
Oklahoma	582,900
Oregon	567,300
Pennsylvania	1,374,600
Rhode Island	310,900
South Carolina	643,200
South Dakota	293,200
Tennessee	810,200
Texas	2,903,000
Utah	540,300
Vermont	267,800

State	JABG Allocation
Virginia	\$961,100
Washington	844,900
West Virginia	373,700
Wisconsin	756,300
Wyoming	263,000
Guam	235,200
Puerto Rico	634,500
Virgin Islands/American Samoa/North Mariana*	244,600
Total	\$42,501,638

*Virgin Islands - \$108,137

*American Samoa - \$80,539

*Northern Mariana Islands - \$55,924

Population figures based on July 1, 2006 Bureau of Census Data for States and Puerto Rico.

Population figures based on 2000 Census for American Samoa, Northern Mariana Islands, Virgin Islands and Guam.

Appendix C: JABG Purpose Areas

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

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

13. establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyberbullying, and gang prevention programs.
14. establishing and maintaining restorative justice programs.
15. establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
16. hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming.
17. establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.

Appendix D: Sample Budget Worksheet

The Budget Worksheet should include the budget amount for each purpose area that the applicant identifies will receive FY 2009 JABG funds. Funds allocated for administration and cash match are required line items. (See appendix C for JABG purpose areas.)

Sample Budget Worksheet (for a Nonwaiver State)

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

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

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

1. Divide the federal award amount (or subgrant award amount) by 0.9 (example: $\$250,000 \div 0.9 = \$277,778$). Multiply $\$277,778$ by 10 percent = $\$27,778$ (match amount).
2. Total program costs include the federal award amount (or subgrant award amount) plus the match amount (example: $\$250,000 + \$27,778 = \$277,778$).

Administration Funds. JABG funds allocated to administrative costs may not exceed 5 percent of the total award. Administration is defined as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring.

Appendix E: Sample Letter

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

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

Dear Honorable Justice [Name],

The Governor's office has designated [your agency name] to administer the Juvenile Accountability Block Grants (JABG) program, which the Office of Juvenile Justice and Delinquency Prevention funds and administers. The JABG program provides funding to help states and communities implement accountability-based reforms to strengthen their juvenile justice systems. Per the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3796ee, in the development of the grant application, the states and units of local government are required to consider the needs of the judicial branch in strengthening the juvenile justice system and specifically seek the advice of the chief of the highest court of the state and, where appropriate, the chief judge of the local court, with respect to the application.

We are seeking the input of your office in the development of the state's application to the federal government for fiscal year 2008 funds. It is our goal to work with your office to ensure that the needs of the court are integrated into the overall juvenile justice system improvements we hope to achieve through the JABG program.

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

Sincerely,

[Signature]
Executive Director

Appendix F: Instructions To Complete the JABG State Advisory Board Roster (with Sample)

The State Advisory Board membership table was designed to simplify state reporting requirements. The state should select the designator listed below that best describes each member's qualifications and experience.

States may designate their state advisory group (SAG) under the Juvenile Justice and Delinquency Prevention Act of 2002 to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements.

Column 1 (Name)

List the names of each Board member, beginning with the Chair, and place an asterisk (*) after each member, if any, who is also a member of the State Advisory Group.

Column 2 (Represents)

Select the item from the following list that most closely identifies each member's qualification:

- A. state or local police department.
- B. local sheriff's department.
- C. state or local prosecutor's office.
- D. state or local juvenile court.
- E. state or local probation office.
- F. state or local education agency.
- G. state or local social service agency.
- H. a nonprofit, faith-based, or community group.
- I. a nonprofit, nongovernmental victim advocacy organization.

Column 3 (Date of Appointment)

Provide the date the member was appointed to the advisory board.

Column 4 (Residence)

Provide the member's residential or preferred mailing address.

Sample JABG State Advisory Board Membership Roster*

	Name	Represents	Date of Appointment	Residence
1	Jane Smith, Chair	D, F	June 1997	Harlem
2	Jane Smith	C	June 1997	Helena
3	Jane Smith	E	June 2001	Missoula
4	Jane Smith	A	June 1997	Great Falls
5	Jane Smith	B	June 1998	Great Falls
6	Jane Smith	E	June 2001	Missoula
7	Jane Smith	E	June 2001	Bozeman
8	Jane Smith	B	June 1998	Helena
9	Jane Smith	C	June 1998	Helena
10	Jane Smith	D	June 1997	Bozeman
11	Jane Smith	B	June 1999	Butte
12	Jane Smith	A, C	June 1999	Kalispell
13	Jane Smith	A, D	June 2000	Great Falls
14	Jane Smith	D	June 1997	Billings
15	Jane Smith	C	June 2000	Helena

*List Chair first.

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