U.S. Department of Justice
Office of Justice Programs
Drug Courts Program Office

OJP
Drug Courts
Program Office

Drug Court Grant Program Fiscal Year 1999

APPLICATION DEADLINE:
March 1, 1999

Program Guidelines and Application Kit

U.S. Department of Justice
Office of Justice Programs
810 7th Street, N.W.
Washington, DC 20531

Janet Reno
Attorney General

Raymond C. Fisher
Associate Attorney General

Laurie Robinson
Assistant Attorney General

Noël Brennan
Deputy Assistant Attorney General

Marilyn McCoy Roberts
Director
Drug Courts Program Office

Office of Justice Programs
World Wide Web Homepage:
http://www.ojp.usdoj.gov

Drug Courts Program Office
World Wide Web Homepage:
http://www.ojp.usdoj.gov/dcpo

For grant and funding information, contact:
Department of Justice Response Center
1-800-421-6770

SL 000313

U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

Dear Colleague:

INTRODUCING THE OJP GRANTS 2K SYSTEM

This solicitation has been created using the new **Grants 2 K System** that incorporates user friendly technologies into our grant management process in order to better serve you, our customers. Let me take this occasion to lay out our blueprint for the new system. Access through the Internet to Office of Justice Programs solicitations is the first step in our goal to produce a fully interactive system dedicated to expediting and streamlining the receipt, review, and processing of grant applications. Printed copies of OJP solicitations will continue to be available on request to the cognizant OJP program office.

The next step, to be completed in early Calendar Year 1999, will enable users to submit applications for grants directly to OJP electronically for these solicitations. Receipt of an application will enable program staff to initiate the funding decision process, better manage the internal review sequence, and provide timely award notification to grantees. Soon- to-be-completed features of the new system will enable grantees to request payments and to submit progress, subgrant and financial reports electronically.

The **Grants 2 K System** will be administered by the Office of Justice Programs as a pilot project so that we can see how it works over the course of the FY 1999 funding cycle. The OJP Program Offices piloting the new system are:

Violence Against Women Grants Office
Drug Courts Program Office
Corrections Program Office
Executive Office for Weed and Seed
Office for State and Local Domestic Preparedness Support

We invite you to visit the OJP Internet home page at www.ojp.usdoj.gov for additional information concerning the **Grants 2 K System.**

Laurie Robinson
Assistant Attorney General

Application Checklist

Have You Included?

- **G** A signed copy of the Application for Federal Assistance, form SF-424, as presented in Appendix L;
- **G** Program requirements listed below;
  - **G** Applicant Information page, as presented on page 17.
  - **G** An one-page program abstract summarizing the goals and objectives of the grant request (Required for continuation/supplemental and enhancement applicants*)*.
  - **G** Program requirements (criteria and page limits are presented in each project description section).
  - **G** Administrative requirements and provisions as presented in Appendix K.
  - **G** Information on related Federal funding and activities *(Coordination of Federal Effort)*, as presented in Appendix K**.**
  - **G** Human Subject Testing, as presented in Appendix K.
- **G** A completed Budget Detail Worksheet, with narrative, as presented in Appendix N;
- **G** A signed Assurances form (OJP Form 4000/3), as presented in Appendix M; and
- **G** A signed Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements form (OJP Form 4016/6), as presented in Appendix M.

Submit Application to:

Applications must be postmarked or received by **March 1, 1999.** Please send the completed application with original signatures and two unbound copies to the address below. Faxed transmissions will be accepted, if received by the due date.

Drug Courts Program Office
U.S. Department of Justice
810 7th Street, N.W.
Attn: Control Desk Room 5303
Washington, D.C. 20531

Phone: 202-616-5001
Fax: 202-358-8475

Drug Court Grant Program
Fiscal Year 1999

Program Guidelines
and
Application Kit

SL 000313

For copies of this publication, please contact:

National Criminal Justice Reference Service (NCJRS)
PO Box 6000
Rockville, MD 20849-6000
Telephone: 1-800-851-3420
or 301-519-5500
E-mail: *askncjrs@ncjrs.org*

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Introduction

This application kit provides information concerning the Drug Court Grant Program as described in Title I, Subchapter XII-J of the Omnibus Crime Control and Safe Streets Act, as amended, 42 U.S.C. 3796ii *et seq.*, and in regulations published by the U.S. Department of Justice (28 C.F.R. Part 93). This program is administered by the Drug Courts Program Office (DCPO), Office of Justice Programs (OJP), U.S. Department of Justice.

Title I, Subchapter XII-J of the Omnibus Crime Control and Safe Streets Act, as amended, 42 U.S.C. 3796ii *et seq.*, authorizes the Attorney General to make grants to States, State courts, local courts, units of local government, and Indian tribal governments for the establishment of drug courts in response to increased numbers of nonviolent, substance-abusing adult and juvenile offenders who contribute to the pervasive problems of prison and jail overcrowding and the high recidivism rate of those offenders. The grantees may act directly or through agreements with other public or private entities. In fiscal year (FY) 1999, the appropriation for this program is $40 million.

Programs funded under Title I, Subchapter XII-J of the Omnibus Crime Control and Safe Streets Act, as amended, 42 U.S.C. 3796ii *et seq*. will target **nonviolent offenders** and will involve

A. Continuing judicial supervision over nonviolent substance-abusing offenders; and

B. Integrated administration of other sanctions and services in any program, which must include the following:

   1. Mandatory periodic testing for the use of controlled or other addictive substances during any period of supervised release or probation;

   2. Substance abuse treatment for each participant;

   3. Diversion, probation, or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirements or failure to show satisfactory progress; and

   4. Programmatic offender management and aftercare services such as relapse prevention, health care, education, vocational training, job placement, housing placement, and child care or other family support services for each participant who requires such services.

For this program, the term "violent offender" means a person who either

   A. Is charged with or convicted of an offense during the course of which

      1. The person carried, possessed, or used a firearm or other dangerous weapon;

      2. There occurred the use of force against the person of another; or

3. There occurred the death of, or serious bodily injury to, any person, without regard to whether any of the circumstances described above is an element of the offense or conduct of which or for which the person is charged or convicted; or

B. Has one or more prior convictions of a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

Applicants must provide written assurance that they will target nonviolent offenders as defined by Title I, Subchapter XII-J of the Omnibus Crime Control and Safe Streets Act, as amended, 42 U.S.C. 3796 ii *et seq.* Further information on the Violent Offender Prohibition may be found in Appendix C.

For this program, the term "drug court" means a specially designed court calendar or docket **(a separate or special jurisdiction court is neither necessary nor encouraged)**, the purpose of which is to leverage the coercive power of the criminal justice system to do the following:

Achieve a reduction in recidivism and substance abuse among nonviolent adult and juvenile substance-abusing offenders; and

Increase their likelihood for successful rehabilitation through early, continuous, and intensive judicially supervised treatment; mandatory periodic drug testing; and the use of graduated sanctions and other rehabilitation services.

Background

The Drug Court Movement

The emergence of crack cocaine in the mid-1980's had an unprecedented and dramatic impact on the Nation's criminal justice system. In an effort to stem street drug dealing and crime and violence associated with illegal drug use, the arrest and prosecution of drug offenders was sharply escalated. At the same time, penalties for the possession and sale of drugs were toughened, so greater numbers of drug offenders were charged with felonies that carried sentences of incarceration. As a result of the Nation's "War on Drugs," greater numbers of drug offenders were arrested, prosecuted, and convicted; however, drug offenders received few if any treatment services. The result was a revolving-door syndrome, in which drug offenders cycled in and out of the justice system.

The influx of drug offenders to the system severely strained the courts, forcing some to the brink of collapse. In an effort to address growing caseloads, courts employed delay-reduction strategies, including establishing specialized court dockets to expedite drug case processing. These approaches, however, did little to stem the tide of drug offenders into the system, to habilitate drug offenders already in the system, or to reduce recidivism of released offenders.

In 1989, troubled by the devastating impact of drugs and drug-related crime on their criminal justice systems, a few communities began experimenting with an approach to low-level drug offenses that brought significant change to the way the court system does business. This new approach integrated substance abuse treatment, sanctions, and incentives with case processing to place nonviolent drug-involved defendants in judicially supervised habilitation programs. The traditional system had rarely provided substance abuse treatment to defendants in any systematic way and, in many cases, provided little or no threat of sanctions to drug offenders.

The new approach, a significant departure from traditional court practice, was not always widely supported by members of the judiciary, prosecutors, and the defense bar. Gradually, however, judges, prosecutors, and other representatives of the justice system across the country, who were struggling with similar issues involving drug offenders, began to examine the drug court approach to assess whether replication (or adaptation) might offer them a better response to drug cases.

In enacting the 1994 Crime Act, Congress joined local communities in acknowledging the promise of drug courts in habilitating offenders, holding offenders accountable for their actions, and reducing victimization by intervening soon after arrest to place offenders in treatment. Congress authorized the Attorney General to make grants to States, State courts, local courts, units of local government, and Indian tribal governments to establish drug courts. The authority has been delegated to the Assistant Attorney General, OJP.

The DCPO within OJP was established to administer the Drug Court Grant Program and to provide training, financial and technical assistance, and related programmatic guidance and leadership to communities interesting in drug courts. From FY 1995 through FY 1998, the DCPO awarded more than $73 million to approximately 433 jurisdictions for the planning, implementation, or enhancement of a drug court.

Since 1989, more than 520 courts have implemented or are planning to implement a drug court to address the problem of substance abuse and crime. Local coalitions of judges, prosecutors, defense attorneys, treatment professionals, law enforcement officials, and others are using the coercive power of the court to force abstinence and alter behavior with a combination of escalating sanctions, mandatory drug testing, treatment, and strong aftercare programs to teach responsibility and to help offenders reenter the community. Drug courts are one of a few recent criminal justice initiatives that have started at the grassroots level and spread across the Nation.

In June 1998, Columbia University's National Center on Addiction and Substance Abuse released the first major academic review and analysis of drug court research in a study entitled "Research on Drug Courts: A Critical Review," by Steven Belenko, Ph.D. The study found that drug courts provide closer, more comprehensive supervision and much more frequent drug testing and monitoring during the program than other forms of community supervision. More importantly, drug use and criminal behavior are substantially reduced while offenders are participating in drug courts.

Important Partnership with Treatment

For drug courts to be most effective, judges must rely on treatment providers and treatment coordinators to assist in developing treatment, habilitation, and supervision plans for each defendant. Treatment is most effective when offenders are correctly matched to the appropriate level of care, as identified through the assessment or diagnostic process. The treatment needs of individuals eligible for the drug court program are assessed, as are any related medical, psychological, and other problems that the treatment program will have to address. Length of stay in treatment and in aftercare are factors associated with positive outcomes and, in particular, with the cessation of drug use, reduction in recidivism rates, and improvement in educational and employment status and family relationships.

In coordination with the drug court judge and other court personnel, treatment and other case management personnel, such as those involved with Treatment Alternatives to Street Crime (TASC) programs, assess clients' treatment needs, track their progress in treatment programs, and determine appropriate levels of treatment services. Supportive social services provide drug court staff with links to employment, educational/vocational placement, family counseling, and housing placement assistance for drug court participants.[1]

Drug court practitioners understand that drug addiction is a complex, chronic, relapsing disease and that a comprehensive, sustained continuum of therapeutic interventions and services can increase clients' periods of abstinence and reduce the rate of relapse, rearrest, and incarceration. Therapeutic interventions and services include, but are not limited to, prompt intake and assessment; detoxification, if indicated; and substance abuse treatment, ranging from outpatient to residential services and including a strong focus on therapeutic relapse prevention methodologies.[2]

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[11] J.S. Baer and Associates (ed.).*Addictive Behaviors: Across the Life Plan: Prevention, Treatment, and Policy Issues*, Sage Publications, Newbury Park, CA, 1993.

[22] U.S. Department of Justice,*Defining Drug Courts: The Key Components*, Washington, DC, 1997.

Key Components of Drug Courts

In January 1997, DOJ released "Defining Drug Courts: The Key Components," which is based on the experience of the drug court field. The report describes the 10 key components of a drug court and provides performance benchmarks for each component. It was developed through a cooperative agreement between OJP, DCPO, and the National Association of Drug Court Professionals, which convened the Drug Court Standards Committee. The committee comprised drug court practitioners throughout the nation (judges, prosecutors, defense attorneys, treatment providers, pretrial service officers, and probation officers). The report is available through the National Criminal Justice Reference Service Clearinghouse, at 1-800-851-3420, and on the DCPO homepage (http://www.ojp.usdoj.gov/dcpo).

As identified by the committee, the 10 key components of a drug court are as follows:

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.

2. Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.

3. Eligible participants are identified early and promptly placed in the drug court program.

4. Drug courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.

5. Abstinence is monitored by frequent alcohol and other drug testing.

6. A coordinated strategy governs drug court responses to participants' compliance.

7. Ongoing judicial interaction with each drug court participant is essential.

8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.

10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.

FY 1999 Drug Court Grant Program

In the past 5 years, significant changes have occurred in the drug court field. The substantial increase in the number of drug courts has led to more collaboration among drug courts and between drug courts and State agencies. Existing drug courts are recognizing the importance of collaboration with the community and parts of the criminal justice system that may not currently be involved in the drug court (e.g., law enforcement, probation, pretrial, mental health). Innovations in the drug court field have resulted in the development of partnerships between drug courts and community-oriented policing, local school systems, local mental health agencies, and community-based organizations. For example, a juvenile drug court conducts status reviews of clients in the high school, and a prosecutor's office gained public support to pass a local sales tax to support the operations of the drug court. State administrative offices of the courts and State alcohol and drug abuse agencies are becoming proactive members of the drug court movement. Neighboring drug courts are collaborating to achieve greater efficiency by developing joint information systems or by sharing treatment or other resources.

The FY 1999 Drug Court Grant Program is responsive to, and supportive of, developments in the field. The grant program will support the implementation and enhancement of 72 drug courts that submitted applications in FY 1998, for which there was insufficient funding in FY 1998. In addition to the 163 awards made in FY 1998, 72 additional applications were identified through a competitive peer review process either for funding or for funding after technical assistance. Because DCPO funded all successful 1998 applications, communities will not have to reapply for funding. However, because of the large number of 1998 implementation applications that will be funded in FY 1999, the FY 1999 application kit does not have a category for implementation grants. Jurisdictions are encouraged to access the Local Law Enforcement Block Grant Program and the Edward Byrne Memorial State and Local Law Enforcement Formula Grant Program, Bureau of Justice Assistance (Appendix F) and the Juvenile Accountability and Incentive Block Grants Program, Office of Juvenile Justice and Delinquency Prevention (Appendix J) for implementation funding.

In FY 1999 DCPO announces the availability of planning, continuation, and enhancement grants. DCPO has a special interest in encouraging communities to develop drug courts that give special attention to alcohol problems in addition to drugs, for example, driving under the influence (DUI) or driving while intoxicated (DWI) drug courts.

The following chart summarizes the FY 1999 application kit:

1999 Drug Court Grant Program Application Kit Overview			
Type of Grant	**Total Award Amount for Grant Period (up to)**	**Grant Period (up to)**	**For further information, see pages....**
Planning	$30,000	18 months	***19***
Continuation/Supplemental	$200,000	24 months	***23***
Enhancement 1) Single 2) Multijurisdictional	 $100,000 $300,000	 24 months 24 months	***27***

For further information about the Drug Court Grant Program, contact:

Marilyn M. Roberts, *Director*
Drug Courts Program Office
Office of Justice Programs
810 7th Street, N.W.
Washington, DC 20531
202-616-5001

Eligible Applicants

For the purposes of this application kit, eligible applicants are States, State courts, local courts, counties, other units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Definitions of eligible applicants are provided on **page 31**. All applicants must demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the application kit. Nonprofit and for-profit agencies are not eligible applicants.

For an application from a **subunit of government** (e.g., county probation department, district attorney's office, pretrial services agency) to be considered, it must be authorized as representing an eligible applicant (described above). For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of application. A model authorization letter can be found in Appendix D.

An individual court may apply for only one type of grant (planning, continuation, or enhancement) through this FY 1999 application kit and guidelines.

Requirements for All Applicants

All applications must include the following, in the order listed:

1. Completed Application for Federal Assistance (Standard Form 424), as presented in Appendix L;
2. Applicant Information Page as presented on **page 17**;
3. A one-page program abstract summarizing the goals and objectives of the grant request (required for continuation/supplemental and enhancement grants);
4. Program requirements (criteria and page limits are presented in each project description section);
5. Administrative requirements and provisions as presented in Appendix K;
6. Detailed budget worksheet and narrative following the format presented in Appendix N and;
7. Assurances and certifications as presented in Appendix M.

Application Due Date

Fiscal year 1999 applications must be postmarked or received by **March 1, 1999,** to provide sufficient time for applications to be reviewed and awards to be made before the end of the fiscal year. **One original and two *unbound* copies should be sent to:**

Drug Courts Program Office
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W.
Attn: Control Desk Room 5303
Washington, DC 20531

phone: 202-616-5001
fax: 202-353-8475

No extensions will be granted. Faxed transmissions will be accepted, if received by the due date.

Page limits and font sizes, as described in the Program Requirements section of each grant type, will be enforced. Pages in excess of the page limit **will not be considered**. The page limit includes the applicant information page and the abstract. Page numbering is requested for the Narrative section of the Program Requirements. Any appendices or attachments other than those required in the "Requirements for All Applicants" section above **will not be considered**.

Applicant Information Page

The first page of the application must include the following information in the order listed:

A. Identifying Contact Information
   1. Name
   2. Agency
   3. Address
   4. Phone
   5. Fax
   6. E-mail

B. Size of Jurisdiction
   1. Population of jurisdiction
   2. Urban, suburban, or rural
   3. State, local, tribal community
   4. Name of city and county where court is located

C. Type of Drug Court Application
   1. Planning, continuation/supplemental, or enhancement
   2. Adult, juvenile, DUI/DWI, or tribal
   3. If enhancement,
      a. Single or multijurisdictional
      b. Evaluation, training, and/or management information system

D. Designation of jurisdiction by the U.S. Department of Housing and Urban Development as an Empowerment Zone or Enterprise Community

   1. Applicants will identify themselves as such or state that this designation does not apply to their jurisdictions.
   2. Applicants will describe in one paragraph how they will target their drug court effort to their designated area.

E. Planning, implementation, enhancement, continuation or mini grants previously received from the Drug Courts Program Office. Include the grant number for each award.

[Planning and Enhancement grant applicants, stop here.]

F. Target Population
   1. Age
   2. Sex
   3. Misdemeanor, felony, or both
   4. Total number of participants to be served by the grant. Ranges are acceptable.

G. Drug Court Eligibility (what types of offenders will be eligible for drug court)
   1. Eligibility criteria (include information on current charges and prior convictions)
   2. How and who determines eligibility

H. Drug Court Structure (choose those that apply)
   1. Deferred prosecution: Adjudication is deferred and defendant is diverted to treatment program after being charged
   2. Postadjudication: Adjudication occurs, but sentence is deferred or pronounced and defendant enters the treatment program
   3. Other: Explain.

I. Length of Drug Court Program (in months)

Part I: Planning Grants

Planning grants are for jurisdictions that are interested in establishing drug courts and are in the early stages of planning that effort. Planning grants will be awarded for up to $30,000 and up to 18 months. Grants will be made on a competitive basis.

DCPO has a special interest in encouraging communities to develop drug courts that give special attention to alcohol problems in addition to drugs, for example, driving under the influence (DUI) or driving while intoxicated (DWI) drug courts.

Purpose and Goals

This program will assist jurisdictions that intend to establish a drug court. Planning grants will enable grantees to undertake a relevant needs assessment to identify the characteristics of their drug caseload, offender population, and treatment options. Planning grants are limited in scope and **will not necessarily lead to subsequent Federal drug court funding to implement the programs that result from the planning effort**. The outcome of the planning process, however, should enable grantees to develop a sufficient needs assessment and cost analysis to justify a funding request to local, State, or Federal government or private sources. Technical assistance will be provided to assist grant recipients during their planning processes. Grant recipients will be required to carry out specific activities to aid the planning process.

This program is available only to jurisdictions that are in the early stages of an effort to develop a drug court program. Applicants are strongly encouraged to identify a local evaluator to assist in the planning stages.

Program Requirements

I. Narrative

The program narrative must **not exceed eight double-spaced pages** (including the applicant information on **page 17**) **in 12-point type** and must include the following:

A. A problem statement that outlines the current case process in the applicant's jurisdiction, including the volume of and any recent increase in nonviolent **drug offenses** (1B2 paragraphs) .

B. A goal statement that clearly describes how the planning grant would assist the jurisdiction in establishing a drug court program, the issues to be addressed during the planning process, the anticipated outcomes to be achieved, and the process that will be undertaken to plan for its establishment (2B4 pages).

Goal statements should be related to the goals and key components of the drug court program, including [3]

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.

2. Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.

3. Eligible participants are identified early and promptly placed in the drug court program.

4. Drug courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.

5. Abstinence is monitored by frequent alcohol and other drug testing.

6. A coordinated strategy governs drug court responses to participants' compliance.

7. Ongoing judicial interaction with each drug court participant is essential.

8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.

10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.

