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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 its Fiscal Year (FY) 2012 Juvenile Accountability Block Grants program. This program furthers the Department's mission by supporting states, units of local government, and communities in their efforts to develop and implement coordinated delinquency intervention programs and to improve the juvenile justice system.

## OJJDP FY 2012 Juvenile Accountability Block Grants Program

### Eligibility

Applicants are limited only to the agency that the chief executive (i.e., the governor) of each state designates as eligible for these funds. The term "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and Guam. OJJDP shall consider the U.S. Virgin Islands, American Samoa, and the Northern Mariana Islands collectively to be one state. Applicants who do not meet this criterion are ineligible to apply under this solicitation. (See Eligibility, page 3.)

### Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See How To Apply, page 10.) All registrations and applications are due by 8:00 p.m. eastern time on April 2, 2012. (See Deadlines: Registration and Application, page 3.)

### Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via e-mail at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

**Note:** Hotline hours of operation are Monday–Friday, 6:00 a.m. to midnight eastern time, except federal holidays.

For assistance with any other requirement of this solicitation, contact Thomas Murphy, JABG Coordinator, at 202-353-8734 or via e-mail at [Thomas.Murphy@usdoj.gov](mailto:Thomas.Murphy@usdoj.gov).

**Release Date: February 14, 2012**

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# OJJDP FY 2012 Juvenile Accountability Block Grants Program (CFDA #16.523)

## Overview

The Juvenile Accountability Block Grants (JABG) program supports states and units of local government in their efforts to strengthen their juvenile justice systems. To apply for FY 2012 JABG funds, participating states must follow the application process detailed in this solicitation. This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3796ee *et. seq.*).

## Deadlines: Registration and Application

Registration with [GMS](#) is required prior to application. The deadline to register and apply in GMS is 8:00 p.m. eastern time on April 2, 2012. See How To Apply, page 10, for details.

## Eligibility

Applicants are limited only to 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, and Guam. OJJDP shall consider the U.S. Virgin Islands, American Samoa, and the Northern Mariana Islands collectively to be one state. See 42 U.S.C. 3796ee-9(3). Applicants who do not meet this criterion are ineligible to apply under this solicitation.

## 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. Strengthening the juvenile justice system requires an increased capacity to develop youth competence, efficiently track juveniles through the system, and 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.

Pursuant to 42 U.S.C. 3796ee-3(b), states must pass through 75 percent of the total JABG award to eligible units of local government consistent with the requirements set forth at 42 U.S.C. 3796ee-2(b) and 42 U.S.C. 3796ee-3. 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. See Waiver Requirement Attachments, page 15, for details.

## Goals, Objectives, and Deliverables

The program's goal is to help communities implement accountability-based programs that focus on both offenders and the juvenile justice system. The objective of the program is to support both state and local efforts in the above areas. State grantees will submit annual performance measurement-based progress reports, as well as quarterly financial reports.

## Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

For additional information on evidence-based programs, see OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) and OJJDP's [Model Programs Guide](#).

## Amount and Length of Awards

The FY 2012 Juvenile Accountability Block Grant state allocations are listed in Appendix F on page 25.

The awards are for a 3-year project and budget period lasting from July 1, 2012, to June 30, 2015. OJJDP anticipates making awards under this solicitation no later than September 30, 2012. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Budget Information

**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:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

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

**Minimization of Conference Costs.** No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement (cash only).** Federal funds awarded under this program may not cover more than 90 percent of the total costs of the project being funded. The applicant must identify the source of the 10 percent non-federal portion of the total project costs and how match funds will be used. If a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into the OJP-approved budget is mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with cash only. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 90%/10% match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

**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 cost. 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 construction projects funded under its JABG allocation available by the end of the project period. To calculate the 50 percent cash match, applicants should take the following step:

**Example:** 50% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on the offender and the juvenile justice system.	Number of youth that the program served.	An unduplicated count of the number of youth that the program <b>served</b> during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from previous reporting period, <b>plus</b> new admissions during the reporting period. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period.  New admissions during the reporting period.
The objective is to ensure that states address 1 or more of 17 purpose areas and receive information on best practices from OJJDP. Specific project objectives will depend on the	Percentage of youth completing program requirements.	The number and percentage of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program	Number of youth eligible to complete the program requirements.  Number of youth completing program requirements.

purpose area(s) selected and whether project activities are direct service and/or system improvement-focused.		completion. The total number of youth includes those youth who have exited successfully as well as those who have exited unsuccessfully. Program records are the preferred data source.	
	Number of programs/initiatives employing evidence-based practices.	The number of evidence-based programs/initiatives used. Evidence-based models and programs include those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	Number of programs/initiatives employing evidence-based practices.
	Percentage of youth with whom an evidence-based practice was used.	The number and percentage of youth served with whom an evidence-based model or program was used. Evidence-based models and programs include those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	Number of youth with whom an evidence-based practice was used.  The number of youth served during the reporting period.
	Number of program youth who reoffend.	The number and percentage of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Official records (police, juvenile court) are the preferred data source.  The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.	Number of program youth who reoffend.
	Percentage of program youth who	The number and percentage of program youth who have exhibited	Number of program youth who exhibit a

	exhibit a desired change in targeted behaviors.	a desired change in targeted behavior during the reporting period. Self-report or staff ratings are the most likely data sources.	desired change in the targeted behaviors.
	Percentage of JABG funds awarded for systems improvement.	The amount of JABG/Tribal JADG funds in whole dollars that are awarded for system improvement during the reporting period. Program records are the preferred source.	Amount of JABG funds awarded for systems improvement.  Amount of JABG funds awarded.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include” on page 11 for additional information.

