

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



Edward Byrne Memorial State and Local Law Enforcement Assistance Program

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**FY 1991 DISCRETIONARY PROGRAM
APPLICATION KIT**

U.S. Department of Justice
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U.S. Department of Justice
National Institute of Justice

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Introduction

Pursuant to the FY 1991 Discretionary Program Announcement (Federal Register, January 16, 1991, Vol. 56, No. 11, page 1167), this Application Kit seeks applications for programs to implement the Edward Byrne Memorial State and Local Law Enforcement Discretionary Grant Program, authorized by the Anti-Drug Abuse Act of 1988. This program is administered by the Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs in the United States Department of Justice. The total amount of BJA Discretionary funds available for FY 1991 is \$50,000,000. Competitive, non-competitive and continuation programs are described in separate sections of this kit. The following explains each section with the percentage of total dollars available per section:

Competitive Programs (44%): These programs are open to a broad range of organizations. Awards will be made to organizations/agencies that offer the greatest potential for achieving the objectives outlined in the description of the program. Selections are made on the basis of the information contained in the applications received which will be reviewed and rated by a panel of experts in the program area.

Non-Competitive Programs (5%): These new programs are limited to specific applicants who have special expertise and service. The majority of these programs provide specialized training and technical assistance which is needed by State and local practitioners.

Continuation Programs (51%): These programs are limited to specific applicants who have previously received at least one year of funding and the program is a multi-year effort. Most of these grantees were initially selected through a competitive process. Many of these grantees are national associations which provide assistance and training through their membership made up of State and/or local criminal justice practitioners. Some of this training and technical assistance is provided most efficiently through other Federal agencies.

The Discretionary Grant Program is designed to increase the range of effective programs, practices and technologies available to enhance the capabilities of State and local criminal justice practitioners in their efforts to control drugs and crime. This is accomplished through demonstration programs, evaluations of new practices and technologies, the transfer of program models and the provision of technical assistance and training.

The Discretionary Grant Program complements the Formula Grant Program through which each State receives a block of funds to implement its Statewide drug control strategy. It provides guidance to the States by determining "what works" and by encouraging the replication of successful models with Formula Grant and other resources. The Discretionary Grant Program also provides training and technical assistance to aid the successful implementation of these programs.

The programs included in the Discretionary Program Announcement for FY 1991 reflect the priorities of the National Drug Control Strategy and the U. S. Department of Justice and address issues and problems identified by State and local criminal justice practitioners. High priority is given to programs which hold drug users and offenders accountable for their behavior through the use of intermediate sanctions, drug testing, fines and denial of benefits. Private citizens are encouraged to work in partnership with the criminal justice system to prevent drug use and crime and to reclaim their neighborhoods from drug criminals. Programs aimed at drug traffickers emphasize vigorous prosecution and the removal of drug profits through both criminal and civil proceedings. Several programs focus on improving the functioning of the criminal justice system and on increasing the effectiveness of drug and crime control efforts. The role and needs of the victims of crime and drug activities are also addressed through the programs contained in this announcement.

BJA strongly encourages applications from a broad range of public and private organizations, including those which have not heretofore been grant recipients. To facilitate broad participation, programs that are available on a competitive basis are presented in the first section, followed by programs with limited eligibility that are then presented in the non-competitive section. The continuation section is in the last section of this Application Kit.

Application and Administrative Requirements

Eligible Applicants

Applications are invited from public and private organizations. Private-for-profit organizations must waive their fee in order to be eligible. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such.

The applicant must also demonstrate that they have the management and financial capability to effectively implement a project of this size and scope. Applicants must demonstrate that they have the capability to manage this program in order to be eligible for funding consideration.

Many programs are announced on a competitive basis, open to all eligible applicants. Eligibility for other programs, primarily continuation programs, is limited to specific jurisdictions or organizations. To assist the reader in identifying programs for which they may be eligible to apply, this Application Kit is organized into three sections: a Competitive section, a Non-Competitive section, and a Continuation section. The programs within each of the sections are organized by program priority. Interested parties should read carefully the program eligibility and selection criteria.

Competitive Programs: These programs are open to a broad range of organizations. Awards will be made to organizations/agencies that offer the greatest potential for achieving the objectives outlined in the description of the program. Selections are made on the basis of the information contained in the applications received which will be reviewed and rated by a panel of experts in the program area.

Non-Competitive Programs: These new programs are limited to specific applicants who have special expertise and service to provide. The majority of these programs provide specialized training and technical assistance which is needed by State and local practitioners.

Continuation Programs: These programs are limited to specific applicants who have previously received at least one year of funding and the program is a multi-year effort. Most of these grantees were selected initially through a competitive process. Many of these grantees are National Associations which provide assistance and training through their membership made up of State and/or local criminal justice practitioners. Some of this training and technical assistance is most efficiently provided through other Federal agencies.

Application Requirements

All applicants must submit a completed Application for Federal Assistance (Standard Form 424), including a program narrative, a detailed budget, and budget narrative. All applications must include the information outlined in this section of the solicitation (Section VI) in Part IV, program narrative of the application (SF-424).

In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one co-applicant must be designed as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicant. Under this arrangement, each organization would agree to be jointly and severally responsible for all project co-applicants funds and services. Each co-applicant must sign the SF-424 and indicate their acceptance of the conditions of joint and several responsibility with the other co-applicant.

Applications that include non-competitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$10,000.

Applicants who have not previously received Federal funds are asked to submit a copy of the Office of Justice Programs, Accounting System and Financial Capability Questionnaire (OJP Form 7120/1). Copies of the form are provided in this application kit and must be prepared and submitted along with the application. Other applicants may be requested to submit this form. The CPA certification is required only of those applicants who have not previously received Federal funding.

An original and two copies of the application are required. To facilitate the review of the applications, three additional copies are requested. Applications and copies must be sent to the following address:

Bureau of Justice Assistance
Central Control Desk
Office of Justice Programs
633 Indiana Avenue, N.W.
Washington, D.C. 20531

Applications must be postmarked as indicated by the individual program due date. For deadline purposes, February 20, 1991, is the official date of this document.

To comply with Executive Order 12372, applicants from State and local units of government or other organizations providing services within a State must submit a copy of their application to the State Single Point of Contact, if one exists, and if the program has been selected for review by the State.

A copy of the application also must be submitted to the State Office which administers the Drug Control and System Improvement Formula Grant Program for the State. A list of the State Offices is found in Appendix A. An applicant is required to notify BJA immediately should the same or similar application submitted to BJA be funded through the State Formula Grant Program. Applicants for national scope programs are not required to submit copies of their application to all the States which might benefit from the program.

Application Content and Review Criteria

In completing Standard Form 424, all of the following items must be addressed as they will be used in the selection process:

Organizational Experience: Applicants must concisely describe their organizational experience and explain how their capabilities enable them to achieve the goals and objectives of the program. This explanation also should include the applicant's *financial capability*, i.e., the fiscal controls and accounting procedures which assure that Federal funds will be accounted for properly. Where appropriate, applicants must demonstrate their capability to obtain the cooperation and/or resources of State or local governmental entities to implement the program.

Soundness of Proposed Strategy: There are three elements that must be addressed in formulating a sound strategy. These are:

- o A succinct statement of the applicant's understanding of the *Goals and Objectives* of the program, including a discussion of the potential contribution of this program to the field.
- o The proposed *Program Strategy* for achieving these goals, objectives and their major elements, products and activities of the programs.
- o The proposed approach to *Evaluate* the program.

Clarity and Appropriateness of the Program Implementation Plan: Applicants must prepare a plan that outlines the major activities involved in implementing the program and describe how available resources will be allocated. The plan must include an annotated organizational chart depicting the roles and responsibilities of key organizational/functional

components and a list of key personnel responsible for managing and implementing the major elements of the program. There must be a Time-task plan which clearly identifies the major milestones and products, organizational responsibility, and a schedule for the completion of activities and products. Finally, the applicant must concisely describe the interim and final Products of the program, and address the purpose, audience and usefulness to the field of each product.

Program Budget: Applicants must provide a budget with a detailed justification for all costs, including the basis for computation of these costs. In the case of co-applicants, detailed budgets for each organization's expenses must be submitted. The program budget must be complete, reasonable and cost-effective in relation to the proposed program.

Qualifications of the Program Staff: Applicants must fully describe the capabilities and work experience of all key staff members. The relationship of the prior work experience to the requirements of the program being undertaken must be clearly demonstrated.

Selection Criteria:

For Competitive Programs: The number of grading points assigned to each of the selection criteria will vary from program to program dependent upon their relative importance in achieving that program's purpose. Applicants will find the point distribution in the Selection Criteria section of each program description contained in this publication.

For All Others: Applicants must address all of the above items in their applications. Emphasis will be given to particular items as indicated in the Selection Criteria section of each program description.

Review Process

Competitive Applications: Applications submitted in response to a competitive announcement will be reviewed by a panel of experts, which will make recommendations to the Director of BJA for funding. The panel will assign numerical values in rating competing applicants based on the point distribution in the Selection Criteria of each program description in this publication. The final award decision will be made by the BJA Director. Letters will be sent to all applicants notifying them that their proposal has been selected or the reasons it was not selected. BJA will then negotiate specific terms of the awards with the selected applicants.

For All Others: Some awards will be negotiated directly with current grantees to continue program activities or with organizations that are uniquely qualified to provide specific services.

Evaluation

Each funded program shall contain an evaluation component. The National Institute of Justice (NIJ), in consultation with BJA, established guidelines for the evaluation of programs funded under the Discretionary Grant Program, entitled, Evaluating Drug Control and System Improvement Projects: Guidelines for Projects Supported by the Bureau of Justice Assistance, as required by Sec. 501(c) of the Anti-Drug Abuse Act of 1988.

The purposes of evaluating each program are to assess how well it has been implemented and the extent to which the activities funded have achieved the program's goals. Such assessments should be designed to provide administrators and policymakers with an improved understanding of whether specific activities are successful or unsuccessful in controlling drugs or improving the criminal justice system.

In addition, many funded projects will be considered for participation in evaluations conducted by BJA and NIJ which are coordinated or conducted in cooperation with discretionary program grantees.

Each funded program or project will be required to submit formal results from an assessment or evaluation within 60 days of the completion of each year's activities and within 90 days of project completion. Each application must provide a plan for assessment or evaluation.

Financial Requirements

Discretionary Grants are governed by the provisions of the Office of Management and Budget (OMB) Circulars applicable to financial assistance. The circulars, along with additional information and guidance, are contained in the "Financial and Administrative Guide for Grants," Office of Justice Programs, Guideline Manual, M7100, available from the Office of Justice Programs. This guideline manual includes information on allowable costs, methods of payment, audit requirements, accounting systems and financial records.

Civil Rights Requirements

In accordance with Sec. 809 (c) (1) of the Act, no person in any State shall on the grounds of race, color, religion, national origin or sex be excluded from participation in, be denied the benefits of, be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title. Recipients of funds under the Act are also subject to the provisions of Title VI of the Civil Rights Act of 1964; Sec. 504 of the Rehabilitation Act of 1974, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1974; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. Upon request, applicants shall maintain such records and submit to BJA or OJP timely, complete and accurate information regarding their compliance with the foregoing statutory and regulatory requirements.

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

Drug-Free Workplace

Title V, Sec 5153 of the Anti-Drug Abuse Act of 1988 provides that all grantees of Federal funds, other than an individual, shall certify to the granting agency that it will provide a drug-free workplace by:

- o Publishing a statement notifying employees that the unlawful manufacturing, distribution, dispensation, 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 violations of such prohibition.
- o Establishing a drug-free awareness program to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the grantee's policy of maintaining a drug-free workplace;
 - any available drug counseling, rehabilitation and employee assistance programs; and,
 - the penalties that may be imposed upon employees for drug abuse violations.
- o Making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement of notification prohibiting controlled substances in the workplace.
- o Notifying the employee that as a condition of employment in such grant, the employee will:
 - abide by the terms of the statement; and,

-
- notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - o Notifying the granting agency within 10 days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.
 - o Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.
 - o Making a good faith effort to continue to maintain a drug-free workplace.

The U. S. Office of Management and Budget, in collaboration with other Federal executive agencies, including the Department of Justice, has developed regulations to implement the Drug-Free Workplace Act of 1988, 28 CFR Part 67, Subpart F.

Audit Requirement

In October 1984, Congress passed the Single Audit Act of 1984. On April 12, 1985, the Office of Management and Budget issued Circular A-128, "Audits of State and Local Governments" which establishes regulations to implement the Act. OMB Circular A-128, "Audits of State and Local Governments," outlines the requirements for organizational audits which apply to BJA grantees.

Institutions of higher education, hospitals and other nonprofit organizations have the responsibility to provide for an audit of their activities not less than every two years. The required audits are to be on an organization-wide basis rather than on a grant-by-grant basis.

Governmentwide Debarment and Suspension (Nonprocurement)

This Subpart of 28 CFR Part 67, provides that executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and nonfinancial assistance and benefits. Debarment or suspension of a participant in a program by one Agency has governmentwide effect. It is the policy of the Federal Government to conduct business only with responsible persons and these guidelines will assist agencies in carrying out this policy.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction (OJP Form 4061/1). All direct recipient grantees must complete an OJP Form 4061/1 prior to entering into a financial agreement with subrecipients. This requirement includes persons, corporations, etc. who have critical influence on or substantive control over the award. The direct recipient will be responsible for monitoring the submission and maintaining the official subrecipient certifications.

Certification Regarding Debarment, Suspension, Ineligibility and Other Responsibility Matters - Primary Covered Transactions (OJP Form 4061/2). Certifications must be completed and submitted by grantees of categorical awards to grantor agency program officer during the application stage.

Disclosure of Lobbying Activities

Section 319 of Public Law 101-121 prohibits recipients of Federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. Section 319 also requires each person who requests or receives a Federal contract, grant, cooperative agreement, loan or a Federal commitment to insure or guarantee a loan, to disclose lobbying. The term "recipient," as used in this context, does not apply to any Indian tribe or to tribal or Indian organization.

A person who requests a Federal grant, cooperative agreement or contract exceeding \$100,000 is required to file a written declaration with OJP. The declaration shall contain:

- o A certification that addresses payment made or to be made with both Federal or non-Federal funds for influencing or attempting to influence persons in the making of Federal awards.
- o "Disclosure of Lobbying Activities" must be submitted if payments were made with non-Federal funds and must contain the following information with respect to each payment and each agreement:
 - Name and address of each person paid, to be paid or reasonably expected to be paid;
 - Name and address of each individual performing the services for which payment is made, to be made or reasonably expected to be made; and
 - The amount paid, how the person was paid and the activity for which the person was paid, is to be paid or is reasonably expected to be paid.
- o Copies of certification and disclosure of lobbying activities, as outlined above, received from subgrantees, contractors or subcontractors under a grant, cooperative agreement or contract for Federal subgrants exceeding \$100,000.

A subgrantee, contractor or subcontractor under a grant, cooperative agreement or contract, who requests or receives Federal funds exceeding \$100,000 is required to file a written declaration, as described above, with the person making the award.

A declaration must be filed at the end of each calendar quarter in which there occurs any event that materially affects (\$25,000 or more) the accuracy of the information contained in any declaration previously filed for a grant, cooperative agreement, contract, subgrant or subcontract. These declarations shall be filed as follows:

- o Grant, cooperative agreement and contract recipients shall send their amended declarations and copies of amended declarations for Federal subgrants to the Office of the Comptroller not later than 30 days after the end of each calendar quarter.
- o Subgrantees, contractors or subcontractors under a grant, cooperative agreement or contract shall send their amended declarations each quarter to the person who made their subgrant.

Declarations are also required for extensions, continuations, renewals, amendments and modifications exceeding \$100,000 or resulting in the award exceeding \$100,000.

Disclosure of Federal Participation

Section 8136 of the Department of Defense Appropriations Act (Stevens Amendment), enacted in October 1988, requires that, "when issuing statements, press releases for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program."

Suspension or Termination of Funding

BJA may suspend, in whole or in part, or terminate funding for a grantee for the following reasons:

- o Failure to conform to the requirements or statutory objectives of the Act; or

-
- o Failure to comply substantially with the Act, regulations promulgated thereunder, or the terms and conditions of its grant award.

Prior to suspension of a grant, BJA will provide reasonable notice to the grantee of its intent to suspend the grant and will attempt informally to resolve the problem resulting in the intended suspension. Hearing and appeal procedures for termination actions are set forth in Department of Justice regulations at 28 CFR Part 18.

Non-competitive continuation awards for additional budget periods may also be withheld for justifiable reasons. They include: (1) the results do not justify further activity; (2) the recipient is delinquent in submitting required reports; (3) adequate grantor agency funds are not available to support the project; (4) the recipient has failed to show satisfactory progress in achieving the objectives of the project or otherwise failed to meet the terms and conditions of the award; (5) a recipient's management practices have failed to provide adequate stewardship of grantor agency funds; (6) outstanding audit exceptions have not been cleared; and (7) any other reason that would indicate continued funding would not be in the best interest of the Federal Government.

**COMPETITIVE PROGRAM
SECTION**

Intermediate Sanctions/User Accountability

TECHNICAL ASSISTANCE AND TRAINING FOR INTENSIVE SUPERVISION PROGRAMS (PROBATION/PAROLE)

Purpose: The purpose of this program is to assist State and local criminal justice agencies through training and technical assistance in implementing Intensive Supervision Programs (ISP) as components of existing probation and parole functions.

Background: Correctional systems should include intermediate sanctions which are less severe than jails or prisons, but more restrictive than probation, for non-dangerous offenders. These sanctions recognize graduations in the seriousness of criminal behavior and are designed to respond accordingly with graduated levels of criminal punishment. Intensive Supervision Programs are considered "intermediate" sanctions in that they can be less restrictive than prison, but more demanding than traditional probation or parole. Intensive Supervision Programs generally involve: curfews; drug testing; a range of education, substance abuse treatment, and adjunct requirements; mandatory community service; frequent reporting to authorities; and unannounced home visits by the probation or parole officer. Intensive Supervision Programs exist in varying forms in all 50 States.

Goal(s):

- o To identify promising/effective Intensive Supervision Programs for preventing and controlling drug trafficking and violence.
- o To provide the capability to selected jurisdictions to implement effective Intensive Supervision Programs.
- o To disseminate effective Intensive Supervision Programs.
- o To render specific guidance and create a measure of standardization in the development of Intensive Supervision Programs on a national scale.

Objectives:

- o To assess existing programs that provide Intensive Supervision Programs for nonviolent offenders on probation or parole.
- o To develop prototype(s) Intensive Supervision Programs.
- o To develop training and technical assistance materials that will facilitate implementation of the prototype(s).
- o To provide training to States and local jurisdictions through regional or State training sessions.
- o To render technical assistance to those agencies participating in the training.
- o To document and disseminate an updated program brief which defines the critical elements of Intensive Supervision Programs.

Program Strategy: This solicitation invites applications for a grantee to develop prototype materials and to provide training and technical assistance to States and local jurisdictions. This program will be developed incrementally in four stages: assessment, prototype(s) development, training and technical assistance development, and actual training and technical assistance. In the fourth stage, an evaluation will be implemented. A decision will be made at the completion of each stage, based on the quality and utility of the products, as to whether to proceed with the next stage or to terminate the program.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing Intensive Supervision Programs.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - Criteria for identifying intensive supervision programs,
 - Recommendations for refining the goals and objectives of the program, and
 - Descriptions of Intensive Supervision Programs;
- o Recommendations for developing a prototype(s) Intensive Supervision Program; and
- o A dissemination strategy to inform the field about program development and the products and results of this stage.

Stage II - Development of Prototype(s)

Upon successful completion of the Assessment Stage and with the approval of BJA, the grantee will develop a prototype(s) Intensive Supervision Program and prepare a program operations manual for organizing, planning, developing, implementing, monitoring and evaluating an Intensive Supervision Program.

The products to be completed in this stage are:

- o A plan for prototype(s) design and program operations manual development;
- o A draft and final program operations manual;
- o A dissemination strategy to inform the field about the development of the program and the products and results of this stage; and
- o Recommended revisions to the BJA program brief.

Stage III - Training and Technical Assistance Development Activities

Upon successful completion of Stage II and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will convert the prototype(s) in the operations manual to a training and technical assistance package. Comprehensive training manuals that detail the prototype(s) design and operation must be developed to facilitate implementation of the prototype(s).

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o The identification of training and technical assistance providers;
- o A draft and final training and technical assistance package, including the training manual and informational materials pertaining to the prototype(s);
- o A design for evaluating the training program; and
- o A dissemination strategy to inform the field about the development of the program and the products and results of this stage.

Stage IV - Provision of Training and Technical Assistance

The training and technical assistance grantee will provide training and technical assistance to States and local jurisdictions that are interested in implementing Intensive Supervision Programs.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o A pretest of the curriculum;
- o The implementation of the training strategy;
- o A report on the results of the evaluation;
- o A final report and program documentation; and
- o A dissemination strategy to inform the field about the products and results of this program.

Eligibility Requirements: Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Together, co-applicants must meet the eligibility requirements specified below.

