



**FY 2004**  
**OJJDP**  
**Congressional Earmark**  
**Programs**

Application Guidance

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## How To Apply

The Office of Justice Programs (OJP) requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system. *Attachments submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF file (.pdf), or Text Documents (.txt).*

Beginning October 1, 2003 a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the governmentwide electronic portal (grants.gov). An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

To learn how to begin the online application process, please see the Quick-Start Guide to OJP's Online Grants Management System on page 3. A toll-free telephone number (888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

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# Application Checklist

## FY 2004 OJJDP Congressional Earmark Programs

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS). Please use this checklist to make sure your application is complete.

- \_\_\_\_\_ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information screens in GMS. *A DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.*
  
- \_\_\_\_\_ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.
  
- \_\_\_\_\_ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.
  
- \_\_\_\_\_ **Program Narrative (Attachment #2).** The Program Narrative must include the following five sections:
  - \_\_\_ 1. Project Abstract.
  - \_\_\_ 2. Problem(s) To Be Addressed.
    - Local data documenting problem(s).
  - \_\_\_ 3. Goals and Objectives.
    - Performance measures.
    - Description of data collection instruments.
    - Description of data security measures.
  - \_\_\_ 4. Project Design/Strategy.
    - Project model.
    - Federal, state, or private grants serving the same area and population.
    - Research or evaluation studies supporting the project design.
  - \_\_\_ 5. Management and Organizational Capability.
  
- \_\_\_\_\_ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. Note: All of the below materials must be attached in one (1) file.
  - \_\_\_ Annualized project timeline.
  - \_\_\_ Résumés of key personnel.
  - \_\_\_ Position descriptions.
  - \_\_\_ Letters of support/commitment or memorandums of understanding (where appropriate).

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments. *Attachments submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF file (.pdf), or Text Documents (.txt).*

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# Quick-Start Guide

## OJP's Online Grants Management System

**Step 1.** Using an established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. Note: Applicants without an Internet account should call the GMS Hotline at 888-549-9901 for assistance.

**Step 2.** Click on "Logon to the Grants Management System (GMS)."

**Step 3.** Follow the on-screen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the FY 2004 OJJDP Congressional Earmark Programs solicitation, and begin working on it. Applicants will receive e-mail confirmation from OJJDP that they are eligible to submit an application within 7 days.

*Plan ahead:* Applicants can create a GMS user ID at any time and are encouraged to do so as soon as possible.

*Please note:* Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

*Questions or problems:* Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

**Step 4.** Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

**Step 5.** Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist on page 2 and the Application Requirements on page 4 for detailed instructions about the information to include in each of these attachments.) *Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application. Attachments submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF file (.pdf), or Text Documents (.txt).* All sections of each attachment must be completed for your application to be considered for funding.

**Submit your completed application online.** The GMS system will notify the applicant that the application has been successfully submitted and sent to OJJDP and provide an application identifier for future reference.

**Applicants who have any questions about GMS or need technical assistance with applying online should contact the GMS Hotline at 888-549-9901.**

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# FY 2004

## OJJDP Congressional Earmark Programs

### Application Requirements

Applicants to the FY 2004 OJJDP Congressional Earmark Programs must submit the following information online through the Office of Justice Programs' (OJP's) Grants Management System (GMS):

- **DUNS Number.**
- **Application for Federal Assistance (SF-424).**
- **Assurances and Certifications.**
- **Budget Detail Worksheet (Attachment #1).** This attachment must include the budget worksheet and budget narrative.
- **Program Narrative (Attachment #2).** This attachment must include a project abstract and discuss problems to be addressed, goals and objectives, project design/strategy, and management and organizational capability.
- **Other Program Attachments (Attachment #3).** This attachment must include a project timeline, résumés of key personnel, position descriptions, and letters of support and/or memorandums of understanding).