C. Clear identification of the relevant stakeholders in the applicant's jurisdiction; a description of how these parties will participate in the planning process; and a description of the effort currently under way. The capabilities and work experience, as well as the amount of time to be spent on the project, must be specified for the individual designated to manage the planning grant and planning process (1B2 pages).

The page lengths provided for each section are offered as guidelines for writers.

[33] *Ibid.*

II. Letters of Support (to be submitted in an appendix)

Letters of support are required from each of the six key team members (judge, prosecutor, defense attorney, treatment provider, project director, and an individual experienced in research, evaluation, or information system development). If applying for a planning grant for a juvenile drug court, the team must also include a school representative. If a treatment provider has not been selected, a letter from the director of the State or county alcohol and drug abuse office is needed. Letters of support should include the following:

A. An expression of support for the project,
B. A willingness to participate in the development of the project,
C. The role and responsibility in the planning process,
D. The expected responsibilities and resources when the drug court is operational, and
E. A willingness to participate in two required OJP technical assistance conferences and one required mentor drug court training.

This section will not be counted against the narrative page limit.

III. Budget Detail Worksheet and Budget Narrative (to be submitted in an appendix)

A budget detail worksheet with a thorough justification for all costs, including the basis for computing these costs, is required. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The budget must follow the format in Appendix N. **A budget narrative that justifies all costs must also be included.**

It is expected that at least two-thirds of the program budget will be used for travel by the planning team (which **must** include the judge, prosecutor, defense attorney, treatment provider, project coordinator, and an individual experienced in research, evaluation, or information system development) to participate in two required OJP training conferences and one required mentor drug court training. For specifics on these trainings, see Administrative Requirements: OJP Conferences (see Appendix K).

Federal funds allowable for this program will be 75 percent of the total program cost, with a 25 percent match. Within each budget category, the applicant must clearly delineate the individual items that are match. As an example, an asterisk may be placed next to the individual match items. A portion of the match must be cash. This is required by statute; the term "portion" is not defined. The following formula may be used to calculate local match:

Federal Request ÷ .75 x .25 = Local Match

This section will not be counted against the narrative page limit.

IV. Administrative Requirements and Provisions

Please provide a complete response to each item in the Administrative Requirements and Provisions section as presented in Appendix K**.** Where a written certification is required, please do so in the form of a letter signed by the authorizing official.

Award Period and Amount

The award period is for up to 18 months. Grants will be awarded up to $30,000. Applicants are urged to request a realistic sum, not necessarily the maximum award.

Due Date: Applications must be postmarked or received by **March 1, 1999**.

NOTE: Applications must include **all** specified items listed under the Requirements for All Applicants section on **page 16**.

Part II: Continuation/Supplemental Grants

These grants will be awarded to continue or supplement drug courts that received FY 1997 implementation grants (see chart in Appendix I). **Applicants must state in writing that by September 30, 1999, federal funding from the original implementation grant will be expended.** Continuation /Supplemental Grants will be awarded for up to $200,000 for up to 24 months. Grants will be made on a competitive basis.

Continuation applicants must submit a process evaluation report to be considered for FY 1999 funding. Priority will be given to those jurisdictions who have completed their process evaluation. Status reports will be accepted.

Purpose and Goals

This program will support established drug court programs in eligible jurisdictions that demonstrate a need for Federal assistance to do the following:

1. Develop and conduct a program evaluation and/or enhance data collection by developing an automated management information system.

2. Enhance the resources available to the drug court by upgrading management supervision and/or services to offenders to increase the likelihood of successful habilitation, thereby reducing further criminal activity and reliance on the State correctional system or local jails.

Priority will be given to jurisdictions requesting funding for evaluation activities. For additional information on evaluation and management information system development, see Appendix A and the OJP publication "Drug Court Monitoring, Evaluation, and Management Information Systems." This publication is available from the Internet (http://www.ojp.usdoj.gov/dcpo) and the National Criminal Justice Reference Service (1-800-851-3420, #NCJ171138).

Applicants are encouraged to apply for continuation/supplemental grants to expand the drug court target population to include DUI/DWI offenses. Applicants are also encouraged to apply for continuation grants for innovations and collaborations with the community and parts of the criminal justice system not currently involved in the drug court (e.g., law enforcement, probation, pretrial, mental health).

Program Requirements

I. Narrative

The program narrative must **not exceed 18 double-spaced pages** (including the one-page abstract and the applicant information on **page 17**) **in 12-point type**, and must include the following:

A. A description of how the existing drug court program meets the following criteria identified in the OJP publication "Defining Drug Courts: The Key Components" (one paragraph per issue; 4B5 pages total).

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.

2. Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.

3. Eligible participants are identified early and promptly placed in the drug court program.

4. Drug courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.

5. Abstinence is monitored by frequent alcohol and other drug testing.

6. A coordinated strategy governs drug court responses to participants' compliance.

7. Ongoing judicial interaction with each drug court participant is essential.

8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.

10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.

B. Statistical information, based on the evaluation, regarding client experience in the program, including evaluative information on clients who successfully completed the program and clients who failed to complete the program (2 pages).

C. Description of goals and objectives, as well as identification of specific aspects of the program that will be continued using the continuation/supplemental funds (4 pages).

D. An explanation of the applicant's inability to continue to fund the program adequately without Federal assistance and a description of the plan for continuation with State and local funds at the end of this grant (1 page).

E. Time Task Plan (2B4 pages)

At a minimum, the time task plan must include the following:

1. Goals
2. Objectives
3. Tasks

4. Person(s) responsible
5. Time frame with a completion date

The page lengths provided for each section are offered as guidelines for writers.

II. Process Evaluation (to be submitted in an appendix)

The original implementation grant required that a process evaluation be conducted. A copy of the process evaluation plan and final/status report is required to apply for a continuation/supplemental grant. Specifically, the report on the process evaluation should include/address the following:

A. A documentation of the history of the program development and implementation, including a description of the program.
B. Whether or not the drug court is achieving its stated goals and objectives.
C. Whether or not the drug court was implemented as originally intended, and if not, why, and was it justified.
D. Description of the roles and responsibilities of the drug court team as well as the type of coordination and cooperation that occurs.

For further details on the information to be included in process and outcome evaluations, see Appendix A.

This section will not be counted against the narrative page limit.

III. Policy and Procedures Manual (to be submitted in an appendix)

A current copy of the policy and procedures manual **is required**. At a minimum it should discuss the following:

A. Eligibility standards
B. Substance abuse and mental health suitability standards
C. Operational standards (case processing and management)
D. Courtroom procedures (the role of the team)
E. Program standards (treatment, ancillary services, sanctions, and incentives)
F. Data collection and program evaluation
G. Treatment standards

This section will not be counted against the narrative page limit.

IV. Letters of Support (to be submitted in an appendix)

Letters of support are required from each of the six key team members (judge, prosecutor, defense attorney, treatment provider, project director, and an individual experienced in research, evaluation, or information system development). If the drug court is a juvenile drug court, the team must also include a school representative. Letters of support should include the following:

A. An expression of support for the proposed activities
B. Current role and responsibilities within the drug court
C. Current resources the agency brings to the drug court
D. Percentage of time to be spent on the project
8. Willingness to participate in an OJP training conference

V. Budget Detail Worksheet and Budget Narrative (to be submitted in an appendix)

A budget detail worksheet with a thorough justification for all costs, including the basis for computing these costs, is required. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The budget must follow the format in Appendix N. **A budget narrative that justifies all costs must also be included.**

The requirement regarding supplantation will apply under continuation grant awards. The continuation/supplemental request may be for items supported by the initial award or for new items. Reimbursement for existing items that were not covered by the initial grant award is not permitted.

Federal funds allowable for this program will be 75 percent of the total program cost, with a 25 percent match. Within each budget category, the applicant must clearly delineate the individual items that are match. As an example, an asterisk may be placed next to the individual match items. A portion of the match must be cash. This is required by statute; the term "portion" is not defined. The following formula may be used to calculate local match:

Federal Request ÷ .75 x .25 = Local Match

This section will not be counted against the narrative page limit.

VI. Administrative Requirements and Provisions

Please provide a complete response to each item in the Administrative Requirements and Provisions section as presented in Appendix K**.** Where a written certification is required, please do so in the form of a letter signed by the authorizing official.

Award Period and Amount

The award period is for up to 24 months. Grants will be awarded up to $200,000. Funding under this program area is available **only** to jurisdictions that received FY 1997 implementation grants from DCPO (see Appendix I for a list of eligible jurisdictions). Applicants are urged to request a realistic sum, not necessarily the maximum award.

Due Date: Applications must be postmarked or received by **March 1, 1999**.

NOTE: Applications must include **all** items listed under the section entitled Requirements for All Applicants section on **page 16**.

Part III: Enhancement Grants

Enhancement grants will be available to jurisdictions that have already established drug courts. Enhancement grants are limited to support for training, evaluation, and/or management information system (MIS) activities. Enhancement grants will be for up to $100,000 for a single jurisdiction and $300,000 for a multijurisdictional and up to 24 months. Grants will be made on a competitive basis.

DCPO has a special interest in encouraging communities to develop drug courts that give special attention to alcohol problems in addition to drugs, for example, driving under the influence (DUI) or driving while intoxicated (DWI) drug courts.

Current grantees may apply. However, FY 1997 implementation grantees (see Appendix I) may apply for either a continuation/supplemental grant **or** an enhancement grant. They may not apply for both. An application may address one or more of the three types of enhancements (i.e., support for training, evaluation, and/or MIS activities) within a single application. Note, that the funding request must conform with the amounts listed for single jurisdiction and multijurisdictional enhancement grants.

For additional information on evaluation and MIS development, see Appendix A and the OJP publication "Drug Court Monitoring, Evaluation, and Management Information Systems." This publication is available from the Internet (http://www.ojp.usdoj.gov/dcpo) and the National Criminal Justice Reference Service (1-800-851-3420, #NCJ171138).

Purpose and Goals

This category will support **only** the following types of enhancements:

> **1. Training on drug courts.** This program will enable jurisdictions to develop training programs to teach criminal and juvenile justice professionals, treatment providers, communities, researchers, and others about the drug court philosophy. The training programs should be based on the key components of drug courts (see the OJP publication "Defining Drug Courts: The Key Components"). These funds also may be used to fund travel for drug court practitioners to National, State, or regional training programs on drug courts and substance abuse and addiction.
>
> **2. Process and/or outcome evaluations.** This program will support development of process and outcome evaluations for existing drug court programs. Evaluation plans *must* incorporate the principles set forth in Appendix A.
>
> **3. Management information systems.** This program will enable jurisdictions to develop and implement an automated data collection system, or to improve an existing system, for the drug court program. Systems developed under this part must be capable of collecting the data required for submission to the DCPO national database and to support national evaluations (see Appendix A). The system must support the management, monitoring, and tracking needs of the drug court program.

Applicants may apply for either a single jurisdiction or multijurisdictional grant, but not both. A multijurisdictional drug court is defined as follows:

1. Within a given jurisdiction two or more operational drug courts serve different clients and have different team members.

OR

2. Within a given jurisdiction two or more operational drug courts serve different clients, but the same drug court team serves these communities by traveling to the different locations for status hearings.

Program Requirements

I. Narrative

The program narrative must **not exceed 16 double-spaced pages** (including the one-page abstract and the applicant information on **page 17**) **in 12-point type** and must include the following:

A. A statement that outlines the current drug court program(s) in the applicant's jurisdiction(s) describing how the program follows the 10 key components set forth in the OJP publication "Defining Drug Courts: The Key Components" (see **page 9**). Applicants must certify in writing that the drug court/s in the application have adapted the 10 key components. The description should include how long the drug court has operated, the number of clients served, and a basic description of program operation (2**B**3 pages).

B. Description of the type of enhancement

1. If the application is for a proposed **training program**, a full description of the proposed training program is required. The description should include why the funds are needed; what problem will be addressed; the goals and objectives of the training; the planned target audience; how the training program will be organized; identification of consultants or trainers and a description of how they will be used; the intended impact of the training; how the training program will be evaluated; and the intended followup after the training event(s) (4**B**5 pages).

2. If the application is for a proposed **MIS development**, a full description of the proposed MIS development is required. The description should include why the funds are needed; what problem will be addressed; how the MIS development will be organized and who will be responsible for the project; how the MIS development will be integrated into existing systems; if and how the MIS development will expand existing capabilities; identification of consultants or trainers; and a description of how the consultants or trainers will be used
(4**B**5 pages).

3. If the application is for a proposed **evaluation program**, a full description of the proposed evaluation program is required. The description should include why the funds are needed; what problem will be addressed; how the evaluation program will

be organized; identification of consultants or trainers; and a description of how the consultants or trainers will be used (4B5 pages).

Evaluation plans **must** incorporate the principles set forth in Appendix A.

C. Time Task Plan (2-4 pages)

At a minimum, the time task plan must include the following:

1. Goals
2. Objectives
3. Tasks
4. Person(s) responsible
5. Time frame with a completion date

D. If multijurisdictional, the following are required: a description of the background/development of the statewide, regional, multijurisdictional initiative; the coordination plan for this initiative; and the agency responsible for decisionmaking and ongoing coordination (2 pages).

II. Budget Detail Worksheet and Budget Narrative (to be submitted in an appendix)

A budget detail worksheet with a thorough justification for all costs, including the basis for computing these costs, is required. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The budget must follow the format in Appendix N. **A budget narrative that justifies all costs must also be included.**

Federal funds allowable for this program will be 75 percent of the total program cost, with a 25 percent match. Within each budget category, the applicant must clearly delineate the individual items that are match. As an example, an asterisk may be placed next to the individual match items. A portion of the match must be cash. This is required by statute; the term "portion" is not defined. The following formula may be used to calculate local match:

Federal Request ÷ .75 x .25 = Local Match

This section will not be counted against the narrative page limit.

III. Administrative Requirements and Provisions

Please provide a complete response to each item in the Administrative Requirements and Provisions section as presented in Appendix K**.** Where a written certification is required, please do so in the form of a letter signed by the authorizing official.

Award Period and Amount

The award period is for up to 24 months. Enhancement grants will be awarded up to $100,000 for single jurisdictions and up to $300,000 for multijurisdictional efforts. Applicants are urged to request a realistic sum, not necessarily the maximum award.

Due Date: Applications must be postmarked or received by **March 1, 1999**.

NOTE: Applications must include **all** items listed under the Requirement for All Applicants section on **page 16**.

Definitions

"**Drug court**" means a specially designed court calendar or docket, the purposes of which are to achieve a reduction in recidivism and substance abuse among nonviolent substance-abusing offenders and to increase the offenders' likelihood of successful habilitation through early, continuous, and intense judicially supervised treatment, mandatory periodic drug testing, and use of appropriate sanctions and other habilitation services.

A "**violent offender**" means a person who either

A. Is charged with or convicted of an offense during the course of which

1. The person carried, possessed, or used a firearm or other dangerous weapon;
2. There occurred the use of force against the person of another; or
3. There occurred the death of, or serious bodily injury to, any person, without regard to whether any of the circumstances described above is an element of the offense or conduct of which or for which the person is charged or convicted; or

B. Has one or more prior convictions of a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

"**Grantee**" means those States, State courts, local courts, counties, other units of local government, or Indian tribal governments acting directly or through agreement with other public or private entities that receive funding under this program.

"**State**" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, or the Northern Mariana Islands.

"**Unit of local government**" means any city, county, township, town, borough, parish, fiscal court, village, or other general purpose political subdivision of a State; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia and the Trust Territory of the Pacific Islands.

"**Indian tribe**" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. 1601 *et seq*.]), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their special status as Indians.

"Eligible applicants" For purposes of this application kit, eligible applicants are States, State courts, local courts, counties, and other units of local government and Indian tribal governments acting directly

or through agreement with other public or private entities. All applicants must demonstrate management and financial capabilities to effectively plan and implement projects of the size and scope described in this application kit. Nonprofit and for-profit agencies are not eligible applicants.

If a subunit of government (i.e., county probation department, district attorney's office, or pretrial services agency) wishes to apply, it must be designated by an eligible applicant (described above) as the authorized representative of that applicant for purposes of applying for this grant. For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of applying for this grant. A model of a designation letter may be found in Appendix D.

Application Review and Award Information

Application Review Process

Applications submitted in response to this solicitation will be reviewed by a panel of drug court professionals, who will make recommendations to OJP regarding the relative strengths of the applications. Reviewers will consider how well each applicant covers the information requested for each program in this guideline. No appendices will be reviewed, other than letters of support, administrative requirements and provisions, evaluation reports, policy and procedures manual, required forms and certifications, budget, and budget narrative. Each numbered item under the Requirements for All Applicants section must be effectively addressed in the application. The reviewers will consider whether budgets are detailed, reasonable, and directly related to the proposed program. Priority will be given to **innovative** and **comprehensive** programs. Only programs containing the essential elements of treatment drug courts, described on **page 9** of this guideline, will be funded. The final award decision will be made by OJP. OJP will then negotiate specific terms of awards with the selected applicants. At the conclusion of the review process, letters will be sent to all applicants, notifying them that their proposal has been selected or providing the reasons it was not selected.

Equitable Distribution of Grant Awards

In all cases, the U.S. Department of Justice will attempt to award grants on a geographically equitable basis that will address the needs of smaller jurisdictions as well as large urban centers. Jurisdictions that contain federally designated Empowerment Zones or Enterprise Communities may receive special consideration if they describe how they will target their drug court effort to the designated area.

Appendix A

Evaluation of Drug Court Programs and The Drug Court Grantee Data Collection Survey

This appendix is divided into three sections. The first section discusses process evaluations, which are mandatory for all recipients of implementation grants. The second section describes current efforts to develop a national impact evaluation of drug courts, to be conducted by the National Institute of Justice. The third section describes the required minimum data set to be collected by all implementation and enhancement grantees. The data will be reported on a semiannual basis.

I. Mandatory Process Evaluations

Recipients of implementation grants are required to demonstrate their capability to ensure adequate program management through ongoing monitoring, tracking, and process assessments, preferably by designing, implementing, and maintaining an automated data collection system. Program implementation and process information, from all components of the drug court, should be collected and assessed to the fullest extent possible.

Such information is crucial to any later study of the impact of a program. Data from program implementation and process evaluations are typically used as baseline or contextual information with which impact evaluations can be interpreted. Particularly in drug court programs, data will have to be collected across many departments and agencies.

A plan for data collection should be developed so that record keeping and information-gathering responsibilities are understood clearly. This plan must recognize that use or disclosure of data or information is subject to 42 U.S.C. 3789(g) and 28 C.F.R. Part 22; and that any human subject research is regulated by 28 C.F.R. Part 46. In some cases, multiple sources of data from several agencies may address the same evaluation question.

Process evaluations should document not only the history of program development and implementation, but also the specific elements of the program. Ideally, the following information should be collected to the fullest extent possible for the drug court program:

- Identification of screening criteria used to determine eligibility and acceptance into the drug court program (including the types of offenses allowed)

- Identification of the point in the criminal justice process where the program intervenes (e.g., pretrial, postconviction)

- Description of the population potentially eligible for the drug court program (including demographic information about the surrounding community and numbers and characteristics of clients served)

- Description of intake and assessment procedures and screening instruments for identifying offenders who are appropriate for the drug court program (e.g., Addiction Severity Index, Michigan Alcoholism Screening Test)

- Detailed description of the type of program established, its distinguishing structural features, and the services provided (including administrative and budgetary elements, personnel and their

allocation to specific tasks, average length of participation in the drug court, supervision provided to participants). In particular, a detailed description of treatment and support services, including type and phase of treatment and other service interventions provided (e.g., therapeutic community type, initial detoxification phase)

Identification of how the program responds to relapses, what interventions are used when relapses occur, and what incentives for progress are offered

Identification of case management and monitoring procedures to ensure that each defendant is monitored closely, and a description of the drug court caseload's impact on the rest of the court system

Description of the discharge and referral procedures used when a participant has completed the program (or failed to complete the program)

Description of the roles of the judge, prosecutor, and defense attorney and how their roles in the drug court program vary from roles in other courts in the system, as well as the type of coordination and cooperation required with other linkages in the system (e.g., pretrial services, probation, parole, treatment providers, other support service providers, and community agencies). In particular, a description of what information will be routinely available to the judges and other program participants

Identification of any public policy issues that significantly affect the drug court program

Also, the following information should be collected for the drug court participants and, to the fullest extent possible, nonparticipants (e.g., those who were found ineligible, who refused to participate in the drug court, or who were processed before the drug court was created):

Demographic characteristics
Substance abuse history and current levels of use
Family relationships and social functioning
Vocational status
Economic status
Academic achievement
Mental health history (including history of physical or sexual abuse)
Medical history (including HIV risk behaviors)
Criminal justice history
Attitudes toward treatment; motivation or readiness for treatment
Initial treatment and support services needs
Program interventions received (including length and type)
Participation in treatment (including motivation and actual attendance records for each program component)
Date of program admission and discharge
Status at completion of drug court program (e.g., successful)
Criminal justice status at discharge from program (e.g., probation)

Service needs at discharge from program (e.g., job placement)
Discharge referrals initiated by the drug court

The program implementation and process data described above will help researchers answer the following descriptive evaluation questions:

How does the drug court, with its requirement of an allocation of resources different from that of traditional courts, affect the rest of the court system? Does the establishment of a drug court increase or decrease the other courts' dockets? Are the resources and caseloads of prisons, jails, probation and parole departments, and treatment and support service providers affected as well? Are more or fewer courtroom personnel required by drug courts? Do burnout and accompanying high turnover rates appear to be significant issues for drug court personnel?