In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas:

- o Knowledge of the issues associated with supervision of criminal offenders; and
- o Prior experience in the development and delivery of training or technical assistance.

The applicant must also demonstrate that it has the management and financial capability to implement effectively a project of this size and scope.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	15 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	30 points
E. Budget	5 points

Award Period: This award will provide support for Stages I through IV over an 18-month period.

Award Amount: Up to \$350,000 has been allocated for this program. One Cooperative Agreement will be awarded.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Jody Forman, Program Manager, Corrections Branch (202) 307-0894.

USER ACCOUNTABILITY PROGRAM

Purpose: The purpose of this program is to demonstrate the effectiveness of program models to deter casual drug use in two local jurisdictions through law enforcement agencies in cooperation with community organizations and the media.

Background: The National Drug Control Strategy indicates that although there have been reductions in some areas of drug abuse, "The simple problem with drugs is painfully obvious: too many Americans still use them." And so the highest priority of our drug policy must be a stubborn determination to reduce further the overall level of drug use nationwide -- experimental first use, casual use, regular use, and addiction alike." The Strategy also points out that the majority of our drug-involved population is comprised of nonaddicted users. A periodic survey of high school students sponsored by the National Institute on Drug Abuse (NIDA) indicates that there has been a drop in the use of illicit drugs by young people (high school seniors), but that the use of illegal drugs by even the most successful high school seniors is unacceptably high. The findings demonstrate that there is a continuing demand for drugs. More recently, in July 1989, NIDA reported in its National Household Survey on Drug Abuse that "the estimated number of Americans using any illegal drug on a 'current' basis (once in a 30-day period) has dropped approximately 37 percent" and the respective reductions in the current use of marijuana and cocaine, the two most common illegal substances, were 36 and 48 percent, respectively.

Goal(s):

- o To identify and assess the effectiveness of strategies designed to hold the casual users accountable for their actions.
- o To disseminate effective strategies to jurisdictions that wish to have an impact on casual drug use.
- o To develop effective user accountability programs.
- o To implement a user accountability program in selected sites.

Objectives:

- o To implement "User Accountability" projects that demonstrate effective methods for dealing with and deterring casual use of drugs.
- o To develop a prototype user accountability program.
- o To develop training and technical assistance materials in support of the BJA demonstration sites.
- o To provide training and technical assistance to demonstration sites.
- o To identify and assess existing "User Accountability" programs and strategies.

Program Strategy: This program will be directed to State and local policymakers and practitioners who are involved in making law enforcement resource allocation decisions and in developing policies, procedures and programs for dealing with the problems posed by "casual" use of drugs. The program will be implemented in two concurrent tracks in which Track I solicits applications designed to develop and implement demonstration sites and Track II solicits applications designed to provide technical assistance to demonstration sites and ultimately develop a model user accountability program. This program will also include a program operations manual and technical assistance and training plan. Each demonstration site funded under Track I will be developed incrementally in three stages: assessment; development of the program; and program implementation. The technical assistance, training, and model development effort funded under Track II also will be implemented in two stages: provision of technical assistance to demonstration sites, and development of a model user accountability program based on the experience of the demonstration sites. Although separately funded, both tracks will be closely interrelated. The demonstration sites will

participate with the training and technical assistance grantee in the model development process. The training and technical assistance grantee will assist the sites in developing and implementing their programs. A decision will be made at the completion of each stage, based on availability of funds and the quality and utility of the products, whether to complete the current stage or terminate the program.

Track I - Demonstration Sites

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing user accountability strategies by each of the demonstration sites. Each of these sites will be assisted in this assessment by the training and technical assistance grantee. The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final assessment report which includes:
 - Recommendations for refining the goals and objectives of the program, and
 - Descriptions of strategies for developing and implementing user accountability programs;
- o Recommendations for developing a model; and
- o A preliminary design to evaluate the feasibility and effectiveness of the strategy.

Stage II - Development of the Program

Upon successful completion of the assessment stage and with the approval of BJA, the demonstration sites will develop a program design which includes an implementation plan that describes in detail what the project plans to do, how it will be achieved, and who will be involved in the implementation. A project operations manual for organizing, planning, developing, implementing and monitoring the demonstration project also will be included. The demonstration sites will be assisted by the training and technical assistance grantee in completing the program design. The products to be completed in this stage are:

- o A draft and final program design;
- o A draft and final implementation plan;
- o A draft and final project operations manual; and
- o A plan for additional technical assistance and training needs.

Stage III - Program Implementation

Upon successful completion of Stage II, projects may begin implementation activities. Products to be completed under this stage are:

- o A plan for obtaining training and implementing the demonstration; and
- o A report on the results of the demonstration.

Track II - Technical Assistance and Model Development

Stage I - Technical Assistance to Demonstration Sites

The training and technical assistance grantee will provide assistance to each of the demonstration sites in the development of its assessment. Products to be completed under this stage are as follows:

- o A plan for assisting the demonstration sites in the development of the assessments;
- o A final report on the activities and findings of the assessments; and
- o A provision of technical assistance to the demonstration sites both during the development of the assessments and during the implementation process.

Stage II - Development of a Model User Accountability Program

Upon completion of the assessment stage and concurrent with the demonstration site implementation stage, the technical assistance and training grantee will continue to gather information from the demonstration sites and utilize information gained during the assessment phase to develop a model User Accountability Program for eventual replication across a wide variety of sites. During this stage, the technical assistance and training grantee will develop a prototype strategy and program level operations manual for organizing, planning, developing, implementing, monitoring and evaluating the model. The demonstration sites will assist the training and technical assistance grantee in developing the model and the program operations manual, as well as provide recommendations regarding training needs for implementing the model. The products to be completed during this stage are:

- o A plan for model design and program operations manual development;
- o A draft and final model strategy and program operations manual;
- o A plan for implementing and evaluating the model strategy; and
- o A dissemination strategy to inform the field of the development of the model.

Eligibility Requirements:

Track I - Demonstration Sites

Applications are invited from law enforcement agencies serving populations over 250,000. In addition to the requirements in the Application and Administrative Requirements section of this publication, the applicant must demonstrate capabilities in the following areas in order to be eligible for consideration:

- o A demonstrated ability to develop effective working relationships between enforcement and intermediate sanctions efforts within the jurisdiction; and
- o Authority and access to resources to organize effectively and deploy human resources necessary to implement effectively this program.

Track II - Technical Assistance and Model Development

Applications are invited from public agencies and not-for-profit organizations. Applicant organizations may submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated. Together, co-applicants must meet the eligibility requirements specified below. In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant(s) must demonstrate experience in the following areas in order to be eligible for consideration:

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- o Program model development and design in law enforcement applications;
- o Development of training curricula for law enforcement programs; and
- o Development of technical assistance strategies and the delivery of technical assistance to law enforcement agencies.

Applicants also must demonstrate that they have the management capability, integrity and financial responsibility, including, but not limited to, an acceptable accounting system and internal controls, and compliance with grant fiscal requirements. Applicants who fail to demonstrate that they have the capability to manage this program will be ineligible for funding consideration.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period: The period of award for the demonstration sites will be 15 months. The period of award for the technical assistance and training grant will be 12 months.

Award Amount: The award amount will be up to \$100,000 for the technical assistance and training grant and up to \$250,000 for each demonstration project. Up to \$500,000 will be available for this program.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

STRUCTURED FINES

Purpose: The purpose of this program is to demonstrate strategies for applying and enforcing structured fines (monetary penalties) for felony and misdemeanor offenders through the court system in local jurisdictions (populations over 250,000).

Background: The criminal fine is one of the most often used sanctions, especially in drug cases involving both misdemeanor and felony charges. Administered correctly, the criminal fine can have a profound impact on the offender, can send a pointed message to those engaged in criminal behavior, and can generate substantial revenue for the criminal justice system. Fines can be a primary form of intermediate sanctions and, for that reason, must be administered properly. The benefit or impact of using criminal fines can be diminished by misapplication and poor management. Appropriate management of a structured fines program would include a written program plan, reasonable terms of fines and payments, close monitoring of those payments, and encouragement of prompt payment.

The National Institute of Justice (NIJ) is concluding its experiment and is piloting the Day Fines Program in Staten Island, New York. The States of Arizona, Oregon, and Minnesota are beginning to initiate a form of this program. These early efforts show great promise in administering a fine assessment/enforcement process which makes the sanctions timely, meaningful and credible. In the pilot projects, the amount of the fine imposed is commensurate with the offender's ability to pay, and the seriousness of the offense is based on a thorough assessment of the case. The administrative mechanism to enforce collection of the fine is an essential element of the program. Consequently, fine amounts are realistic, and nonpayment is rarely due to the inability to pay. Based on the NIJ pilot effort and work ongoing Phoenix, the critical elements on overall program design will be developed and refined to guide implementation of the Structured Fines Program targeted at both felony and misdemeanor offenders.

Goal(s):

- o To provide the capability to selected jurisdictions to implement a structured fines program.
- o To evaluate the feasibility and effectiveness of a structured fines program.

Objectives:

- o To demonstrate the use of criminal fines as an intermediate sanction.
- o To apply criminal fines which are realistic and enforceable.
- o To standardize the process of criminal fines application and administration.
- o To increase the amount of fines collected.

Program Strategy: This solicitation invites applications to demonstrate structured fines. The concept of the Structured Fines Program is to apply administrative and management resources to the application of criminal fines so that the fines become credible sanctions in their application and collection. The framework of the Structured Fines Program consists of three premises: reasonable terms of fines and payments; close monitoring of those payments; and encouragement of prompt payment. Successful implementation of the program requires that jurisdictions incorporate, at a minimum, the following critical elements of the program strategy:

- o **Sentencing Standards:** During the planning phase, a set of scales or benchmarks must be developed by which to determine and apply fines. Each criminal offense is attributed a day-fine number or range of numbers based on the classification of the offense (personal injury, property, drug, weapons), severity of the offense, and the seriousness of the offender's prior criminal record. The dollar amount of the fine is determined by factoring in

Competitive Section

the number of days (the day-fine) with the offender's net economic resources, which will include income from salary and other assets. These benchmarks should have the consensus of prosecution, defense, the Court, and probation (if separate).

- o **Case Screening:** Cases must be screened for sentencing to include an economic assessment of the offender. Using the sentencing standards, a day-fine factor is determined and the resulting fine is recommended for imposition by the judicial officer. Because resources may not exist to conduct an economic verification of all offenders, policies and procedures must be established as to when the verification will be conducted.
- o **Monitoring:** The continuous review of active fines must be conducted to ensure timely payments and minimize extraordinary efforts that may result in enforcement actions. Policies and procedures must be implemented to promote frequent assessment of outstanding fines, to define reports and data elements compiled in support of monitoring, and to identify steps necessary to initiate special action when fines are not paid as conditioned.
- o **Collection:** Methods, policies and procedures must be established by which to collect the fine from the offender. This includes a notification system to remind offenders of forthcoming scheduled payments and a delinquency notification system to alert offenders of outstanding payments. These systems may be administered through the court or a private organization under contract by the court. Wherever the system is administered, the court must have timely access to the status of all active fines to fulfill its monitoring and enforcement responsibilities.
- o **Enforcement:** Effective monitoring and collection systems will minimize the number of enforcement or remedial actions necessary to achieve fine compliance. Nonetheless, policies and procedures must be established to ensure aggressive collection of delinquent payments and/or imposition of additional sanctions.

The Program Strategy consists of four phases:

Phase I - Assessment

The grantees will review assessment material assembled by the training/technical assistance provider. These materials will be used toward the development of a prototype. The product of this phase is a report which provides recommendations on the results of the assessment.

Phase II - Prototype Development

The grantees will coordinate with the training and technical assistance provider in the development of the prototype. The product of this phase is a report which provides recommendations on the prototype design.

Phase III - Planning (3 months)

During this phase, the sites refine implementation plans, receive formal technical assistance and training, acquire resources to support project management, establish a system for collection of critical data elements, revise evaluation plans, and complete agreements among key criminal justice agency representatives.

The products to be completed during this phase are:

- o A revised implementation plan and evaluation design;
- o A list of data elements to be collected; and
- o Revised cooperative agreements among criminal justice agencies.

Phase IV - Program Implementation (12 months)

This phase constitutes project operations. Technical assistance continues to the demonstration sites to address implementation problems. Assistance is given to the National Program Evaluator (if one is selected) to collect and provide information for process and/or impact evaluation.

The products to be completed during this phase are:

- o Implementation of the prototype;
- o Data for national evaluator; and
- o Progress reports, including problem identification and project accomplishments.

The application must provide the following information on the array of criminal fines and other monetary sanctions which are applied, collected and enforced, and must show how criminal fines relate to the overall sanctioning strategy employed by the jurisdiction. It must present data from 1988 -1990 (or latest year possible), by offense, on the following:

- o Total number of offenses and offenders;
- o Number/percentage of criminal fines imposed;
- o Amount of fines imposed;
- o Number/percentage of criminal fines delinquent;
- o Amount of fines delinquent; and
- o Statutory authority governing the imposition of fines and their monetary ranges (i.e., maximum on fines), if they exist.

Eligibility Requirements: Applications are invited from local court systems, or from States on behalf of local court systems, servicing a geographic area with a population over 250,000. This area must possess criminal jurisdiction that includes the authority to apply and enforce criminal fines. The applicant must be recommended by the respective administrative office of the court to participate in the program. In addition, the applicant must meet the requirements in the Application and Administrative Requirements section of this document.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which they meet the following criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 10 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 30 points |
| E. Budget | 10 points |

During the selection process, emphasis will also be given to:

- o The completeness of the data on the use of criminal fines in recent years;
- o The critical elements identified in the program strategy;
- o Existing information systems (i.e., automated, manual, integrated or single agency) available to the court including how that system supports the various elements of the program;
- o The involvement and methods of coordination with other justice system representatives necessary to the planning and implementation of the program. (Attach to the application "Letter(s) of Cooperation" from the key justice system participants.); and
- o A budget which permits travel of key personnel to Washington, D.C., to attend one, two-day workshop.

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Award Period: Awards will be for 15 months.

Award Amount: Up to \$125,000 for each of three sites will be available for a total of \$375,000.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact J.A. Marshall, Chief, Courts Branch, (202) 514-5943.

References: Justice System Journal, Volume 13/1, Spring 1988 (special issue on fines and fine administration); "Fines as Criminal Sanctions", Research in Brief, National Institute of Justice, September 1987 and "Fine and Day Fines", Crime and Justice, Vol. 12, pp 49.

Gangs and Violence

URBAN STREET GANG DRUG TRAFFICKING ENFORCEMENT PROGRAM

Purpose: The purpose of this program is to develop and demonstrate city-wide or multijurisdictional enforcement strategies to investigate and prosecute drug distribution by organized, urban street gang networks in cities or multiple contiguous jurisdictions (populations in excess of 250,000).

Background: The phenomenon of urban street gang involvement in drug trafficking and its attendant violent crime is becoming increasingly widespread. The gangs to be targeted under this initiative are those that are expansionist and entrepreneurial in character. They typically spread from a core geographical location to other cities, where they franchise the drug market by either absorbing existing distribution networks or replacing them through the use of intimidation and violence. These gangs are youth-oriented with heavy juvenile involvement and are generally headed by young adults from 18 to about 25 years of age. To be effective, Federal, State and local law enforcement and prosecutorial agencies must work together, focusing on gang leadership, sharing information, and conducting joint investigation, enforcement and prosecution activities.

Two initial sites have been funded by BJA: San Diego, California; and Kansas City, Missouri. San Diego is a prosecutor-driven project involving police and prosecutor cooperation throughout the investigative process. The city shares intelligence and crime analyses, and follows up with intensive vertical prosecution of targeted gang members. The Kansas City project is police-driven, using more traditional organized crime investigation techniques. The city relies heavily on a gang intelligence data bases for targeting gangs (as nontraditional organized crime) in conspiratorial drug crime, street narcotics trafficking, and "crack houses" known to be operated by the gangs.

Goal(s):

- o To identify and assess existing street-gang enforcement programs.
- o To develop a prototype street-gang enforcement program.
- o To implement street-gang enforcement programs in selected jurisdictions.
- o To disseminate effective street-gang enforcement programs.

Objectives:

- o To identify and assess the applicability of existing gang-enforcement programs.
- o To develop gang-enforcement programs for selected jurisdictions.
- o To demonstrate gang-enforcement programs in selected jurisdictions.

Program Strategy: This solicitation invites applications for projects to investigate and prosecute drug distribution and drug-related violent crimes by organized, urban street-gang networks. The focus of the program is on mid-level "crack" cocaine distribution. The program will concentrate on influential and controlling gang members. BJA intends to support the development of additional street-gang drug-trafficking suppression approaches to broaden the base of program experience from which essential elements can be identified and used as the basis for developing a program model, or models, with wide applicability.

The program will be implemented in two concurrent tracks. Track I solicits applications designed to develop and implement demonstration sites, and Track II solicits applications designed to provide technical assistance to demonstration sites. Ultimately, the aim is to develop a model urban street-gang/drug-trafficking enforcement program, which will include a program operations manual and a technical assistance and training plan. Each demonstration site funded under Track I will be developed incrementally in three stages: Assessment, Development of Program, and Implementation. The technical assistance, training, and model-development efforts funded under Track II will be implemented in two stages: the provision of technical assistance to demonstration sites, and the development of a model gang/drug-trafficking enforcement program based on the experience of the demonstration sites. Although separately funded, both Tracks will be closely interrelated. The demonstration sites will work with the training and technical assistance grantee in the model-development process. The training and technical assistance grantee will assist the sites in developing and implementing their programs. A decision will be made at the completion of each stage, based on the quality and utility of the products, whether to complete the current stage or terminate the program.

Track I - Demonstration Sites

Three new demonstration projects employing different approaches from those of San Diego and Kansas City will be initiated during this fiscal year. Applications must address the following critical elements:

- o Development of a formal and integral working relationship between law enforcement and Federal, State or local prosecution authorities to investigate and prosecute, where possible, gang members as part of a conspiratorial entity or enterprise;
- o Development of a gang information system for use within the grantee's jurisdiction to function as a clearinghouse for narcotics-related gang information within the Department of Justice;
- o Coordination with other components of the criminal justice system (e.g. probation and parole); and
- o Willingness and ability to share information with other grantees in this program to the extent permitted by law.

The program does not include:

- o A focus on juvenile crime;
- o Street-level gang sweeps by police; and
- o Prevention or treatment components.

Stage 1 - Assessment

The first stage of the program consists of identification and assessment of existing urban street-gang enforcement strategies at each of the demonstration sites. Officials there will be assisted in the assessment by the training and technical assistance grantee. The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final assessment report which includes:
 - Recommendations for refining the goals and objectives of the program; and
 - Descriptions of strategies for developing and implementing a street-gang/drug-trafficking suppression program;
- o Recommendations for developing a model strategy; and
- o Preliminary design to evaluate the feasibility and effectiveness of the strategy.

Stage 2 - Development of the Program

Upon successful completion of the Assessment Stage and with the approval of BJA, the demonstration sites will develop an operations and implementation plan that describes in detail what the project plans are to do, how it will be achieved, and who will be involved in the implementation. A project operations manual must be developed for organizing, planning, developing, implementing, and monitoring the demonstration project. The demonstration sites will be assisted by the training and technical assistance grantee in developing the project operations manual. The products to be completed in this stage are:

- o A final program design;
- o A draft and final implementation plan;
- o A draft and final project operations manual;
- o A plan for addressing additional technical assistance and training needs; and
- o A project evaluation design.

Stage 3 - Program Implementation

After successful completion of Stage 2, the project may begin with implementation activities. Products to be completed in this stage are:

- o The operational gang/drug-trafficking program; and
- o A report on the results and evaluation of the program demonstration.

Track II - Technical Assistance (TA) and Model Development

In addition, a TA & Model Development component will be funded on a noncompetitive basis for the purpose of assisting in and tracking the development and implementation activities of all sites and designing a model(s) for replication based on the programs developed at each site. The total of five funded sites would serve as an adequate laboratory from which the separately funded TA grantee could extract elements showing the greatest potential. These can then be included in model strategies for coping with street-gang drug trafficking. Refer to the Program Announcement entitled, "Urban Street-Gang Drug-Trafficking Enforcement TA & Model Development Program" in the noncompetitive section of this announcement for additional information on this component.

Eligibility Requirements: Law enforcement and prosecutorial agencies representing cities or multiple contiguous jurisdictions with populations in excess of 250,000 and which demonstrate a high level of urban street-gang drug distribution and drug-related violent crime are eligible for funding consideration. In addition, applicants must meet the requirements in the Application and Administrative Requirements section of this publication and demonstrate that they have the management and financial capability to effectively implement a project of this type.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy
(Must address the critical elements specified in the Program Strategy) | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Competitive Section

Award Period: Grants will be for a 15-month period from the date of award. It is anticipated that three months will be required for start-up time with an additional 12 months available for implementation activities. The TA & Model development grant will be funded for 15 months.