Detailed instructions and descriptions of each of the required elements are provided below. An Application Checklist has been provided for your convenience (see page 2). *Applications that do not include all the required elements will not be considered for funding.*

### Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS)

Beginning October 1, 2003 a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the governmentwide electronic portal ([grants.gov](http://grants.gov)). An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

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Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

## Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most Federal agencies. It contains 18 items that are to be completed online in the Overview, Applicant Information, and Project Information sections of OJP's Grant Management System.

## Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

**Assurances.** The applicant must comply with assurances in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

**Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

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 individual 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 C.F.R. part 69 for DOJ 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.

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This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

## Budget Detail Worksheet (Attachment #1)

The applicant 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 budget narrative to link costs with project implementation (see below for more about the budget narrative).

Applicants must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item. The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should 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. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample Budget Detail Worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP’s Web site (go to [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

**Note:** Total costs specified in the Budget Detail Worksheet must match the total amount requested.

## Program Narrative (Attachment #2)

The Program Narrative (limited to 25 double-spaced pages) must include five sections: (1) Project Abstract; (2) Problem(s) To Be Addressed; (3) Goals and Objectives/Performance Measures; (4) Project Design/Strategy; and (5) Management and Organizational Capability. The connections

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between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problem(s) to be addressed. Similarly, the project design/strategy section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

## **Project Abstract**

The Project Abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (for a more detailed description, please refer to the "Goals and Objectives/Performance Measures" section), and the abstract should also describe how progress towards these goals will be measured. Finally, the abstract should contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment or other long-term goals. A sample abstract is contained in Appendix A.

## **Problem(s) To Be Addressed**

The Problem(s) To Be Addressed section of the Program Narrative must identify the problem(s) or issue(s) the applicant will address through this project (e.g. gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Local data should be used to provide evidence that the problem(s) exists, demonstrate the size and scope of the problem, and document the effects of the problem(s) on the target population and the larger community. Applicants should also describe and cite any known previous and/or current attempts to address the problem(s).

## **Goals and Objectives/Performance Measures**

### **Goals and Objectives**

The Goals and Objectives section of the Program Narrative must outline the specific goals and objectives of the project. The goals and objectives should be clearly connected to the problem(s) identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment/placement, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

It is difficult to demonstrate with statistical validity that a complex, long-term outcome such as a reduction in juvenile crime or drug use is the result of activities associated with an individual program lasting only 1 or 2 years. Such attributions typically require the use of well-controlled research and evaluation studies using control groups and random assignment of participants. Due to financial, practical, and ethical considerations, this type of evaluation is usually beyond the means of most local or even statewide programs. If the project does not incorporate this type of study, OJJDP

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recommends that the applicant select goals and objectives that focus on intermediate outcomes—that is, outcomes that previous research indicates are connected in some way to reductions in juvenile delinquency or child abuse/neglect. These intermediate outcomes might include such things as increased school attendance, improvements in academic skills, enhanced parenting skills, and improved family relationships. While the ultimate, long-term goal of the project may be to reduce delinquency, a more feasible and accurately measurable goal would be to enhance the academic skills of program participants. Whatever goals and objectives are selected, the connections between these and juvenile delinquency or child abuse/neglect should be noted in this section.

If the project has previously received funding or is ongoing, applicants must address what progress has been made in meeting the project's goals and objectives for the last 12 months, or since the project was initially funded. Applicants should briefly describe the project's major successes and challenges and should note any changes in the project's original goals and objectives made as a result.

### **Performance Measures**

To ensure compliance with the Government Performance and Results Act, Public Law 103–62, applicants are required to collect and report data that measure the results of the activities implemented with this grant. Performance measures should reflect the specific problem(s), goals and objectives, and design/strategy (see next section) associated with this grant. Collection of performance measures will allow OJP to provide Congress with measurable results associated with federally funded programs.