What are the similarities and differences among offenders participating in the program? What are the profiles of participants who successfully complete the program?

Is the drug court achieving its stated objectives with the resources currently available? Was the drug court implemented as originally intended? Do major changes to the program seem appropriate and well justified? Have barriers to program implementation been overcome by successful strategies?

Are treatment drug courts equitable (e.g., is more pressure placed on defense attorneys and defendants to accept plea offers than in other courts)?

Management Information Systems to Aid in the Collection of Evaluation Data

Applicants are strongly encouraged to design, implement, and maintain an automated data collection system for use in collecting program implementation data, process information, and baseline data that can be used to chart the progress and impact of the funded program. The application should detail specific data elements to be included in the automated data collection system and outline procedures to collect this information, including specific budgetary information and personnel**.**

II. National Impact Evaluation of Drug Court

This section describes current efforts to develop a national impact evaluation of drug courts, to be conducted by the National Institute of Justice (NIJ). Despite the rapid increase in the number of drug courts, few evaluations of their effectiveness have been conducted. Additional evaluations are needed to validate the usefulness of drug courts within the overall criminal justice system and to assess the effectiveness of various drug court strategies. A separate NIJ-funded evaluation of the following four drug courts that received grants from the Drug Courts Program Office is under way: Las Vegas, NV; Portland, OR; Kansas City, MO; and Pensacola, FL. In 1998, NIJ will begin evaluation of drug courts in jurisdictions that received implementation funds from the Drug Courts Program Office in fiscal years 1995 and 1996.

Applicants must demonstrate their willingness and ability to participate actively in federally sponsored evaluations of their projects throughout the planning, implementation, and enhancement process. Participation includes providing evaluators with access to data and cooperating with a national evaluation impact assessment that uses a randomized experimental design; a well-controlled, quasi-experimental design; or an equivalent comparison group design.

The sections below will provide applicants with advance information regarding questions that may be asked and the information that would typically be collected in a national impact evaluation.

Drug court impact evaluations will assess whether programs reduce recidivism rates, maintain acceptable substance abuse treatment completion rates among program participants, decrease alcohol and illicit drug use among program participants, and maintain a cost-effective program in relation to the overall criminal justice system. Data from impact evaluations are typically used to justify continued financial support for the drug court program. An impact evaluation can also help determine the usefulness of attempting to replicate programs in other jurisdictions.

In addition to providing the process data discussed earlier, drug court programs should anticipate providing the following types of information for an impact evaluation:

- Substance abuse treatment and support services completion rates
- Counselor ratings of participant attendance and engagement in treatment program components and of participants' improvement over time in
  - Life skills acquisition
  - Psychological and emotional functioning (e.g., self-esteem)
  - Cognitive functioning
  - Educational and employment status
- Incident or disciplinary reports during program involvement
- Participant satisfaction with the treatment program
- Reports of substance abuse (e.g., reports of admittance to emergency care facilities as a result of substance abuse)
- Results of urinalysis (for any that were positive, dates and type of drugs)
- Probation/parole status, change in status
- Date and type of each charge, arrest, technical violation, conviction, and incarceration during program participation and aftercare (including offense severity, differentiation between new and old charges, and conviction or sentence status for each arrest)
- Positive social adjustment indicators (e.g., participation in team sports, volunteer work, improved employment status)
- Counselor ratings of the extent participants attend and engage in aftercare components and referral services following completion of the drug court program

Answered Through Impact Evaluations

Collection of the information described above will allow researchers to answer many questions concerning whether the program has had positive results. A few examples follow:

- Have offenders made progress toward program goals and objectives, as measured by lack of criminal activity, lack of continued or recurring substance abuse, participation in aftercare services, and other indicators examined during followup? How much progress have drug court participants made compared with other groups (e.g., a baseline sample of the predrug court defendant population or a nonparticipant population with backgrounds similar to the drug court participants')?

- How do drug court participants and staff, as well as the surrounding community, perceive the effectiveness of the drug court program?

- Are program costs justified by outcomes for participants? Are costs comparable and justifiable in relation to costs for the old system? Do cost savings offset program costs?

III. Minimum Set of Data to Be Collected by All Implementation and Enhancement Grantees

To ensure that grantees are collecting critical information about their drug courts for evaluation purposes and to assist in the national evaluation of drug courts, grantees that receive funds to implement and enhance a drug court are required to submit the Drug Court Grantee Data Collection Survey on a semiannual basis.

OMB NO. 1121.0226
EXPIRES 12/31/98

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
DRUG COURTS PROGRAM OFFICE
WASHINGTON, D.C. 20531

DRUG COURT GRANTEE DATA COLLECTION SURVEY

DIRECTIONS: As a Drug Courts Program Office discretionary grantee, you are required to complete this survey. This form must be completed on a semiannual basis and submitted with your progress reports due at the end of January and July of each year. Complete Section I and update only as necessary. Update Section II at the end of January and July each year. **If a grant is for multiple jurisdictions, each jurisdiction must complete the survey individually.**

I. BASELINE INFORMATION

A. GENERAL INFORMATION

1. NAME *(Person completing form)*

2. TITLE

3. ADDRESS

4. TELEPHONE

5. FAX

6. E-MAIL

7. TYPE OF DRUG COURT GRANT

- ☐ Single Jurisdiction Implementation
- ☐ Single Jurisdiction Enhancement
- ☐ Multi-Jurisdictional Implementation
- ☐ Multi-Jurisdictional Enhancement

8. GRANT AWARD PERIOD

_____ to _____

9. DATE DRUG COURT PROGRAM STARTED

10. DATE STARTED WITH DCPO FUNDING *(If different)*

11. AMOUNT OF GRANT AWARD

12. NAMES AND POSITIONS OF KEY PERSONNEL

13. SIZE OF JURISDICTION: *(Population of county or city served by court)*

B. DRUG COURT INFORMATION

14. TYPE OF DRUG COURT *(Check all that apply)*

- ☐ Adult
- ☐ Juvenile
- ☐ Felony
- ☐ Misdemeanor

15. IN GENERAL, WHICH APPROACH DOES THE DRUG COURT FOLLOW? *(Check one)*

- ☐ Deferred Prosecution: Adjudication is deferred and the defendant is diverted to the treatment program after being charged.
- ☐ Postadjudication: Adjudication occurs, but the sentence is deferred or pronounced and the defendant enters the treatment program.
- ☐ Other *(Specify)*

(continued on the reverse)

16. WHO IS ELIGIBLE TO PARTICIPATE IN THE DRUG COURT PROGRAM? *(Check all that apply)*

- ☐ Adult male
- ☐ Adult female
- ☐ Juveniles
- ☐ Nonviolent offenders
- ☐ Violent offenders *(Past or present)*
- ☐ Offenders with substance *(i.e. controlled or other addictive substances)* addiction
- ☐ Offenders without substance addiction
- ☐ First-time offenders
- ☐ Repeat offenders
- ☐ Probation violators

17. WHAT IS THE LENGTH OF THE PROGRAM?

Number of months _____

*If **actual** average length to graduate is different, indicate (number of months)*

_____

18. DOES THE DRUG COURT HAVE PHASES? *(If yes, how many and how long are the phases?)*

☐ No ☐ Yes

Phase	How Long

19. WHAT SERVICES ARE AVAILABLE TO DRUG COURT PARTICIPANTS *(Check list)*

- ☐ Detox
- ☐ Day reporting center
- ☐ Outpatient
- ☐ Inpatient
- ☐ Academic/training schools
- ☐ Job training
- ☐ Employment services
- ☐ Parenting classes
- ☐ Child care
- ☐ Family therapy/ services
- ☐ Mental health
- ☐ Individual counseling
- ☐ Group counseling
- ☐ Primary health care
- ☐ Housing

20. ARE THE FOLLOWING GRADUATION REQUIREMENTS? *(If yes, provide the time period.)*

Number of months drug free _____

Number of months without rearrests _____

Number of months employed _____

Other *(Specify)* _____

_____

_____

_____

_____

_____

_____

21. SINCE THE PROGRAM BEGAN, WHAT IS THE TOTAL AMOUNT OF FUNDING FOR EACH OF THE FOLLOWING TYPES THAT THE PROGRAM HAS RECEIVED? *(Check all sources that apply and enter amount of funding.)*

a. FEDERAL GOVERNMENT:

- ☐ Violent Crime Control Act of 1997 *(Drug Courts Program Office)* $ _____
- ☐ Local Law Enforcement Block Grant $ _____
- ☐ Edward Byrne Memorial Grant $ _____
- ☐ Comprehensive Communities Grant $ _____
- ☐ Corrections Options Grant $ _____
- ☐ Center for Substance Abuse Treatment (CSAT) Substance Abuse Treatment and Treatment Block Grant, includes CSAT technical assistance $ _____
- ☐ CSAT Criminal Justice Treatment Networks $ _____
- ☐ CSAT Target Cities $ _____
- ☐ Medicaid $ _____
- ☐ Other federal government *(Please specify)* $ _____
- ☐ $ _____
- ☐ $ _____

b. ☐ State government $ _____

c. ☐ Local government $ _____

d. ☐ Private *(Grants/donations from foundations, businesses, charitable organizations)* $ _____

e. ☐ Participant fees $ _____

22. WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES ANY FEES CHARGED TO PARTICIPANTS *(By the court or by any contractors providing services)*, **EITHER CURRENTLY OR IN THE PAST?** *(Fees would include those paid by the participant, by personal insurance or by medicaid)*

- ☐ Participant fees are charged currently. *(Continue with Question 23)*
- ☐ Participant fees were charged previously, but are not currently. *(Continue with Question 23)*
- ☐ Participant fees have never been charged. *(Skip to question 24)*

(continued on next page)

23. WHAT IS/WAS THE PURPOSE AND AMOUNT OF EACH FEE CHARGED TO PARTICIPANTS?

Description/purpose of fee	Amount of fee
_____	
_____	$ _____
_____	
_____	$ _____
_____	
_____	$ _____

24. HOW IS DRUG COURT DATA GATHERED AND COMPILED?

☐ Manually

☐ Automated

☐ Both

II. DRUG COURT PARTICIPANT/PROGRAM INFORMATION

25. NUMBER OF PARTICIPANTS

From start of program _____

From start of grant _____

26. TOTAL CAPACITY

_____

27. NUMBER OF GRADUATES FROM THE DRUG COURT PROGRAM

From start of program _____

From start of grant _____

28. FROM THE TIME THE PROGRAM BECAME OPERATIONAL TO THE PRESENT AND FROM THE BEGINNING OF THE GRANT TO THE PRESENT, HOW MANY PEOPLE:

	Number of persons since: program start	Number of persons since: grant start
a. Have been admitted to the drug court program?	_____	_____
b. Have completed the program?	_____	_____
c. Have failed to complete the program because they:		
(1.) Have been terminated?	_____	_____
(2.) Have voluntarily withdrawn?	_____	_____
(3.) Have died while in the program?	_____	_____

29. PROVIDE THE FOLLOWING DEMOGRAPHIC INFORMATION ABOUT PARTICIPANTS IN THE PROGRAM SINCE THE **BEGINNING** OF THE GRANT *AND (If available)* SINCE THE BEGINNING OF THE PROGRAM:

	Number of persons since: program start	Number of persons since: grant start
Age 12–16	_____	_____
Age 17–18	_____	_____
Age 19–21	_____	_____
Age 22–30	_____	_____
Age 30–40	_____	_____
Age 41 or over	_____	_____
Number of men	_____	_____
Number of women	_____	_____
Number of drug-free babies	_____	_____

30. NUMBER OF PARTICIPANTS OF THE FOLLOWING RACIAL OR ETHNIC DESCENT:

	Number of persons since: program start	Number of persons since: grant start
African American	_____	_____
Hispanic/Latino	_____	_____
Asian/Pacific Islander	_____	_____
Native American	_____	_____
Alaskan Native	_____	_____
Caucasian	_____	_____
Other	_____	_____

(continued from previous page)

31. HOW LONG DO YOU PLAN TO FOLLOW UP ON THE PROGRESS OF DRUG COURT PARTICIPANTS AFTER GRADUATION?

6 months _____

12 months _____

18 months _____

32. NUMBER OF PROGRAM PARTICIPANTS WHO GAINED A GED OR VOCATIONAL TRAINING WHILE PARTICIPATING IN THE PROGRAM:

From start of program _____

From start of grant _____

33. NUMBER OF PROGRAM PARTICIPANTS EMPLOYED AT GRADUATION:

From start of program _____

From start of grant _____

34. NUMBER OF PROGRAM PARTICIPANTS ON BENCH WARRANTS:

From start of program _____

From start of grant _____

35. NUMBER OF PARTICIPANTS ARRESTED OR CONVICTED **WHILE IN THE DRUG COURT PROGRAM:**

	Number of persons since: program start	grant start
Nonviolent drug crime	_____	_____
Violent drug crime	_____	_____
Nonviolent non-drug crime	_____	_____
Violent non-drug crime	_____	_____

36. NUMBER OF CLIENTS WHO REENTERED THE DRUG COURT PROGRAM, AFTER COURT/SELF TERMINATION OR GRADUATION:

From start of program _____

From start of grant _____

37. NUMBER OF PARTICIPANTS ARRESTED OR CONVICTED **AFTER GRADUATION:**

	0–6 months after graduation: program start	grant start
Nonviolent drug crime	_____	_____
Violent drug crime	_____	_____
Nonviolent non-drug crime	_____	_____
Violent non-drug crime	_____	_____

	7–12 months after graduation: program start	grant start
Nonviolent drug crime	_____	_____
Violent drug crime	_____	_____
Nonviolent non-drug crime	_____	_____
Violent non-drug crime	_____	_____

	13–18 months after graduation: program start	grant start
Nonviolent drug crime	_____	_____
Violent drug crime	_____	_____
Nonviolent non-drug crime	_____	_____
Violent non-drug crime	_____	_____

38. NUMBER OF PARTICIPANTS WHO REMAIN DRUG FREE AFTER GRADUATION *(If information is available)*:

	Number of participants	Average number of days/months
From start of program	_____	_____
From start of grant	_____	_____

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the Drug Courts Program Office, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, D.C. 20531; and to Public Use Reports Project, 1121-0190, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Appendix B
Comprehensive Care Continuum

Overview

The model comprehensive treatment continuum is described below. Most, if not all, of these components are appropriate for members of every target population described in this announcement. However, not all services and interventions are needed by every individual in treatment or recovery. This continuum is not specific to treatment philosophy, modality, or setting. It is a generic framework within which potential applicants can conceptualize service arrays, service capabilities, and appropriate managerial and administrative processes, including evaluation.

Methods of implementing the components of this continuum, the staff that delivers each service, the manner and setting in which different services are delivered, and so on should be based upon (1) the unique needs of the target population; (2) the extent to which there are addiction treatment, health care, human services, housing, and labor training alternatives elsewhere in the jurisdiction of authority; and (3) the extent of available resources. The array of services described below need not be provided by a single treatment entity but can be provided by a consortium of addiction treatment providers, health and human services providers, and criminal justice supervision agencies linked via coordinated case management.

Program Management, Structure, and Staff

- Clear program vision, philosophy, and mission statements, coupled with a strategic plan for achieving identifiable objectives (e.g., increase to 80 percent the number of clients who complete treatment; reduce rearrest rates by 60 percent for all program participants who complete treatment).

- Ability to conduct comprehensive assessments at intake; to track client progress via documented case-finding methods and evaluation tools; to maintain process-tracking capability; and to conduct outcome evaluations (during and post-treatment) for all program participants.

- Multidisciplinary staff capable of ensuring that programming is delivered in a clinically appropriate and culturally competent manner.

- Staff-training and cross-training capability covering issues pertinent to effective treatment, including cross training of administrative, security, and treatment staff; gender sensitivity (sexuality, abuse); age-specific interventions; cultural competency; pharmacologic interventions; infectious disease transmission; dissemination of the latest research findings; HIV/AIDS counseling (coping skills/risk reduction/partner notification); dealing with psychopathology; and cognitive training for offenders.

Screening, Intake, and Monitoring

- Intake and assessment protocol that consists of the following: medical exam; alcohol and drug use history; psychosocial evaluation; where indicated, psychiatric assessment that is appropriate for evaluating all clients with respect to drug use, alcohol use, and degree of psychopathology;

assessment of physical health; extent of cognitive or other impairments; employment history and capability; social history and status (e.g., family of origin, sociocultural background, exposure to abuse or violence); educational status; and history of involvement in the criminal or juvenile justice systems.

Screening for infectious diseases, including HIV/AIDS (to include pre- and post-test counseling), tuberculosis, sexually transmitted diseases, hepatitis B, and others, as appropriate.

Health education, including safe sex and risk reduction techniques to mitigate the spread of HIV and other sexually transmitted diseases.

Initial urine screening for the presence of prevalent drugs (licit or illicit) and a system of randomized (at least weekly), monitored urine testing for all treated inmates.

Referral of clients to treatment and recovery settings and modalities that are best suited to meet their needs (client-treatment matching).

Case management (timely treatment plan development, treatment record maintenance and patient monitoring, integration of treatment services into supervised programming, and continuation of recovery support services in community-based settings with continual case supervision throughout).

Timing and Duration of Treatment and Recovery Services

Same day intake services and, whenever possible, individuals requesting intervention should be admitted to a treatment unit on the same day.

Treatment and recovery services should be provided in the context of a sustained continuum that begins during detention or incarceration and is continued in the community of residence during parole and/or release from the facility.

Treatment and Recovery Services

Special focus groups (peer-based and professionally monitored); general peer/support groups; cognitive group therapy; and counseling for HIV-positive clients and victims of sexual abuse.

Special treatment programming designed to address anger management, violence prevention, victimization issues, and values formation.

Preventive and primary medical care as required by the client mix, including gynecologic/obstetric or reproductive health, pre- and postnatal care, pediatric care, and so on.

Psychiatric assessments, followed by provision of specialized therapy to address indicated psychopathology, appropriate pharmacologic interventions, and monitoring, provided by

practitioners recognized by appropriate State or local authorities (e.g., appropriately credentialed psychiatrists, psychologists, psychiatric nurses).

- Psychological counseling (when indicated) by persons recognized by State/local authorities as qualified to provide the indicated form of therapy.

- Strategies to involve family members/significant others in the treatment process and provision of family/collateral counseling, as appropriate, provided by persons recognized by State/local authorities to provide such counseling.

- Use of peers as mentors and sponsors; strong linkages with self-help groups such as Alcoholics Anonymous, Narcotics Anonymous, and Cocaine Anonymous.

- Gender-specific, age-specific, and culturally relevant strategies (e.g., staff recruitment and retention, unique treatment setting attributes, appropriate literature and audiovisual materials, and social activities) to keep inmates actively engaged in the treatment process.

- Parenting skills development for both fathers and mothers, including infant and childhood development courses to enhance parental functioning.

- Nutritional and general health education by a qualified technician.

- Skill development components that emphasize daily life skills, how to make use of available community resources, maintaining a drug- and crime-free lifestyle in a community context, and so on.

- Child care provision at the treatment facility (where appropriate for custodial parent residents).

- Recreational and social activities.

- Transportation (on- or offsite for specialized services or employment, as appropriate).

- Intensive supervision through probation, parole, community supervision, juvenile supervision, or other supervision agencies (e.g., Treatment Alternatives to Street Crime, TASC).

- Sustained continuity of treatment, recovery, and support services postrelease, including frequent interaction with a mentor, primary counselor, or case manager, as appropriate; intensive interventions as needed (e.g., in the event of a traumatic event such as death or divorce); participation in ongoing peer-based support programs; and drug-free cooperative living arrangements.

- Coordination of the treatment and recovery continuum with other germane services, such as vocational rehabilitation, education, legal aid, and transportation.

Appendix C
Frequently Asked Questions Regarding the Violent Offender Prohibition

Background

Questions are pursuant to the definition of "violent offender" as stated in the statute. The statute defines "violent offender" as a person who either

1. Is charged with or convicted of an offense, during the course of which offense or conduct

   A. The person carried, possessed, or used a firearm or dangerous weapon;
   B. There occurred the death of, or serious bodily injury to any person; or
   C. There occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A), (B), or (C) is an element of the offense or conduct of which or for which the person is charged or convicted; or

2. Has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm, 42 U.S.C. § 3796ii *et seq.*

Questions

1. Is an offender eligible for the drug court program if he or she has *previously* been convicted of a *misdemeanor* offense related to threatened or actual use of force; or use, possession, or carrying of a firearm or dangerous weapon?

The statute's definition of violent offender specifically limits prior offenses that cause a person to be categorized as a "violent offender" to felony crimes of violence. If a person has a prior misdemeanor conviction, even though threatened or actual use of force; or use, possession, or carrying of a firearm or dangerous weapon occurred during the offense, the person is not a violent offender according to the statute. Therefore, the offender is eligible for the drug court program as long as his or her current offense does not fall within the violent offender definition.