Award Amount: Demonstration sites will be funded up to \$200,000 each. The TA/model development will be funded for up to \$100,000 and can be found in the noncompetitive section of this document. The total available for this program is \$600,000.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

COMPREHENSIVE GANG INITIATIVE

Purpose: The purpose of this program is to develop a comprehensive program model(s) to prevent and control emerging and chronic urban street gang drug trafficking and related violent criminal activity and to provide training and technical assistance to local demonstration sites participating in the Office of Justice Programs Gang Initiative.

Background: The phenomenon of urban street gang involvement in drug trafficking and its attendant violent crime is becoming increasingly widespread. The gangs targeted under this initiative are those that are expansionist and entrepreneurial in character. They typically spread from a core geographical location to other cities, where they franchise the drug market by either absorbing existing distribution networks or replacing them through the use of intimidation and violence. These gangs are youth oriented with heavy juvenile involvement and are generally headed by young adults from 18 to 25 years old. To be effective, Federal, State and local law enforcement must work together in partnership with the community focusing on gang leadership, sharing information, and conducting joint investigation, enforcement and prosecution activities. An effective response must include State and local policymakers and practitioners who are involved in making law enforcement resource allocation decisions and who develop policies, procedures and programs for dealing with the problems posed by urban street gangs involved in narcotics trafficking, particularly the needs of victims of gang crime.

Goal(s):

- o To identify promising/effective programs for preventing and controlling gang drug trafficking and violence.
- o To provide the capability to implement effective gang prevention and control programs to selected jurisdictions.
- o To disseminate effective gang prevention and control programs.

Objectives:

- o To assess existing community programs for preventing and controlling illegal drug trafficking and violence by gangs.
- o To develop a prototype comprehensive gang prevention and control strategy for cities with chronic or emerging gang problems.
- o To develop training and technical assistance materials to transfer the prototype to selected sites.
- o To provide training and technical assistance to demonstration sites.
- o To disseminate the results of the demonstration.

Program Strategy: This solicitation invites applications for a grantee to develop prototype materials and provide assistance to the demonstration sites. This program will be developed incrementally in four stages: assessment; prototype development; training and technical assistance development; and provision of training and technical assistance. In the fourth stage, the training and technical assistance grantee will assist the sites in developing and implementing evaluations of their programs. If funds are awarded to an independent organization to conduct an evaluation of this program, the training and technical assistance grantee is also expected to work closely with the evaluator. A decision will be made at the completion of each stage based on availability of funds and the quality and utility of the products, whether to invest additional funds to complete the next stage or terminate the program.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing programs for preventing and controlling gang drug trafficking and violence strategies. The grantee should review, and utilize as appropriate, the materials developed under a cooperative agreement between the Office of Juvenile Justice and Delinquency Prevention and the University of Chicago. These include a prototype and a training curriculum for intervention and suppression of youth gang crime. The program is directed by Dr. Irving Spergel in the School of Social Work.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - Criteria for identifying gang prevention control programs,
 - Recommendations for refining the goals and objectives of the program, and
 - Descriptions of comprehensive gang prevention and control programs;
- o Recommendations for developing a prototype comprehensive program that is applies to cities with chronic or emerging gang problems;
- o A preliminary design to evaluate the feasibility and effectiveness of the program; and
- o A dissemination strategy to inform the field about the development of the program, products and results of each stage.

Stage II - Development of Prototype

Upon successful completion of the Assessment Stage and with the approval of BJA, the grantee will develop a prototype gang prevention and control program and prepare a program operational manual for organizing, planning, developing, implementing, monitoring and evaluating comprehensive gang prevention and control strategies.

The products to be completed in this stage are:

- o A plan for prototype design and program operations manual development;
- o A draft and final program operations manual;
- o A plan by each demonstration site for implementing and evaluating the prototype program; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage.

Stage III - Training and Technical Assistance Development Activities

Upon successful completion of stage II and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will transfer the prototype in the operations manual into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation must be developed to facilitate implementation of the prototype in the demonstration sites.

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o Draft and final training and technical assistance package including the training manual and informational materials pertaining to the prototype and the evaluation; and
- o A dissemination strategy.

Stage IV - Provision of Training and Technical Assistance to Support Implementation at Demonstration Sites

While the decision to demonstrate the model designs will be made following completion of the operations manual, the applicant should explain the methods that would be used to implement this stage.

The training and technical assistance grantee will provide assistance in implementing the prototype comprehensive gang prevention and control program to the demonstration sites. The demonstration sites will continue organizational planning and implementation activities.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance to demonstration sites; and
- o A dissemination strategy to inform the field about the development of the program, products and results of this demonstration.

Eligibility Requirements: Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Together, co-applicants must meet the eligibility requirements specified below.

In addition to the requirements in the Application and Administrative Requirements Section of this document, the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Prior experience in the design and implementation of a multi-site demonstration program;
- o Demonstration and evaluation of criminal justice system programs;
- o Demonstrated knowledge of the issues associated with criminal justice system handling of gang crime; and
- o Prior experience in the development and delivery of training or technical assistance.

The applicant also must demonstrate that it has the management and financial capability to effectively implement a project of this size and scope.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Competitive Section

Award Period: The initial award will provide support for stages I through III and the initiation of stage IV over an 18-month period.

Award Amount: Up to \$625,000 has been allocated for the initial award for training and technical assistance. One cooperative agreement will be awarded.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-4947.

Evaluations

EVALUATION OF DISCRETIONARY AND FORMULA GRANT PROGRAMS

Purpose: The purpose of this program is to evaluate the BJA's Formula and Discretionary Grant Programs to identify and disseminate information to States and local jurisdictions on "what works" against drug use and trafficking.

Background: Evaluation is a primary component of Office of Justice Programs' (OJP) Discretionary Grant activities so that programs that work can be identified, publicized and replicated in other jurisdictions, and programs not proven to be effective can be discontinued. BJA will transfer funds to the National Institute of Justice (NIJ) to conduct program evaluation activities, designed in cooperation with BJA, as mandated by the Anti-Drug Abuse Act of 1988. This intra-agency program also supports major priorities of the National Drug Control Strategy of 1989 by enhancing the "development of a comprehensive information base about 'what works' in controlling drug use through support for prevention and drug treatment programs". BJA assisted NIJ in developing evaluation guidelines, which were published by NIJ under the title, Evaluating Drug Control and System Improvement Projects, in August 1989. This document established the overall framework for evaluating the program. During FY 1989, 15 national level evaluations of BJA programs were initiated by NIJ. Grants were awarded by NIJ for an additional 19 evaluations under the FY 1990 evaluation program.

In June 1990, BJA and NIJ convened the first National Conference on "Evaluating Drug Control Initiatives," and the proceedings of the conference were disseminated in September 1990. The Conference brought together: (1) BJA grantees performing evaluations under the Discretionary Grants Program; (2) NIJ grantees performing evaluations of projects funded under BJA's Formula and Discretionary Grant Programs; and (3) others interested in the OJP evaluation activities, including Federal, State and local participants responsible for assessment and evaluation.

Goal(s):

- o To evaluate BJA supported programs.
- o To disseminate evaluation results.
- o To provide the capability to selected jurisdictions to design and implement programs.
- o To identify new areas for program development.

Objectives:

- o To conduct impact evaluations of selected BJA discretionary and formula programs.
- o To provide evaluation training and technical assistance to states and local jurisdictions.
- o To conduct assessments of selected program areas.
- o To document and disseminate the results of BJA program evaluations.

Program Strategy: The program strategy will consist of four interrelated components that are conducted simultaneously:

Component I - Impact Evaluations of Selected BJA Discretionary and Formula Programs:

NIJ will develop a solicitation to invite proposals to conduct impact evaluations of selected programs supported by BJA discretionary or formula funds.

The products to be completed are:

- o Criteria for selecting types of programs to be evaluated;
- o Selection of types of programs for impact evaluation;
- o A solicitation for applications to conduct program impact evaluations that includes: justification for selection of programs to be evaluated, goals, objectives, requirements for designing and implementing the evaluations as well as for reports on the results of the evaluation of eligibility and selection criteria;
- o Recommendations for new program development and evaluations of existing BJA programs;
- o A dissemination strategy to inform the field about the development of the program, the products and results.

Component II - Program Area Assessments

The purpose of this component is to guide the development of future BJA programs. This will be accomplished by identifying specific state and local programs and assessing those programs in terms of their objectives, activities, and outcomes.

Program areas (e.g., user accountability) will be selected. Specific programs (e.g., structured fines) in that area will be identified and assessed in terms of their objectives, activities and success in achieving outcomes. The assessment will produce recommendations for new areas of program development, as well as to define measures of success that can be applied in evaluating the BJA user-accountability programs. Information from this component is used to inform the selection of topics and the evaluation designs for component one.

The products to be completed are:

- o Criteria and procedures for selecting areas for program development;
- o The selection of program areas;
- o A solicitation (s) for applications to conduct the assessment that includes: goals, objectives, requirements for designing and conducting the assessment, as well as for reporting the results of the assessment; and, eligibility and selection criteria.

The solicitation will require the following products:

- A plan specifying how the assessment will be conducted;
 - A draft and final report which includes: criteria for identifying specific user accountability programs; assessments of selected user accountability programs; in terms of their goals, objectives, activities and outcomes and recommendations for appropriate measures of success for each program.
 - The identification of critical elements for a successful program.
- o Recommendations for new program development and evaluations of existing BJA programs.

Component III - Training and Technical Assistance to States and Local Jurisdictions

NIJ will develop training and technical assistance materials to increase the capability of States and local jurisdictions to design and evaluate programs. This will involve the development of training materials on alternative approaches to evaluation and provision of training workshops for State and local evaluators. The

workshops will focus on one program area, (e.g., intensive supervision) and provide training on how to evaluate programs in that area. The products of Components one and two are used in developing training and technical assistance curricula.

This component will be conducted in two stages:

Stage 1 - Training and Technical Assistance Development Activities

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Criteria for selecting program areas;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package;
- o A design for evaluating the training program; and
- o A dissemination strategy to inform the field about the development of the program and the products and results of this stage.

Stage 2 - Provision of Training and Technical Assistance

A series of workshops will be conducted for State and local jurisdictions. Each workshop will focus on one program area and explain evaluation methodology in relation to that area.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o Identification of training and technical assistance providers;
- o Criteria for selecting training participants;
- o A pilot test of curriculum;
- o A refined curriculum;
- o The implementation of training and evaluation;
- o Reports on the results of the program; and
- o A dissemination strategy to inform the field about the development of the program.

Component IV - Dissemination

This component consists of activities designed to communicate evaluation results that can inform State and local program development, implementation and evaluation activities. It will include a second annual conference on evaluating drug control initiatives as well as selected publications.

The products to be completed are:

- o A dissemination plan that identifies range of activities;
- o A dissemination design that specifies for each activity the content, audience, primary message, and delivery mechanism.
- o A dissemination strategy for the development and implementation of each activity; and
- o An assessment of the effectiveness of the dissemination activities.

Competitive Section

Eligibility Requirements: To be announced in separate solicitations.

Selection Criteria: To be announced in separate solicitations.

Award Period: To be announced in separate solicitations.

Award Amount: Up to \$3,000,000 will be transferred to NIJ through an interagency agreement.

Due Date: Due dates will be announced in subsequent Federal Register announcements.

Contact: For further information, the BJA contact is Robert A. Kirchner, Chief, Program Evaluation Branch, (202) 307-5974 and the NIJ contact is Edwin Zedlewski, Office of the Director, (202) 307-2953.

NATIONAL CRIME PREVENTION CAMPAIGN EVALUATION

Purpose: The purpose of this program is to evaluate the National Citizens' Crime Prevention Campaign activities, assessing the impact among targeted audiences and its cost effectiveness in producing and disseminating print, radio and television public service announcements.

Background: Evaluations will be a primary component of the Office Justice Programs (OJP) Discretionary Grant activities so that programs that work can be identified, publicized and replicated in other jurisdictions and programs not proven to be effective can be discontinued. This evaluation will support Bureau of Justice Assistance (BJA) efforts to conduct a number of comprehensive evaluations, mandated by the Anti-Drug Abuse Act of 1988. BJA has supported this major program activity since 1980 by means of a cooperative agreement negotiated with the National Crime Prevention Council.

American families are affected on a daily basis by crime and illicit drugs. Because of this, various types of prevention programs and initiatives are being conducted by Federal, State and local levels of government, national and community organizations, businesses, churches, civic organizations, schools and individual citizens. The objectives of this specific media campaign, which features McGruff, the crime dog, and his "Take a Bite Out of Crime" slogan, is to forge a nationwide commitment by people acting individually and together to prevent crime, drug abuse, and build safer, more caring communities. Although one major goal of the advertising is to create public awareness, the more ambitious goal of the public service advertising (PSA) campaign is to motivate citizens to take positive actions to protect themselves, rebuild social bonds and reassert the shared pride of community, resulting in an attitude that crime and drugs will not be tolerated.

The National Citizens' Crime Prevention Campaign promotes two aspects of prevention. It teaches people to "watch out," protecting themselves and their property, and to "help out," with mutual assistance and increased community involvement. The campaign is national in scope, but local in application. Its leadership and success is directly related to how responsive it is to local crime problems, to the timeliness of the public service advertising and the quality of the response material.

Goal(s): To develop and implement an evaluation of the National Citizens' Crime Prevention Campaign's activities and producing and disseminating print, radio and television (PSAs).

Objectives:

- o To document the media campaign activities undertaken in selected jurisdictions.
- o To evaluate impact on the level of community drug prevention activity.

Program Strategy: The National Citizens' Crime Prevention Campaign, commonly known as the McGruff Campaign, has been initiating and simulating many of the current crime and drug prevention activities being implemented across the nation, especially through its development and distribution of public service announcements. This year BJA, under its mandate to evaluate each of its programs, will solicit evaluation proposals to meet its responsibility in this program area.

Competitive Section

Development of guidelines for evaluating the program began early in 1991. A separate solicitation to evaluate the program will be issued in the Federal Register in the near future.

Eligibility Requirements: To be announced in a separate solicitation.

Selection Criteria: To be announced in a separate solicitation.

Award Period: To be announced in a separate solicitation.

Award Amount: Up to \$300,000 will be available for the evaluation effort.

Due Date: To be announced in a separate solicitation.

Contact: For further information, contact Robert A. Kirchner, Chief, Program Evaluation Branch, (202) 307-5974.

CRIMINAL HISTORY INFORMATION SYSTEM EVALUATION

Purpose: The purpose of this program is to assess the State's capabilities for identifying convicted felons and related disposition information as part of a long-term evaluation of the Criminal History Records Improvement Program.

Background: Evaluations will be a primary component of OJP Discretionary Grant activities so that programs that work can be identified, publicized and replicated in other jurisdictions and programs not proven to be effective can be discontinued. The Bureau of Justice Assistance and the Bureau of Justice Statistics, at the direction of the Attorney General, are currently managing a three year, \$27 million program for the systematic improvement of criminal history records in the States. It is essential that States be provided with clear guidance on what will be needed to support this evaluation and facilitate monitoring of start-up activities under existing awards.

Goal(s): To develop and implement an evaluation of the Criminal History Records Improvement Program.

Objectives:

- o To determine the impact on the accuracy, completeness and timeliness of criminal history record information in State repositories.
- o To determine the impact on the accurate identification of criminal history records that contain felony convictions.
- o To determine the impact on meeting the FBI's voluntary reporting standards.

Program Strategy: The Bureau of Justice Assistance and the Bureau of Justice Statistics, at the direction of the Attorney General, are currently managing a three-year, \$27 million program for the systematic improvement of criminal history records in the States. In addition, for FY 1992, not less than 5% of the Anti-Drug Abuse Act Formula Grant funds must be devoted to improvements in the criminal history records system in each State. The provision will complement the Attorney General's program and provide additional resources that will contribute to the provision of accurate and timely data to the centralized criminal history repository.

Development of guidelines for evaluating the Criminal History program began early in 1991. BJA and BJS will convene a working group composed of State officials, policy researchers and experts in criminal histories to discuss strategies for evaluating the criminal history program. A separate solicitation to evaluate the program will be issued in the Federal Register in the near future.

Eligibility Requirements: To be announced in a separate solicitation.

Selection Criteria: To be announced in a separate solicitation.

Award Period: To be announced in a separate solicitation.

Award Amount: Up to \$600,000 will be available for the evaluation.

Due Date: To be announced in a separate solicitation.

Contact: For further information, contact Don Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

Multijurisdictional Task Forces

STATEWIDE INTEGRATED RESOURCES MODEL

Purpose: The purpose of this program is to demonstrate the effectiveness of coordinated, multijurisdictional investigations and prosecutions involving Federal, State, and local enforcement agencies against organized narcotics trafficking.

Background: Coordination of resources and programs among Federal, State and local agencies is essential to controlling the use of trafficking of illegal drugs. These programs involve shared intelligence, technologies, expertise, resources, tactics and strategies.

This program is a variation on the Organized Crime Narcotics Trafficking Enforcement (OCN) Program, which establishes a formal mechanism whereby investigative and prosecutorial resources can be allocated, focused and managed against targeted offenses and offenders at the highest conspiratorial levels. This formal mechanism differs significantly from a task force. Under a traditional task force configuration, resources from various agencies are assigned to one authority, and operate under the direction of that one authority. Assignments to task forces are generally very temporary and allegiances are fleeting. By contrast, under the OCN model, all participating agencies are members of a Control Group, with each member having an equal voice in its operation. There is a strong sense of ownership among the participants and solid partnerships are formed among the participating agencies.

Goal(s):

- o To assess the OCN program demonstration sites.
- o To develop statewide OCN models.
- o To implement statewide OCN projects in selected jurisdictions.
- o To disseminate effective OCN programs.

Objectives:

- o To develop and implement statewide enforcement projects involving multijurisdictional investigation and prosecution of middle to upper level conspiratorial drug crime through the development of a comprehensive, operational approach involving State, local and Federal law enforcement and prosecutorial agencies, and State regulatory agencies.
- o To provide training and technical assistance to demonstration sites.
- o To provide for the assessment of the demonstration sites and to disseminate the results for future replication.

Program Strategy: This solicitation invites applications for the development and implementation of a multijurisdictional investigative and prosecutorial approach to the problems posed by conspiratorial drug crime utilizing the OCN Model.

Individual projects are designed to develop and implement centrally coordinated and managed investigations involving Federal, State and local investigative agencies. Emphasis is on establishing a multi-agency response to commonly shared major drug crimes throughout a regional area. The Statewide Integrated Resources Model (SIRM) will add

State regulatory agencies, such as those involved in banking, securities and real estate to the shared management system. The SIRM will add the skills, authorities, investigative powers, and sanctions available to State regulatory agencies. In addition to jail time for drug trafficking and loss of assets through financial investigation and forfeiture, narcotics conspirators will face sanctions such as revocation of corporate charters and business licenses and action by State and Federal tax agencies.

Critical elements of this program are as follows:

- o Joint agency management and direction of investigations and prosecutions;
- o A coordinated approach to the crime problem which results in a major impact on middle to upper level conspiratorial illicit drug trafficking not achievable through a single agency, case-by-case approach;
- o Inclusion, as full participants in the formal management and operational group of State and local law enforcement officials, a prosecutor, representative(s) of appropriate State regulatory agency(s) capable of bringing civil and regulatory penalties to bear on drug violators and Federal representation, including the Drug Enforcement Administration (DEA);
- o Standardized procedures for central collection and dissemination of information for joint case administration and for investigative techniques and approaches;
- o Establishment of threshold criteria to be used in the identification, prioritization and selection of project supported cases;
- o Procedures to ensure identification, acquisition and assessment of resources and skills required in the investigative and prosecutorial processes throughout the duration of the case;
- o Procedures for coordination and monitoring of the cases to ensure proper timing of investigative and prosecutorial activities, and to facilitate decisionmaking concerning case continuance, referrals, refocusing and closure; and
- o Significant impact of the program upon the criminal justice system and on the illicit drug problem.

These critical elements are reflected in the administrative and operational components required of the demonstration sites addressed below.

The SIRM Program will be implemented in two related, but separately funded tracks.

Track I - Development and Implementation of Demonstration Sites

The focus of this program is directed to the provision of investigative resources for investigation of multijurisdictional conspiratorial drug crime. Program funds for SIRM projects will be used for investigative costs only, and not for items such as personnel, fringe benefits, equipment purchases (though rental of items needed for special operations will be permitted), or construction/renovation. Up to 30 percent of the grant funds may be used for investigative overtime.

Each project must initiate the following required administrative and operational components.

ADMINISTRATIVE COMPONENTS

Every project must be comprised of a formally organized group of participating agencies, one of which is the applicant agency and a control group.

Participating Agencies

- o Each project will be composed of participating agencies which must include at a minimum the State law enforcement agency, a State regulatory agency, a prosecutor and the U.S. DEA.

Competitive Section

- o The senior agency administrators of the participating agencies will each sign a formal intergovernmental agreement affirming their intent to fully participate in the management and operation of the project.
- o One of the State or local agencies will serve as the applicant agency which accepts responsibility for project administrative and financial matters.
- o Each case that is approved for investigative funding by the project Control Group will be managed and staffed as appropriate by two or more participating agencies involved in the case, one of which must be a Federal agency.
- o The proposed case investigative plan should specify the expected staffing required, as well as which case agency will be the lead agency for purposes of designating agency procedures to be followed, administration of funds and compliance with case reporting procedures.
- o It is anticipated that some case investigations will lead to cooperation with, and possible inclusion into the Control Group, of additional law enforcement agencies.