## Project Evaluations

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

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

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

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



whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

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

For additional information visit the “Research and Protection of Human Subjects” and the “Confidentiality” sections of the OJP “Other Requirements” Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications are submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of awards at OJP. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If the applicant experiences technical difficulties at any point during this process, e-mail [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants should complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the 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. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire a GMS username and password.** A new user must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://www.gms.gov) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
- 4. Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
- 5. Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select OJJDP and the Juvenile Accountability Block Grants program.
- 6. Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
- 7. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields. Access the form at [www.ojp.gov/funding/forms/disclosure.pdf](http://www.ojp.gov/funding/forms/disclosure.pdf).
- 8. Submit an application consistent with this solicitation by following the directions in GMS.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before

submitting an application. Applicants are urged to submit the application **at least 72 hours prior** to the due date of the application.

**Note: OJP's Grants Management System (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."

## **Experiencing Unforeseen GMS Technical Issues**

If an applicant experiences unforeseen GMS technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail Thomas Murphy, JABG Coordinator, at [Thomas.Murphy@usdoj.gov](mailto:Thomas.Murphy@usdoj.gov) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and GMS Help Desk tracking number(s) the applicant has received. **The request does not automatically constitute approval by OJJDP.** After the program office reviews all of the information submitted, and contacts the GMS Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Is Expected To Include**

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

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

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

The SF-424 is a standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as

applicable). Instructions on completing the SF 424 are available at [www.grants.gov/assets/SF424Instructions.pdf](http://www.grants.gov/assets/SF424Instructions.pdf).

## 2. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the “Budget and Budget Narrative” and “Waiver Requirement Attachments” sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- a. **Project Abstract.** Applicants should include a project abstract as the first section of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the waiver level amounts to units of local government, the purpose areas to be utilized at both the state and local levels of government, 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 (see Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.
- b. **JABG Advisory Board.** Pursuant to 42 U.S.C. 3796ee-4(b), state 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 representatives from, if appropriate, state or local police departments; the local sheriff’s department; the state or local prosecutor’s office; a state or local social service agency; a non-profit, nongovernmental victim advocacy organization; and a nonprofit, faith-based, or community group. States may designate their state advisory group (SAG) as authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements. (See Appendix E for a sample JABG SAB membership roster).
- c. **Role of the Court.** In the development of the 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 in 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 submit this letter with the application. The applicant should provide a narrative describing how the state considered the needs of the judicial branch in strengthening the juvenile justice system. (See Appendix D for a sample letter to the judiciary).

- d. Graduated Sanctions.** The applicant must describe in either narrative form or a flowchart how the state's system of graduated sanctions functions. See 42 U.S.C. 3796ee-2(a)(2). At a minimum, states must ensure that:
- (1) Sanctions are imposed on juvenile offenders for each delinquent offense.
  - (2) The juvenile offender receives more intensive sanctions with each subsequent, more serious delinquent offense.
  - (3) There is sufficient flexibility to allow for individualized sanctions and services suited to the individual offender.
  - (4) Appropriate consideration is given to public safety and victims of crime.
- e. Juvenile Justice System Analysis.** The JABG Advisory Board should develop its state coordinated enforcement 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 with the 17 JABG purpose areas can most effectively improve the juvenile justice system and increase accountability for juvenile offenders. (See Appendix B for the JABG purpose areas).
- f. Program Descriptions.** Applicants must provide program descriptions for each purpose area identified and the funding allocations for each. Applicants should describe all funds and related activities not subject to the pass-through requirement to units of local government (See "Waiver Requirement Attachments," page 15, for a more detailed explanation). Additionally, states should identify performance measure data for each purpose area identified. To complete this section, applicants should use the following outline:
- (1) **JABG Purpose Area and Number.** Use only the numbered JABG purpose areas listed in Appendix C.
  - (2) **Problem Statement.** Briefly describe priority issues or needs that the program intends to address.
  - (3) **Program Goals.** Provide a broad statement that conveys the program's overall goal to change, reduce, or eliminate the problem described.
  - (4) **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.
  - (5) **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.

(6) **Performance Measures Requirements.** OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 6). OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data. OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

**g. Coordination Efforts.** Applicants must include a description of how JABG coordinates efforts with other federal and state programs focusing on juvenile justice, particularly OJJDP's Formula Grants program.