2. Is an offender eligible for the drug court program if he or she has a prior *felony arrest* (but not conviction) for an offense related to threatened or actual use of force; or use, possession, or carrying of a firearm or dangerous weapon?

The statute's definition of violent offender specifically limits prior offenses that cause a person to be categorized as a "violent offender" to felony *convictions*. Prior felony arrests are not included in this definition. If a person has a prior felony arrest, even though it involved threatened or actual use of force, or use, possession or carrying of a firearm or dangerous weapon, the person is not a violent offender according to the statute. Therefore, the offender is eligible for the drug court program as long as his or her current offense does not fall within the violent offender definition.

3. Is an offender eligible for the drug court program if a charge that would qualify as a violent offense according to the definition above is dropped or reduced to a nonviolent offense?

If a charge is dropped or reduced to a nonviolent offense, the offender is eligible for the drug court program. Charges that have been dropped cannot be considered when assessing whether an offender falls under the violent offender definition. Reduced charges are subject to the violent offender definition. Therefore, if the reduced charge does not qualify as a violent offense, then the offender is eligible.

4. Is an offender eligible for the drug court program if he or she has a juvenile adjudication for an offense related to threatened or actual use of force; or use, possession or carrying a firearm or dangerous weapon?

The drug courts statute, 42 U.S.C. §§ 3786ii to 3796ii-8 (1994) does not set out different standards for juvenile offenders. Therefore, juvenile violent offenses are governed by the same standards as adult violent offenses.

Consequently, if the juvenile offender is currently charged with or convicted of an offense during the course of which threatened or actual use of force or use, possession, or carrying of a firearm or dangerous weapon occurred, the juvenile will be categorized as a violent offender and ineligible for drug court programs. In addition, if the juvenile offender has a prior felony conviction for an offense related to threatened or actual use of force or use, possession or carrying of a firearm or dangerous weapon, the juvenile will be categorized as a violent offender and ineligible for drug court programs.

5. If violent offenders are admitted, inadvertently or otherwise, to the drug court program, is it possible for the OJP grant to be rescinded or canceled?

The statute provides that if the Assistant Attorney General determines that one or more violent offenders are participating in a program receiving funding under this part, such funding shall be promptly suspended, pending the termination of participation by those persons deemed ineligible to participate under the statute, 42 U.S.C. § 3796ii *et seq.*

If it is discovered that violent offenders are inadvertently participating in a drug court program, the federally funded portion of the program will be suspended pending the removal of the violent offenders from the program. If the program fails to remove the violent offenders, funding must be rescinded or canceled, as the statute provides that no violent offenders will be permitted to participate in a federally funded drug court program.

6. Does the degree of violence within an offense affect eligibility?

Under the specific situations set out by the statute, the degree of violence within a qualifying offense is irrelevant. If the offender commits a "violent offense" under the statute, then he or she is ineligible to participate in a drug court program.

7. Does the definition of "violent offender" include persons who legally use, possess, or carry a firearm or dangerous weapon?

The DCPO interprets the definition of "violent offender" as being restricted to persons who **illegally** use, possess, or carry a firearm or dangerous weapon. Therefore, offenders are not precluded from participation in a Drug Court for either:

A) using a legally licensed firearm or dangerous weapon in a legally justifiable way, such as in circumstances of self defense, or

B) possession or carrying an otherwise legally licensed firearm or dangerous weapon.

Appendix D
Sample Applicant Authorization Letter

Sample Letter

Marilyn Roberts [current date]
Director
Drug Courts Program Office
810 Seventh Street, NW
Eighth Floor
Washington, DC 20531

RE: [drug court grant number, name of grant, and type of grant]

Dear Ms. Roberts:

As the [Chief Executive Officer or similar authority] for the [State or unit of local government], on behalf of [State or unit of local government], I hereby authorize [name of agency administering the grant] as the official representative of [State or unit of local government] authorized to apply to undertake a drug court program or project in whole or in part. This designation is made pursuant to the authority conferred upon me by Section 901 © of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC § 3791(c), and it is effective as of [date of original application].

Any additional correspondence concerning this drug court grant should be directed to [the agency administering the grant]. The appropriate contact person at that agency is [contact at agency administering the grant], who can be reached at [phone number].

Sincerely,

[name and title]

Appendix E

State Offices Administering the Bureau of Justice Assistance Edward Byrne Memorial State and Local Law Enforcement Formula Grant Program and the Local Law Enforcement Block Grant Program

State Single Points of Contact Intergovernmental Review Process

Executive Order 12372 requires applicants from state and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

The Catalog of Federal Domestic Assistance reference for this program is number 16.586.
A current list of State SPOC's is set forth below.*

ARIZONA

Janice Dunn
Arizona State Clearinghouse
Fourteenth Floor
3800 N. Central Avenue
Phoenix, Arizona 85012

Telephone:(602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
Room 412
1515 W. 7th St.
Little Rock, Arkansas 72203

Telephone:(501) 682-1074
FAX: (501) 682-5206

CALIFORNIA

Bette North
Office of Criminal Justice Planning
Suite 300
1130 K Street
Sacramento, California 95814

Telephone:(916) 324-9154
FAX: (916) 324-9167

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
Dover, Delaware 19903

Telephone:(302) 739-3326
FAX: (302) 739-5661

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Dev.
Suite 500
717 14th Street, NW.
Washington, DC 20005

Telephone:(202) 727-6551
FAX: (202) 727-1617

FLORIDA

Suzanne Traub-Metlay
Florida State Clearinghouse
Intergovernmental Affairs Policy Unit
Executive Office of the Governor
Room 1603
The Capitol
Tallahassee, Florida 32399-0001

Telephone:(904) 488-8114
FAX: (904) 488-9005

GEORGIA

Charles H. Badger
Administrator
Georgia State Clearinghouse
Room 401J
254 Washington Street, SW.
Atlanta, Georgia 30334

Telephone:(404) 656-3855 or (404) 656-3829
FAX: (404) 656-7938

ILLINOIS

Steve Klokkenga
State Single Point of Contact
Office of the Governor
107 Stratton Building
Springfield, Illinois 62706

Telephone:(217) 782-1671
FAX: (217) 782-6620

INDIANA

Frances E. Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204

Telephone:(317) 232-2972
FAX: (317) 233-3323

* In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Virginia, and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Assistance.

IOWA

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grant Avenue
Des Moines, Iowa 50309

Telephone: (515) 242-4719
FAX: (515) 242-4859

KENTUCKY

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, Kentucky 40601-8204

Telephone: (502) 573-2382
FAX: (502) 583-2512

MAINE

Joyce Benson
State Planning Office
State House Station #38
Augusta, Maine 04333

Telephone: (207) 287-3261
FAX: (207) 287-6489

MARYLAND

Roland E. English III
Chief, State Clearinghouse for Intergovernmental Assistance
Maryland Office of Planning
Room 1104
301 W. Preston Street
Baltimore, Maryland 21201-2365

Telephone: (410) 225-4490
FAX: (410) 225-4480

MASSACHUSETTS

Karen Arone
State Clearinghouse
Executive Office of Communities and Development
Room 1803
100 Cambridge Street
Boston, Massachusetts 02202

Telephone: (617) 727-7001 ext. 443
FAX: (617) 727-4259

MICHIGAN

Richard S. Pastula
Director
Office of Federal Grants
Michigan Department of Commerce
P.O. Box 30225
Lansing, Michigan 48909

Telephone: (517) 373-7356
FAX: (517) 373-6683

MISSISSIPPI

Cathy Malette
Clearinghouse Officer
Office of Federal Grant Management and Reporting
Department of Finance and Administration
301 West Pearl Street
Jackson, Mississippi 39202

Telephone :(601) 949-2174
FAX: (601) 949-2125

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 908
Room 760, Truman Building
Jefferson City, Missouri 65102

Telephone: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710

Telephone: (702) 687-4065
FAX: (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
James E. Bieber
2 ½ Beacon Street
Concord, New Hampshire 03301

Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW JERSEY

Gregory W. Adkins
Director
Division of Community Resources
New Jersey Department of Community Affairs

Please direct all correspondence and questions about intergovernmental review to:
Andrew J. Jaskolka
State Review Process
Division of Community Resources
Room 609
CN 814
Trenton, New Jersey 08625-0814

Telephone: (609) 292-9025
FAX: (609) 984-0386

NEW MEXICO

George Elliott
Deputy Director
State Budget Division
Room 190 Bataan Memorial Building
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224

Telephone: (518) 474-1605

NORTH CAROLINA

Chrys Baggett, Director
N.C. State Clearinghouse
Office of the Secretary of Admin.
116 West Jones Street
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
34th Floor
30 East Broad Street
Columbus, Ohio 43266-0411

Please direct correspondence and questions about intergovernmental review to:
Linda Wise
Telephone: (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND

Daniel W. Varin
Associate Director
Department of Administration
Division of Planning
4th Floor
One Capitol Hill
Providence, Rhode Island 02908-5870

Please direct correspondence and questions to:
Review Coordinator
Office of Strategic Planning
Telephone: (401) 277-2656
FAX: (401) 277-2083

SOUTH CAROLINA

Omeagia Burgess
State Single Point of Contact
Grant Services
Office of the Governor
Room 477
1205 Pendleton Street
Columbia, South Carolina 29201

Telephone: (803) 734-0494
FAX: (803) 734-0385

TENNESSEE

Charles Brown
State Single Point of Contact
State Planning Office
Suite 309
500 Charlotte Avenue
John Sevier Building
Nashville, Tennessee 37243-0001

Telephone: (615) 741-1676

TEXAS

Tom Adams
Director
Intergovernmental Coordination
P.O. Box 13005
Austin, Texas 78711

Telephone: (512) 463-1771
FAX: (512) 463-1984

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114

Telephone: (801) 538-1535
FAX: (801) 538-1547

VERMONT

Nancy McAvoy
State Single Point of Contact
Pavilion Office Building
109 State Street
Montpelier, Vermont 05609

Telephone: (802) 828-3326
FAX: (802) 828-3339

WEST VIRGINIA

Fred Cutlip
Director
Community Development Division
W. Virginia Development Office
Room 553
Building #6
Charleston, West Virginia 25305

Telephone: (304) 558-4010
FAX: (304) 558-3248

WISCONSIN

Martha Kerner
Section Chief, State/Federal Relations
Wisconsin Department of Administration
6th Floor
101 East Wilson Street
P.O. Box 7868
Madison, Wisconsin 53707

Telephone: (608) 266-2125
FAX: (608) 267-6931

WYOMING

Sheryl Jeffries
State Single Point of Contact
4th Floor, East Wing
Herschler Building
Cheyenne, Wyoming 82002

Telephone: (307) 777-7574
FAX: (307) 638-8967

United States Territories

GUAM

Giovanni T. Sgambelluri
Director
Bureau of Budget and Management & Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910

Telephone: 011-671-472-2285
FAX: 011-671-472-2825

PUERTO RICO

Norma Burgos/Jose E. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119

Telephone: (809) 727-4444
(809) 723-6190
FAX: (809) 724-3270
(809) 724-3103

NORTHERN MARIANA ISLANDS

State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

VIRGIN ISLANDS

Jose George
Director, Office of Management and Budget
Second Floor
#41 Norregade Emancipation Garden Station
Saint Thomas, Virgin Islands 00802

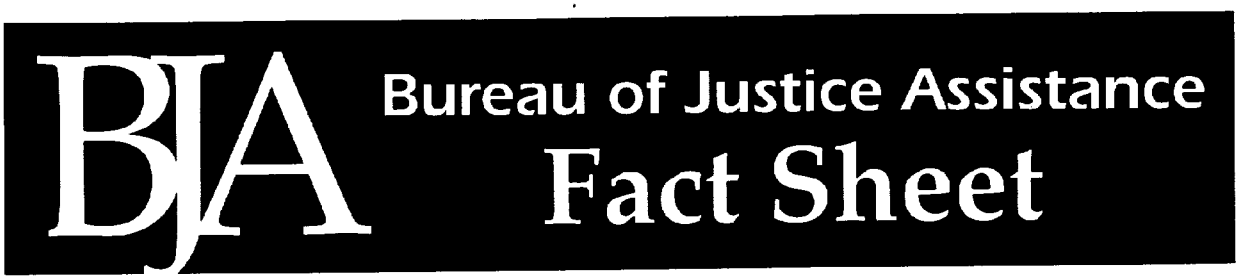
Please direct all questions and correspondence about inter-governmental review to:
Linda Clarke

Telephone: (809) 774-0750
FAX: (809) 776-0069

Appendix F

Edward Byrne Memorial State and Local Law Enforcement Assistance Fact Sheet and Local Law Enforcement Block Grant Program Fact Sheet

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Nancy E. Gist, Director

Edward Byrne Memorial State and Local Law Enforcement Assistance

Fiscal Year 1998

Through the Edward Byrne Memorial State and Local Law Enforcement Assistance Program (the Byrne Program), the Bureau of Justice Assistance (BJA) provides leadership and guidance on crime and violence prevention and control and works in partnership with State and local governments to make communities safe and improve criminal justice systems. BJA develops and tests new approaches in criminal justice and crime control and encourages replication of effective programs and practices by State and local criminal justice agencies. The Byrne Program, created by the Anti-Drug Abuse Act of 1988 (Public Law 100–690), emphasizes controlling violent and drug-related crime and serious offenders and fosters multijurisdictional and multi-State efforts to support national drug-control priorities.

BJA makes Byrne Program funds available through two types of grant programs: discretionary and formula. Discretionary funds are awarded directly to public and private agencies and private nonprofit organizations; formula funds are awarded to the States, which then make subawards to State and local units of government.

Discretionary Grant Program

Program purposes. The Byrne Discretionary Grant Program focuses on the following crime and violence prevention and control activities:

- ❑ Undertaking educational and training programs for criminal justice personnel.
- ❑ Providing technical assistance to State and local units of government.
- ❑ Promoting projects that are national or multijurisdictional in scope.
- ❑ Demonstrating programs that, in view of previous research or experience, are likely to be successful in more than one jurisdiction.

Funding. In fiscal year (FY) 1998, $46.5 million was appropriated for the Byrne Discretionary Grant Program.

Eligibility. Public and private agencies and private nonprofit organizations are generally eligible to apply for and receive funds under this program.

Matching requirements. Grants and contracts may be awarded for up to 100 percent of the cost of an approved project. The Federal share for subsequent awards of projects funded after FY 1994 will decrease by at least 25 percent. This policy reflects BJA's intent to promote leveraging of State, local, and private resources and to emphasize the need for early sustainment planning.

Program priorities. During FY 1998, BJA will focus on programs that implement comprehensive approaches to crime; stimulate partnerships among public agencies, private organizations, and communities; and address unmet needs in the delivery of criminal justice services. Most funds appropriated for discretionary grants will be awarded to continue initiatives started in previous fiscal years or to support those efforts designated by Congress.

BJA is seeking new initiatives through several competitive programs. An open solicitation has been announced to request the submission of innovative concepts and practices in issues related to community justice, law enforcement, adjudication, rural communities, indigent defense, and nontraditional uses of resources to

enhance public safety. State and local governments will be encouraged to submit concept papers on individual topics within these general areas. A second, more limited solicitation seeks applications to strengthen State and local evaluation efforts through partnerships among State administrative agencies. Panels of experts will review concept papers or applications for each competitive program. Funding decisions will be made by the Director of BJA.

Formula Grant Program

Program purposes. The Byrne Formula Grant Program is a partnership among Federal, State, and local governments to create safer communities and improved criminal justice systems. BJA is authorized to award grants to States for use by States and units of local government to improve the functioning of the criminal justice system, with emphasis on violent crime and serious offenders, and to enforce State and local laws that establish offenses similar to those in the Federal Controlled Substances Act. Grants may be used to provide personnel, equipment, training, technical assistance, and information systems for more widespread apprehension, prosecution, adjudication, detention, and rehabilitation of offenders who violate such State and local laws. Grants also may be used to provide assistance (other than compensation) to victims of these offenders. There are 26 legislatively authorized purpose areas (outlined in the next section) for which formula grant assistance may be provided.

Funding. In FY 1998, $505 million was appropriated for the Byrne Formula Grant Program. From this allocation, each State receives a base amount of 0.25 percent of the total allocation. Remaining funds are allocated according to each State's relative share of the U.S. population. (See "Formula Grant Program Allocation of Funds.") In addition, Congress has added $25 million to fund State programs related to the President's Federal drug-testing initiative. Although not mandated to do so, States are strongly encouraged to consider using Byrne Program funds for programs that support this initiative.

Eligibility. The 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands are eligible to apply for formula grant funds. For the purposes of this program, references to "State" include all of these eligible entities.

State office. The chief executive of each participating State designates a State office to administer the State's Byrne Program and to coordinate the distribution of funds with State agencies receiving Federal funds for drug abuse education, prevention, treatment, and research activities and programs. An office or agency performing other functions within the State's executive branch may be the designated State office.

Statewide strategy. Each State is required to develop a statewide strategy to improve its functioning of the criminal justice system, with an emphasis on drug trafficking, violent crime, and serious offenders. The strategy should be prepared after consultation with State and local officials, particularly those whose duty it is to enforce drug and criminal laws and to direct the administration of justice, and made available to the public for comment.

Administrative funds. Up to 10 percent of formula grant funds allocated to a State may be used to pay for costs incurred in administering the formula grant program.

Matching requirements. At least 25 percent of the cost of a program or project funded with a formula grant must be paid in cash with non-Federal funds. These "match" funds must be in addition to funds that would otherwise be made available by the recipient for law enforcement. Match funds are generally provided on a project-by-project basis, although BJA can approve a statewide match option.

Passthrough. The minimum passthrough amount for each State is based on the percentage of funds expended for criminal justice purposes by units of local government relative to total State and local criminal justice expenditures in the State. These expenditures must be funded by State and local revenue sources, e.g., taxes, charges and fees, utility revenue, and interest earnings. This requirement applies only to the 50 States. The District of Columbia, because of its designation as a local unit of government, is required to pass through 100 percent. The Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands have no passthrough requirement due to their single-level government structures.

Funding priority. In distributing funds, States are to give priority to jurisdictions with the greatest need for assistance with criminal justice programs.

Congressional mandates. States are required to comply with the following congressional mandates:

- **Criminal Justice Records Improvement Plan.** States must use at least 5 percent of their formula grant awards for the improvement of criminal justice records.

Formula Grant Program Allocation of Funds

State	FY 1998 Allocation	Percentage To Be Passed Through to Local Jurisdictions
Alabama	8,160,000	50.95
Alaska	2,242,000	21.97
Arizona	8,410,000	61.04
Arkansas	5,313,000	54.87
California	52,716,000	63.15
Colorado	7,433,000	58.82
Connecticut	6,547,000	36.96
Delaware	2,432,000	26.87
District of Columbia	2,139,000	100.00
Florida	24,505,000	61.56
Georgia	13,131,000	53.39
Hawaii	3,173,000	46.45
Idaho	3,182,000	52.41
Illinois	20,384,000	64.51
Indiana	10,690,000	56.78
Iowa	5,865,000	40.79
Kansas	5,414,000	47.49
Kentucky	7,531,000	32.30
Louisiana	8,285,000	51.92
Maine	3,269,000	41.59
Maryland	9,448,000	44.47
Massachusetts	11,096,000	36.64
Michigan	16,748,000	53.10
Minnesota	8,780,000	70.29
Mississippi	5,646,800	52.52
Missouri	9,912,000	58.22
Montana	2,682,000	58.56
Nebraska	3,929,000	60.36
Nevada	3,850,000	62.01
New Hampshire	3,139,000	51.46
New Jersey	14,156,000	57.67
New Mexico	4,028,000	42.23
New York	30,614,000	63.29
North Carolina	13,082,000	41.36
North Dakota	2,301,000	56.16
Ohio	19,296,000	64.42
Oklahoma	6,590,000	45.41
Oregon	6,434,000	46.98
Pennsylvania	20,722,000	64.83
Rhode Island	2,861,000	41.76
South Carolina	7,233,000	42.53
South Dakota	2,445,000	47.16
Tennessee	9,849,000	48.78
Texas	32,137,000	65.60
Utah	4,491,000	49.76
Vermont	2,213,000	25.11
Virginia	12,037,000	30.04
Washington	10,193,000	60.25
West Virginia	4,209,000	47.93
Wisconsin	9,591,000	61.98
Wyoming	2,040,000	54.95
Puerto Rico	7,368,000	0
Virgin Islands	1,427,000	0
Guam	1,477,000	0
American Samoa/ N. Mariana Islands	1,408,000*	0

* American Samoa (67 percent)—$943,360; N. Mariana Islands (33 percent)—$464,640.

Note: Figures for populations of States and for Puerto Rico are based on Bureau of Census estimates as of July 1, 1996. Figures for other U.S. territories are based on the 1990 census.

- **Immigration and Naturalization Plan.** States must develop methods to notify the Immigration and Naturalization Service (INS) of alien convictions and to provide records of those convictions to INS.
- **Human Immunodeficiency Virus (HIV) Testing.** States must enact and enforce a law that requires sex offenders to be tested for HIV if the victim requests such testing. If a State fails to comply, 10 percent of the State's formula grant will be withheld.
- **Jacob Wetterling Sexual Offender Registry.** States must establish 10-year registration requirements for persons convicted of certain crimes against minors and sexually violent offenses and a more stringent set of registration requirements for a subclass of highly dangerous sex offenders characterized as "sexually violent predators." If a State fails to comply with these requirements, 10 percent of its formula grant will be withheld.