Control Group

- o Each project must have a Control Group that is composed of a representative from each agency participating in the project.
- o The Control Group will establish policies to select cases to be investigated; allocate, focus, and manage project resources; and jointly manage project investigations.
- o The Control Group will meet regularly to review investigative plans and resource commitments, and to monitor progress of on-going investigations.
- o Members of the Control Group will have an equal vote on all matters before the group, and all decisions by the group must be unanimous.
- o Minutes will be maintained for all meetings.

OPERATIONAL COMPONENTS

The following are operational activities required of each project funded under this program.

- o Each project must provide a formal mechanism for joint review and coordination of target selection, allocation of resources, investigation and prosecution among participating agencies as the basis upon which to initiate and conduct project case investigations.
- o Each project must be capable of conducting coordinated investigations and prosecutions of selected targets in a timely and thorough manner.
- o All enforcement operations initiated under the project must be based upon a formal investigative/prosecutive plan which includes objectives, resources, specific activities of the enforcement actions to be taken and a prosecutive strategy.
- o Funds for project investigations will be used for such purposes as rental of vehicles, surveillance costs, purchase of supplies, purchase of contraband, investigative and administrative travel (administrative travel to program cluster conferences as directed by the BJA program office), purchase of information, and costs of confidential operations.
- o There must be State agency participation in every case.
- o There must be regulatory agency participation in every case.
- o There must be a prosecutor involved in every case.
- o There must be Federal agency participation in every case. (While DEA must be represented on the Control Group, DEA does not have to be the required Federal agency involved in a particular project investigation.)
- o Every project is required to fully coordinate with the DEA efforts and those of the U.S. Department of Justice Organized Crime Drug Enforcement Task Forces which may operate in the geographic areas of the project.
- o Unanimous consent of the Control Group is required to initiate funding of project investigations.
- o The use of project overtime funds will be controlled using the following criteria:

Competitive Section

- During a pay period where a person receiving overtime premiums has not worked exclusively on project activities, the overtime premium should be prorated among the person's various activities and not charged exclusively to project funds.
- Justification must be provided to the Control Group that the type of case to be investigated cannot be successfully pursued without the use of overtime premiums.
- All other potential sources of overtime funding have been exhausted prior to using project funds.
- Each investigative case plan in which overtime premiums are requested shall identify the policies and procedures that will govern the use of those funds and the provision that payment for overtime will be approved by the case supervisor.

Track II - Technical Assistance and Training in Support of Program Implementation

This program will be supported by a separately funded technical assistance and training grant awarded to the Institute for Intergovernmental Research. This technical assistance and training effort is identified in the Organized Crime Narcotics Trafficking Enforcement Program continuation announcement in the Continuation Section of this document. The technical assistance project will be specifically designed to provide for:

- o Continuation of the basic technical assistance and training to the existing and new OCN projects.
- o Continuation of the on-site performance assessments to all OCN project locations.
- o Assistance to the BJA program staff in new site assessment and selection.
- o Intensive technical assistance and data collection at each of the two new statewide Integrated Resources Model projects.
- o Continuation of the production of a series of instructional videotape presentations addressing narcotics task force training and technical assistance needs.
- o Continuation of the development and implementation of an automated management information analysis and reporting system to track OCN project implementation.
- o Performance of a special analysis of OCN projects to assess whether a pattern exists for task force operations over a multi-year period wherein task force activities decrease in effectiveness and whether the pattern can be predicted and appropriately addressed to achieve maximum operational effectiveness.
- o Development and implementation of a curriculum, operating manuals and implementation guides that focus on enhanced specialized command and management training for narcotics command officers which emphasizes the needs of ongoing task forces and utilizes videotape techniques to present case studies.

Each applicant must provide the following programmatic information:

- o A description of the multijurisdictional investigative, regulatory and prosecutorial problems and needs to be addressed by the project.
- o A description of project goals and objectives to be achieved. The project goals must be consistent with the program goals set forth in this announcement, and objectives must describe quantifiable achievements to be attained and take into consideration each of the program's administrative and operational components.
- o A description of project operations, to include administrative decisionmaking structure.
- o An operating plan with milestones and major achievements to be accomplished, including an implementation schedule.
- o A list of participating agencies, the reason they were selected for the project, their anticipated role and the resources they can devote to the project.
- o A signed formal intergovernmental agreement, or a signed formal letter of intent by identified project participants to fully participate in the project, with a certification that the terms of the program announcement have been agreed to.

Each applicant must also submit a budget and a budget narrative which relates items budgeted to project activities and provides cost data used to arrive at the estimates for each line item. The following information is provided to assist the applicant in developing the budget narrative:

- o Personnel Category - This category includes only budgeted overtime and related costs.

Competitive Section

- o Travel - This category includes administrative and investigative travel. Under administrative travel, applicants should budget funds for two trips each to a central U.S. location by two members of the project Control Group to attend program conferences. Investigative travel includes travel and transportation of non-Federal officers and investigators for nonconfidential investigative purposes.
- o Equipment - No funds should be budgeted for purchase of equipment.
- o Supplies - List items within this category by major type and show basis for computation.
- o Contractual - No funds should be budgeted for contractual services.
- o Construction - No funds should be budgeted for construction.
- o Other - There are two subcategories of "Other" and funds envisioned under this program:
 - General Other - include items such as rent, reproduction, telephone; list items by major type and show basis for cost
 - Confidential Funds - includes: (a) Purchase of Evidence, (b) Purchase of Information, and (c) Purchase of Services. Purchase of Services includes such items as lease of vehicles, business fronts and covert locations, personal undercover expenses within reasonable limits, and travel and transportation for covert operations. Confidential funds must be administered in accordance with the minimum requirements contained in Office of Justice Programs Guideline Manual M7100.1D.

Eligibility Requirements: This program is open to State law enforcement or prosecutorial agencies having jurisdiction over narcotics trafficking investigations and/or prosecutions and who have a demonstrated capacity to conduct a coordinated statewide investigation/prosecution program. In addition to meeting the requirements in the Application and Administrative Requirements section of this publication.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy (Critical elements discussed above must be specifically addressed)	30 points
C. Qualifications of Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period: Awards will be for a period of 15 months.

Award Amount: Two Statewide projects will be funded at approximately \$350,000 each, for a program total of \$700,000.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch (202) 514-5947.

FINANCIAL INVESTIGATIONS (FINVEST) PROGRAM

Purpose: The purpose of this program is to demonstrate the effectiveness of coordinated, multijurisdictional financial investigations and prosecutions of narcotics-related crime, including asset-recovery activities.

Background: The principal income-generating activity for organized crime is the production and distribution of illegal drugs. Recent estimates of illegal drug trafficking revenues in the United States have been as high as \$150 billion a year.

Development of successful cases against organized narcotics trafficking conspiracies requires use of unique investigative techniques. Civil and criminal forfeiture of assets are now recognized by law enforcement as an effective means of depriving illicit drug traffickers of economic support and incentive. A formal mechanism whereby shared interdisciplinary resources are centrally coordinated can work to immobilize targeted offenders who manage these networks and organizations, and to remove the assets they have amassed.

The most successful activities involve identifying the hidden assets acquired by drug dealers from the proceeds of drug crime, tracing narcotics-related financial transactions, analyzing movement of currency, identifying criminal financial structures and money-laundering schemes, and asset forfeiture administration. Emphasis will be on establishing an interdisciplinary response to commonly shared major crimes related to drug trafficking conspiracies throughout a regional area. A formal mechanism is used whereby investigative and prosecutorial resources can be allocated, focused and managed against targeted high-level offenders to achieve maximum criminal and civil remedies, and to deprive them of the financial incentives to pursue illegal drug activities. Assignments to traditional task forces are generally very temporary, and allegiances are fleeting. By contrast, under the FINVEST model, all participating agencies are members of a Control Group, each member having equal voice in its operation. There is a strong sense of ownership among the participants, and solid partnerships are formed among the participating agencies.

Goal(s):

- o To demonstrate the effectiveness of strategies designed to reduce the profit motive associated with narcotics trafficking.
- o To demonstrate the effectiveness of multijurisdictional, multidisciplinary investigations and prosecutions targeted against narcotics trafficking conspiracies.
- o To increase the number of narcotics-related financial investigations and prosecutions conducted by State and local law enforcement and prosecution agencies.

Objectives:

- o To implement projects involving financial investigations through the development of a comprehensive operational approach to the investigation and prosecution of narcotics-related financial crime in demonstration sites.
- o To provide training and technical assistance to demonstration sites.
- o To combine financial investigations processes with the Organized Crime Narcotics Trafficking Enforcement Program (OCN) Model.
- o To provide for assessment of the demonstration sites and disseminate the results for future replication in other sites.

Program Strategy: This program solicits applications for projects designed to develop and implement centrally coordinated, multijurisdictional, financial investigations to identify the hidden assets acquired by drug dealers from the proceeds of drug crime, trace narcotics-related financial transactions, analyze movement of currency, and identifying criminal financial structures and money-laundering schemes.

The Control Groups must be composed of State, local and Federal authorities, and must have a prosecutor represented. The Control Group must unanimously approve each investigation initiated under the project-based on a formal investigative plan and an investigative budget. Each investigation must have the involvement of a Federal agency.

This program is a sophisticated variation of the OCN Program and marries two primary elements of BJA's overall law enforcement strategy. These two elements are in sections on Multijurisdictional Operations and Reducing the Profit Motive. The profit motive of drug crime must be eliminated to be successful in supply-side strategies. FINVEST is specifically designed to demonstrate the effectiveness of conducting financial investigations through a multijurisdictional and multidisciplinary approach.

Critical elements that must be included in each project are as follows:

- o Joint agency management and direction of investigations and prosecutions;
- o Inclusion in the application of signed formal interagency agreements among all core participants in the program;
- o A coordinated approach to the crime problem which results in a major impact on middle to upper-level conspiratorial illicit drug trafficking not achievable through a single agency, case-by-case approach;
- o Inclusion, as full participants in the formal management and operational group of State and local law enforcement officials, a prosecutor, and Federal representation, to include the U.S. Drug Enforcement Administration at a minimum;
- o Standardized procedures for central collection and dissemination of information for joint case administration, and for investigative techniques and approaches;
- o The proposed threshold criteria to be used in the selection of project-supported cases;
- o The anticipated impact of the program upon the criminal justice system and on the illicit drug problem; and
- o The proposed project's organizational and staffing plan.

These critical elements are reflected in the administrative and operational components required of the demonstration sites addressed below.

The FINVEST Program will be implemented in two related, but separately funded, tracks.

Track I - Development and Implementation of Demonstration Sites

The focus of this program is directed toward providing the provision of resources for the investigation of multijurisdictional, drug-related, financial crime. In the demonstration sites, the funds may be used for financial investigators, investigative travel, automated data processing (ADP) equipment (for the purpose of automated tracking of financial transactions and record analysis).

Phase 1 - Development (Up to 3 Months)

Every project must establish the following:

- o A formally organized group of participating agencies (one being the applicant agency);
- o A Control Group; and
- o Operational policies and procedures.

Participating Agencies

- o Each project will be composed of participating agencies which must include, at a minimum, the State law enforcement agency, a prosecutor and a Federal agency. Because these are Federal funds, and because of the significant leadership role of the (DEA) in Federal drug initiatives, their inclusion in the FINVEST Control Group is to be solicited. However, should DEA decline to participate, a Federal agency other than DEA may be selected as a participating agency on the Control Group.
- o The senior agency administrators of the participating agencies will each sign a formal intergovernmental agreement affirming their intent to fully participate in the management and operations of the project.
- o The State or local agency that was awarded the grant will serve as the agency which accepts responsibility for project administrative and financial matters.

Control Group

- o Each project must establish a Control Group which is composed of a representative from each agency participating in the project.
- o Members of the Control Group will have an equal vote on all matters before the group, and all decisions by the group must be unanimous.

Policies and Operational Procedures

- o The control group must develop a policy and procedures manual, including threshold criteria, to select cases to be investigated; allocate, focus, and manage project resources; and jointly manage project investigations.
- o Each project must develop a formal mechanism for joint review and coordination of target selection, allocation of resources, investigation and prosecution among participating agencies as the basis upon which to initiate and conduct project case investigations.
- o Once the operational and administrative infrastructure has been developed and documented, the grantee will develop a revised implementation plan.

Phase II - Implementation (12 Months)

The following are operational activities required of each project funded under this program:

- o Enforcement operations will be initiated under the project, based upon a formal investigative/prosecutive plan that includes objectives, resources, specific activities (of the enforcement actions to be taken), and a prosecutive strategy;
- o Each case that is approved for investigative funding by the project Control Group will be managed and staffed, as appropriate, by two or more participating agencies involved in the case, one of which must be a Federal agency;
- o There must be State agency participation in every case;
- o There must be a prosecutor involved in every case;
- o The proposed case investigative plan should specify the expected staffing required, as well as which case agency will be the lead agency for designating procedures to be followed, administration of funds, and compliance with case-reporting procedures;
- o Unanimous consent of the Control Group is required to initiate funding of project investigations;
- o It is anticipated that some case investigations will lead to cooperation with additional law enforcement agencies and their possible inclusion into the Control Group, enforcement agencies;
- o The Control Group will meet regularly to review investigative plans and resource commitments, and to monitor progress of on-going investigations;
- o Minutes will be maintained for all meetings; and
- o Every project must coordinate with DEA efforts and those of U.S. Department of Justice Organized Crime Drug Enforcement Task Forces, which may operate in the geographic areas of the project.

The use of project overtime funds will be controlled using the following criteria:

- o During a pay period where a person receiving overtime premiums has not worked exclusively on project activities the overtime premium should be prorated among the person's various activities, and not charged exclusively to project funds;
- o Justification must be provided to the Control Group that the type of case to be investigated cannot be successfully pursued without the use of overtime premiums;
- o All other potential sources of overtime funding have been exhausted prior to using project funds; and
- o Each investigative case plan in which overtime premiums are requested shall identify the policies and procedures that will govern the use of those funds, and include the provision that payment for overtime will be approved by the case supervisor;

Track II - Technical Assistance and Training in Support of Program Implementation

In addition, a Technical Assistance and Training component will be separately funded on a noncompetitive basis to the Institute for Intergovernmental Research (IIR) to assist the new demonstration sites. Assistance to current demonstration sites funded under this program will also be continued. (The details of these continuation activities can be found in the continuation section of this document.)

The technical assistance project will be specifically designed to provide for:

- o A plan for providing assistance to new and existing FINVEST projects;
- o Basic technical assistance and training to existing and new FINVEST projects;
- o On-site performance assessments to all FINVEST project locations;
- o Intensive technical assistance and data collection at each of the new FINVEST projects; and
- o The development and implementation of an automated management information analysis and reporting system to track FINVEST project implementation.

Each applicant must provide the following programmatic information:

- o A description of the multijurisdictional investigative and prosecutorial problems and needs to be addressed by the project.
- o A list of participating agencies, and the reason they were selected for the project, their anticipated role, and the resources they can devote to the project.
- o A signed, formal intergovernmental agreement or a formal letter of intent signed by identified project participants which certifies that each participant agrees to the terms of the program announcement.

Eligibility Requirements: Awards will be made under this announcement to four new FINVEST sites. Applicant agencies must have the demonstrated capability to conduct a coordinated program to identify major narcotics trafficking conspiracies and apply a wide range of effective criminal, civil and administrative penalties, in addition to the requirements in the Application and Administrative Requirements Section of this document.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of Proposed Strategy
(Must address the critical elements described in the Program Strategy) | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Competitive Section

Award Period: Awards will be for a period of 15 months.

Award Amount: Two statewide projects will be funded up to approximately \$350,000 each, for a program total of \$700,000.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch (202) 514-5947.

FINANCIAL INVESTIGATIONS AND MONEY-LAUNDERING PROSECUTION PROGRAM

Purpose: The purpose of this program is to develop prototypical strategies for conducting financial investigations and money laundering prosecution of illegal drug enterprises and to provide training and technical assistance to State attorneys general and local prosecutors in how to implement the strategies.

Background: The principal income-generating activity for organized crime is the production and distribution of illegal drugs. Recent estimates of illegal drug trafficking revenues in the United States have been as high as \$150 billion a year.

Development of successful cases against organized narcotics trafficking conspiracies requires use of unique investigative techniques. Civil and criminal forfeiture of assets are now recognized by law enforcement and prosecutors as an effective means of depriving illicit drug traffickers of economic support and incentive.

This requires that prosecutors have available the appropriate statutory authorizations, advanced financial investigative expertise and prosecutors be knowledgeable in financial crimes and money laundering prosecutorial programs. Effective financial investigations require sophisticated prosecutorial guidance from the outset of an investigation to ensure that the case is properly and thoroughly prepared. Major drug enterprises operating statewide or across local jurisdictions need to be addressed by a statewide authority and with extensive investigative and prosecutorial authority and resources. Many State attorneys general have this authority or are willing to seek the necessary legislative authority to pursue the financial investigation and prosecution of a State's larger illegal drug enterprises.

The most successful activities involve identifying the hidden assets acquired by drug dealers from the proceeds of drug crime, tracing narcotics-related financial transactions, analyzing movement of currency, identifying criminal financial structures and money laundering schemes and asset forfeiture administration.

Goal(s):

- o To identify and assess existing multijurisdictional financial investigations and financial crimes/money laundering prosecution programs.
- o To develop prototype financial investigations and financial crimes/money laundering prosecution programs.
- o To provide the implementation of financial investigations and financial crimes/money laundering prosecutions program in selected jurisdictions.
- o To disseminate effective financial investigations and financial crimes/money laundering prosecution programs.

Objectives:

- o To identify existing statewide and/or multijurisdictional financial investigation and financial crimes/money-laundering prosecution programs.
- o To document and assess the key components and critical elements of a statewide financial investigation and financial crimes/and money laundering prosecution effort and it's essential interagency relationships.
- o To identify existing State financial crimes/money laundering statutory provisions.
- o To develop a model State financial crimes and money laundering statute.
- o To facilitate the exchange of program and legislative information among State attorneys general and local prosecutors.
- o To provide technical assistance and training for the replication of statewide/multijurisdictional financial crimes and money-laundering programs.

Program Strategy: This program is directed at assisting State attorneys general, and in appropriate situations, local prosecutors, to direct financial investigations of major drug trafficking enterprises and conduct statewide or multijurisdictional financial investigations and financial crimes/money-laundering prosecutions. To expedite the identification and documentation of a comprehensive financial investigation and financial crimes/money-laundering prosecution approach, existing programs operating with statewide authority will be surveyed, evaluated and documented for possible replication.

The project shall consist of the following phases:

Phase I - Survey and Assessment

This phase of the program consists of a national survey of State attorneys general and selected local prosecutors to identify existing organized efforts committed to the investigation of complex financial crimes and financial crimes/money-laundering prosecutions. An assessment of each project identified by this survey will be performed to identify effective programs that could be replicated.

The products to be completed in this phase are as follows:

- o A plan specifying each step of the survey and assessment process in detail;
- o A survey instrument that identifies financial investigation prosecution programs;
- o An assessment instrument that captures the key organization and operational elements of a successful financial investigation and financial crime/money-laundering prosecution program;
- o Identification of model pleading for financial crime and money-laundering prosecutions; and
- o A final report which includes.
 - Literature review in this program area.
 - Criteria utilized for identifying effective programs.
 - Recommendations of a program for replication.
 - Descriptions of existing programs.
 - Recommended modifications to the organization and operations of the program(s) selected for replication.

Phase II - State Financial Crimes and Money laundering Legislation

This phase consist of the identification the key provisions of existing effective State financial crimes and money laundering legislation and the identification or development of model State money laundering and related financial remedies statutes.

The products to be completed during this phase are as follows:

- o Organization of a resource committee to identify and review key model legislative provisions in this program area;
- o An assessment of existing legislation;
- o A draft and final model financial crimes and money laundering legislation; and
- o A dissemination plan for the distribution of a model statute or its key provisions to State legislative and prosecutorial officials.

Phase III - Program Operations Manual Development

The program(s) that has been selected for replication will be documented in a manual that provides a detailed description of the legislative authority, program organization, management, operational elements and interagency relationships essential for a statewide and multijurisdictional financial investigation and money laundering prosecution effort.

The products to be completed are:

- o A plan for program operation manual development;
- o A draft and final program operations manual;
- o The development of model pleading for financial crimes and money laundering prosecutions; and
- o A dissemination strategy to inform the field about the development of the program and the products and results of this phase.

Phase IV - Information Exchange and Development of a Plan to Provide Training and Technical Assistance

During this phase, the implementation of clearinghouse services will be initiated to disseminate the program description and the model statutory provisions. The clearinghouse will facilitate information exchange for the financial crimes/money laundering prosecutions among State attorneys general and selected local prosecutors. A plan to provide specific technical assistance and training to State attorneys general and their staffs through training conferences will be developed.

The products to be completed during this phase are:

- o A plan for the organization and operation of clearinghouse/information exchange services.
- o A plan for the dissemination of the model program to State attorneys general.