Performance measures should be incorporated into an overall plan for evaluating the effectiveness of the project. Applicants should explain what will be measured, how often measurements will be required, and who will be responsible for conducting these assessments. Wherever possible, independent data sources (i.e., sources that do not derive from the program itself and data that is not collected by program staff) should be identified and incorporated into the project's evaluation plan. For example, a community-based program that provides afterschool tutoring should, if possible, use information obtained from school records to assess its progress. Applicants should also describe how they will maintain the security of the data they will collect, identify who will have access to the data, and explain how access will be restricted to these authorized individuals. If possible, applicants should identify the specific data collection instruments that will be used.

### **Project Design/Strategy**

The Project Design/Strategy section of the Program Narrative must describe what the applicant is proposing to do and how they intend to do it. The applicant should identify the program's target population(s) and explain how the strategy will achieve the goals and objectives identified in the previous section.

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The applicant should include a program model that graphically illustrates the connections between goals, objectives, and program activities. Sample program models are included in Appendix B.

This section must be very detailed, and should describe specifically how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. Potential sources of information about evidence-based practices are listed in Appendix C. This section must also discuss plans for sustainability (i.e., how the program will continue to operate beyond the period of the OJJDP grant award).

The Project Design/Strategy section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. In addition, the applicant should identify any other federal, state, or private foundation grants that serve the same local area and target population(s).

Finally, applicants should describe any research or evaluation studies that support the entire project design, or any of its components. Previous research related to the applicant's selected problem area should also be noted, to indicate the applicant's understanding of the causes of—and potential solutions to—the problem(s) to be addressed. A reference list that may be helpful in this regard can be accessed at [www.ojjdp.ncjrs.org/researchreferences](http://www.ojjdp.ncjrs.org/researchreferences).

Although applicants are expected to review the research literature for any relevant studies, they should also explore whether any unpublished local sources of research or evaluation data are available.

## Management and Organizational Capability

The Management and Organizational Capability section of the Program Narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and obviously connected to the Project Design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design and/or magnitude should be highlighted in this section.

## Format

The Program Narrative (including all five required sections) must be double-spaced using a standard 12-point font and 1-inch margins. The Program Narrative must not exceed 25 pages. (If possible, please number pages "1 of 25," "2 of 25," etc.). *As with the Budget Detail Worksheet and Other Program Attachments, the Program Narrative attachment must be in one of the following word processing formats: Microsoft Word (.doc), PDF file (.pdf), or Text Documents (.txt).*

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## Other Program Attachments (Attachment #3)

The Other Program Attachments file must include the following materials:

- , Annualized project time line containing each project goal, related objective, activity, expected completion date, and responsible person or organization.
- , Résumés of all key personnel.
- , Job descriptions outlining roles and responsibilities for all key positions.
- , Letters of support/commitment and memorandums of understanding (where appropriate).

*These items must be contained in a single file that must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or Text Document (.txt).*

## 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.

## Limited English Proficiency

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 when necessary. 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), or by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights

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Office of Justice Programs  
U.S. Department of Justice  
810 7th Street NW., Eighth Floor  
Washington, DC 20531

## Due Date

Specific deadlines are provided by the program office in the cover letter or transmittal materials. Faxed or mailed applications or supplemental materials will not be accepted. Applications for this program are due no later than 90 days before program operations are expected to begin.

## Resource

The Office of Justice Programs' *Financial Guide*, containing information on allowable costs, methods of payment, and audit requirements, accounting systems, and financial records, is available on the OJP Web site ([www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc)). This document will govern the administration of funds by all successful applicants and their contractors.

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## Appendix A

### Sample Abstract

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.