Construction. Grant funds may be used for construction of penal and correctional institutions only. Acquisition of land with grant funds is prohibited.

Period of project support. Projects in the aggregate may be funded for a maximum of 4 years (48 months). Grants awarded to State and local governments to participate in multijurisdictional drug or gang task forces and victim assistance programs are excluded from this restriction.

Legislatively Authorized Byrne Program Purposes

Both discretionary and formula grant funds may be used to implement programs that carry out any of the following 26 legislatively authorized purposes:

1. Demand-reduction education programs in which law enforcement officers participate.

2. Multijurisdictional task force programs to integrate Federal, State, and local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multijurisdictional investigations.

3. Programs to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations.

4. Community and neighborhood programs to assist citizens in preventing and controlling crime, including special programs that address crimes committed against the elderly and special programs in rural jurisdictions.

5. Programs to disrupt illicit commerce in stolen goods and property.

6. Programs to improve the investigation and prosecution of white-collar crime, organized crime, public corruption, and fraud against the Government, with priority attention to cases involving drug-related official corruption.

7. a. Programs to improve the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, schoolyard violator programs, and gang-related and low-income housing drug-control programs.

   b. Programs to develop and implement antiterrorism plans for deep-draft ports, international airports, and other important facilities.

8. Career criminal prosecution programs, including the development of model drug-control legislation.

9. Financial investigative programs to identify money laundering operations and assets obtained through illegal drug trafficking, including the development of model legislation, financial investigative training, and financial information-sharing systems.

10. Programs to improve the operational effectiveness of courts by expanding prosecutorial, defender, and judicial resources and implementing court delay-reduction programs.

11. Programs to improve the corrections system and provide additional public correctional resources, including treatment in prisons and jails, intensive supervision programs, and long-range corrections and sentencing strategies.

12. Prison industry projects to place inmates in a realistic working and training environment that enables them to develop marketable skills. With these skills inmates are better able to support their families and themselves in the institution and make financial restitution to their victims.

13. Programs to identify and meet the treatment needs of adult and juvenile drug- and alcohol-dependent offenders.

14. Programs to provide assistance to jurors and witnesses and assistance (other than compensation) to victims of crime.

15. a. Programs to improve drug-control technology, such as pretrial drug-testing programs; to provide for the identification, assessment, referral to treatment, case management, and monitoring of drug-dependent offenders; and to enhance State and local forensic laboratories.

    b. Criminal justice information systems (including automated fingerprint identification systems) to assist law enforcement, prosecution, courts, and corrections organizations.

16. Programs to demonstrate innovative approaches to enforcement, prosecution, and adjudication of drug offenses and other serious crimes.

17. Programs to address drug trafficking and the illegal manufacture of controlled substances in public housing.

18. Programs to improve the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse, and elder abuse.

19. Programs with which States and local units of government can evaluate State drug-control projects.

20. Programs to provide alternatives to detention, jail, and prison for persons who pose no danger to the community.

21. Programs to strengthen urban enforcement and prosecution efforts targeted at street drug sales.

22. Programs to prosecute driving-while-intoxicated charges and enforce other laws relating to alcohol use and the operation of motor vehicles.

23. Programs to address the need for effective bindover systems for the prosecution of violent 16- and 17-year-old juveniles for [certain enumerated] violent crimes in courts with jurisdiction over adults.

24. Law enforcement and prevention programs for gangs and youth who are involved or are at risk of involvement in gangs.

25. Programs to develop or improve forensic laboratory capability to analyze DNA for identification purposes.

26. Programs to develop and implement antiterrorism training and procure equipment for local law enforcement authorities.

Note: Congress has authorized the use of Byrne funds to support programs that assist in the litigation of death penalty Federal habeas corpus petitions. This authorization applies only to the current award (FY 1998) and may or may not be available in future funding cycles.

Program Evaluation

The Anti-Drug Abuse Act of 1988 mandates that all programs funded under the Byrne Program be evaluated. The goal is to identify and disseminate information about programs of proven effectiveness so that jurisdictions throughout the country can replicate them. In addition, evaluation results guide the formulation of policy and programs within Federal, State, and local criminal justice agencies.

The National Institute of Justice (NIJ) is an active participant in BJA's evaluation program. BJA and NIJ jointly develop evaluation guidelines and conduct comprehensive evaluations of selected programs receiving discretionary and formula grant funds. The Director of NIJ is required to report to the President, Attorney General, and Congress on the nature and findings of Byrne Program evaluation activities.

Formula grant program applicants must include an evaluation component that meets the BJA/NIJ evaluation guidelines. The Director of BJA may waive this requirement under certain circumstances. Each State is required to provide BJA with an annual report that includes a summary of its grant activities and an assessment of the impact of these programs on the needs identified in its statewide strategy. Formula grant funds may be used to pay for evaluation activities.

Applicants for discretionary grant funding also are required to include an evaluation component in their applications and to conduct evaluations according to the procedures and terms established by BJA.

The Director of BJA is required to submit to the Speaker of the House of Representatives and to the President pro tempore of the Senate an annual report on evaluation results of BJA programs and projects and State strategy implementation.

For More Information

For additional information on the Bureau of Justice Assistance and its programs, contact the offices listed below. In addition, refer to BJA's *FY 1998 Program Plan* for a summary of all discretionary programs planned for FY 1998. Solicitations for competitive awards, including application instructions, will be issued separately and made available through the BJA home page or the BJA Clearinghouse home page. (See below for World Wide Web addresses.)

Bureau of Justice Assistance
810 Seventh Street NW.
Washington, DC 20531
Phone: 202–307–0635
World Wide Web: http://www.ojp.usdoj.gov/BJA

Bureau of Justice Assistance Clearinghouse
P.O. Box 6000
Rockville, MD 20849–6000
Phone: 1–800–688–4252
World Wide Web: http://www.ncjrs.org

Clearinghouse staff are available Monday through Friday, 8:30 a.m. to 7 p.m. eastern time. Ask to be placed on the BJA mailing list.

Department of Justice Response Center
Phone: 1–800–421–6770 or 202–307–1480

Response Center staff are available Monday through Friday, 9 a.m. to 5 p.m. eastern time.

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Office of Justice Programs
Bureau of Justice Assistance

Washington, DC 20531

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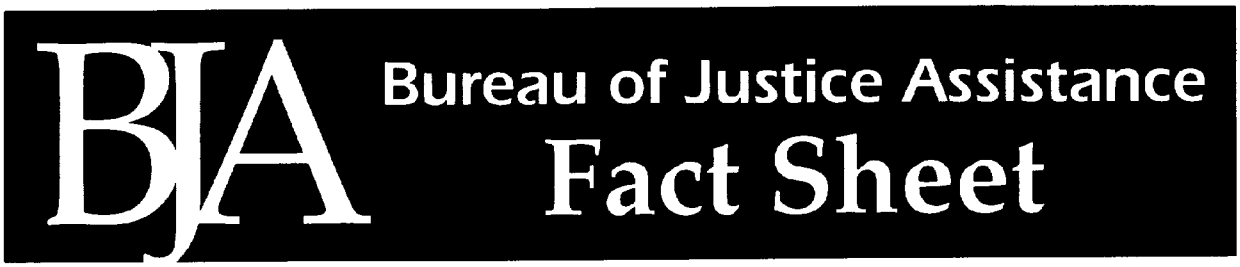
Edward Byrne Memorial State and Local Law Enforcement Assistance

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Nancy E. Gist, Director

FY 1998 Local Law Enforcement Block Grants Program

The Fiscal Year (FY) 1998 Appropriations Act, Public Law 105–119, provides $523 million for the continuation of the Local Law Enforcement Block Grants (LLEBG) Program to be administered by the Bureau of Justice Assistance (BJA), U.S. Department of Justice. The purpose of the LLEBG Program is to provide funds to units of local government to underwrite projects to reduce crime and improve public safety.

Program Eligibility and Distribution of Funds

To be considered eligible for the LLEBG Program, a jurisdiction must be a general purpose unit of local government.[1] The unit of local government must report, via its law enforcement agency, to the Uniform Crime Reports (UCR) Program at the Federal Bureau of Investigation (FBI).

The LLEBG Program is a formula program based on a jurisdiction's number of UCR Part I violent crimes reported to the FBI. The formula is computed in two stages. In the first stage, State allocations are made proportionate to the State's average annual number of UCR Part I violent crimes compared to all States for the 3 most recent calendar years. Each State will receive a minimum award of 0.25 percent of the total amount available for formula distribution under the LLEBG Program. In the second stage, awards to units of local government are made proportionate to each local jurisdiction's average annual number of UCR Part I violent crimes compared to all local jurisdictions in that State for the 3 most recent calendar years. Jurisdictions reporting crime statistics above the formula-based threshold of $10,000 are eligible for direct awards from BJA.

The amount of State funds remaining after local allocations have been made is awarded to a State Administrative Agency (SAA) designated by the Governor. The SAA has the choice of distributing award funds to State police departments and/or to units of local government not meeting the formula-based threshold of $10,000. Additional information about this portion of the funds is available from each State's respective SAA.

Program Purpose Areas

LLEBG Program funds must be spent in accordance with one or more of the following seven purpose areas:

- Law enforcement support for:
  - Hiring, training, and employing on a continuous basis new, additional law enforcement officers and necessary support personnel.
  - Paying overtime to employed law enforcement officers and necessary support personnel for the purpose of increasing the number of hours worked by such personnel.
  - Procuring equipment, technology, and other materials directly related to basic law enforcement functions.
- Enhancing security measures in and around schools and other facilities or locations that the unit of local government considers to be at risk for incidents of crime.

- Establishing or supporting drug courts.
- Enhancing the adjudication of cases involving violent offenders, including cases involving violent juvenile offenders.
- Establishing a multijurisdictional task force, particularly in rural areas, composed of law enforcement officials representing units of local government. These task forces must work with Federal law enforcement officials to prevent and control crime.
- Establishing cooperative crime prevention programs between community residents and law enforcement personnel to control, detect, or investigate crime or to prosecute criminals.
- Defraying the cost of indemnification insurance for law enforcement officers.

Program Requirements

The following requirements must be met prior to the obligation of LLEBG Program funds:

Advisory Board

Each jurisdiction must establish or designate an advisory board to review the application. This board must be designated to make nonbinding recommendations for the proposed use of funds received under this program.[2] At minimum the advisory board must include a member from each of the following local organizations: law enforcement agency, prosecutor's office, court system, school system, and nonprofit group (e.g., educational, religious, or community) active in crime prevention or drug use prevention or treatment.

Public Hearing

Each jurisdiction must hold at least one public hearing regarding the proposed use of funds. Jurisdictions should encourage public attendance and participation.

Matching Funds

In each jurisdiction, LLEBG funds may not exceed 90 percent of total program costs. Program participation requires a cash match that will not be waived. All recipients must maintain records clearly showing the source, amount, and timing of all matching contributions.

Trust Fund

Each jurisdiction must establish an interest-bearing trust fund in which to deposit program funds. All Federal funds (including interest and match) must be expended within the 2-year grant period. Unspent funds must be returned to BJA within 90 days of the project's termination.

Public Safety Officers' Health Benefits Provision

Section 615 of the FY 1998 Appropriations Act requires a unit of local government to afford a public safety officer who retires or is separated from duty due to a line-of-duty injury suffered as a direct and proximate result of responding to a hot pursuit or an emergency situation at separation with health benefits that are the same as, or better than, those benefits received while on duty at the time of injury.

A unit of local government eligible for the LLEBG Program must be in compliance with this provision to be eligible to receive the entire amount of its award. A unit of local government not in compliance with this provision will forfeit 10 percent of the eligible award amount. For additional information on this provision, see the LLEBG Public Safety Officers' Health Benefits Provision fact sheet, which is available through the BJA Clearinghouse and via the BJA home page.

Prohibitions on Use of Funds

LLEBG funds are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, or any vehicle not used primarily for law enforcement. Funds are not to be used to retain consultants. Construction of new facilities is also prohibited. In addition, Federal funds may not be used to supplant State or local funds; they must be used to increase the amount of funds that would otherwise be available from State and local sources.

Resolution of Funding Disparities

The LLEBG Program provides resolution to potential funding disparities within jurisdictions. The State attorney general may certify that a disparity exists between or among jurisdictions. Those jurisdictions are then required by statute to develop and submit joint applications. BJA's role is limited to accepting State attorney general certifications and reviewing joint applications for compliance. If the State attorney general chooses not to become involved in the disparate allocation certification process, there is no mechanism for BJA to intervene.

The LLEBG Program employs two criteria for determining eligibility for certification. First, an associated municipality's eligible funding amount must be greater (by set percentages) than the funding amount of the county. Second, the county must bear more than 50

percent of prosecution or incarceration costs arising from Part I violent crimes reported by an associated municipality. When there are multiple associated municipalities, the county also must show that the funding allocations to those municipalities are likely to threaten the efficient administration of justice.

Application Process

1. BJA distributes application kits to eligible units of local government in late May.
2. State attorney general submits disparity certifications to BJA, if applicable, in late June.
3. Jurisdiction's chief executive signs and submits a copy of the application to the Governor or designated representative at least 20 days prior to submission to BJA, as required by statute.
4. Chief executive forwards a copy of the application to BJA by late July.
5. BJA makes awards by late September.

Notes

1. Units of local government are counties, towns and townships, villages, cities, parishes, Indian tribes, Alaska Native villages, and parish sheriffs (in the State of Louisiana) that carry out substantial governmental duties.
2. In Louisiana the recommendations of the advisory board are binding.

For Further Information

For more information about the Local Law Enforcement Block Grants Program, please contact:

Bureau of Justice Assistance
Local Law Enforcement Block Grants Division
810 Seventh Street NW.
Washington, DC 20531
202–305–2088
World Wide Web: http://www.ojp.usdoj.gov/BJA

Bureau of Justice Assistance Clearinghouse
P.O. Box 6000
Rockville, MD 20849–6000
1–800–688–4252
World Wide Web: http://www.ncjrs.org

U.S. Department of Justice Response Center
1–800–421–6770 or 202–307–1480

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FY 1998 Local Law Enforcement
Block Grants Program
Fact Sheet

BJA World Wide Web Address

For a copy of this document online, as well as more information on BJA, check the BJA Home Page at http://www.ojp.usdoj.gov/BJA

Appendix G

State Agency Contacts for Drug and Alcohol Abuse

State Directors

ALABAMA
Mr. O'Neill Pollingue
Director
Division of Substance Abuse Services
Alabama Department of Mental Health
& Mental Retardation
RSA Union Building
100 N. Union Street
Montgomery, Alabama 36130-1410
(334) 242-3953
FAX (334) 242-0759

ALASKA
Mr. Loren A. Jones
Director
Division of Alcoholism & Drug Abuse
Alaska Department of Health & Social Services
240 Main Street
Suite 701
Juneau, Alaska 99811

P.O. Box 110607
Juneau, Alaska 99811-0607
(907) 465-2071
FAX (907) 465-2185

ARIZONA
Ms. Christy Dye
Program Manager
Office of Substance Abuse
Division of Behavioral Health Services
Arizona Department of Health Services
2122 East Highland
Phoenix, Arizona 85016
(602) 381-8999
FAX (602) 553-9143

ARKANSAS
Mr. Joe M. Hill
Director
Arkansas Bureau of Alcohol
& Drug Abuse Prevention
5800 West 10th Street, Suite 907
Little Rock, Arkansas 72204
(501) 280-4500
FAX (501) 280-4519

CALIFORNIA
William Sweeney, Acting
Director
Department of Alcohol & Drug Programs
California Health & Welfare Agency
1700 K Street, Fifth Floor
Executive Office
Sacramento, California 95814-4037
(916) 445-1943
FAX (916) 323-5873

COLORADO
Ms. Janet Wood
Acting Director
Alcohol & Drug Abuse Division
Colorado Department of Human Services
4300 Cherry Creek Drive, South
Denver, Colorado 80222-1530
(303) 692-2930
FAX (303) 753-9775

CONNECTICUT
Thomas A. Kirk, Ph.D.
Deputy Commissioner
Department of Mental Health
and Addiction Services
410 Capitol Avenue, MS 14COM
P.O. Box 341431
Hartford, Connecticut 06134
(860) 418-6958
FAX (860) 418-6791

DELAWARE
Ms. Renata Henry
Director
Delaware Health and Social Services
Division of Alcoholism,
Drug Abuse & Mental Health
1901 North Dupont Highway
New Castle, Delaware 19720
(302) 577-4461
FAX (302) 577-4486

FLORIDA
Mr. Kenneth A. DeCerchio
Assistant Secretary
Substance +Abuse Program Office
Florida Department of Children and
Families Services
1317 Winewood Boulevard
Building 3, Room 101Y
Tallahassee, Florida 32399-0700
(904) 487-2920
FAX (904) 487-2239

GEORGIA
Thomas W. Hester, M.D.
Director
Georgia Department of Human Resources
DMHMRSA
2 Peachtree Street, NW, 4th Floor
Atlanta, Georgia 30303-3171
(404) 657-6407
FAX (404) 657-5681

HAWAII
Ms. Elaine Wilson
Chief
Alcohol & Drug Abuse Division
Hawaii Department of Health
1270 Queen Emma Street, Suite 305
Honolulu, Hawaii 96813
(808) 586-3962
FAX (808) 586-4016

IDAHO
Patricia Getty, M.Ed.
State Director
Bureau of Mental Health and Substance Abuse
Division of Family & Community Services
Idaho Department of Health & Welfare
450 West State Street
Boise, Idaho 83720

Mailing Address:
PO Box 83720 Fifth Floor
Boise, ID 83720-0036
(208) 334-5935
FAX (208) 334-6699

ILLINOIS
Nick Gantes
Director
Illinois Department of Alcoholism
& Substance Abuse
James R. Thompson Center
100 West Randolph Street, Suite 5-600
Chicago, Illinois 60601
(312) 814-2291/3840
FAX (312) 814-2419

INDIANA
Ms. Janet Carson
Acting Director
Division of Mental Health
Bureau of Addiction Services
Indiana Family & Social Services Administration
402 West Washington Street, Room W-353
Indianapolis, Indiana 46204-2739
(317) 232-7816
FAX (317) 232-3472

IOWA
Ms. Janet Wick
Director
Division of Substance Abuse
& Health Promotion
Iowa Department of Public Health
321 East 12th Street
Lucas State Office Building, Third Floor
Des Moines, Iowa 50319-0075
(515) 281-4417
FAX (515) 281-4958

KANSAS
Mr. Andrew O'Donovan
Commissioner
Alcohol & Drug Abuse Services
300 SW Oakley, Biddle Building
Topeka, Kansas 66606-1861
(913) 296-3925
FAX (913) 296-0494

KENTUCKY
Mr. Michael Townsend
Director
Division of Substance Abuse
Kentucky Department of Mental Health
& Mental Retardation Services
275 East Main Street
Frankfort, Kentucky 40621
(502) 564-2880
FAX (502) 564-3844

LOUISIANA
Mr. Alton E. Hadley, MSW

Assistant Secretary
Office of Alcohol & Drug Abuse
Louisiana Department of Health & Hospitals
1201 Capitol Access Road 4th Floor
Mailing Address
P.O. Box 2790, BIN #18
Baton Rouge, Louisiana 70821-3868
(504) 342-6717
FAX (504) 342-3931

MAINE
Ms. Lynn Duby
Director
Maine Office of Substance Abuse
Augusta Mental Health Complex
Marquardt Bldg., 3rd Floor
159 State House Station
Augusta, Maine 04333-0159
(207) 287-2595/6330
FAX (207) 287-4334

MARYLAND
Mr. Thomas Davis
Director
Maryland State Alcohol & Drug
Abuse Administration
201 West Preston Street
Baltimore, Maryland 21201
(410) 225-6925
FAX (410) 333-7206

MASSACHUSETTS
Ms. Mayra Rodriquez-Howard
Director
Massachusetts Bureau of
Substance Abuse Services
250 Washington Street
Boston, Massachusetts 02108
(617) 624-5111
FAX (617) 624-5185

MICHIGAN
Ms. Deborah Hollis
Acting Director
Center for Substance Abuse Services
Michigan Department of Public Health
320 S. Walnut St.
Lansing, Michigan 48913
(517) 335-0267
FAX (517) 335-8837

MINNESOTA
Carolyn Pollard
Acting Director
Chemical Dependency Program Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3823
(612) 296-4610
FAX (612) 296-6244/297-1862

MISSISSIPPI
Mr. Herbert Loving
Director
Division of Alcohol & Drug Abuse
Mississippi Department of Mental Health
Robert E. Lee State Office Building
239 North Lamar Street
11th Floor
Jackson, Mississippi 39201
(601) 359-1288
FAX (601) 359-6295

MISSOURI
Mr. Michael Couty
Director
Division of Alcohol & Drug Abuse
Missouri Department of Mental Health
1706 East Elm Street
P.O. Box 687
Jefferson City, Missouri 65102-0687
(573) 751-4942
FAX (573) 751-7814