Phase V - Provision of Training and Technical Assistance to Selected Jurisdictions for Replication

Upon successful completion of Phase IV and with the approval of BJA, the grantee will prepare training and technical assistance packages. Based on the previously submitted plan, the recipient will transfer the selected model program design and related materials into a training and technical assistance program. Comprehensive training manuals that detail the program design and operations must be developed to encourage and facilitate implementation of the identified model programs and supporting documents.

The products to be completed during this phase are:

- o The development of a plan for a complete training and technical assistance package;
- o Identification of training and technical assistance personnel;
- o A training and technical assistance package including the training manual and information materials; and
- o A strategy for the expanded dissemination of training and technical assistance.

Eligibility Requirements: In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate capabilities in the following areas:

- o To establish a working relationship with State attorneys general and selected local prosecutors.
- o To demonstrate an expertise and thorough understanding of complex financial investigations and financial crimes and money-laundering prosecution.

Competitive Section

- o To work closely with State Attorney's General Office staffs involved in financial investigations and money-laundering prosecution.
- o To survey, assess and document state-level and multifaceted investigation and financial crimes prosecution efforts leading to the development of a prototype or model program.
- o To provide technical assistance and training and to facilitate the exchange of program expertise to State attorneys general office staff, particularly in the area of complex financial crime and money laundering prosecution.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	20 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	30 points
E. Budget	10 points

Award Period: The award period for this program is 18 months.

Award Amount: Up to \$400,000 will be available to support this program.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

FOREIGN NATIONALS TRAFFICKING IN DRUGS

Purpose: The purpose of this program is to demonstrate comprehensive strategies for controlling organized drug-trafficking and related violent crime perpetrated by foreign nationals operating within the U.S.

Background: Domestic drug-trafficking is frequently conducted and even controlled by foreign nationals operating in the United States. These foreign nationals may enter the U.S. legally as visitors, students or working immigrants. They are a particular problem for many major domestic law enforcement agencies because they engage in middle-to-upper-level drug trafficking, money-laundering, and violent crimes, including drug-related assassinations. They are largely unknown to local criminal justice authorities, and they can retreat to their homelands in relative anonymity to avoid detection or apprehension.

The Drug Enforcement Administration (DEA) has primary responsibility for interdiction and suppression of illegal drugs and drug traffickers coming into the U.S. However, once these traffickers have successfully evaded detection and become engaged in domestic drug trafficking, they become a problem for local law enforcement and prosecution agencies as well.

Goal(s):

- o To identify and assess existing programs to control drug crime by foreign nationals.
- o To design a program to control drug crime by foreign nationals.
- o To implement a program to control drug crime by foreign nationals.

Objectives:

- o To develop a cooperative investigative and prosecutorial effort against middle-to-upper-level illicit drug trafficking by foreign nationals.
- o To demonstrate the feasibility of the concept.
- o To evaluate the effectiveness of a program to control drug crime by foreign nationals.

Program Strategy: This program consists of a cooperative effort between local police and prosecution authorities, Federal law enforcement agency(s) and the appropriate law enforcement authorities in the trafficker's country of origin. Intelligence and other appropriate resources would be shared among all involved parties. However, grant funding would be used only for domestic enforcement and prosecution activities.

This will be a joint undertaking of a major State or local enforcement agency, in cooperation with a prosecutor's office, the DEA and other appropriate Federal authorities. The operational details of the program will be specified in a memorandum of understanding among the participating agencies. The program envisions a cooperative effort of information sharing with the targeted foreign national's country of origin.

Critical elements to implementation of this program are as follows:

- o Joint agency management and direction of investigations and prosecutions;
- o Signed formal interagency agreements among all core participants in the program;
- o Coordinated approach to the crime problem which results in a major impact on middle-to-upper-level illicit drug trafficking by foreign nationals involved in drug crime and drug-related violent crime;

Competitive Section

- o Inclusion, as full participants in the formal operation group, of State or local law enforcement officials, a prosecutor and Federal representation to include the DEA personnel at a minimum.
- o Standardized procedures to facilitate centralized information collection and dissemination to enhance joint case administration, as well as the sharing of investigative techniques and approaches.

Each application submitted under this program must specifically address these elements.

The program will be developed incrementally in three stages: Assessment, Development of the Program, and Program Implementation.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of the nature and extent of the problem involving foreign nationals trafficking in narcotics in the applicant's jurisdiction. The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final assessment report which include:
 - A description of the nature of the problem,
 - Specification of resources available to address the problem, and
 - Recommendations for refining the goals and objectives of the program;
- o Recommendations for developing a strategy designed to address the problem; and
- o A preliminary design to evaluate the feasibility and effectiveness of the strategy.

Stage II - Development of the Program

Upon successful completion of the Assessment Stage and with the approval of BJA, the demonstration site will develop a program design which includes: an implementation plan that describes in detail what the project plans to do, how it will be achieved and who will be involved in the implementation, and a project operations manual for organizing, planning, developing, implementing, and monitoring the demonstration project. The products to be completed in this stage are:

- o A draft and final program design;
- o A draft and final implementation plan;
- o A draft and final project operations manual;
- o A plan for technical assistance and training needs as appropriate; and
- o A project evaluation design.

Stage III - Program Implementation

After successful completion of Stage II, the project may begin with implementation activities. Products to be completed in this stage are:

- o A plan for obtaining training and implementing the demonstration; and
- o A report on the results of the demonstration.

Competitive Section

The grant funds may be used for domestic law enforcement efforts of the non-Federal participants in this program for such cost elements as: program design; coordination of implementation activities; ADP equipment for intelligence storage and analysis; confidential funds for the purchase of evidence, information, and investigative services; investigative travel; and, a limited amount of investigative overtime not to exceed 30 percent of grant funds.

Eligibility Requirements: Applications are solicited from law enforcement or prosecutorial agencies having jurisdiction over narcotics trafficking investigations and/or prosecutions. In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o A capacity to conduct a coordinated program;
- o The ability to identify major foreign national drug offenders operating within their jurisdictions; and
- o A positive working relationship with Federal law enforcement authorities.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period: The award will be made for a period of 18 months.

Award Amount: One project will be funded for up to \$150,000.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch (202) 514-5947.

MODEL DRUG PROSECUTION (LARGE JURISDICTIONS)

Purpose: The purposes of this program are to identify and disseminate information regarding model and innovative drug prosecution activities in the nation's metropolitan jurisdictions (750,000 population and larger) for all phases of drug prosecution.

Background: Coordination of resources and programs among Federal, State and local agencies is essential to controlling the use and trafficking of illegal drugs. This involves shared intelligence, technologies, expertise, tactics and strategies, successful financial investigations, asset forfeiture, moneylaundering and gang investigation units.

Goal(s):

- o To identify and document effective practices for prosecuting drug cases.
- o To disseminate selected effective practices for prosecuting drug cases.

Objectives:

- o To survey a representative sample of metropolitan prosecutors' offices (over 750,000 population) and identify specific, significant practices or a "best practice," that improves one or more phases of drug case prosecutions.
- o To assess and document the selected "best practices" that have demonstrated a substantially improved result over previous routine or conventional methods or practices.
- o To disseminate these "best practices" and provide general technical assistance to metropolitan prosecutors' offices desiring to adopt and implement one or more of them.

Program Strategy: Based on a specific case, several metropolitan prosecutors have identified and implemented innovative drug case processing changes in one or more phases of their routine operations. These innovative, and sometimes relatively minor, adjustments in prosecution procedures have realized significant improvements in drug case processing and in vital interagency communications. These changes have resulted in a now-recognized "best practice."

This assessment and technology transfer program will be developed in three phases: (1) survey, (2) assessment and documentation, and (3) dissemination and technical assistance. Each phase will result in a specific product. A decision on whether to continue the next phase will be made at the completion of each phase based on the quality and utility of the product.

Phase 1 - Survey of Drug Case Processing

This phase consists of surveying a minimum of 30 metropolitan prosecutors' offices. Specifically, the office's drug prosecution unit will be contacted to request detailed information on particularly successful techniques, on revised internal procedures for drug case processing, or on external communications with other agencies. This survey will identify innovative changes in drug case prosecution that have resulted in significantly more effective or efficient prosecution of a large volume of drug cases.

The products to be completed in this phase are:

Competitive Section

- o A plan for conducting a survey of metropolitan prosecutors' drug-prosecution unit operations for the purpose of identifying innovative practices in case processing and interagency communication.
- o Criteria for identifying a "best practice."
- o A report of the completed survey with recommendations for "best practices" that should be further assessed to determine potential for dissemination.

Phase 2 - Assessment and Documentation

This phase consists of the assessment and documentation of at least one "best practice" for each phase of drug prosecution in large jurisdictions. A minimum of ten specific improved practices, each demonstrated to have resulted in a substantial improvement in the conduct of drug prosecutions, will be identified for full documentation. Working with the local metropolitan drug-prosecution unit for each topic and practice selected, the grantee will determine the basis for and key elements of its success. This will be followed by a complete description of this "best practice," its critical elements and the changes to the criminal justice environment and interagency communications that are required to implement and maintain this innovative practice. A technical assistance resource in the jurisdiction that developed the practice will be identified.

The products to be completed in this phase are:

- o A plan specifying each step in the assessment and documentation process.
- o Criteria for selection of best practices for dissemination.
- o An assessment instrument.
- o A document containing a complete description of each "best practice" that represents a substantial improvement in drug case prosecution.

Phase 3 - Dissemination and Training and Technical Assistance

This phase consists of publishing each of these "best practices" in a comprehensive document that will be disseminated to the nation's metropolitan prosecutors and their drug-prosecution unit chiefs. A local technical assistance contact for each "best practice" described will be provided. Additional technical assistance support will be provided by the grantee. Metropolitan prosecutors will be able to adopt and, if necessary, modify these practices to enhance the effectiveness of their existing drug prosecutorial resources and interagency communication.

The products to be completed in this phase are:

- o Development and implementation of a strategy for disseminating the document to metropolitan drug-prosecution units and the elected prosecutor in all large jurisdictions.
- o A strategy for providing comprehensive training and technical assistance.

Eligibility Requirements: In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate capabilities in the following areas in order to be eligible for consideration:

- o Demonstrated ability to work closely with and gain access to large metropolitan prosecutors' offices in order to survey and assess improvements in case processing and communications practices;
- o Demonstrated knowledge of the metropolitan prosecutors' full range of responsibilities in processing and prosecuting drug cases;
- o Ability to assess and document identified innovative prosecution practices in metropolitan prosecutors' offices nationwide; and
- o Capability to support nationwide dissemination of these "best practices" in metropolitan prosecutors' offices.

Competitive Section

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Award Period: The award period for this program is 18 months.

Award Amount: Up to \$200,000 is available to support this program.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch (202) 514-5947.

ASSET FORFEITURE CASE MANAGEMENT AND TRACKING SYSTEM

Purpose: The purpose of this program is to develop and demonstrate, in one or more sites, model strategies for managing assets from pre-seizure investigative activities through forfeiture.

Background: There is a great diversity in the types of seized asset management and tracking systems operated throughout the United States by various organizations at both the State and local levels, including law enforcement and prosecution agencies, as well as, in some instances, by municipal or private financial agencies or organizations. The many ways in which local jurisdictions have tried to address this complex issue is noteworthy for its variety and innovation; however, at this time, there are no existing standards for asset management systems from the pre-seizure stage to forfeiture.

An ongoing National Institute of Justice (NIJ) funded evaluation of the BJA sponsored asset seizure and forfeiture demonstration sites indicates the need for a case management system that goes beyond the simple requirements for property management due to the pre-seizure investigative process that plays a major role in both the types of assets seized and the legal requirements associated with seized property. Experiences gained from the NIJ-funded evaluation will be incorporated into this project.

Goal(s):

- o To identify and assess existing asset forfeiture case management systems.
- o To develop an asset forfeiture case management system in one jurisdiction.
- o To test an asset forfeiture case management system in one jurisdiction.
- o To disseminate an effective asset forfeiture case management system.

Objectives:

- o To assess needs of local jurisdictions to determine the scope of a generic asset forfeiture case management tracking system.
- o To specify information needs of the system.
- o To review any existing systems that may complement or assist in system design.
- o To design and develop a prototype system.
- o To pilot test the system.
- o To document the system for transfer and use by other local jurisdictions.

Program Strategy: This program solicits applications for the design and development of an automated generic case management system that will enable State or local agencies to support investigations and the management of assets.

The program shall consist of four stages: Needs Analysis, Design of a Prototype System, Technical Assistance Activities, and Pilot Testing.

Stage I - Needs Analysis

Under this Stage, a needs analysis will be conducted to define the scope of the system as it applies to the operations within local jurisdictions under a variety of conditions. This analysis will be based on a thorough review of existing case management and tracking systems in a variety of Federal, State and local agencies. In addition, existing systems that deal with property management (especially for law enforcement) and those that have been developed for asset forfeiture programs will be reviewed to complement the needs analysis and assist in the program design. Products to be completed in this stage are:

- o Plan specifying how the needs analysis will be conducted;
- o Draft and final needs analysis;
- o Recommendations for developing a prototype design to address the needs identified; and
- o Preliminary design to evaluate the feasibility and effectiveness of the prototype system.

Stage II - Design of the Prototype

Upon successful completion of Stage I, and with the approval of BJA, the grantee will proceed with the development of a prototype system. Functional specifications of the inputs and outputs of the system will be identified and built into the system. A users manual specifically designed to be applicable under a variety of circumstances will be developed. Products to be completed in this Stage are:

- o Draft and final prototype system;
- o Draft and final users manual;
- o Recommendations for a dissemination strategy; and
- o Plan for the evaluation of system effectiveness.

Stage III - Technical Assistance Activities

Upon successful completion of Stage II, the grantee will prepare a plan for developing a technical assistance plan for transferring the prototype to at least one pilot site. Based on the plan, the grantee will transfer the users manual and related materials into a technical assistance package designed for implementation in the pilot site. A comprehensive technical assistance or training manual must be developed for this purpose. Products to be completed in this stage are:

- o Plan for the development of the technical assistance package;
- o Identification of technical assistance personnel;
- o Draft and final technical assistance package; and
- o Implementation strategy for transfer of the system to at least one pilot site.

Stage IV - Pilot Testing

Based on the successful completion of Stage III, the grantee will implement the prototype system in at least one pilot site. The pilot site will be recommended by the grantee and approved by BJA. Products to be completed in this Stage are:

- o Pilot testing and implementation of the system in one or more sites for a 6 month period to ensure its operational validity;
- o Report on the results of the pilot test and appropriate revisions to the system; and
- o Dissemination strategy to inform the field of the development of the system, the products and the results of this stage.

Competitive Section

Eligibility Requirements: Applications are invited from public agencies and not-for-profit organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Together co-applicants must meet the eligibility requirements specified below.

The applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Generic system design in law enforcement;
- o Asset seizure and forfeiture programs operated by State or local law enforcement or prosecution agencies;
- o Investigative case management systems; and
- o General standards of property management.

Applicants must also demonstrate that they have the management and financial capability to effectively implement a project of this type.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which they meet the following weighted criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Award Period: The award period for this program is 18 months.

Award Amount: Up to \$150,000 will be available for this program.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

**CLANDESTINE LABORATORY MODEL ENFORCEMENT PROGRAM
(TECHNICAL ASSISTANCE AND MODEL DEVELOPMENT)**

Purpose: The purpose of this program is to develop model clandestine laboratory investigation and prosecution strategies and provide training and technical assistance to demonstration sites participating in the Clandestine Laboratory Model Enforcement Program.

Background: Coordination of resources and programs among Federal, State, and local agencies is essential to controlling the use and trafficking of illegal drugs. This involves shared intelligence, technologies, expertise, and tactics and strategies to effect comprehensive responses to drug-related crimes and gang violence.

In FY 1989, BJA initiated a Clandestine Laboratory Model Enforcement Program designed to develop and implement law enforcement prosecution and forensic chemist teams in different geographic areas of the country for the purpose of responding to requests to investigate clandestine drug laboratories. The program is complementary to the BJA/Drug Enforcement Agency (DEA) Clandestine Laboratory Safety Certification Training, the National Sheriffs' Association (NSA) Clandestine Laboratory Law Enforcement Awareness Training program, and to the BJA/DEA Clandestine Laboratory Clean-up program.

The program is designed to develop law enforcement human resources that have a comprehensive understanding of the techniques and methodology to plan, organize, and manage the investigation of clandestine laboratories, and the prosecution of offenders. Through the policies and procedures of the implementing demonstration sites, a model clandestine laboratory investigation approach can be developed and presented in training programs.

Goal(s):

- o To identify and assess clandestine laboratory enforcement programs.
- o To develop a prototype clandestine laboratory enforcement program.
- o To implement clandestine laboratory enforcement programs in selected sites.
- o To disseminate effective clandestine laboratory enforcement programs.
- o To develop law enforcement strategies that demonstrate a comprehensive approach to planning, organizing, and managing the investigation of clandestine laboratories and the successful prosecution of offenders.

Objectives:

- o To assess the effectiveness and safety of approaches to clandestine laboratory enforcement.
- o To disseminate these approaches to agencies that wish to address the problems of clandestine laboratories in their jurisdictions.
- o To assess existing clandestine laboratory law enforcement operations.
- o To develop a prototype or "Model" approach to the investigation and prosecution of clandestine laboratories.
- o To develop training and technical assistance materials and strategies to transfer the model to other sites.
- o To provide technical assistance to existing BJA-funded demonstration sites.
- o To provide for an assessment of the BJA-funded demonstration sites and dissemination of the results.

Program Strategy: This program will assist State and local policymakers and practitioners who are involved in making law enforcement resource allocation decisions and in developing policies, procedures and programs for dealing with the problems posed by clandestine laboratories. The program is designed to develop a program model(s) and a training and technical assistance curriculum for States that wish to implement clandestine laboratory enforcement programs.

The program shall consist of three stages:

Stage I - Assessment of BJA-funded Demonstration Sites

The first stage of the program consists of the assessment of current and previously funded Clandestine Laboratory Model Enforcement Program sites.

The products to be completed during this stage are:

- o A plan specifying how the assessments will be conducted; and
- o A draft and final assessment report which includes:
 - descriptions of strategies for developing and implementing clandestine laboratory enforcement programs;
 - an assessment of effectiveness of demonstration sites in terms of achievement of objectives; and
 - the identification of elements of demonstration projects which may contribute to the development of a model clandestine laboratory enforcement strategy.

Stage II - Development of a Model Clandestine Laboratory Enforcement Program

A model(s) will be developed based on relevant literature, research results and the experience of operational clandestine laboratory enforcement programs. The model(s) will represent the state-of-the-art components in terms of existing knowledge and experience. The model(s) will be specified at the level of policies, procedures and practices for implementation and operation.

Concurrent with the demonstration site implementation stage, the technical assistance and training grantee will continue to gather information from the demonstration sites and utilize information gained during the assessment phase to develop a "Model" Clandestine Laboratory Enforcement Program for eventual replication across a wide variety of sites. During this stage, the technical assistance and training grantee will develop a prototype strategy and program operations manual for organizing, planning, developing, implementing, monitoring and evaluating the model. The demonstration sites will assist the training and technical assistance grantee in developing the model and the program operations manual, as well as provide recommendations regarding training needs for implementing the model.

The products to be completed during this stage are:

- o A plan for model design and program operations manual development;
- o A draft and final model strategy and program operations manual;
- o A plan for implementing and evaluating the model strategy; and
- o A dissemination strategy to inform the field about the development of the model.

Stage III - Development of a Training Curriculum

A training curriculum will be developed based on the prototype. The purpose of the curriculum is to give explicit, detailed guidance to jurisdictions that wish to review and revise their existing programs or to implement a new program. A cadre of trainers will be identified from existing BJA demonstration sites. The training curriculum will be a self-contained document that can be disseminated nationwide. A technical assistance strategy will be designed as a follow-up to the training. Follow-up technical assistance will also be provided to the BJA demonstration projects.

Competitive Section

Products to be completed under this stage are as follows:

- o A plan for developing a training curriculum;
- o A training curriculum and a technical assistance strategy for program development and implementation;
- o A pretest of the curriculum; and
- o A final report of the activities and findings of the assessments.

Eligibility Requirements: Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Generic program model development and design in law enforcement applications;
- o Familiarization with Occupational Safety, and Health Administration (OSHA) Standards for safety certification in clandestine laboratory investigations;
- o The development of training curricula for law enforcement programs; and
- o The development of technical assistance strategies and the delivery of technical assistance to law enforcement agencies.

Applicants must also demonstrate that they have the management capability, fiscal integrity and financial responsibility, including, but not limited to, an acceptable accounting system and internal controls, and compliance with grant fiscal requirements. Applicants who fail to demonstrate that they have the capability to manage this program will be ineligible for funding consideration.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period: This project will be funded for a 15 month period.

Award Amount: The amount of this award will be up to \$100,000.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

Community-Based Policing

INNOVATIVE NEIGHBORHOOD ORIENTED POLICING PROGRAM (RURAL JURISDICTIONS)

Purpose: The purpose of this program is to develop and demonstrate community policing strategies that focus on drug demand reduction at the neighborhood level in rural jurisdictions (populations less than 50,000). This program involves the co-production of public safety through extensive partnership efforts between law enforcement, other local government agencies, businesses, schools, community/social organizations and citizens.