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## Appendix B

### Sample Logic Models

Sample Logic Model — Generic

Sample Logic Model — Direct Service Project

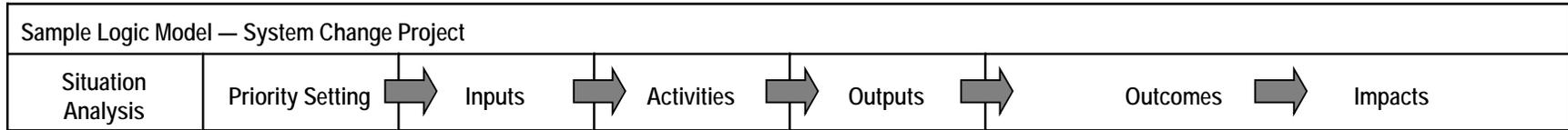
Sample Logic Model — System Change Project

| Sample Logic Model — Generic  |   |   |   |   |   |
|---|---|---|---|---|---|
| Situation Analysis  | Priority Setting →  | Inputs →  | Activities →  | Outputs →   | Outcomes → Impacts  |
| Problem Identification<br><br><b>What is the problem or issue your project was designed to address?</b> | Goals<br><br>Goals are broad statements about what the program intends to accomplish. Goals should reflect the intended long-term outcomes of the program.<br><br><b>Broadly speaking, what do you intend to accomplish with the program?</b> | Resources<br><br>Resources are the means available to achieve program objectives. (Objectives are the program's expected achievements and must be well-defined, specific, measurable, and derived from the program goals.)<br><br><b>What do you need to run the program?</b> | Activities<br><br>The program efforts conducted to achieve the program objectives. Activities are directly linked to outputs.<br><br><b>What will program staff do?</b> | Process Measures<br><br>Data used to demonstrate the implementation of activities. Includes products of activities and indicators of services provided.<br><br><b>What did the program produce?</b> | Actual changes in the target of the program (e.g., clients or systems) that are directly related to the program goal(s) and objectives. Outcomes may be intended or unintended.<br><br><b>What happened as a result of the program?</b> |

|  |  |  |  |  | <i>Initial</i>  | <i>Intermediate</i>  | <i>Long-Term</i>  |
|--|--|--|--|--|---|--|---|
|  |  |  |  |  | <p>Immediate results of the program. They include:</p> <ul style="list-style-type: none"> <li>Learning</li> <li>Awareness</li> <li>Knowledge</li> <li>Attitude</li> <li>Skills</li> <li>Opinions</li> <li>Aspirations</li> <li>Motivations</li> </ul> | <p>Results following the initial outcomes. They include:</p> <ul style="list-style-type: none"> <li>Action</li> <li>Behavior</li> <li>Practice</li> <li>Policies</li> <li>Social Action</li> <li>Decisionmaking</li> </ul> | <p>Ultimate impact of the program. They relate to the achievement of the goals. They include:</p> <ul style="list-style-type: none"> <li>Conditions</li> <li>Social</li> <li>Economic</li> <li>Civic</li> <li>Environment</li> </ul> <p>These are changes that will likely occur outside of the grant period.</p> |

Sample

| Sample Logic Model — Direct Service Project  |   |  |   |  |   |   |   |
|--|---|--|---|--|---|---|---|
| Situation Analysis   | Priority Setting  | Inputs   | Activities  | Outputs  | Outcomes  |   | Impacts   |
| <p>Problem Identification</p> <p>1. Rates of delinquency of XX.</p> <p>2. Rates of teen pregnancy of XX.</p> | <p>Mission Goals</p> <p>Among the target youth (i.e., those identified as being at-risk):</p> <p>1. Reduce rates of arrest.</p> <p>2. Reduce rates of teen pregnancy.</p> | <p>1. \$150,000 earmark grant.</p> <p>2. Staff time of 2 FTE.</p> <p>3. Space of one gymnasium and two classrooms.</p> <p>Data from program records.</p> | <p>Serve 100 youth per schoolyear through operation of a sports camp for 2 hours per day during 2005–06 schoolyear. (In addition to sports activities, this includes the collection of referrals, enrollment, and orientation.)</p> | <p>1. Number of hours of camp operation.</p> <p>2. Number of youth served.</p> <p>Data from program records.</p> | <p><i>Initial</i></p> <p>Increase motivation to participate in prosocial activities as indicated by the number of hours received per youth.</p> <p>Data from program records.</p> | <p><i>Intermediate</i></p> <p>Reduce delinquent and risky sexual behaviors among participants as indicated by the:</p> <p>1. Number of arrests per participant.</p> <p>2. Number of pregnancies per participant.</p> <p>Data from self report and police records.</p> | <p><i>Long-Term</i></p> <p>Reduce delinquent and risky sexual behaviors among members of the target group as indicated by the:</p> <p>1. Arrest rates among at-risk youth.</p> <p>2. Teen pregnancy rates among at-risk youth.</p> <p>Data from police and public health records.</p> |