MONTANA
Mr. Dan Anderson
Administrator
Addictive and Mental Disorders
Division
1400 Broadway
Room C-118
Mailing Address
P.O. Box 202951
Helena, Montana 59620-2951
(406) 444-2827
FAX (406) 444-4920

NEBRASKA
Mr. Malcolm Heard
Director
Division of Alcoholism, Drug Abuse,
and Addiction
Nebraska Department of Public Institutions
West Van Dorn & Folsom Streets
Mailing Address
P.O. Box 94728
Lincoln, Nebraska 68509-4728
(402) 471-2851, ext 5583
FAX (402) 479-5145

NEVADA
Ms. Marilynn Morrical
Director
Bureau of Alcohol & Drug Abuse
505 East King Street
Carson City, Nevada 89104
(702)687-4790
Fax (702) 687-6239

NEW HAMPSHIRE
Ms. Denise Devlin
Director
Office of Alcohol & Drug Abuse Prevention
New Hampshire Department of Health & Human Services
State Office Park South
105 Pleasant Street
Concord, New Hampshire 03301
(603) 271-6104
FAX (603) 271-6116

NEW JERSEY
Mr. Terrence O'Connor
Assistant Commissioner
Division of Alcoholism,
Drug Abuse & Addiction Services
New Jersey Department of Hlth, CN 362
Trenton, New Jersey 08625-0362
(609) 292-5760
FAX (609) 292-3816

NEW MEXICO
Mr. Rich Tavares
Acting Director
Division of Substance Abuse
New Mexico Department of Health
Harold Runnels Building, Room 3200 North
1190 St. Francis Street
Santa Fe, New Mexico 87501
(505) 827-2601
FAX (505) 827-0097

NEW YORK
Ms. Jean Somers-Miller
Commissioner
New York State Office of Alcoholism
& Substance Abuse Services
1450 Western Avenue
Albany, New York 12203-3526
(518) 457-2061
FAX (518) 457-5474

NORTH CAROLINA
Julian F. Keith, M.D.
Director
Alcohol & Drug Abuse Section
North Carolina Division of Mental Health & Mental Retardation Services
325 North Salisbury Street
Raleigh, North Carolina 27603
(919) 733-4670
FAX (919) 733-9455

NORTH DAKOTA
Mr. Don Wright
Unit Mgr.
Division of Alcohol & Drug Abuse
ND Department of Human Services
Professional Building
1839 East Capitol Avenue
Bismarck, North Dakota 58501-2152
(701) 328-9769/9788
FAX (701) 328-3008

OHIO
Ms. Luceille Fleming
Director
Ohio Department of Alcohol
& Drug Addiction Services
280 North High Street
Two Nationwide Plaza, 12th Floor
Columbus, Ohio 43215-2537
(614) 466-3445
FAX (614) 752-8645

OKLAHOMA
Mr. Dennis Doyle
Deputy Commissioner

Substance Abuse Services
Oklahoma Department of Mental
1200 NE 13th Street
Health & Substance Abuse Services
Oklahoma City, OK 73117

Mailing Address
P.O. Box 53277, Capitol Station

Oklahoma City, Oklahoma 73152

405 522-3858
FAX (405) 522-3650

OREGON
Ms.Barbara Cimaglio
Director
Off. of Alcohol & Drug Abuse Programs
Oregon Department of Human Resources
Human Resources Building, 3rd Floor
500 Summer Street NE
Salem, Oregon 97310-1016
(503) 945-5763
FAX (503) 378-8467

PENNSYLVANIA
Mr. Gene Boyle
Director
Office of Drug & Alcohol Programs
Pennsylvania Department of Health
Mailing Address
P.O. Box 90, Room 933
7th & Forester Street, Room 933
Harrisburg, Pennsylvania 17108
(717) 787-9857
FAX (717) 772-6959

RHODE ISLAND
Sherry Knapp, Ph.D.
Associate Director (Substance Abuse)
RI Division of Substance Abuse
Cannon Building, Suite 105
3 Capitol Hill
Providence, Rhode Island 02908-5097
(401) 277-4680
FAX (401) 277-4688

SOUTH CAROLINA
Ms. Beverly G. Hamilton
Director
South Carolina Department of Alcohol
& Other Drug Abuse Services
3700 Forest Drive, Suite 300
Columbia, South Carolina 29204-4082
(803) 734-9520
FAX (803) 734-9663

SOUTH DAKOTA
Mr. Gilbert Sudbeck
Director
Division of Alcohol & Drug Abuse
South Dakota Department of Human Services
Hillsview Plaza, East Highway 34
c/o 500 East Capitol
Pierre, South Dakota 57501-5070
(605) 773-3123/5990
FAX (605) 773-5483

TENNESSEE
Stephanie W. Perry, MD
Assistant Commissioner
Bureau of Alc. & Drug Abuse Services
Tennessee Department of Health
Cordell Hull Building, 3rd Floor
426 5th Avenue, North
Nashville, Tennessee 37247-4401
(615) 741-1921
FAX (615) 532-2419

TEXAS
Ms. Terri Faye Bleier
Executive Director
Texas Commission on Alcohol & Drug Abuse
9001 No. IH-35, Suite 105
Austin, Texas 78753-5233
(512) 349-6600
FAX (512) 837-4123

UTAH
Mr. Leon PoVey
Director
Division of Substance Abuse
Utah Department of Human Services
120 North 200 West, Room 413
Salt Lake City, Utah 84103
(801) 538-3939
FAX (801) 538-4696

VERMONT
Mr. Tom Perras
Director
Office of Alcohol
& Drug Abuse Programs
Vermont Agency of Human Services
108 Cherry Street
Burlington, Vermont 05402
(802) 651-1550
FAX (802) 651-1573

VIRGINIA
Louis Gallant, Ph.D.
Acting Director
Office of Substance Abuse Services
Virginia Department of Mental Health, Mental Retardation & Sub. Abuse Svcs.
109 Governor Street
Mailing Address
P.O. Box 1797
Richmond, Virginia 23214
(804) 786-3906
FAX (804) 371-0091

WASHINGTON
Mr. Kenneth D. Stark
Director
Division of Alcohol & Substance Abuse
Washington Department of Social & Health Services
(FEDEX ONLY) 612 Woodland Square Loop SE, Building C
Lacey, Washington 98503-5330

Mailing Address:
P.O. Box 45330
Olympia, WA 98504-5330
(360) 438-8200
FAX (360) 438-8078

WEST VIRGINIA
Mr. Jack Clohan, Jr.
Director
WV Division of Alcohol & Drug Abuse
State Capitol Complex
1900 Kanawha Boulevard
Building 6, Room 738
Charleston, West Virginia 25305
(304) 558-2276
FAX (304) 558-1008

WISCONSIN
Mr. Philip S. McCullough
Director
Bureau of Substance Abuse Services
1 West Wilson Street,
Mailing Address
P.O. Box 7851
Madison, Wisconsin 53707-7851
(608) 266-3719
FAX (608) 266-1533

WYOMING
Marilyn Patton, M.S.W.
Administrator
Wyoming Division of Behavioral Health
447 Hathaway Building
Cheyenne, Wyoming 82002
(307) 777-6494
FAX (307) 777-5580

DISTRICT OF COLUMBIA
Mr. Jasper Ormond
Administrator
DC Alcohol & Drug Abuse
Services Administration
1300 First Street, NE, Suite 300
Washington, DC 20002
(202) 727-9393 FAX (202) 535-2028

TERRITORIES

PUERTO RICO
Ms. Astrid Oyola Colón
Administrator
PR Mental Health & Anti-addiction
Services Administration
P.O. Box 21414
San Juan, Puerto Rico 00928-1414
(787) 764-3795
FAX (787) 765-5895

VIRGIN ISLANDS
Carlos Ortiz, Ph.D.
Director
VI Division of Mental Health, Alcoholism,& Drug Dependency Services
Department of Health
Charles Harwood Memorial Hospital
Christiansted, St. Croix, Virgin Islands 00820
(809) 773-1311, ext 3013 or 773-1992
FAX (809) 773-7900

INDIAN NATIONS

RED LAKE BAND OF THE CHIPPEWA INDIAN TRIBE
Mr. Bobby Whitefeather, Sr., Chair
Attn.: Richard Seki
Tribal Council
Red Lake Band of the Chippewa Indian Tribe
P.O. Box 574
Red Lake, Minnesota 56671
(218) 679-3341
FAX (218) 679-3378

PACIFIC BASIN JURISDICTIONS

AMERICAN SAMOA
Mr. Faafetai I'aulualo, Chief
Division of Social Services
Department of Human Resources
Government of American Samoa
Pago Pago, American Samoa 96799
(684) 633-2696 FAX (684) 633-7449

GUAM
Ms. Elena I.Scragg, MS, MHR, IMFT
Director
Department of Mental Health & Substance Abuse
Government of Guam
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96911
(671) 647-5445
FAX (671) 649-6948

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
Isamu Abraham, Dr. P.H
Secretary of Health
Department of Public Health Services
Commonwealth of the Northern Mariana Islands
P.O. Box 409 CK
Saipan, MP 96950
(670) 234-8950 ext 2001
FAX (670) 234-8930

REPUBLIC OF PALAU
The Honorable Masao Ueda
Minister of Health
Ministry of Human Services
Palau National Hospital
Republic of Palau
P.O. Box 6027
Koror, Republic of Palau 96940-0504
(680) 488-2813 FAX (680) 488-1211

REPUBLIC OF THE MARSHALL ISLANDS
Mr. Donald Capelle
Secretary
Ministry of Health Services
P.O. Box 16
Majuro, Marshall Islands 96960
(692) 625-3355/3399
FAX (692) 625-3432

FEDERATED STATES OF MICRONESIA
Eliuel K. Pretrick, M.O., M.P.H.
Secretary
Department of Health Services, FSM
P.O. Box PS 70
Palikir, Pohnpei FM 96941
(691) 320-2619
FAX (691) 320-5263

Appendix H

Drug Court Training and Technical Assistance Program

The FY 1998 Drug Court Training and Technical Assistance Program builds upon the foundation of the FY 1995 - FY 1997 training and technical programs. While many courts and treatment providers are interested in the drug court concept, they have little experience with the rethinking and effort required to implement this approach to managing offenders. Additionally, court administrators and judges have difficulty identifying the questions to ask about program impact, as pointed out in the 1997 GAO Report on drug courts. It is the philosophy of DCPO that these issues can best be addressed through training and technical assistance to promote and support best practices in the development, implementation, evaluation and institutionalization of drug courts. Technical assistance and training will be available to all grantees.

Based on the complexity and diversity of the drug court field, DCPO has developed six initiatives under this program to meet the training and technical assistance needs of drug courts. The following is a brief summary of the initiatives:

I. Drug Court Clearinghouse

The goals of this initiative are to:

A. Assist communities in the development of effective drug court teams, in the engagement of multiple systems, and in design and development of drug courts that include all of the ten key components of drug courts.

B. Collect, analyze, and disseminate information about drug courts that will provide the drug court field with specific resources to strengthen their ability to operate effectively.

C. Increase communication and sharing of information among drug courts.

For further information contact:
The American University Drug Court Clearinghouse and Technical Assistance Project
Caroline Cooper, Director
4400 Brandywine Street, N.W.
Washington, D.C. 20016-8159
202-885-2875
www.american.edu/justice

II. Grantee Training Conferences

The goals of this initiative are to:

A. Assess the training needs of DCPO adult drug court planning, implementation, and enhancement grantees. Develop training agendas that reflect the state-of-the art knowledge on adult drug courts.

B. Teach and demonstrate the importance of the key components for adult drug courts.

C. Strengthen the drug court team's capacity to work together, expand the team membership, foster practitioner to practitioner training, and provide maximum networking opportunities.

For further information contact:
The Justice Management Institute
Barry Mahoney, President
1900 Grant Street, Suite 630
Denver, Colorado 80203
303-831-7564
e-mail: JMIDENVER@aol.com

Note: Grantee Trainings Conferences have not been scheduled.

III. Mentor Drug Court Network

The goals of this initiative are to:

A. Foster the development of drug courts through the direct observation of existing drug courts and dialogue with drug court practitioners.

B. Develop a mentor drug court network that coordinates visits to specially selected drug courts, and develops training programs at the sites, while minimizing the burden on the host drug courts.

C. Assist communities in the development of effective drug court teams and in the development of an effective operational drug court that follows the ten key components.

For further information contact:
The National Association of Drug Court Professionals
Lolita Curtis, Vice President
900 N. Pitt Street, Suite 370
Alexandria, VA 22314
1-888-316-2327
www.drugcourt.org

IV. Tribal Drug Court Training and Technical Assistance

The goals of this initiative are to:

A. Assess the training needs of DCPO tribal drug court planning and implementation grantees and develop training agendas to assist Native American communities in developing and

implementing effective tribal drug court programs that reduce recidivism and improve abstinence.

B. Develop a training program for trainers and technical assistance providers to serve the Native American community.

C. Develop curriculums, that use specially trained faculty, to train Native American teams to plan and implement drug courts that effectively fit into tribal justice systems and Native American communities.

D. Develop a specialized technical assistance strategy for providing on-site technical assistance to Native American tribes who have attended the specialized drug court training programs.

For further information contact
The National Association of Drug Court Professional
Jana Cooper, Program Manager
900 N. Pitt Street, Suite 370
Alexandria, VA 22314
1-888-316-2327
www.drugcourt.org

and

The Tribal Law and Policy Institute
Jerry Gardner, Executive Director
P.O. Box 460370
San Francisco, CA 94146
415-647-1755
jerry@tribal-institute.org

V. Juvenile Drug Court Training and Technical Assistance

The goals of this initiative are to:

A. Assess the training needs of DCPO juvenile drug court planning, implementation, and enhancement grantees and develop training agendas to assist communities in developing and implementing effective juvenile drug court programs that reduce recidivism and improve abstinence.

B. Assist communities in the development of effective juvenile drug court teams, in the engagement of multiple systems, and in designing and implementing juvenile drug courts.

C. Develop curriculums, that use specially trained faculty, to train juvenile drug court teams to plan and implement drug courts.

D. Develop a training program for trainers and technical assistance providers to serve the juvenile drug court community.

For further information contact:
National Council of Juvenile and Family Court Judges
Iris Key, Manager
Substance Abuse Programs
P.O. Box 8970
Reno, NV 89507
702-784-1663
key@ncjfcj.unr.edu

VI. Evaluation and Management Information Systems Training and Technical Assistance

The goals of this evaluation and MIS initiative are to:

A. Provide drug court programs with the specific resources to strengthen their capacity to collect the data necessary to effectively monitor and evaluate their drug court program.

B. Provide the drug court field with a wide range of assistance in the development and execution of both process and impact evaluations.

C. Provide the drug court field with a wide range of assistance in development of drug court management information systems.

D. Provide specialized training on the development of drug court management information systems and evaluations.

E. Develop innovative information sharing techniques for dissemination of information on drug court evaluations and MIS.

I. Develop a needs assessment for training and technical assistance on MIS and evaluation.

For further information contact:
SEARCH, Incorporated
Francis Bremson, Manager
7311 Greenhaven Drive, Suite 145
Sacramento, CA 95831
916-392-2550
www.search.org

and
The Center for Court Innovation
Eric Lee, Deputy Director
351 West 54th Street
New York, New York 10019
212-373-8088
www.communitycourts.org

VII. Training and Technical Assistance for Treatment in Drug Courts

The goals of this initiative are to:

A. Develop a list of leading drug treatment experts with experience in providing treatment within the criminal justice system.

B. Develop an inventory of drug treatment services offered in drug courts.

C. Convene a meeting of drug court treatment providers.

D. Analyze the status of drug treatment in drug courts within the context of nationally recognized standards.

E. Develop a process for the delivery of technical assistance to drug courts experiencing difficulty in delivering treatment services.

F. Provide technical assistance to drug courts experiencing difficulty in delivering treatment services.

For further information contact:
National TASC (Treatment Accountability for Safer Communities)
Irene Gainer, Director
1911 N. Fort Myer Drive
Suite 900
Arlington, VA 22209
703-522-7212
natasc@aol.com

Appendix I
FY 1997 Implementation Grantee List

Fiscal Year 1997 Drug Court Implementation Grants Certifying and Contact Information
November 18, 1998

State Grant Number	City	Grantee Name	Certifying Official	Contact Name
ARIZONA 1997DCVX0136	Tucson	Pima County Superior Court	The Honorable Don Stiles Court Administrator 110 West Congress 9th Floor Tucson, AZ 85701	The Honorable Leslie Miller Judge 110 West Congress 9th Floor Tucson, AZ 85701
CALIFORNIA 1997DCVX0169	Chula Vista	South Bay Municipal Court	Honorable Susan P. Finlay Municipal Court Judge 500-C Third Avenue South Bay Trial Court CHULA VISTA, CA 91910	Honorable Susan P. Finlay Municipal Court Judge 500-C Third Avenue South Bay Trial Court Chula Vista, CA 91910
CALIFORNIA 1997DCVX0070	El Cajon	El Cajon Municipal Court	Mr. Frederick Lear Court Administrator 3 East Main Street EL CAJON, CA 92020	Mr. Frederick Lear Court Administrator 250 East Main Street El Cajon, CA 92020
CALIFORNIA 1997DCVX0077	Fairfield	Solano County Courts	Honorable Harry S. Kinnicutt Presiding Judge Law & Justice Building 530 Union Avenue Fairfield, CA 94533	Honorable John McCormick Drug Court Coordinator Hall of Justice 600 Union Avenue Fairfield, CA 94533
CALIFORNIA 1997DCVX0134	Fresno	Fresno County Probation Department	Mr. Larry Price Chief Probation Officer 1100 Van Ness Avenue Room 804 PO Boc 453 Fresno, CA 93709	Ms. Betsy Lindegren Probation Business Manager 1100 Van Ness Avenue Room 804 PO Box 453 Fresno, CA 93709

CALIFORNIA 1997DCVX0148	Los Angeles	Los Angeles Judicial District - Municipal Court	Mr. Frederick K. Ohlrich Court Administrator 110 North Grand Avenue Room #438A Los Angeles, CA 90012	Mr. Hoyt Yee Grants Coordinator 110 North Grand Avenue Room #438A Los Angeles, CA 90012
CALIFORNIA 1997DCVX0047	Martinez	Contra Costa, County of	Mr. Willliam Walker Director 597 Center Avenue Suite 320 MARTINEZ, CA 94553	Mr. Chuck Deutschman 597 Center Avenue Suite 320 Martinez, CA 94553
CALIFORNIA 1997DCVX0119	Modesto	Stanislaus County	Ms. Patricia Hill Thomas Assistant Executive Officer 1100 H Street Admin Building, Chief Executive Off Modesto, CA 95354	Ms. Patricia Hill Thomas Assistant Exec. Officer 1100 H Street Admin Building, Chief Executive Off Modesto, CA 95354
CALIFORNIA 1997DCVX0174	San Diego	San Diego Municipal Court	Mr. D. Kent Pedersen Court Administrator 220 West Broadway San Diego, CA 92101	Mr. D. Kent Pedersen Court Administrator 220 West Broadway SAN DIEGO, CA 92101
CALIFORNIA 1997DCVX0151	Santa Ana	Orange County Superior Court	Mr. Alan Slater Executive Officer 700 Civic Center Drive West Santa Ana, CA 92702	Mr. Ralph Rodgers 700 Civic Center Drive West Santa Ana, CA 92702
CALIFORNIA 1997DCVX0128	Santa Rosa	Sonoma County Superior and Municipal Courts	Mr. Greg Abel Court Executive Officer 600 Administration Drive Room 107J Santa Rosa, CA 95403	Mr. Greg Abel Court Executive Officer 600 Administration Drive Room 107J Santa Rosa, CA 95403

CALIFORNIA 1997DCVX0126	Stockton	San Joaquin, County of	Ms. Sharon Morris Municipal Court Administrator 222 East Weber Avenue Courthouse Room 707 Stockton, CA 95202	Ms. Leslie Oyler Drug Court Coordinator Superior Court of California 222 E. Weber Avenue, Room 259 Stockton, CA 95202
CALIFORNIA 1997DCVX0124	Ukiah	Coordinated Mendocino County Courts	Honorable Henry K. Nelson Judge PO Box 337 UKIAH, CA 95482	Honorable Ronald Combest Judge PO Box 337 Ukiah, CA 95482
CALIFORNIA 1997DCVX0125	Vista	San Diego / North County Judicial District	Ms. Sharon Lear Court Administrator 325 South Melrose Drive Suite 120 VISTA, CA 92083	Mr. Ron Lane 325 South Melrose Drive Suite 120 Vista, CA 92083
CONNECTICUT 1997DCVX0123	Hartford	Connecticut Judicial Branch	Honorable Aaron Ment Judge 231 Capitol Avenue Bridgeport, CT 06106	Mr. William Carbone 231 Capitol Avenue Bridgeport, CT 06106
DELAWARE 1997DCVX0093	Wilmington	State of Delaware Family Court	The Honorable Vincent Poppiti Chief Judge 820 North French Street 5th Floor Wilmington, DE 19801	Mr. Michael Arrington 820 North French Street 5th Floor Wilmington, DE 19801
FLORIDA 1997DCVX0141	DeLand	Volusia County	Mr. Lawrence W. Arrington County Manager 123 West Indiana Avenue DeLand, FL 32720	Mr. John DuPree Assistant Court Administrator 123 West Indiana Avenue DeLand, FL 32720