Background: Alliances between community residents and the police are essential for making neighborhoods safe and drug-free. For several years, law enforcement agencies have been experimenting with alternative approaches to traditional policing methods in order to increase coordination and interaction with the communities they serve. Approaches such as neighborhood-oriented policing call for police departments to be proactive as well as problem solvers and to act as catalysts for developing and sustaining a coordinated network of services for neighborhoods. This method of policing is not a particular program per se, but rather a process and a philosophy for conducting daily police services. Proponents of this approach to policing believe that it will provide law enforcement agencies with a broader range of options for addressing the root causes of crime and drug abuse, fear of crime, criminal victimization and improve the quality of life in local communities. In addition, with a proactive orientation to policing, law enforcement and other municipal agencies will be in a better position to assist in developing grass roots self-help approaches to crime and drug problems.

In 1990, BJA established the program entitled "Innovative Neighborhood Oriented Policing" to demonstrate various ways that this approach can be applied to demand reduction. Based on applications submitted in response to an open solicitation, eight law enforcement agencies in the following urban and suburban jurisdictions received funding: Houston, Texas; Louisville, Kentucky; Norfolk, Virginia; New York City, New York; Hayward, California; Tempe, Arizona; Prince Georges County, Maryland; and Portland, Oregon.

Goal(s):

- o To explore and demonstrate the potential of neighborhood-oriented policing in drug prevention, deterrence and control in rural jurisdictions.
- o To develop and demonstrate innovative model strategies that are effective in drug demand reduction at the neighborhood level.

Objectives: To develop and implement model strategies at the local level which are innovative, comprehensive, proactive as well as problem solving, which emphasize demand reduction, involve law enforcement, other city agencies, social and religious organizations, businesses, schools, and citizens; and which occur within an operational framework of neighborhood oriented policing.

Model strategies should also:

- o Provide for the development of grass roots self-help efforts to address crime and drug problems;
- o Develop processes for designing and implementing neighborhood-oriented approaches to demand reduction;
- o Develop a mechanism for long-term continuation of the program; and
- o Provide for the evaluation of the demonstration project.

Program Strategy: This program will provide law enforcement and other local government agencies with a broader range of options for addressing the root causes of crime and drug abuse, fear of crime, and criminal victimization while improving the quality of life in local communities. The program is based on the premise that crime and drug problems must be addressed by the entire community, not just by the law enforcement agency. In addition, top-level management support and involvement is required for overall management of this demonstration project.

The program will be developed in four stages: Establishment of Planning/Management Teams; Assessment; Development of the Program; and Program Implementation and Evaluation.

Stage I - Establish Planning/Management Teams

This stage involves developing partnerships with the community through the use of planning teams, coalitions, or task forces representative of the community and local government agencies. These partnerships should involve those most affected by drug-related problems. They should work together to define problems, to develop tailored solutions for drug-related problems; and support and encourage self-help and long-term maintenance of helpful programs.

Stage II - Assessment

This stage consists of the identification of the nature and extent of the crime and drug problem in the applicant's jurisdiction. A variety of methods may be used for conducting the needs assessment. The applicant is encouraged to collect and analyze a variety of data, for example: data pertaining to crime patterns and trends; criminal victimization; demographic and social characteristics; school data such as drop-out and truancy rates, and social service data, etc., to perform needs assessments in local communities and to develop appropriate strategies that address the identified problems.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted; and
- o An assessment report which includes a description of the nature of the problem and recommendations for refining the goals and objectives of the program.

Stage III - Development of the Program

Upon successful completion of the Assessment Stage, the demonstration sites will (a) be aware of operational, neighborhood-oriented, policing programs in other jurisdictions; and (b) develop a program design for implementing innovative demand-reduction strategies in identifiable geographical areas. The program design should include an implementation plan that describes in detail what the project plans are to do, how it will be achieved, and who will be involved in the implementation and management of the demonstration project.

The products to be completed at this stage are:

- o A draft and final program design;
- o A draft and final implementation plan;
- o Identification of training and technical assistance needs; and
- o A project evaluation design.

Stage IV - Program Implementation and Evaluation

After successful implementation of Stage III, and with approval from BJA, the project may begin with implementation activities. Documentation of program processes and activities are critical to this stage as well as to previous stages of the program. At the completion of this stage, applicants are required to submit the following:

- o Draft and final "Implementation Guide" (how-to manual) containing program goals, objectives, processes, implementation strategies, and program results;
- o An audio-visual presentation of key aspects of program implementation, which can be used to provide technical assistance to other sites;
- o A draft and final evaluation report; and
- o Recommendations for developing a "Program Model."

Training and technical assistance will be available from BJA. Grantees will be responsible for providing information for a national evaluation of this program as well as for training and technical assistance to other sites. Project personnel are expected to attend "cluster" meetings of similar projects or host such meetings in their particular site in partnership with BJA.

Eligibility Requirements: This is a competitive program in which law enforcement agencies in rural jurisdictions are eligible to apply. For purposes of this program, a rural jurisdiction has a population of less than 50,000 residents; is not contiguous to an urban area; and has a lower population size and density than both urban and suburban areas. Concept papers, not exceeding 20 pages that address the goals/objectives of the program are requested for consideration by BJA. In addition, applicants must comply with the Application and Administrative Requirements section of this document in order to be eligible for consideration.

Selection Criteria: All concept papers will be evaluated and rated, based on the extent to which they meet the following weighted criteria:

A. Organizational Capability **20 points**

Special focus will be placed on:

- o Demonstrated knowledge of the philosophy, organizational requirements and processes of neighborhood-oriented policing;
- o Ability to document and assess program performance; and
- o Support and commitment for an ongoing program effort.

B. Soundness of the Proposed Strategy **35 points**

C. Qualifications of the Project Staff **10 points**

D. Clarity and Appropriateness of the Program Implementation Plan **25 points**

Competitive Section

Special focus will be placed on:

- o Effective utilization of non-Federal resources for the purpose of implementing demand-reduction programs and assessing program accomplishments.

E. Budget

10 points

BJA will negotiate final applications with jurisdictions selected for funding.

Award Period: This award will be for 18-months.

Award Amount: Award amounts will range from \$50,000 to \$150,000 for a total of up to \$1,000,000.

Due Date: Concept papers must be postmarked no later than May 15, 1991.

Contact: For further information, contact Margaret Heisler, Program Manager, Community Crime Prevention Programs Branch, (202) 307-1065.

DRUG IMPACTED SMALL JURISDICTIONS DEMONSTRATION PROGRAM

Purpose: The purpose of this program is to demonstrate effective drug control strategies which address drug trafficking and drug-related crime problems in jurisdictions with populations of 50,000 or less. This program will be implemented in two related initiatives. The first initiative will consist of the development of a comprehensive model through a technical assistance and model development grant. The second initiative will consist of implementation.

Background: Drug trafficking and drug-related crime has devastated many small jurisdictions. These communities, which represent a very large segment of the population of the United States, often lack the resources and expertise of larger jurisdictions in dealing with the expansion and sophistication of drug crime. The criminal justice system should have a primary role in mobilizing communities to develop comprehensive strategies for combatting illegal drugs and improve services to crime victims. The police and the communities should work together in a relationship of trust, cooperation and partnership to promote safety and security and to rid their neighborhoods of thugs and drug pushers. Prevention and intervention efforts will be concentrated in public housing complexes, drug-free school zones, recreational parks and community centers threatened by drug-related crime and illegal gang activity. The involvement of residents, neighborhood organizations and institutions is an essential component of these programs.

Goal(s):

- o To identify and assess the applicability of drug control strategies to small jurisdictions.
- o To adapt drug control strategies for implementation in small jurisdictions.
- o To disseminate effective drug control strategies for small jurisdictions.
- o To implement drug control strategies in selected jurisdictions.
- o To evaluate the effectiveness of the drug control strategies in the demonstration sites.

Objectives:

- o To assess existing community drug prevention and control strategies.
- o To develop a prototype drug prevention and control strategy for small jurisdictions.
- o To develop training and technical assistance materials to transfer the prototype to selected sites.
- o To provide training and technical assistance to demonstration sites.
- o To disseminate the results of the demonstration.

Program Strategy: This solicitation invites applications for a grantee to develop prototype materials and provide assistance to the demonstration sites (Track I). This solicitation also invites applications from jurisdictions to serve as demonstration sites (Track II). This program will be developed incrementally in four stages: assessment; prototype development; training and technical assistance development; and provision of training and technical assistance. The demonstration sites will participate with the training and technical assistance grantee in each of the four stages. The training and technical assistance grantee will assist the sites in developing and implementing an evaluation of their programs. If funds are awarded to an independent organization to conduct an evaluation of this program, the training and technical assistance grantee is expected to work closely with the evaluator. A decision will be made at the completion of each stage, based on availability of funds, and the quality and utility of the products, about whether to invest additional funds to complete the current stage or to terminate the program.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing community strategies by the training and technical assistance grantee. The demonstration sites will review the materials prepared by the training and technical assistance grantee and provide guidance regarding feasibility and applicability to their communities.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - Criteria for identifying community strategies,
 - Recommendations for refining the goals and objectives of the program, and
 - Descriptions of community strategies for developing comprehensive drug prevention and control programs;
- o Recommendations for developing a prototype community strategy that is applicable to small jurisdictions;
- o A preliminary design to evaluate the feasibility and effectiveness of the strategy; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of each stage.

Stage II - Development of Prototype

Upon successful completion of the assessment stage and with the approval of BJA, the training and technical assistance contractor will develop a prototype community strategy and prepare a program operations manual for organizing, planning, developing, implementing, monitoring and evaluating community drug prevention and control strategies in small jurisdictions. The demonstration sites will assist the training and technical assistance grantee in developing the program operations manual and provide recommendations regarding their training needs for implementing the prototype.

The products to be completed in this stage are:

- o A plan for prototype design and program operations manual development;
- o A draft and final program operations manual;
- o A plan by each demonstration site for implementing and evaluating the prototype strategy; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage.

Stage III - Training and Technical Assistance Development Activities

Upon successful completion of stage II, and with the approval of BJA, the training and technical assistance grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will transfer the prototype in the operations manual into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation must be developed to facilitate implementation of the prototype in the demonstration sites. The demonstration sites will review the training and technical assistance materials as they are developed to ensure the materials meet the needs as well as the needs of other small jurisdictions.

The products to be completed under this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package including the training manual and informational materials pertaining to the prototype and the evaluation;
- o Organization of a task group plan in demonstration sites; and
- o A dissemination strategy.

Stage IV - Provision of Training and Technical Assistance to Support Implementation at Demonstration Sites

The training and technical assistance grantee will provide assistance in implementing the prototype community strategy to the demonstration sites. The demonstration sites will continue organizational, planning and implementation activities.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance to demonstration sites;
- o A demonstration site plan for implementation and evaluation; and
- o A dissemination strategy to inform the field about the development of the program, and the products and results of this demonstration.

Eligibility Requirements: In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas to be eligible for consideration:

Track I - Training and Technical Assistance

Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Together co-applicants must meet the eligibility requirements specified below.

The applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Prior experience in the design and implementation of a multi-site demonstration program;
- o Demonstration and evaluation of criminal justice system;
- o Demonstrated knowledge of the issues associated with criminal justice system handling of drug offenders; and
- o Prior experience in the development and delivery of training or technical assistance.

The applicant also must demonstrate management and financial capability to effectively implement a project of this size and scope.

Track II - Demonstration Sites

Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Together co-applicants must meet the eligibility requirements specified below.

Competitive Section

The applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Authority, access to resources and flexibility in organizing and deploying human and financial resources in the community; and
- o Management and financial capability to effectively implement a project of this size and scope.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period:

Track I - Training and Technical Assistance

The initial award for 18 months will provide support for stages I through III.

Track II - Demonstration Sites

The initial award for 18 months will provide support for stages I through III.

Award Amounts: The BJA and the Office for Victims of Crime are jointly funding this program for a total of \$525,000. (BJA \$500,000; OVC \$25,000).

Track I - Training and Technical Assistance

Up to \$250,000 will be available for one cooperative agreement.

Track II - Demonstration

Up to \$90,000 will be available for each demonstration site. Up to three sites will be funded for a total of up to \$270,000.

Due Date: Applications for the technical assistance and model development grant must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

Drug Testing

DRUG TESTING TECHNICAL TRAINING AND ASSISTANCE

Purpose: The purpose of this program is to develop model drug testing strategies and provide training and technical assistance to jurisdictions participating in the Pretrial Drug Testing and Drug Testing Throughout the Criminal Justice System demonstration programs.

Background: Drug testing should be a part of each component of the criminal justice system as it is a critical deterrent in the Nation's drug war. The Office of Justice Programs has promoted the use of drug testing (urinalysis) since 1984 through research, evaluation, and demonstration initiatives. The documented results from the use of drug testing from pretrial through parole have shown urinalysis to be an effective tool in the identification and supervision of drug arrestees/offenders to the extent that the National Drug Control Strategy encourages its use throughout the criminal justice system. Since FY 1986, BJA instituted a number of programs to demonstrate the application of drug testing. These efforts were supported through technical assistance directed at specific components of the criminal justice system. The Drug Testing Training and Technical Assistance Program brings under one administrative mechanism the coordinated delivery of all technical assistance and training in support of drug testing operations. The advantages of this strategy are consolidation of training and technical assistance, which should result in cost savings; more meaningful training/technical assistance for various participants of the criminal justice system through comprehensive services; greater flexibility in responding to the needs of the jurisdictions; and, the encouragement of jurisdictions to plan systematically in the application of drug testing.

Goal(s):

- o To assess existing drug testing programs.
- o To develop a model drug testing strategy for the criminal justice system.
- o To provide training and technical assistance to State and local agencies.

Objectives:

- o To assess programs conducting drug testing within the criminal justice system.
- o To develop two prototype comprehensive drug testing programs.
- o To develop a training and technical assistance curriculum.
- o To deliver technical assistance and training to jurisdictions interested in implementing prototypes.

Program Strategy: This program provides technical assistance and training to State and local criminal justice systems desiring to conduct drug testing. Support is to be given to demonstration sites participating in the BJA Pretrial Drug Testing and Drug Testing Throughout the Criminal Justice System programs. In addition, this program provides assistance to jurisdictions desiring to implement drug testing through formula grants or local revenues. Further, special training is to be provided to selected adjudication agency representatives (i.e., prosecutors, judicial officials, pretrial agency officials, probation officials) to enhance awareness of the benefits of drug testing, the accepted technology, application of sanctions and operational procedures in administering a drug testing project. The program will consist of four phases:

Phase I - Assessment

The first phase of the program consists of identifying and assessing the use of drug testing throughout the criminal justice system.

The products completed during this phase are:

- o A plan for how the assessment will be conducted;
- o A draft and final report identifying:
 - Criteria for identifying comprehensive drug testing programs,
 - Recommendations for refining program goals and objectives,
 - Description of a comprehensive drug testing program; and
- o Recommendations for developing a prototype.

Phase II - Development of Prototype

Upon successful completion of Phase I and with the approval of BJA, the grantee will develop a prototype and prepare a program guide for organizing, planning, developing, implementing, monitoring and evaluating a comprehensive drug testing program.

The products completed during this phase are:

- o A plan for prototype design and program guide development;
- o A draft and final program guide; and
- o A dissemination strategy to inform the field about the development of the program and the products resulting from this phase.

Phase III - Training and Technical Assistance Development

Upon successful completion of Phase II and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will transfer the prototype in the program guide into a training and technical assistance package. Training materials which detail the prototype design and a program guide will be developed to facilitate implementation.

The products completed during this phase are:

- o A plan for the development of the training and technical assistance materials;
- o A draft and final training package including manual, curricula and informational materials;
- o Identification of training and technical assistance providers;
- o A design for evaluating the training; and
- o A dissemination strategy to inform the field of the development of the program and the products resulting from this phase.

Phase IV - Training and Technical Assistance Delivery

The grantee will provide training and technical assistance to States and local jurisdictions that are interested in implementing a comprehensive drug testing program. A minimum of 10 training workshops and 60 technical assistance visits will be conducted.

Competitive Section

Primary work products under this Phase are:

- o A plan for providing training and technical assistance;
- o Reports summarizing each training and technical assistance activity;
- o Evaluations from each activity; and
- o A dissemination strategy to inform the field about the development of the program and the products resulting from this phase.

Eligibility Requirements: Private organizations are eligible to apply. Applicant organizations may choose to submit jointly as long as one organization is designated the recipient of the cooperative agreement. In addition, applicants must meet the requirements in the Application and Administrative Requirements section of this document.

Selection Criteria: All applicants will be reviewed based on the extent to which they meet the following criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Award Period: An award will be for a period of up to 15 months.

Award Amount: Up to \$750,000 will be available for this program. One cooperative agreement will be awarded.

Due Date: Applications must be postmarked no later than 90 days after the date of this publication.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5943.

DRUG TESTING THROUGHOUT THE CRIMINAL JUSTICE SYSTEM

Purpose: The purpose of this program is to demonstrate in one jurisdiction a comprehensive offender management system that uses drug testing to identify and monitor drug-abusing arrestees/offenders at all stages of the criminal justice system.

Background: The National Drug Control Strategy (January 1990) indicates that drug "testing within the criminal justice system can serve as an 'early warning system' that provides another method of keeping offenders in check while they are on pretrial or post-conviction release. Moreover, random, mandatory drug tests, coupled with certain penalties, create a powerful incentive for those under correctional supervision -- a high risk group -- to get off and stay off drugs." BJA is supporting pretrial drug testing demonstrations as well as related work in the areas of jails, offender screening and referral for treatment, and the post-conviction stage. This new program seeks to assess the utility of drug testing in a comprehensive program involving pretrial agencies, jails, probation and parole, and treatment programs. The program seeks to demonstrate the feasibility of direct linkage between testing conducted by this system (and perhaps private agencies).

A coordinated focus on these core programs, which provide services to the system and especially, the court, by monitoring offenders--as opposed to processing cases--is required. While the court and prosecution/defense agencies focus on screening, charging, bargaining, and resolving legal issues (especially the defendant's guilt), the following all focus on the defendant: pretrial services agencies; Treatment Alternatives to Street Crimes (TASC) programs; jail-based testing and treatment programs; probation offices; and, public/private treatment programs.

These programs address common concerns:

- o Identifying/trailing the offender to determine level and type of drug use (if any) and amenability to different types of responses, including drug testing and monitoring, outpatient treatment, and inpatient treatment;
- o Maintaining some control over defendants who are under some court order, again through a variety of responses, to protect the public and assure compliance with court orders; and
- o Treating persons addicted to drugs, who are under some court order, in the hope of reducing future drug use and drug-related crime.

In FY 1990, Multnomah County, Portland, Oregon, was selected as the first site to participate in this program.

Goal(s):

- o To identify and assess criminal justice drug-testing programs.
- o To develop a comprehensive criminal justice drug-testing strategy.
- o To implement comprehensive drug-testing strategies in selected jurisdictions.

Objectives:

- o To identify, screen and manage drug abusing individuals throughout the criminal justice system.
- o To monitor compliance with conditions of release/sanctions through the use of urinalysis and other forms of supervision.
- o To integrate the application of drug-testing with other programs designed to eliminate drug dependence.

Competitive Section

Program Strategy: One jurisdiction will be selected to demonstrate a comprehensive management program which uses drug-testing (urinalysis) as a major tool for identification of drug use and continually monitors offenders from the time of initial arraignment until final sanctions are met. This would encompass drug monitoring as a condition of pretrial release, as part of jail-based treatment or monitoring programs, and as a condition of probation and/or parole.

The core of this demonstration will be the link between the use of drug testing at these different stages as part of a supervision program, including the capacity to ensure that appropriate offenders are systematically tested and tracked throughout their process through the criminal justice system; that information resulting from this testing is exchanged or passed on from one system agency to another for use in decision-making and to avoid duplication of effort; and that feedback to the court and other appropriate authorities (e.g., parole board) is maintained.

The jurisdiction selected for this demonstration will receive priority support from the Drug Testing Technical Assistance and Training Program (see separate program announcement).

The program strategy consists of four phases. These phases will be conducted in close cooperation with the organization selected to provide training and technical assistance under the Drug Testing Training and Technical Assistance Program.

Phase I - Assessment (1 month)

The grantee will review assessment material assembled by the training/technical assistance provider. These materials will be used toward the development of a prototype. The product of this phase is a report which summarizes the material reviewed.

Phase II - Prototype Development (2 months)

The grantee will coordinate with the training and technical assistance provider in the development of the prototype. The product of this phase is a report which summarizes the development of the prototype.

Phase III - Planning (3 months)

This phase allows the selected sites the opportunity to refine implementation plans, receive formal technical assistance and training, acquire resources to support project management, establish a system for the collection of critical data elements, revise evaluation plans, and complete agreements among key criminal justice agency representatives.

The products to be completed during this phase are:

- o Revised implementation plan and evaluation design;
- o Listing of data elements to be collected; and
- o Revised cooperative agreements.