**h. Collecting and Sharing Juvenile Justice Information.** To better understand the difficulties state agencies that administer the JABG program encounter in collecting and sharing juvenile justice information, OJJDP requests that states provide the following information in their FY 2012 application:

(1) A description of the state's process for gathering juvenile justice information and data across state agencies—i.e. state departments of education and child 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.

(2) Specific barriers (that is, where state statutes, regulations, or policies prohibit the sharing of this information) the state encounters in sharing juvenile information on at-risk youth among state agencies, including law enforcement. 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.

### 3. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

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

**a. Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found in Appendix C and [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.

**b. Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs and how



they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

#### **4. Indirect Cost Rate Agreement (if applicable).**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### **5. Waiver Requirement Attachments, if applicable**

Pursuant to 42 U.S.C. 3796ee-3(b), states must 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 2012 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 do the following prior to review or approval:

- a. Compare state and local expenditures for the preceding fiscal year to demonstrate how the state bears the primary financial burden for juvenile justice services provided in each of the authorized purpose areas.
- b. Demonstrate they have consulted with units of local government in the state, either directly or through organizations representing such units, regarding the proposed waiver.
- c. Demonstrate they have consulted 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.

#### **6. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

- a. [Standard Assurances](#). Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#). Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. Applications for formula awards will be reviewed to ensure statutory requirements have been met.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General.

## Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding



- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

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

## Appendix A: Application Checklist

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

### What an Application Should Include:

- Application for Federal Assistance (SF 424) (see page 11)
- Program Narrative (see page 12)
  - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - Project Abstract
  - JABG Advisory Board
  - Role of the Court
  - Graduated Sanctions
  - Juvenile Justice System Analysis
  - Program Descriptions
  - Performance Measures Requirements
  - Coordination Efforts
  - Collecting and Sharing Juvenile Justice Information
- Budget Detail Worksheet and Budget Narrative (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Waiver Requirement Attachments (see page 15)
- Other Standard Forms, Certifications, and Other Components, (see page 15) including:
  - DUNS number
  - CCR registration
  - Certifications
  - Disclosure of lobbying activities (if applicable)
  - Accounting System and Financial Capability Questionnaire

## Appendix B: 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, cyber bullying, 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 C: Sample Budget Worksheet

The Budget Worksheet should include the budget amount for each purpose area that the applicant identifies will receive FY 2012 JABG funds. Funds allocated for administration and cash match are required line items. (See appendix C for JABG purpose areas.)

*Note: Use only the JABG purpose area numbers/titles as shown in Appendix B.		OJJDP		
JABG Purpose Areas	Program Title	Federal Share	Match 10%	Total Funds
	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	Establishing and maintaining restorative justice programs	\$ 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:  $\$250,000 + \$27,778 = \$277,778$ ).

## Appendix D: 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 2012 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 E: How 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 1974, as amended, 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 place of residence.

## 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.



## Appendix F: FY 2012 Juvenile Accountability Block Grants State Allocations

STATE	AMOUNT	STATE	AMOUNT
ALABAMA	348,813	NEBRASKA	206,307
ALASKA	148,766	NEVADA	249,867
ARIZONA	453,920	NEW HAMPSHIRE	169,902
ARKANSAS	259,702	NEW JERSEY	546,251
CALIFORNIA	2,076,603	NEW MEXICO	218,891
COLORADO	368,530	NEW YORK	1,024,570
CONNECTICUT	282,042	NORTH CAROLINA	592,061
DELAWARE	152,658	NORTH DAKOTA	140,827
DIST OF COLUMBIA	130,443	OHIO	687,127
FLORIDA	956,234	OKLAHOMA	305,887
GEORGIA	636,495	OREGON	292,507
HAWAII	173,413	PENNSYLVANIA	700,124
IDAHO	199,926	RHODE ISLAND	156,508
ILLINOIS	771,463	SOUTH CAROLINA	337,809
INDIANA	449,535	SOUTH DAKOTA	152,029
IOWA	263,199	TENNESSEE	425,765
KANSAS	262,976	TEXAS	1,562,406
KENTUCKY	325,722	UTAH	293,475
LOUISIANA	345,756	VERMONT	136,458
MAINE	167,214	VIRGINIA	501,475
MARYLAND	395,488	WASHINGTON	443,831
MASSACHUSETTS	409,449	WEST VIRGINIA	191,109
MICHIGAN	605,277	WISCONSIN	392,636
MINNESOTA	380,903	WYOMING	137,764
MISSISSIPPI	269,033	GUAM	121,617
MISSOURI	410,828	PUERTO RICO	309,106
MONTANA	156,425	VIRGIN ISLANDS/AM SAMOA/N. MARIANA*	123,499
		<b>TOTAL</b>	<b>21,820,621</b>

\* Virgin Islands - \$48,428, American Samoa - \$47,658 and Northern Mariana Islands - \$27,413.

Population figures based on July 1, 2010 Bureau of Census Data for States and Puerto Rico. Population estimates for the other US Territories, namely American Samoa, Guam, North Marianna Islands, and the Virgin Islands were taken from the International Data Base located on the US Census Bureau website [<http://www.census.gov/ipc/www/idb/region.php>].