FLORIDA 1997DCVX0033	ORLANDO	Florida Department of Children & Families	Mr. Paul Snead, Jr. Administrator 400 W. Robinson Street S-1129 ORLANDO, FL 32801	Mr. Ray Berry 400 W. Robinson Street S-1129 ORLANDO, FL 32801
FLORIDA 1997DCVX0145	Sarasota	Twelfth Judicial Circuit Court, Sarasota, FL	Honorable Andrew D. Owens Chief Judge 2071 Ringling Boulevard 6th Floor SARASOTA, FL 34237	Mr. Jack Byers Court Administrator 2071 Ringling Boulevard 6th Floor Sarasota, FL 34237
GEORGIA 1997DCVX0167	Covington	Newton County Board of Commissioners	Mr. Davis Morgan Chairman 1113 Usher Street NE Covington, GA 30209	Honorable Carl Simms Newton County Juvenile Court 2186 Elm Street Covington, GA 30209
ILLINOIS 1997DCVX0102	CHICAGO	Circuit Court of Cook County	Honorable Donald P. O'Connell Chief Judge 2600 Richard J. Daley Center CHICAGO, IL 60602	Ms. Thomas Fitzgerald Presiding Judge Officer 2600 South California Avenue Room 101 CHICAGO, IL 60608
ILLINOIS 1997DCVX0173	CHICAGO	Circuit Court of Cook County	The Honorable Donald P. O'Connell Chief Judge 2600 Richard J. Daley Center CHICAGO, IL 60612	The Honorable Stuart Nudelman Presiding Judge, Fourth Minicipal District 2600 Richard J. Daley Center CHICAGO, IL 60612
ILLINOIS 1997DCVX0177	Chicago	Circuit Court of Cook County, Sixth Municipal Court	Honorable Donald P. O'Connell, Chief Judge 2600 Richard J. Daley Center CHICAGO, IL 60602	Honorable Sheila M. Murphy Circuit Court Judge 2600 Richard J. Daley Center Chicago, IL 60602

ILLINOIS 1997DCVX0052	Peoria	County of Peoria	Ms. Sharon Kennedy Chairwoman Court Administration 324 Main Street, Room 215 Peoria, IL 61602	Mr. John P. Flynn Court Administrator Court Administration 324 Main Street Peoria, IL 61602
ILLINOIS 1997DCVX0105	Rockford	Winnebago County	Mr. Kristine Cohn Chairman 404 Elm Street ROCKFORD, IL 61101	Mr. Kristine Cohn Chairman 404 Elm Street Rockford, IL 61101
INDIANA 1997DCVX0085	Fort Wayne	Allen County Superior Drug Court	Honorable Kenneth R. Scheibenberger Judge Allen County Courthouse Room 305 Fort Wayne, IN 46802	Honorable Kenneth R. Scheibenberger Judge Allen County Courthouse Room 305 Fort Wayne, IN 46802
INDIANA 1997DCVX0175	Gary	Gary City Court	Honorable Karen Freeman-Wilson Judge 1301 Broadway Gary, IN 46407	Ms. Valerie Levy Court Administrator 1301 Broadway Gary, IN 46407
INDIANA 1997DCVX0094	South Bend	St. Joseph County Superior Court	Mr. Richard Larrison President, Board of Commissioners C/O Court Administered Alcohol Pro. 115 S. Lafayetter Blvd., Suite 200 South Bend, IN 46601	Mr. Mahlon Wise, Jr. 115 S. Lafayette Blvd., Suite 200 South Bend, IN 46601
INDIANA 1997DCVX0058	Terre Haute	Vigo County Superior Court	Honorable Barbara L. Brugnaux Judge 33 South Third Street	Honorable Barbara L. Brugnaux Judge 33 South Third Street Terre Haute, IN 47807

			Terre Haute, IN 47807	
LOUISIANA 1997DCVX0065	Franklin	St. Mary's Parish	Honorable William D. Hunter District Judge 500 Main Street Fifth Floor Courthouse Franklin, LA 70538	Honorable William D. Hunter District Judge 500 Main Street Fifth Floor Courthouse FRANKLIN, LA 70538
LOUISIANA 1997DCVX0048	Gretna	Louisiana Twenty-Fourth Judicial District Court	Honorable Marion Edwards Judge Jefferson Parish Courthouse GRETNA, LA 70053	Ms. Dawn Palermo Drug Court Administrator 24th JDC, Division O Gretna Courthouse Annex Gretna, LA 70053
LOUISIANA 1997DCVX0019	New Orleans	Orleans Criminal District Court	Honorable Leon Cannizzaro Chief Judge Criminal District Court 2700 Tulane Avenue New Orleans, LA 70119	Mr. Elizabeth Stogner Judicial Administrator Criminal District Court 2700 Tulane Avenue, Room 200 New Orleans, LA 70119
MAINE 1997DCVX0111	Portland	Cumberland, County of	Ms. Carol M. Granfield County Manager 142 Federal Street PORTLAND, ME 04101	Ms. Stephanie P. Anderson District Attorney 142 Federal Street PORTLAND, ME 04101
MASSACHUSETTS 1997DCVX0118	Greenfield	Franklin County Commision	Mr. Jay DiPucchio 425 Main Street Greenfield, MA 01301	The Honorable Thomas T. MerriganCounty Administrator Judge 425 Main Street Greenfield, MA 01301
MASSACHUSETTS 1997DCVX0178	Haverhill	City of Haverhill, MA	Honorable James T. Rurak Mayor Ginty Boulevard HaverhillL, MA 01830	Mr. Jonathan Miller Executive Director Team Coordinating Agency 350 Main Street Haverhill, MA 01830

MICHIGAN 1997DCVX0098	Charlotte	Eaton County 56-2 District Court	Mr. Harvey Hoffman Judge 1045 Independence Boulevard Charlotte, MI 48813	Mr. Connie Wilkins Eaton County Courthouse 1045 Independence Boulevard Charlotte, MI 48813
MINNESOTA 1997DCVX0051	Minneapolis	Hennepin County Department of Community Corrections	Mr. Jeff Spartz County Administrator Hennepin County Government Center 300 South Sixth Street Minneapolis, MN 55487	Mr. Dennis Miller 300 South Sixth Street Minneapolis, MN 55487
MISSISSIPPI 1997DCVX0110	RIDGELAND	City of Ridgeland	Honorable Gene McGee Mayor P.O. Box 217 304 Highway 51 RIDGELAND, MS 39158	Judge Walter Wood Judge P.O. Box 217 304 Highway 51 Ridgeland, MS 39158
MISSOURI 1997DCVX0016	Saint Louis	22nd Judicial Circuit Court	Honorable James Dowd Presiding Judge 10 North Tucker Boulevard SAINT LOUIS, MO 63101	Judge James Dowd Presiding Jydge 10 North Tucker Blvd. Saint Louis, MO 63103
MONTANA 1997DCVX0158	Missoula	Fourth Judicial District	Honorable John Larson District Judge Missoula County Courthouse 200 West Broadway Missoula, MT 59802	Honorable John Larson Judge Missoula County Courthouse 200 West Broadway Missoula, MT 59802
NEW JERSEY 1997DCVX0138	Camden	Superior Court of New Jersey / Camden	Honorable Francis Orlando Assignment Judge 101 South 5th Street Camden, NJ 08103	Mr. Harry J. Carr Criminal Division Manager 101 South 5th Street, Suite 470 Camden, NJ 08103

NEW JERSEY 1997DCVX0099	Jersey City	Superior Court of New Jersey - Hudson County	Mr. Joseph F. Davis Trial Court Administrator County of Hudson 595 Newark Ave, Room 403 JERSEY CITY, NJ 07306	Mr. Joseph C. Mollica County of Hudson 595 Newark Ave, Room 403 Jersey City, NJ 07306
NEW JERSEY 1997DCVX0133	LONG BRANCH	City of Long Branch	Honorable Adam Schneider Mayor 344 Broadway LONG BRANCH, NJ 07740	Mr. James E. Perri Drug Alliance Coordinator 344 Broadway LONG BRANCH, NJ 07740
NEW JERSEY 1997DCVX0132	Newark	Superior Court of New Jersey Essex Vicinage	Ms. Nancy Harris Criminal Division Manager 50 West Market Street Room 100K - NCB Newark, NJ 07102	Mr. Bonnie Kennedy-Sinacore Criminal Division Manager 50 West Market Street Room 100K - NCB Newark, NJ 07102
NEW MEXICO 1997DCVX0135	SANTA FE	Municipal Court of Santa Fe	Honorable Frances Gallegos Municipal Court Judge 2511 Camino Entrada SANTA FE, NM 87505	Dr. Deborah Klein Director of Special Service 2511 Camino Entrada SANTA FE, NM 87505
NEW MEXICO 1997DCVX0159	Santa Fe	New Mexico Administrative Office of the Courts	Mr. John M. Greacen Director 237 Don Gasper, Room 25 Supreme Court Bldg Santa Fe, NM 87501	Mr. Robert Klein Management Analyst 237 Don Gasper, Room 25 Santa Fe, NM 87501
NEW YORK 1997DCVX0139	Buffalo	Amherst Justice Court	Honorable Mark G. Farrell Town Justice 400 John James Audubon Parkway BUFFALO, NY 14228	Honorable Mark G. Farrell Town Justice 400 John James Audubon Parkway Amherst, NY 14228

NEW YORK 1997DCVX0156	New York	New York State Unified Court System - Buffalo	Honorable Jonathan Lippman Chief Administrative Judge 270 Broadway New York, NY 10007	Mr. Michael Magnani Administrator for Special Projects 25 Beaver Street, 11th Floor New York, NY 10004
NEW YORK 1997DCVX0155	New York	New York State Unified Court System- Ithaca City	Honorable Jonathan Lippman Chief Administrative Judge 270 Broadway NEW YORK, NY 10007	Mr. Michael Magnani Administrator for Special Projects 25 Beaver Street, 11th Floor New York, NY 10004
NEW YORK 1997DCVX0157	New York	New York State Unified Court System--Suffolk County	Honorable Jonathan Lippman Chief Administrative Judge 270 Broadway New York, NY 10007	Ms. Michael Magnani Administrator for Special Projects 25 Beaver Street, 11th Floor New York, NY 10004
NEW YORK 1997DCVX0115	NEW YORK	New York State Unified Court System-Syracuse	Honorable Jonathan Lippman Chief Administrative Judge 270 Broadway Room 1400 NEW YORK, NY 10007	Mr. Michael Magnani Administrator for Special Projects 25 Beaver Street, 11th Floor New York, NY 10004
OHIO 1997DCVX0106	Cleveland	Cuyahoga County Board of Commissioner's	Mr. Timothy F. Hagan President 1219 Ontario Street CLEVELAND, OH 44113	Mr. Daniel E. Peterca 1200 Ontario Street 11th Floor CLEVELAND, OH 44113
OHIO 1997DCVX0103	Dayton	Montgomery County Common Pleas Court - Juvenile Court	Honorable Michael B. Murphy Judge 303 West Second Street Dayton, OH 45422	Ms. Denise Martin Cross 303 West Second Street Dayton, OH 45422

OHIO 1997DCVX0108	Dayton	Montgomery County Court of Common Pleas - Adult	Honorable John Kessler Judge 41 North Perry Street Room 105 Dayton, OH 45422	Mr. Paul Ringer 41 North Perry Street Room 105 Dayton, OH 45422
OHIO 1997DCVX0083	LANCASTER	Fairfield County Juvenile Court	Honorable Steven O. Williams Juvenile Judge 224 East Main Street Hall of Justice - 3rd Floor LANCASTER, OH 43130	Ms. Patricia L. Ciripompa Court Administrator 224 East Main Street Hall of Justice - 3rd Floor LANCASTER, OH 43130
OHIO 1997DCVX0095	Mansfield	Richland County Common Pleas Court	Mr. Edward Olson 50 Park Avenue East Mansfield, OH 44902	The Honorable Dave LeitenbergerChairman Court Services Administrator 50 Park Avenue East,3rd Floor Mansfield, OH 44902
OHIO 1997DCVX0089	Toledo	Lucas County Court of Common Pleas	Honorable James Bates Judge 700 Adams Street Toledo, OH 43624	Honorable Jean Atkin Project Director 700 Adams Street Toledo, OH 43624
OKLAHOMA 1997DCVX0129	Sapulpa	Creek County Commissioners	Ms. Dana B. Hudgins Chairman of the Board 317 East Lee Sapulpa, OK 74066	Ms. Dana B. Hudgins Chairman of the Board 317 East Lee Sapulpa, OK 74066
OKLAHOMA 1997DCVX0030	Seminole	22nd Judicial District	The Honorable Jerry L. Colclazier District Judge PO Box 1681 SEMINOLE, OK 74818	The Honorable Jerry L. Colclazier District Judge PO Box 1681 SEMINOLE, OK 74818
OREGON	Prineville	Crook County	The Honorable Gary S. Thompson District/Circuit Court Judge	The Honorable Jennifer M. Ashcraft1997DCVX0152 Crook County Drug Court Coordinator

			300 East 3rd Street PRINEVILLE, OR 97754	203 North Court Street Prineville, OR 97754
OREGON 1997DCVX0076	Salem	OR Office of the State Court Administrator, Josephine County	Mr. Gary Brandt Trial Court Administrator Josephine County Courthouse Room # 254 Grants Pass, OR 97526	Mr. Gary Brandt Trial Court Administrator Josephine County Courthouse Room # 254 Grants Pass, OR 97526
PENNSYLVANIA 1997DCVX0154	Philadelphia	Philadelphia Criminal Justice Coordinating Commission	Honorable Legrome D. Davis Judge 506 City Hall Philadelphia, PA 19107	Honorable Louis Presenza Supervising Criminal Judge Criminal Justice Center 1301 Filbert Street Suite 1314 Philadelphia, PA 19107
PENNSYLVANIA 1997DCVX0164	West Chester	Chester County Commissioners	Ms. Karen Martynick Chairperson, Board of Commissioners 2 North High Street Courthouse WEST CHESTER, PA 19380	Mr. Larry Scherff Court of Common Pleas 2 N. High Street Courthouse West Chester, PA 19380
SOUTH CAROLINA 1997DCVX0024	Charleston	County of Charleston Family Court	Mr. E.E. Fava County Administrator O.T. Wallace County Office Building 2 Courthouse Square CHARLESTON, SC 29401	Ms. Lenita Jacobs-Simmons Grants Administrator O.T. Wallace County Office Building 2 Courthouse Square Charleston, SC 29401
SOUTH CAROLINA 1997DCVX0104	Lexington	Lexington County	Mr. William Brooks Acting County Administrator 139 East Main Street Lexington, SC 29072	Mr. Carson Fox 139 East Main Street Lexington, SC 29072

TENNESSEE 1997DCVX0170	MEMPHIS	Shelby County Government	Honorable Jim Rout Mayor 160 N. Main Street Suite 800 MEMPHIS, TN 38103	Ms. Martha Lott Manager 160 N. Main Street, Suite 800 Memphis, TN 38103
TENNESSEE 1997DCVX0166	NASHVILLE	The Metropolitan Government of Nashville/Davidson County	Honorable Philip Bredesen Mayor 211 Union Street Suite 434 NASHVILLE, TN 37201	Mr. Michael Jones Director 608 Metro Courthouse NASHVILLE, TN 37201
TEXAS 1997DCVX0100	Dallas	Dallas County	Honorable Lee F. Jackson County Judge 411 Elm Street Dallas, TX 75202	Ms. Kimberly Gilles 411 Elm Street Dallas, TX 75202
UTAH 1997DCVX0097	Salt Lake City	Salt Lake, County of	Ms. Mike Peterson Director, Criminal Justice Services 424 East 500 South, Suite 200 SALT LAKE CITY, UT 84111	Mr. Errol Remington Treatment Coordinator 424 East 500 South, Suite 200 Salt Lake City, UT 84111
VIRGINIA 1997DCVX0146	Charlottesville	Charlottesville Virginia Office of Commonwealth's Attorney	Mr. Warner D. Chapman Commonwealth's Attorney PO Box 911 Charlottesville, VA 22902	Mr. Warner Chapman Commonwealth's Attorney PO Box 911 Charlottesville, VA 22902
VIRGINIA 1997DCVX0147	Richmond	Virginia Supreme Court - Richmond	Mr. Robert N. Baldwin Executive Secretary 100 North Ninth Street Third Floor Richmond, VA 23219	B.J. Hice 100 North Ninth Street Third Floor Richmond, VA 23219

WASHINGTON 1997DCVX0045	Port Angeles	Clallam County	Mr. Phillip Kitchel Chairman Clallam County Courthouse 223 East 4th Street PORT ANGELES, WA 98362	Honorable Florence Bucierka Planner/Clallam Co. Dept. of Health Human Services Courthouse 223 East Fourth Street PO Box 863 Port Angeles, WA 98362
WISCONSIN 1997DCVX0101	Madison	County of Dane	Mr. Susan Crowley Interim Director 210 Martin Luther King Boulevard Room 425 MADISON, WI 53709	Ms. Pat Carruthers 1202 Northport Drive Madison, WI 53704
WYOMING 1997DCVX0107	Evanston	Uinta County	Mr. Aaron Martin Chairman, Board of County Commissioners 225 9th Street Evanston, WY 82930	Sheriff Forrest Bright Sheriff 77 County Road 109 Evanston, WY 82930

Appendix J

Juvenile Accountability Incentive Block Grants Program Fact Sheet

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

OJJDP FACT SHEET
Shay Bilchik, Administrator
April 1998 #76

Juvenile Accountability Incentive Block Grants Program

by Rodney L. Albert

This Fact Sheet provides summary information regarding the Juvenile Accountability Incentive Block Grants (JAIBG) program, a new block grant program designed to promote greater accountability in the juvenile justice system. It is being administered by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). Public Law 105–119, Making Appropriations for the Departments of Commerce, Justice and State, the Judiciary, and Related Agencies for the Fiscal Year Ending September 30, 1998, and for other Purposes (Appropriations Act), November 26, 1997, appropriated $250 million for the JAIBG program described in Title III of H.R. 3, as passed by the House of Representatives on May 8, 1997. After deducting statutory set-asides for program administration ($5.25 million); research, evaluation, and demonstration ($7.5 million); and training and technical assistance ($5 million), the balance available for distribution to eligible States is $232.25 million.

State Eligibility and Program Areas

In order to qualify for Fiscal Year (FY) 1998 funds under the JAIBG program, each Governor or other chief executive from the 56 qualifying "State" jurisdictions must certify that the State has adopted, is considering, or will consider within 1 year State laws, policies, or procedures that would (1) subject juveniles age 15 or over who are alleged to have committed a "serious violent crime" to criminal prosecution by operation of law or prosecutor direct file; (2) impose sanctions on juvenile offenders for every delinquent act, including probation violations, and escalate sanctions for each subsequent more serious offense or probation violation; (3) establish a system of juvenile delinquency records that subjects juvenile felony offenders who have a prior delinquency adjudication to having their records treated in a manner equivalent to adult records, including submission of such records to the FBI; and (4) ensure that State law does not prohibit juvenile court judges from issuing court orders requiring parental supervision of a juvenile offender and from imposing sanctions for violations of such orders.

In addition to the four areas of certification listed above, the Appropriations Act also requires that a State or unit of local government, to be eligible to receive a JAIBG grant or subgrant award, must have implemented or must agree to implement by January 1, 1999, a policy of testing appropriate categories of juveniles within the juvenile justice system for use of controlled substances.

Of the funds available for awards to States in FY 1998, individual allocations, based on population under age 18, range from $1.2 million to $22.5 million per State. Funds are available for 12 juvenile justice system related program purpose areas:

- Construction of juvenile detention or correctional facilities, including training of personnel.
- Accountability-based sanctions programs.
- Hiring of judges, probation officers, and defenders and funding of pretrial services.
- Hiring of prosecutors.
- Funding of prosecutor-led drug, gang, and violence programs.
- Provision of technology, equipment, and training programs for prosecutors.
- Probation programs.
- Gun courts.
- Drug courts.
- Information sharing systems.
- Accountability-based programs for law enforcement referrals or those that are designed to protect students and school personnel from drug, gang, and youth violence.
- Controlled substance testing (including interventions) for juveniles in the juvenile justice system.

The Appropriations Act prescribes the percentages of funds that are required to be expended within specified program purpose areas—unless the State or subgrantee unit of local government certifies and documents that the interests of public safety or crime control require a different use.

Distribution to Units of Local Government

Absent a waiver, each State must distribute not less than 75 percent of its allocation among units of local government in the State. In making such distribution, the State will allocate funds among units of local government using a formula that combines law enforcement expenditures for each unit of local government and the average annual number of Uniform Crime Report Part I violent crime arrests reported by each unit of local government, each for the three most recent calendar years for which data are available. Two-thirds of each unit of local government allocation is based on the law enforcement expenditure data and one-third on the reported violent crime arrest data, in a ratio based on the aggregate data for all units of general local government in the State. A unit of local government must qualify for a minimum of $5,000 in order to be eligible to receive an award. The State will retain funds allocated to nonqualified units in order to provide services for their benefit or use. The State or local government recipient of a JAIBG award must contribute, in the form of a cash match, at least 10 percent of the total program cost. If JAIBG funds are used to construct a permanent juvenile corrections facility, the cash match must be at least 50 percent of total program costs. JAIBG program funds cannot be used to supplant State or local funds.