Phase IV - Program Implementation (12 months)

This phase constitutes project operations. Technical assistance continues to be furnished to the demonstration sites to resolve outstanding issues or address implementation problems. Assistance is given to the National Program Evaluator (if one is selected) to collect and provide information for process and/or impact evaluation.

The products to be completed during this phase are:

- o Project descriptions and impact data; and
- o Progress reports to include problem identification.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which they meet the following criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

During the selection process, emphasis will be given to information which addresses:

- o The extent of drug use among their offender populations, placed in the context of recent statistics about the total population coming through their systems.
- o A general overview of how their criminal justice system operates including the organizational relationship of key adjudication and probation/parole agencies to one another and the way in which both cases and offenders proceed through the system.
- o Details about all operational drug testing programs, including site or status of the program, volume of offenders handled, type of laboratory facilities used for the testing, etc.
- o Description of how drug testing results are currently used to make informed decisions about release or detention following arrest, conditions of pretrial release, jail classification, conditions placed on drug-using probationers and parolees, etc.
- o Evidence of system and, if possible, community support of the drug-testing operations already ongoing, especially from key agency personnel, and details about any committees or other structures which now coordinate or provide oversight for individual or system drug-testing efforts.
- o Current allocation of resources, including any Federal funds such as BJA block grant funds, which serve to support existing drug-testing activities. Current or planned sources of funding, such as collecting user fees, should also be noted.
- o Information systems (automated or integrated systems or single agency systems) which are operational that are utilized to process information on drug-using offenders who are tested, including the extent to which different agencies now exchange such information and provide feedback to the court on successful cases and violation of conditions.
- o The extent to which testing is already part of a comprehensive monitoring/supervision plan for offenders.
- o The extent, if any, to which drug treatment is provided through the system and how such treatment is conducted (supervised) by system agencies and related, if at all, to ongoing drug-testing operations.
- o Any evidence which suggests that the ongoing drug-testing efforts have achieved such goals as reducing pretrial misconduct, reducing jail populations, reducing drug use, or achieving specific goals set by the local jurisdiction.

Competitive Section

- o A memorandum of understanding among all agencies involved in this systematic effort. Such memorandum will set forth the role of each agency in the process and signature by the agency head will assure a firm commitment of that agency to conduct the demonstration as outlined in the application, as amended by negotiations with BJA. For the application itself, letters of commitment from these key agency heads, including especially the chief judge (or justice) of the jurisdiction, will be required.
- o Any other information about the current situation which is relevant to the capability of the jurisdiction to conduct this program.

Award Period: The award will be for a period of up to 18 months.

Award Amount: Up to \$800,000 will be available for this program.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Jay Marshall, Courts Branch, (202) 514-5943.

Victims

TRAINING AND TECHNICAL ASSISTANCE FOR VICTIM SERVICE PROVIDERS

Purpose: The purpose of this program is to provide training to victim assistance service workers in the areas of program development, management, evaluation and direct service.

Background: Although crime has been a problem of great national concern for decades, it only has been in the last ten years that the plight of the crime victim has been brought to the Nation's attention. The President's Task Force on Victims of Crime was created in 1981 to focus on this problem. After holding six public hearings, the Task Force issued a final report in December of 1982 and made 68 recommendations on how the treatment of crime victims could be improved. Since then, there has been an increase in the number and type of victim assistance as well as training for victim service program staff. Over the past three to five years, the Office for Victims of Crime (OVC) has supported the development of curriculum for training victims assistance service providers, including rape crime counselors, child abuse treatment specialists, counselors for battered women, victim/witness advocates, counselors for survivors of homicide victims and others.

Goal(s):

- o To disseminate effective strategies for improving services to crime victims.
- o To provide training to victim service providers.

Objectives:

- o To develop a strategy for providing training to victim service providers.
- o To provide training nationwide.
- o To evaluate the effectiveness of the training.

Program Strategy: This solicitation invites applications for a grantee to provide training to crime victim service providers, based on a curriculum developed by OVC under previous grants.

The products to be completed include:

- o A plan for providing training nationwide;
- o Revisions, subject to OVC approval, to the training curriculum and development of an evaluation strategy;
- o The identification of training and technical assistance personnel;
- o Pretest of the curriculum;
- o Implementation of the training strategy; and
- o A report on the results of the evaluation.

Competitive Section

Eligibility Requirements: In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Experience in the development and delivery of training or technical assistance;
- o Demonstrated knowledge of the issues associated with criminal justice handling of crime victims and service provision to victims; and
- o Demonstrated management and financial capability to manage a program of this size and scope.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria.

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period: This award will provide support for the implementation of the training activities over a 12-month period.

Award Amount: Up to \$150,000 has been allocated for training and one cooperative agreement will be awarded. This program is a collaborative effort between the OVC and the BJA. Both organizations will jointly process and administer the award.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Jody Forman, Program Manager, Corrections Branch, BJA (202) 514-5943 or Vickie O'Brien, OVC (202) 307-5947.

**TRAINING AND TECHNICAL ASSISTANCE FOR LAW ENFORCEMENT
(SEXUAL ASSAULT VICTIMS)**

Purpose: The purpose of this program is to provide training and technical assistance to law enforcement officers, prosecutors, and victim service providers in the area of sexual assault.

Background: According to the Uniform Crime Report, there were 92,490 rapes reported during 1988. The victim's first points of contact with the criminal justice system are the police and prosecutors. These two groups have the opportunity to offer sexual assault victims interaction which is supportive and sympathetic. Sensitive treatment of victims is not only proper, but will also encourage victim participation in criminal justice proceedings -- a motivation often lacking with victims of sexual assault.

Goal(s):

- o To identify appropriate protocol for interaction with victims of sexual assault.
- o To improve the quality of the criminal justice system's relationship with victims of sexual assault.
- o To disseminate training programs for interaction with victims of sexual assault.

Objectives:

- o To assess existing police and prosecutor protocol for inter-relating with victims of sexual assault.
- o To develop a prototype for providing services to victims of sexual assault.
- o To develop training and technical assistance materials to translate the prototype to the field.
- o To disseminate the training material.

Program Strategy: This solicitation invites applications for a grantee to develop a prototype and training and technical assistance materials. This program will be developed incrementally in three stages: assessment; prototype development; and training and technical assistance development. A decision will be made at the completion of each stage, based on availability of funds, and the quality and utility of the products, about whether to invest additional funds to complete the current stage or to terminate the program.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing protocol for interaction with victims of sexual assault.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft report which includes:
 - Criteria for identifying effective protocols for victims of sexual assault,
 - Recommendations for refining the goals and objectives of the program, and
 - Descriptions of protocols for victims of sexual assault;

- o Recommendations for developing a protocol;
- o A preliminary design to evaluate the feasibility and effectiveness of the protocol;
- o A dissemination strategy to inform the field about the development of the protocol, the products and results of each stage; and
- o A final report.

Stage II - Development of Prototype

Upon successful completion of the Assessment Stage and with the approval of BJA, the grantee will develop a prototype victims of sexual assault program and prepare a program operational manual for organizing, planning, developing, implementing, monitoring and evaluating the prototype program.

The products to be completed in this stage are:

- o A plan for prototype design and protocol manual development;
- o A draft and final protocol manual; and
- o A dissemination strategy to inform the field about the development of the protocol manual and the products and results of this stage.

Stage III - Training and Technical Assistance Development Activities

Upon successful completion of Stage II and with the approval of BJA and OVC, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will transfer the prototype in the protocol manual into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation must be developed to facilitate implementation of the prototype.

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package, including the training manual and informational materials pertaining to the prototype and the evaluation;
- o A pretest of the training materials;
- o Refinement of training materials based upon pre-test results; and
- o A dissemination strategy.

Eligibility Requirements: Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and any co-applicants are designated as such. Together co-applicants must meet the eligibility requirements specified below.

In addition to the requirements enumerated in the Application and Administrative Requirements Section of this document the applicant must demonstrate experience in the following areas in order to be eligible for consideration:

- o Demonstrated knowledge of the issues associated with criminal justice system handling of victims of sexual assault; and
- o Prior experience in the development and delivery of training or technical assistance.

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The applicant must also demonstrate that they have the management and financial capability to effectively implement a project of this size and scope.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Award Period: The initial award will provide support for stages I through III over a 12-month period. This program is a collaborative effort between the Office for Victims of Crime (OVC) and the BJA.

Award Amount: Up to \$150,000 has been allocated for the initial award for training and technical assistance. One cooperative agreement will be awarded competitively.

Both organizations will jointly process and administer the award.

Due Date: Applications must be postmarked no later than 90 days from date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Corrections Branch, BJA, (202) 514-5943, or Vickie O'Brien, Special Programs Division, OVC, (202) 307-5947.

Improved Information Systems

CRIMINAL HISTORY INFORMATION SYSTEMS

Purpose: The purpose of this program is to demonstrate, in selected States, strategies for improving the quality and timeliness of State criminal history record information as part of an effort to stop firearms sales to felons.

Background: Improvement of State criminal history information systems to enhance reporting and access to accurate and complete criminal history data is a critical factor in crime control and prevention throughout the country. Section 6213 of the Anti-Drug Abuse Act of 1988 required the Attorney General to report to Congress by November 1989 on a criminal history system for immediate and accurate identification of felons who attempt to purchase firearms. A Task Force on Felon Identification in Firearms Sales was established to develop a range of options that would comply with the statute. In October 1989, the Task Force completed its final report and forwarded it to the Attorney General for consideration. The Task Force identified several options for systems to identify felons who attempt to purchase firearms, but made no specific recommendations. The report also identified major problems in the quality and completeness of criminal history records and the ability to identify individuals convicted of felony offenses.

In his report to Congress, of November 20, 1989, the Attorney General recommended a four-part program to enhance efforts to stop firearms sales to felons. Part of that recommendation was to use \$9,000,000 of Anti-Drug Abuse Act Discretionary Funds in each of Fiscal Years 1990, 1991, and 1992 to fund States for the purpose of achieving compliance with the new Federal Bureau of Investigation (FBI) reporting standards and to improve the data quality of State criminal history record information. This program is in the second year of implementation of the Attorney General's report.

Goal(s): To make systematic improvements in the quality and timeliness of State criminal history record information throughout the country.

Objectives:

- o To place particular emphasis on improving disposition reporting and encouraging States with non-automated systems to consider automation.
- o To provide funding and technical assistance to improve the accuracy, completeness, and timeliness of criminal history record information.
- o To accurately identify criminal history records that contain a conviction for an offense classified as a felony (or equivalent) within the State.
- o To assist States in meeting the FBI newly developed voluntary reporting standards.

Program Strategy: The BJA and the Bureau of Justice Statistics will publish the solicitation for applications by way of a separate notice in the Federal Register in the near future.

This program is for the development and implementation of systems and procedures designed to: (1) enhance State criminal history records in order to accurately identify convicted felons; (2) meet the new FBI voluntary reporting standards for identifying such individuals; and (3) improve the quality and timeliness of criminal history record

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information. A primary focus of this program is to identify impediments to disposition reporting, to develop plans and procedures to improve such reporting, and to allocate resources to overcome obstacles to complete disposition reporting. Specific program requirements will be described in the solicitation.

Eligibility Requirements: In addition to the requirements in the Application and Administrative Requirements section of this document, applicants should be the State agency responsible for directing or overseeing the repository of Statewide criminal history files on persons arrested for fingerprintable offenses within the State. Agencies responsible for reporting dispositions to the criminal history repository are also eligible to receive funds.

Selection Criteria: The BJA and the BJS will provide applicants with specific selection criteria in the subsequent Federal Register announcement.

Award Period: The award periods are usually 12 to 18 months.

Award Amount: Up to \$8,700,000 will be available for this program.

Due Date: A due date will be announced in a subsequent Federal Register announcement.

Contact: For further information, contact Donald J. Anderson, Chief, Information Systems Branch, BJA, (202) 514-5943, or Bernard E. Shipley, Grant Manager, State Branch, BJS, (202) 307-0770.

OTHER

STATE AND LOCAL TRAINING AND TECHNICAL ASSISTANCE

Purpose: The purpose of this program is to provide training and technical assistance to States and local jurisdictions in developing and implementing comprehensive systemwide strategies to prevent and control illegal drug trafficking and use based on effective BJA discretionary initiatives.

Background: The primary mission of BJA is to support national drug control efforts by improving State and local drug enforcement and to improve State and local criminal justice systems. To accomplish this, BJA is authorized to administer both a discretionary grant program and a formula grant program. A major purpose of the discretionary program is to demonstrate new and innovative programs and strategies which, if determined to be effective, can be documented and replicated throughout the Nation. This training and technical assistance project is designed to encourage States to include the programs and strategies developed through the discretionary program in their State drug control strategies when and where appropriate. The assistance will focus on prevention as well as on all components of the criminal justice system: law enforcement, prosecution, courts, and supervision. It will emphasize coordination of resources and activities by all components of the system to maximize the use of scarce resources and enhance the effectiveness of programs and strategies.

Goal(s):

- o To enhance the States' administrative, management and planning capabilities in the implementation of the Drug Control and System Improvement Formula Grant Program.
- o To assist the States in the implementation of State drug control strategies and subsequent program initiatives through the delivery of technical assistance and training.
- o To facilitate the delivery of operational technical assistance and training to State and local criminal justice agencies.
- o To promote the implementation of programs developed under the BJA Discretionary Grant Program.
- o To inventory and assess the program materials completed under BJA Discretionary initiatives.
- o To develop/package Discretionary Program materials in a format that increases their utility to States in developing programs.

Objectives:

- o To enhance, through the provision of targeted and specific technical assistance, State formula grant administrative capabilities and State efforts to develop and implement statewide drug control plans emphasizing BJA program models developed under the Discretionary Grant Program.
- o To provide a wide range of training and technical assistance to State and local operational criminal justice agencies designed to address their individual needs and the collective needs of the components of the criminal justice system utilizing all appropriate sources, to include BJA discretionary grantees, other Federal, State and/or local agencies and other appropriate providers.

Program Strategy: This solicitation invites applications for a task order based cooperative agreement to provide a wide range of technical assistance and training support to State and local criminal justice agencies. There are three components of the program: (1) a BJA formula grant component designed to determine the technical assistance

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needs and priorities of the designated State Administrative Agencies and other relevant State executive branch agencies to enhance BJA's capacities to provide assistance to the States in their development and implementation of statewide drug control plans; (2) an assessment of available and planned discretionary grant prototype programs and the development of optimal format and dissemination plans to improve the utility of discretionary program materials for State and local agencies; and (3) the delivery of training and technical assistance in a wide range of programmatic areas to State Administrative Agencies and operational State and local criminal justice agencies designed to address the individual agencies defined need.

Component I - State Administrative and Planning Assistance

Under the Anti-Drug Abuse Act of 1988, States are required to develop a statewide strategy to identify the priority needs related to drug and violent crime in their respective States. In many instances, BJA-required plans are tactical strategies to implement broader State-specific drug plans. This project will develop a continuing program to support State strategy development, both broad State strategies as well as BJA-required plans, and the resulting program development, implementation and monitoring efforts. This program will include: national and regional conferences related to both administrative and programmatic needs of the States; support to State-sponsored policy and planning conferences and activities; and ad hoc assistance to individual States. The applicant must describe how they will design and implement a technical assistance and training program that is responsive to both BJA direction and to the States' needs and interests which vary considerably in terms of their existing capacities, planning processes and needs for training and assistance. Up to \$400,000 will be available for work under this component.

The anticipated products to be completed for this component are:

- o A national conference of State Administrative Agency officials to define their technical assistance and training needs and priorities; and
- o Development of a Technical Assistance Resource Directory to assist the States in determining available technical assistance sources.

Component II - Documentation Assessment and Development

Grantee will conduct an inventory of available documents which support the development and implementation of prototypes under the BJA Discretionary Grant Program. An assessment will be made to: (1) define the packaging of technical assistance/training materials (i.e., implementation manuals, training manuals) which will be of most use to the States and implementing agencies and (2) identify additional material to complete the technical assistance/training package. Up to \$200,000 will be available for work under this component.

The products to be completed during this component are:

- o An inventory of documents supporting prototypes under BJA discretionary grant programs;
- o An assessment of materials needed for the technical assistance/training package and of materials to be produced; and
- o A dissemination strategy to inform the field of the products of this component.

Component III - Operational Criminal Justice Technical Assistance and Training

The grantee will be responsible for establishing the capability to identify and utilize individuals and organizations qualified to provide a wide range of assistance, consistent with BJA policies and priorities, and focused on the operational needs of the criminal justice system. These resources will be utilized to respond to particular requests from States and local jurisdictions as well as integrated into project efforts to assist the States and local agencies collectively. The identification of appropriate individuals and organizations will include, existing BJA discretionary

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grantees; Federal, State and local officials; and other recognized experts, both individuals and organizations, having demonstrated qualifications in planning, program development, implementation and assessment. The applicant must outline a process for developing a consultant pool that is adequate to address the prevention and control of illegal drugs incorporating all elements of the criminal justice system at the State and local levels. Applicants must also explain how they would manage requests for technical assistance from State and local jurisdictions under a task-order procedure with BJA as well as describe the proposed approach for assessment of technical assistance efforts in terms of usefulness, effectiveness and impact or benefit to the requesting agency. Up to \$400,000 will be available for work under this component.

The products to be completed during this stage are:

- o Provision of technical assistance to State and local jurisdictions that make a request for assistance;
- o Reports on each technical assistance and training effort;
- o Development of an automated technical assistance capacity to collect, select and utilize individuals and organizations in the conduct of technical assistance and training efforts; and
- o Development and implementation of a procedure to assess the benefits and results of each technical assistance and training effort supported by this cooperative agreement.

Eligibility Requirements: In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must demonstrate capabilities in the following areas:

- o Demonstrated capability to develop and deliver training and technical assistance, to include conference planning and assistance for possible BJA and State meetings;
- o Demonstrated knowledge of the issues associated with the criminal justice system, with emphasis on drug control activities; and
- o Experience and organizational qualifications to manage a complex task-order program of this size and scope.

Selection Criteria: All applications will be evaluated and rated on the extent to which they meet the following weighted criteria:

A. Organizational Capability	30 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of Staff	10 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Award Period: The initial award period will be 15 months.

Award Amount: Up to \$1,000,000 will be available for this program. One cooperative agreement will be awarded competitively.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Mary Santonastasso, Chief, West Branch, State and Local Assistance Division, (202) 514-6638, or Jay Marshall, Chief, Prosecution Branch, (202) 514-5943.

DRUG NIGHT COURTS

Purpose: The purpose of this program is to develop prototype strategies and related training materials for extending the hours of operation of courts in medium and large cities that focus on the adjudication of drug cases.

Background: Our national court systems are coping with increasing criminal litigation. Approximately 12 million criminal cases were filed in 1988, an increase of over 60 percent from the criminal cases filed in 1984. Many of these cases are drug cases, resulting from increased enforcement of drug violations. Between 1984 and 1988, the number of drug cases increased by 64 percent in the U.S. District Courts. From a sampling of State court operations, the number of drug cases filed in general jurisdiction courts increased by 127 percent in Texas, 112 percent in Colorado, 90 percent in Florida, and 82 percent in Massachusetts. A special study of large general jurisdiction trial courts shows that drug-related cases increased by 56 percent in 17 cities between 1983 and 1987. Despite the explosion of litigation, and particularly in criminal case filings, the amount of resources (i.e., courtrooms, judges, support staff) in our State courts has remained relatively unchanged.

Over the past several years, special emphasis has been given to increasing the management capacity of our courts to handle the increasing case filings. Court delay techniques, such as differentiated case management and expedited management of drug cases have proven successful by increasing the disposition rates and addressing backlogs. However, frequently improved case management cannot be the sole response because of the sheer number of cases. Jurisdictions which have achieved this threshold must consider additional resources.

The decision to increase the capacity of our judicial system must consider not only the number of judges and support staff to hear and rule on cases, but also the physical assets of the court in which to operate. Most obvious is the need for additional courtrooms, areas for juries and witnesses, offices space, etc. The costs for such additional physical assets can be expensive and, for many jurisdictions, prohibitive. Those courthouses which were not planned for potential future expansion can only be expanded by construction or purchase/rental of new facilities.

An alternative to increasing the physical assets of the court is to use the existing facilities during non working hours. Because normal hours of court operations end at 5:00 p.m., many of the facilities can be used during the early and late evening hours.

Initial surveys indicate the courts, especially in medium and large cities, are turning to extended hours of operation to cope with increasing litigation. Many of these courts are handling criminal cases. They differ in extent of their jurisdiction (i.e., arraignment, plea, bail setting, bench trials, sentencing) and hours of operation (i.e., early evening, late evening, 24 hours a day). Also, the costs to these courts of operating beyond traditional business hours vary. Another difference is the type of criminal case handled. For example, unlike most of the courts which appear to handle all types of cases, Cook County, Illinois, operates a night court system exclusively for drug cases.

Extended hours of court operations would suggest that more cases are being handled within a selected period of time. However, there remain questions as to efficiency, practically and overall effectiveness in balancing the goal of swift, deliberate and fair justice with characteristics of night court operations. Further, night court operations focusing on drug cases may pose issues or reflect characteristics which require special consideration in the development and operation of such courts.