Sample

|  |   |                                 |   |   |   |  |  |
|--|---|---------------------------------|---|---|---|--|--|
| <p>Problem Identification</p> <p>1. 50% rate of unsuccessful probation completion.</p> | <p>Mission Goals</p> <p>1. Increase the number and percentage of youth who successfully complete their probation.</p> | <p>\$150,000 earmark grant.</p> | <p>1. Obtain signed MOUs from justice agencies that outline processes for sharing youth assessment data.</p> <p>2. Obtain signed MOUs from local treatment providers giving the probation department priority with regard to treatment slots.</p> | <p>1. Number of MOUs signed.</p> <p>2. Percentage of identified agencies that have signed MOUs.</p> <p>Data from project records.</p> | <p><i>Initial</i></p> <p>Increase organizational capacity to provide treatment, as indicated by:</p> <p>1. The number of treatment slots available to probation.</p> <p>2. The number and percent of files containing complete assessment data.</p> <p>3. Average number of days required to get complete treatment</p> <p>Data from project records.</p> | <p><i>Intermediate</i></p> <p>Increase the percentage of youth assessed as needing substance abuse treatment who receive it, as indicated by:</p> <p>1. The number and percent of youth assessed as needing treatment who enroll in treatment.</p> <p>2. The number and percent of youth entering treatment to successfully complete treatment.</p> <p>Data from justice and provider records.</p> | <p><i>Long-Term</i></p> <p>Increase the number and percentage of youth that successfully complete their probation requirements, as indicated by the percentage of successful probation completions.</p> <p>Data from justice system records.</p> |
|--|---|---------------------------------|---|---|---|--|--|

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## **Appendix C**

### **Web Sites Providing Evidence-Based Program Information**

#### **Model Programs Guide**

[www.dsgonline.com](http://www.dsgonline.com) (Go to the Model Programs Guide and Database under Title V.)

#### **Blueprints for Violence Prevention**

Center for the Study and Prevention of Violence

University of Colorado

[www.colorado.edu/cspv/blueprints](http://www.colorado.edu/cspv/blueprints)

#### **Preventing Crime: What Works, What Doesn't, What's Promising**

A Report to the United States Congress

University of Maryland

[www.ncjrs.org/works](http://www.ncjrs.org/works)

#### **Substance Abuse and Mental Health Services Administration Model Programs**

U.S. Department of Health and Human Services

[modelprograms.samhsa.gov](http://modelprograms.samhsa.gov)

#### **Strengthening America's Families**

Effective Family Programs for Prevention of Delinquency

Department of Health Promotion and Education

University of Utah

[www.strengtheningfamilies.org](http://www.strengtheningfamilies.org)

#### **Youth Violence: A Report of the Surgeon General**

U. S. Department of Health and Human Services, Centers for Disease Control and Prevention,

National Center for Injury Prevention

Substance Abuse and Mental Health Services Administration, Center for Mental Health Services,

and National Institutes of Health, National Institute of Mental Health

[www.surgeongeneral.gov/library/youthviolence/toc.html](http://www.surgeongeneral.gov/library/youthviolence/toc.html)

#### **Exemplary and Promising Safe, Disciplined and Drug-Free Schools Programs 2001**

Safe, Disciplined and Drug-Free Schools Expert Panel

U.S. Department of Education

[www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf](http://www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf)

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**Juvenile Justice Evaluation Center**  
Justice Research Statistics Association  
[www.jrsa.org/jjec](http://www.jrsa.org/jjec)