Juvenile Crime Enforcement Coalitions

States and units of local government eligible to receive JAIBG funds must establish a Coordinated Enforcement Plan (CEP) for reducing juvenile crime developed by a Juvenile Crime Enforcement Coalition (JCEC).

State CEP's must be developed by a JCEC consisting of law enforcement and social service agencies involved in juvenile crime prevention. To assist in developing the State's CEP, States may choose to utilize members of the State Advisory Group established by the State's chief executive under the OJJDP Formula Grants program, if appropriate membership exists, or another planning group that constitutes a coalition of law enforcement and social service agencies.

When establishing a local JCEC to establish a CEP, units of local government must include, unless impracticable, individuals representing (1) police, (2) sheriff, (3) prosecutor, (4) State or local probation services, (5) juvenile court, (6) schools, (7) business, and (8) religious, fraternal, nonprofit, or social service organizations involved in crime prevention. The eight groups listed for a JCEC do not constitute an exhaustive list. Units of local government may add additional representation as appropriate. Units of local government may utilize members of Prevention Policy Boards established under OJJDP's Title V Community Prevention Grants program to meet the JCEC requirement, provided that each such coalition meets the minimun membership requirements.

For Further Information

OJJDP has developed the *Juvenile Accountability Incentive Block Grants Program Guidance Manual* to assist States and units of local government in applying for, receiving, obligating, and expending JAIBG funds. An accompanying regulation will establish the procedure for States and units of local government to provide notice to OJJDP of proposed uses of funds. The *Guidance Manual* can be downloaded from OJJDP's home page, www.ncjrs.org/ojjhome.htm. Printed copies of the *Guidance Manual* are available from the Juvenile Justice Clearinghouse, 800–638–8736. Questions regarding the JAIBG program can be directed to OJJDP's State Relations and Assistance Division, 202–307–5924.

Rodney L. Albert is the Assistant Director of OJJDP's State Relations and Assistance Division.

FS–987

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention
Washington, DC 20531
Official Business
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Appendix K
Administrative Requirements and Provisions

Administrative Requirements and Provisions

I. Administrative Requirements.

Please provide a complete response to each item. Where a written certification is required, please do so in the form of a letter signed by the authorizing official.

A. Coordination of Federal Efforts. Provide the following information:

1. A copy of any active Federal grant award (from the Department of Justice, other Federal agency, or other entity) already supporting this or related efforts;

2. Information on any pending application(s) for Federal money for this or related efforts; and

3. An explanation of how the pending application would be coordinated with the funding sought by this application.

For each, include the project title, the Federal grantor agency, the Federal award amount, and a very brief description of the project's purpose and how the applicant plans to coordinate with the project. This information is requested to encourage better coordination among Federal agencies in addressing State and local needs.

"Related efforts" is defined as those efforts that

- **$** Have the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);

- **$** Comprise another phase or component of the same program or project (e.g., to implement a planning effort funded by other Federal monies or to provide a substance abuse treatment or education component within a criminal justice project);

- **$** Provide services of some kind (e.g., technical assistance, research, evaluation) to the program or project described in the application;

- **$** Provide information identifying related State, local, or community initiatives that complement or will be coordinated with this application.

B. Coordination with State, Local, and Community-Based Initiatives. Applicants must identify the following:

A. Related State or local government or community-based initiatives that complement this application;

B. Related State or local government or community-based initiatives that are coordinated with this application and how that coordination will be achieved; and

3. The impact this initiative will have on the drug court.

C. OJP Conferences

All applicants must state in writing a willingness and ability to participate in required technical assistance conferences.

1. **Planning grant recipients are required to attend three training conferences sponsored by OJP.** Each conference will be three days in length. The drug court team must attend each conference. The drug court team must include the judge, prosecutor, defense attorney, treatment provider, project coordinator, and an individual experienced in research, evaluation, or information systems. If applying for a planning grant for a juvenile drug court, the team must also include a school representative. Training topics for the first two conferences include strategies for maximizing participation of key decision-makers in the following: the planning process, goal setting, identifying appropriate target populations for the drug court program, and ensuring participant and program accountability. All three conferences will include observation of a drug court in action. These conferences have not been scheduled; therefore, an average airfare should be used to calculate expenses.

2. **Continuation/supplemental grant recipients are required to attend one technical assistance conference sponsored by OJP.** The conference will be three days in length. The drug court team attending the conference must include the judge, prosecutor, defense attorney, treatment provider, project coordinator, and an individual experienced in research, evaluation, or information systems. Grantees may use grant funds to cover the cost of travel and per diem for teams of participants from their jurisdictions attending the workshop. This training has not been scheduled; therefore, an average airfare should be used to calculate expenses. Grant recipients will be surveyed in advance of the workshop to determine the most appropriate topics for the program. This conference also will maximize networking and information sharing among drug court practitioners.

3. **Enhancement grant recipients are required to attend one technical assistance conference sponsored by OJP**. The conference will be three days in length. It will focus on evaluation and management information system issues. Grantees

may use grant funds to cover the cost of travel and per diem for teams of participants from their jurisdictions attending the workshop. For budgetary purposes, plan on a team consisting of 5 members. This training has not been scheduled; therefore, an average airfare should be used to calculate expenses. Grant recipients will be surveyed in advance of the workshop to determine the most appropriate topics for the program. This conference also will maximize networking and information sharing among drug court practitioners.

D. Requirements for Continuation Grantees

1. Applicants must state in writing that by September 30, 1999, federal funding from the original implementation grant will be expended.

2. Applicants must state in writing their willingness to participate in the national evaluation and to submit the Drug Court Grantee Data Collection Survey twice a year.

   Recipients are required to participate actively in a national evaluation of the Drug Court Program that the National Institute of Justice will conduct. The national evaluation is described in Appendix A.

   Grantees will be required to submit program data to the DCPO on a semiannual basis through the Drug Court Grantee Data Collection Survey. These data will capture baseline and outcome information on both the drug court and the defendant. These data are intended to serve as a minimum data set for both local and national evaluation efforts. See Appendix A: Evaluation of Drug Court Programs/Drug Court Grantee Data Collection Survey.

E. Requirement for Single Jurisdiction Enhancement Grantees

Applicants must state in writing their willingness to submit the Drug Court Grantee Data Collection Survey twice a year. Grantees will be required to submit program data to the DCPO on a semiannual basis through the Drug Court Grantee Data Collection Survey. These data will capture baseline and outcome information on both the drug court and the defendant. These data are intended to serve as a minimum data set for both local and national evaluation efforts. See Appendix A:

F. Treatment Providers (Not relevant to planning grant applicants)

Applicants must provide written assurance that all treatment programs and providers used in the drug court program are licensed, certified, or accredited by appropriate State government or professional agencies.

G. Violent Offenders (Not relevant to planning grant applicants)

Applicants must provide written assurance that violent offenders, as defined by Section 2203 of the Crime Act, will be excluded from drug court programs receiving funds under this program.

H. Current Inability to Fund and Intention to Fund after the Federal Assistance

Applicants must explain the inability to fund the program adequately without Federal assistance. Applicants must also provide assurance of the intention and capability of the jurisdiction to continue the program after the Federal funding.

I. Recipients of Continuation/Supplemental Grants

Applicants must provide written assurance that the program to be supplemented with Federal funds will continue to provide at least the same level of services to at least the same number of defendants.

J. Certification required by Title I, Subchapter XII-J of the Omnibus Crime Control and Safe Streets Act, as amended, 42 U.S.C. 3796 ii *et seq*.

1. Applicants must certify that there has been appropriate consultation with all affected agencies and that there will be appropriate coordination with all affected agencies in implementation of the program.

   Specific examples of consultation and coordination as well as the identities of the affected agencies must be provided. For example, the drug court will coordinate with the Brownville Unitarian Church to provide counseling services to its clients.

2. Applicants must certify that participating offenders will be supervised by one or more designated judges with responsibility for the drug court program (not relevant to planning grant applicants).

K. Match Requirement

The Federal share of a grant-funded project may not exceed 75 percent of the total project costs. At least 25 percent of the total project costs is a required match and must come from local sources. As required by statute, "cash" contributions must constitute a portion of the non-Federal share of the grant. "Portion" is not defined in the statute. The remainder of the match may be in-kind. For example, if the request for Federal support is $200,000, the minimum local match requirement would be $66,667, making the total project budget $266,667.

Within each budget category, the applicant must clearly delineate the individual items that are match. As an example, an asterisk may be placed next to the individual match items. A portion of the match must be cash. This is required by statute; the term "portion" is not defined.

The following formula may be used to calculate local match:

Federal Request ÷ .75 x .25 = Local Match

II. Administrative Provisions.

A. Assurances

The application form includes a list of assurances that the applicant, by signing standard form 424, assures that it will comply with the requirements contained in the 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.

B. Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

C. Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28

CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research which may involve human subjects, as defined in 28 CFR Part 46.

D. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant is required to complete, sign, and include a copy in its application of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. By signing this certification, the applicant agrees to comply with the following requirements:

Lobbying

The applicant and its subgrantees, contractors and subcontracts, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment:

The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace:

The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug Free

Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the US Department of Justice in making awards.

E. Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC to or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

F. Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

G. Reporting Requirements

**Financial Status Report:** Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

**Single Audit Report:** Recipients who expend $300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the cognizant Federal agency or oversight agency not later than 13 months after the end of the recipient's fiscal year. For fiscal years beginning on or after July 1, 1998, the audit report will be due 9 months after the end of the recipients fiscal year.

**Drug Court Grantee Data Collection Survey** Recipients of continuation/supplemental funding are required to submit the Drug Court Grantee

Data Collection Survey twice a year (see Appendix A for the survey). The survey periods run January 1BJune 30 and July 1BDecember 31. The surveys are due 30 days after the end of the report period, that is, no later than July 31 and January 31, respectively. These data will capture baseline information on both drug courts and defendants. The data are intended to serve as a minimum data set for both local and national evaluation efforts.

H. Discretionary Grant Programs

Semi-Annual Progress Report: Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.

I. Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

Failure to comply substantially with the requirements or statutory objectives of Title I, Subchapter XII-J of the Omnibus Crime Control and Safe Streets Act, as amended, 42 U.S.C. 3796ii *et seq* and the program guidelines issued thereunder, or other provisions of Federal law;

Failure to make satisfactory progress toward the goals or strategies set forth in this application;

Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;

Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;

- Filing a false certification in this application or other report or document; or
- Other good cause shown.

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

Appendix L

Standard Application Form (SF 424) and Instructions

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

2. DATE SUBMITTED	Applicant identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application	*Preapplication*
☐ Construction	☐ Construction
☐ Non-Construction	☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address *(give city, county, state and zip code):*	Name and telephone number of the person to be contacted on matters involving the application (give area code)

6. EMPLOYER IDENTIFICATION (EIN)

☐☐ – ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private Industry
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (specify): _____

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration

D. Decrease Duration *Other (specify):*

_____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐ – ☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:

12. AREAS AFFECTED BY PROJECT *(cities, counties, states, etc.):*

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISCRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:	
a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE _____

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	**Type of Submission:** If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	**Date Submitted:** Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	**Date Received by State:** Leave blank. This item is completed by the State single point of contact, if applicable.
4	**Date Received by Federal Agency:** Leave blank. This item will be completed by OJP.
5	**Applicant Information:** The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	**Employer Identification Number:** Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	**Type of Applicant:** Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	**Type of Application:** Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	**Name of Federal Agency:** Type in the name of the awarding agency, "Drug Courts Program Office, Office of Justice Programs"
10	**Catalog of Federal Domestic Assistance Number:** This would be contained in the program announcement. The number for this program would be 16.585.
11	**Descriptive Title of Applicant's Project:** Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	**Areas Affected by Project:** Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	**Proposed Project Dates:** Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	**Congressional Districts:** Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	**Estimated Funding:** In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	**State Executive Order 12372:** Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	**Delinquent Federal Debt:** This question applies to the applicant organization. Categories of debt include delinquent audit allowances loans, and taxes.

18	**Authorized Representative:** Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

Appendix M
Assurances and Certifications Required of all Federal Grant Recipients

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements–28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase ?Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE OBSOLETE.
ATTACHMENT TO SF-424

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Governmen-twide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in con-nection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or at-tempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a threeyear period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statue occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes bya Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Appendix N
Budget Detail Worksheet and Sample

OMB Approval No. 1121-0188
Expires 5-98 (Rev. 1/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

_____

_____

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased, Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items costing less that $5,000, such as books, hand held tape recorders and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $250 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

Item	Location	Computation	Cost

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate

of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	Cost

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must 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 costs categories.

Description	Computation	Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

Budget Detail Worksheet

Note: Please break down each of the categories (A-I) into Federal and local share.

For example:	Total:	Federal:	Local:
A. Personnel			
B. Fringe			
C. Travel			
D. Equipment			
E. Supplies			
F. Construction			
G. Consultants			
H. Other			
Total direct costs:			
I. Indirect Costs			
TOTAL PROJECT COSTS			
Federal Request:			
Non-Federal Amount:			

The "Total" amount column should detail total project costs for the drug court program. The "Federal" amount column should detail the applicant's federal request which can be no more than 75 percent of the total project costs. The "Local" amount column should detail the applicant's match which must be at least 25 percent of the total project's costs.

SAMPLE BUDGET:
This is not a drug court budget. It should serve to provide information on the detailed calculations required for computation.

OMB Approval No. 1121-0188
Expires 5-98 (Rev. 1/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a one year budget period and *25%* cash match requirement)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
John Smith, Investigator	($50,000 x 100%)	$50,000
2 Investigators	($50,000 x 100% x 2)	$100,000
Secretary	($30,000 x 50%)	$15,000
		$165,000
Cost of living increase	($165,000 x 2% x .Syr.)	$1,650
Overtime per investigator	($37.5/hr x 100 hrs x 3)	$11,250

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL **$177,900**

SAMPLE

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Employer's FICA	($177,900 x 7.65%)	$ 13,609
Retirement	*($166,650 x 6%)	$ 9,999
Uniform Allowance	($50 mo. x 12 mo. x 3)	$ 1,800
Health Insurance	*($166,650 x 12%)	$ 19,998
Workman's Compensation	($177,900 x 1%)	$ 1,779
Unemployment Compensation	($177,900 x 1%)	$ 1,779
* ($177,900 less $11,250)	**TOTAL**	**$ 48,964**

Total Personnel & Fringe Benefits **$226,864**

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	($150 x 2 people x 2 trips)	$ 600
		Hotel	($75/night x 2 nights x 2 people x 2 trips)	$ 600
		Meals	($35/day x 3 days x 2 people x 2 trips)	$ 420
Investigations	New York City	Airfare	($600 average x 7)	$4,200
		Hotel & Meals	($100/day average x 7 x 3 days)	$2,100

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based upon applicant's formal written travel policy.

TOTAL **$7,920**

SAMPLE

D. Equipment - List non-expendable items that are to be purchased, Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	($2,000 x 3)	$6,000
Video Camera		$1,000

The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL $7,000

SAMPLE

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items costing less that $5,000, such as books, hand held tape recorders and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	($50/mo x 12 mo)	$ 600
Postage	($20/mo x 12 mo)	$ 240
Training Materials	($2/set x 500 sets)	$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL $1,840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
Renovation	Add walls	$5,000
	Build work tables	$3,000
	Build evidence storage units	$2,000

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

TOTAL $10,000

SAMPLE

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $250 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
John Doe	Forensic Specialist	($150/day x 30 days	$4,500

John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.

Subtotal $4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

Item	Location	Computation	Cost
Airfare	Miami	$400 x 6 trips	$2,400
Hotel and Meals		($100/day x 30 days)	$3,696

Joe Doe is expected to make up to 6 trips to Miami to consult en homicide cases.

Subtotal $5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	Cost
Intelligence System Development	$102,000

The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.

Subtotal $102,000

TOTAL $111,900

SAMPLE

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(700 sq. ft. x $15/sq. Ft.) ($875 mo. x 12 mo.)	$10,500

This rent will pay for space for the new homicide unit. No space is currently available in city owned buildings.

Telephone	($100/mo. x 12)	$ 1,200
Printing/Reproduction	($150/mo. x 12)	$ 1,800

TOTAL $13,500

SAMPLE

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must 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 costs categories.

Description	Computation	Cost
10% of personnel and fringe benefits	($226,864 x 10%)	$22,686

The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)

TOTAL $22,686

SAMPLE

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

	Budget Category	Amount
A.	Personnel	$ 177,900
B.	Fringe Benefits	$ 48,964
C.	Travel	$ 7,920
D.	Equipment	$ 7,000
E.	Supplies	$ 1,840
F.	Construction	$ 10,000
G.	Consultants/Contracts	$ 111,900
H.	Other	$ 13,500
	Total Direct Costs	$ 379,024
I.	Indirect Costs	$ 22,686
	TOTAL PROJECT COSTS	$ 401,710
	Federal Request	$ 301,283
	Non-Federal Amount	$ 100,427

SAMPLE

Budget Detail Worksheet

Note: Please break down each of the categories (A-I) into Federal and local share.

For example:	Total:	Federal:	Local:
A. Personnel	$10,000	$ 7,500	$ 2,500
B. Fringe	$ 2,500	$ 0	$ 2,500
C. Travel	$10,000	$10,000	$ 0
D. Equipment	$ 0	$ 0	$ 0
E. Supplies	$ 5,000	$ 0	$ 5,000
F. Construction	$ 0	$ 0	$ 0
G. Consultants	$ 20,000	$ 20,000	$ 0
H. Other	$ 0	$ 0	$ 0
Total direct costs:	$48,000	$37,500	$10,000
I. Indirect Costs	$ 2,500	$ 0	$ 2,500
TOTAL PROJECT COSTS	$50,000	$37,500	$12,500

Federal Request:	$37,500
Non-Federal Amount:	$ 12,500

The "Total" amount column should detail total project costs for the drug court program. The "Federal" amount column should detail the applicant's federal request which can be no more than 75 percent of the total project costs. The "Local" amount column should detail the applicant's match which must be at least 25 percent of the total project's costs.

SAMPLE

Sources of Information

For general information about drug courts, call:

Drug Courts Program Office, U.S. Department of Justice
(202) 616-5001

Drug Court Clearinghouse, American University
(202) 885-2875

U.S. Department of Justice Response Center
1-800-421-6770

National Criminal Justice Reference Service (NCJRS), Office of Justice Programs, Department of Justice
1-800-851-3420

Recommended Reading

The following documents are the latest U.S. Department of Justice publications on drug courts and are available from the National Criminal Justice Reference Service at 1-800-851-3420.

American University Drug Court Clearinghouse and Technical Assistance Project
Justice Programs Office

Summary Assessment of the Drug Court Experience, May 1996
1997 Drug Court Survey Report: Executive Summary, October 1997

Drug Courts Program Office, Office of Justice Programs, U.S. Department of Justice

Defining Drug Courts: The Key Components, January, 1997

Drug Court Monitoring, Evaluation, and Management Information Systems,June 1998, NCJ171138

Guideline for Drug Courts on Screening and Assessment,June 1998, CJ171143

Juvenile and Family Drug Courts: An Overview,June 1998, NCJ171139

Decade of Drug Courts, June 1998, NCJ171140

Juvenile and Family Drug Courts: Profile of Program Characteristics and Implementation Issues, June 1998, NCJ171142

Drug Courts Program Office - Fact Sheet, June 1998, FS4000099

Bureau of Justice Assistance, U.S. Department of Justice, Publications

Special Drug Courts, Program Brief, NCJ 144531

National Institute of Justice, U.S. Department of Justice, Publications

John S. Goldkamp and Doris Weiland,*Assessing the Impact of Dade County's Felony Drug Court*, NCJ 145302

The Drug Court Movement, Update, September 1995

Peter Finn and Andrea K. Newlyn, *Miami's Drug Court, A Different Approach*, NCJ 142412

John S. Goldkamp, *Issues and Practices, Justice and Treatment Innovation: The Drug Court Movement, A Working Paper of the First National Drug Court Conference*, December 1993, NCJ 149260

Addresses on the World Wide Web

- National Criminal Justice Reference Center:
  www.pavnet.org

- Office of National Drug Control Policy
  www.whitehouse.gov/WH/EOP/ondcp/html/ondcp.html

- U.S. Department of Education:
  www.ed.gov

- U.S. Department of Health and Human Services:
  www.os.dhhs.gov

- U.S. Department of Housing and Urban Development:
  www.hud.gov

- U.S. Department of Labor:
  www.dol.gov

- Drug Information and Strategy Clearinghouse:
  gopher://ric.aspensys.com:76

- Drug Free Workplace Helpline:
  helpline@samhsa.gov

- National AIDS Clearinghouse:
  http://www.cdcnac.org

- National Clearinghouse for Alcohol and Drug Abuse Information:
  www.health.org

- Justice Programs Office
  American University
  www.american.edu/justice

U.S. Department of Justice
Office of Justice Programs
Drug Courts Program Office

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