Goal(s):

- o To identify and assess the application of extended court operations for the adjudication of drug cases.
- o To develop a prototype for extended court operations.
- o To disseminate effective extended court operations models.

Objectives:

- o To assess court programs involving the use of evening and night operations.
- o To develop a prototype(s) night court program.
- o To prepare two demonstration program strategies.
- o To disseminate the prototype.

Program Strategy: This solicitation invites applications for a grantee to assess the concept of drug night courts and to develop a prototype(s) which may serve as the basis for future demonstration. The program will be administered in three phases.

Phase I - Assessment (3 months)

An assessment will be conducted of existing information on night court operations, in general, and on night courts which handle either exclusively or primarily cases involving drug violations. This assessment will include a literature review of previous research on such court operations. From the review, the assessment will determine strengths and weaknesses of night court operations and especially night drug courts (including legal and administrative analysis), discuss various operational models, and identify those models which appear to be "promising" in the context of potential demonstration and replication.

The products to be completed during this phase are:

- o A plan specifying how the assessment will be conducted;
- o A literature review;
- o An assessment report (draft and final), which includes:
 - criteria for identifying promising night court programs,
 - descriptions of existing programs; and
- o Recommendations for developing a prototype(s).

Phase II - Program Development (5 months)

The second phase will focus on common characteristics among those operational models and identify those elements which are of critical importance to their successful operation. This information will be used to develop a prototype(s) night court program guide for organizing, planning, developing, implementing and evaluating a night court program.

The products to be completed during this phase are:

- o A plan for prototype design and program guide;
- o A draft and final program guide;
- o A dissemination strategy; and
- o Recommendations for demonstrating and evaluating the prototype.

Phase III - Training and Technical Assistance Development Activities (4 months)

Upon successful completion of Phase II, and with the approval of BJA, the training and technical assistance grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will transfer the prototype in the program guide into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and program guide will be developed to facilitate implementation of the prototype.

The products to be completed during this phase are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers; and
- o A draft and final training and technical assistance package including the training manual and informational materials pertaining to the prototype and the evaluation.

Eligibility Requirements: Applications are invited from public agencies and private organizations. Applicant organizations may choose to submit jointly as long as one organization is designated the recipient of the cooperative agreement. Applicants must meet the following eligibility requirements: the applicant must demonstrate experience in: (a) the development and delivery of technical assistance related to the judicial administration; and (b) applied research or evaluation of programs related to judicial administration. The applicant must also demonstrate the management and financial capability to implement the scope of work to be conducted under this program. In addition, the applicants must meet the requirements in the Application and Administrative Requirements section of this document.

Selection Criteria: All applications will be evaluated and rated based on the extent to which they meet the following criteria:

- | | |
|---|-----------|
| A. Organizational Capability | 10 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 30 points |
| E. Budget | 10 points |

Award Period: An award will be for a period of up to 12 months.

Award Amount: Up to \$150,000 will be available for this program to conduct work under Phases I and II.

Due Date: Applications must be postmarked no later than 90 days from the date of this publication.

Contact: For further information, contact Jay Marshall, Courts Branch, (202) 514-5943.

**NON-COMPETITIVE PROGRAM
SECTION**

Intermediate Sanctions/User Accountability

BOOT CAMP TRAINING AND TECHNICAL ASSISTANCE (INTERMEDIATE SANCTIONS)

Purpose: The purpose of this program is to provide training and technical assistance to State corrections agencies in the development and enhancement of boot camp programs and drug-related components.

Background: Intermediate sanctions are a range of punishments more restrictive than simple probation, but less restrictive than incarceration in a traditional prison. A primary focus has been on "boot camps." "Boot camps" provide a choice between traditional prison incarceration and supervised, community-based release, predominantly for the young, non-violent offender. These programs are, for the most part, voluntary and successful completion may result in a reduction in sentence. New successful programs emphasize discipline, treatment and work.

The term "boot camp" generally refers to a form of incarceration characterized by a highly structured, strict, military-type environment where offenders are required to participate in drills, physical conditioning and manual labor. The specific components of these programs vary but may include activities such as work, life skills improvement, self-esteem enhancement, educational and vocational training, personal hygiene improvement and substance abuse treatment. Post release intensive supervision, a common element in boot camp programs, may also include drug testing, restitution and community service.

Among the possible benefits of successful boot camps are the creation of new intermediate sanctions and sentencing options that: (1) stress personal accountability; (2) enhance public safety through incapacitation for a period of time; (3) promote the perception of punishment and provide a potential deterrent to others; (4) incorporate rehabilitation and treatment elements that provide an opportunity for offenders to become law-abiding and drug-free; and (5) may be established quickly, possibly utilizing surplus property and engendering greater community support.

Goal(s):

- o To identify promising/effective boot camp programs for nonviolent offenders.
- o To provide the capability to implement effective boot camp programs to selected jurisdictions.
- o To disseminate effective boot camp programs.

Objectives:

- o Assess existing boot camp programs that serve as intermediate sanctions.
- o Develop a prototype(s) boot camp program.
- o Develop training and technical assistance materials to facilitate implementation of this prototype.
- o Provide training and technical assistance to States and local jurisdictions.

Program Strategy: This program will be implemented through an interagency agreement with the National Institute of Corrections (NIC) to develop prototype materials and provide assistance to the BJA demonstration sites as well as to other States and local jurisdictions. This program will be developed incrementally in four stages: assessment; prototype development; training and technical assistance development activities; and provision of training and technical assistance.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing boot camp programs that are designed to serve as an intermediate sanction for nonviolent offenders. Literature on effective supervision programs should be reviewed to provide a framework for the program identification and assessment process, as well as for prototype development.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - Criteria for identifying promising boot camp programs, and
 - Recommendations for refining the goals and objectives of the program;
- o Recommendations for developing a prototype boot camp program; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of each stage.

Stage II - Development of Prototype

Based on the results of the Assessment Stage, NIC will develop a prototype(s) boot camp program and prepare a program operations manual for organizing, planning, developing, implementing, monitoring and evaluating a boot camp program. The BJA boot camp demonstration programs will review the prototype materials.

The products to be completed in this stage are:

- o A plan for prototype design and program operations manual development;
- o A draft and final program operations manual; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage.

Stage III - Training and Technical Assistance Development Activities

NIC will prepare a plan for developing the training and technical assistance materials. Based on the plan, NIC will transform the prototype in the operations manual into a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation must be developed to facilitate implementation of the prototype.

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package including the training manual and informational materials pertaining to the prototype;
- o Design for evaluation of the training program; and
- o A dissemination strategy.

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Stage IV - Provision of Training and Technical Assistance to Support Implementation at Demonstration Sites

NIC assist in implementing the prototype boot camp program first to the demonstration sites and subsequently to other jurisdictions interested in implementing boot camps as intermediate sanctions.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance to selected jurisdictions including the BJA demonstration programs;
- o Pretest the curriculum;
- o Implementation of the technical assistance strategy and the evaluation; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this demonstration.

Eligibility Requirements: Three-hundred fifty thousand dollars will be transferred to the National Institute of Corrections through an interagency agreement.

Selection Criteria: Not applicable.

Award Period: This award will provide support for Stages I through IV over an 18-month period.

Award Amount: Up to \$350,000 will be available for this program.

Due Date: Not applicable.

Contact: For further information, contact Kim Rendelson, Corrections Branch, (202) 514-5943.

STRUCTURED FINES: TECHNICAL ASSISTANCE AND TRAINING

Purpose: The purpose of this technical assistance and training program is to enhance the application and enforcement of day fines as sanctions in the punishment of drug offenders.

Background: The criminal fine is one of the most often used sanctions, especially in drug cases involving both misdemeanor and felony charges. Administered correctly, the criminal fine can have a profound impact on the offender, can send a pointed message to those engaged in criminal behavior, and can generate substantial revenue for the criminal justice system. Fines can be a primary form of intermediate sanction and, for that reason, must be administered properly. The benefits or impact from using criminal fines can be diluted by misapplication and poor management. Often, the fine far exceeds the ability of the individual to pay and there is no effective process in which to ensure the obligation is fulfilled. Consequently, offenders, by failing to satisfy this sanction (i.e., because of their own economic conditions, forgetfulness, outright purposeful neglect), challenge the credibility of the sanction and the system's capability to enforce the obligation. Unless the fine is reasonable and enforced, the resulting impact is diminished.

The National Institute of Justice (NIJ) is concluding its experiment and piloting of the Day Fine Program in Staten Island, New York. The States of Arizona, Oregon and Minnesota are beginning to initiate a form of this program. These early efforts show great promise in administering a fine assessment/enforcement process which makes the sanction timely, meaningful and credible. In the pilot projects, the amount of the fine imposed is commensurate with the offender's ability to pay and the seriousness of the offense based on a thorough assessment of the case. The administrative mechanism to enforce collection of the fine is an essential element of the program. Consequently, fine amounts are realistic and nonpayment rarely is due to the inability to pay. From the NIJ pilot effort and work ongoing in Phoenix, an overall program design with critical elements will be developed to guide implementation of the Structured Fines Program targeted at both felony and misdemeanor offenders.

Goal(s):

- o To assess existing structured fines programs.
- o To develop a prototype structured fines program.
- o To implement a structured fines program in selected sites.
- o To disseminate effective structured fines programs to the field.

Objectives:

- o To identify and assess existing structured fines programs.
- o To design a structured fines program.
- o To develop a training and technical assistance curriculum.
- o To provide training and technical assistance to demonstration sites.
- o To disseminate the results of the demonstration program.

Program Strategy: This effort will support the development, implementation and replication of demonstration sites under the Structured Fines Program which is designed to enhance alternative sanctioning options by applying and enforcing day fines as a means to achieve realistic and credible monetary penalties. This technical assistance and training component will consist of four phases:

Phase I - Assessment

The assessment phase includes those activities that assemble program-related material and survey the field concerning the application of the structured fine concept. In addition to identifying those jurisdictions currently engaged in planning and implementing the structured fine concept, the assessment will discuss implementation issues facing those jurisdictions and it will summarize the needs for subsequent technical assistance/training.

The products to be completed under this phase will be:

- o A literature review and index of documents in repository; and
- o Draft and final assessment which includes:
 - Recommendations for prototype development, and
 - Descriptions of existing fine programs.

Phase II - Program Development

The grantee will develop and refine prototype(s) and prepare a program guide for organizing, planning, implementing, monitoring and evaluating activities within the Structured Fines Program. The program guide will explain the program design in detail, including elements, policies and procedures and will serve as the basis for developing training material under Phase III.

The products to be completed under this phase are:

- o A plan for developing prototype and program guide;
- o A draft and final program guide; and
- o A dissemination strategy to inform the field of the products resulting from this phase.

Phase III - Training/Technical Assistance Development

Upon successful completion of Phase III and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will transfer the prototype design(s) and program guide into a training and technical assistance package.

The products to be completed under this phase are:

- o A plan for developing training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package, including the training manual and information materials pertaining to the prototype(s);
- o A design for evaluating the training and technical assistance; and
- o A dissemination strategy to inform the field of the products resulting from this phase.

Phase IV - Training/Technical Assistance Delivery

Training and technical assistance will be provided to those jurisdictions selected for demonstration. Assistance will be available during the start-up phase of the prototypes and during project implementation when needed. The products to be completed under this phase are:

Non-Competitive Section

- o A technical assistance and training plan;
- o Reports of results from training and technical assistance delivered;
- o Reports on evaluation results; and
- o A dissemination strategy to inform the field of the products resulting from this phase.

Eligibility Requirements: The Vera Institute of Justice is invited to submit an application under this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for 12 months.

Award Amount: Up to \$150,000 is available for this program.

Due Date: The application must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5943.

CIVIL PENALTY DEMONSTRATION PROGRAM

Purpose: The purpose of this program is to demonstrate, in selected local jurisdictions (up to six prosecutors' offices), strategies for imposing civil penalties for possession of small amounts of controlled substances.

Background: Intermediate sanctions recognize gradations in the seriousness of criminal behavior and are designed to respond accordingly with graduated levels of punishment. The casual use of drugs among a substantial portion of the population provides a steady source of demand for drugs. The number of these individuals and the expense of criminally prosecuting persons apprehended for possession of small amounts of controlled substances for personal use makes prosecution of these cases a low priority. The Anti-Drug Abuse Act of 1988, in Section 6486, (21 USC 844a) provides a new civil penalty provision which imposes noncriminal money fines on persons who possess small amounts of controlled substances. It is believed that this sanction, aggressively imposed, will help reduce the demand for these substances by first or second time offenders who would be subject to fines if apprehended. Since possession cases rarely come to the direct attention of the United States Attorney's Office, a cooperative effort involving a local (or State) prosecutor, working with local law enforcement agencies, would seem to be the optimal approach to identify, document and present the appropriate individuals to the United States Attorney's Office for imposition of the civil penalties for possession.

Goal(s): To demonstrate and determine the effectiveness of the local prosecutor's participation in the Department of Justice's (DOJ) imposition of civil penalties for the possession of small amounts of controlled substances.

Objectives:

- o To demonstrate, in three to six pilot projects, several approaches to determine the most effective operational approach for implementing a program imposing civil penalties for the possession of small amounts of controlled substances.
- o To assess and evaluate each funded project for the effectiveness of its approach and to attempt to determine the impact that civil penalties have on possession of controlled substances in its jurisdiction.

Program Strategy: This program provides funding to selected local prosecutors in three to six of the United States Attorneys' Offices designated as pilot jurisdictions for implementing the Department of Justice (DOJ) Regulations pursuant to Section 6486 of the Anti-Drug Abuse Act of 1988. This program will provide funding to a local prosecutor's office to work with local law enforcement agencies on some or all of the following activities: identify individuals, test for suspected controlled substances, and assist in correlating and presenting cases to the United States Attorney's Office to assess action under the civil penalty provisions of the 1988 statute and the Department's Civil Penalty Regulations. The funding to the local prosecutor's office will support personnel to be assigned to this effort. The prosecutor will develop a screening procedure and establish a process which will follow directions established by the Civil Division, DOJ, to identify individuals who have been apprehended for possession of controlled substances and who are not expected to be prosecuted criminally due to the relatively minor nature of the offense. Upon apprehension of an individual, the project's prosecutor will screen the subject and, for those meeting the criteria, fully document and forward the record to the United States Attorney's office for further determination under the Civil Penalties Regulations.

It is expected that a detailed, common protocol will be established between the United States Attorney's Office and the funded local prosecutor's office to facilitate the program's evaluation.

Non-Competitive Section

It is anticipated that successful demonstration projects will require a dedicated staff consisting of at least one full-time prosecutor, with appropriate support staff, who may be cross-designated by the United States Attorney to assist in the presentation of the civil penalties case.

Eligibility Requirements: Three to six local (including State) prosecutors' offices, each from within a United States Attorney's Office jurisdiction currently participating in the Department of Justice Civil Penalties Program Implementation Task Force, will be selected in conjunction with the Civil Division, Department of Justice, and the participating United States Attorney's Offices. Not more than one project will be within a single United States Attorney Office's district.

The jurisdictions selected will negotiate an application for grant funding with BJA. The application must address the requirements on page 3. Three to six grants are anticipated to be awarded under this program to test and demonstrate effective approaches for the implementation of the Civil Penalties Demonstration Program.

Selection Criteria: To be considered, applications for funding should include written agreements between local law enforcement agencies and the local prosecutor, as well as the United States Attorney, documenting the commitment to the cooperative identification and case processing for imposition of civil penalties on appropriate individuals. The application should discuss the procedure to be utilized to aggressively identify individuals, test for suspected controlled substances, and the individual case processing events from apprehension through and including referral to the United States Attorney's Office. Other than the required cooperation between local law enforcement agencies, the local prosecutor, and the United States Attorney and a requirement to collect information and statistics for evaluation purposes, BJA is not placing any program restriction on the specific approach of these projects. The applications, however, should set out objective performance indicators to evaluate the effectiveness of each individually-funded project's approach. These indicators would include, for example, information on the number of cases screened, number of cases referred, civil penalties imposed, and cases not processed.

In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant must emphasize the soundness of the proposed approach, the clarity and appropriateness of the project implementation plan and the qualifications of proposed project staff.

Award Period: Each award will be for a 12-month period.

Award Amount: Up to \$150,000 will be awarded to each selected demonstration site. Total funding available for this program is \$900,000.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5948.

Gangs and Violence

URBAN STREET GANG PROGRAM TECHNICAL ASSISTANCE

Purpose: The purpose of this program is to develop training and technical assistance for jurisdictions participating in the Urban Street Gang Drug Trafficking Enforcement Program.

Background: Gangs pose a problem of national concern. To combat gang-related narcotics trafficking and related violent crime, Federal, State and local law enforcement must work together to investigate and to prosecute the perpetrators of such crimes. They typically spread from a core geographical location to other cities, where they franchise the drug market by either absorbing existing distribution networks or replacing them through intimidation and violence.

Although these gangs are youth oriented with heavy juvenile involvement, they are generally headed by young adults from 18 to about 25 years of age. This program is part of a major initiative aimed at gang drug trafficking and drug-related violent crime.

Goal(s):

- o To develop strategies to recognize and suppress emerging gang narcotics distribution and related activities.
- o To disseminate effective strategies to jurisdictions that wish to address gang involvement in narcotics distribution and related violent crime.

Objectives:

- o To provide development and implementation support services to BJA projects funded under the Urban Street Gang Drug Trafficking Enforcement Program.
- o To develop a "Model" enforcement/prosecution program for suppressing gang-related narcotics trafficking and violence.
- o To develop technical assistance and training materials for use in sites that wish to replicate the "Model."

Program Strategy: The Institute for Law and Justice (ILJ) is invited to submit an application for developing training and technical assistance materials and a program model(s) for local jurisdictions that wish to implement an urban street gang drug-trafficking enforcement program.

The program will consist of two Stages: Technical Assistance to Demonstration Sites, and Development of a Model Gang Enforcement/Prosecution Program.

Stage I - Technical Assistance to Demonstration Sites

The training and technical assistance grantee will provide assistance to each of the demonstration sites in the continuation of their project activities. Products to be completed under this stage are as follows:

Non-Competitive Section

- o A plan for assisting the demonstration sites with implementation activities;
- o The provision of technical assistance to the demonstration sites during the implementation process; and
- o A final report of the project process and implementation activities.

Stage II - Development of a Model Gang Enforcement/Prosecution Program

Based on the experiences learned from the demonstration sites and a review of other sites gang enforcement/prosecution activities, the technical assistance and training grantee will develop a "Model" Gang Enforcement/Prosecution Program for eventual replication across a wide variety of sites. During this stage, the technical assistance and training grantee will develop a prototype strategy and program operations manual for organizing, planning, developing, implementing, monitoring and evaluating the model. The demonstration sites will assist the training and technical assistance grantee in developing the model and the program operations manual, as well as provide recommendations regarding training needs for implementing the model. The products to be completed during this stage are:

- o A plan for model design and program operations manual development;
- o A draft and final model strategy and program operations manual;
- o A plan for implementing and evaluating the model strategy; and
- o A dissemination strategy to inform the field of the development of the model.

Eligibility Requirements: The Institute for Law and Justice (ILJ) is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award period for this effort will be 15 months.

Award Amount: The award amount for this effort will be \$100,000.

Due Date: The application from ILJ must be postmarked no later than 30 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

Multijurisdictional Task Forces

ASSET FORFEITURE TRAINING FOR PROSECUTORS

Purpose: The purpose of this program is to assist prosecutors through training on how to develop and implement an effective, comprehensive State asset forfeiture statute.

Background: Attorney General Dick Thornburgh has stated that, "From a law enforcement perspective, our Federal responsibility is to disrupt, dismantle, and destroy drug trafficking enterprises.... We intend to dismantle drug trafficking organizations by incapacitating their leadership and by seizing and forfeiting the immense profits and proceeds derived from their illegal activities." The Department of Justice is committed to assisting State and local prosecutors to promote and to implement the model State forfeiture statute.

An "Effective" State forfeiture statute incorporates the advanced property seizure and forfeiture concepts that have been identified in the recently developed "model State asset forfeiture statute." During the past two years, the American Prosecution Research Institute (APRI) led a task force consisting of National Association of Attorneys General (NAAG), National District Attorney Association (NDAA), and Department of Justice (DOJ) experts in drafting comprehensive State asset forfeiture and money laundering statutory provisions. This task force's work has resulted in the development of a model State asset forfeiture statute that has already been adopted in several States and is currently being actively considered in several other States. APRI's National Drug Prosecution Center (NDPC) is currently developing an advanced training program based on this model statute's enhanced property forfeiture provisions and will provide pilot training of this program. As part of its continuing model drug legislation work, APRI has also undertaken to survey and analyze every State's current asset forfeiture law. This process has included identifying prosecutors in each State with expertise in asset forfeiture who can provide insights into the interpretation and application of each State's current forfeiture statute. These prosecutors will also serve as a key resource for promoting and implementing the model State asset forfeiture statute, or its key provisions, along with serving as a resource for future State-level, asset seizure and forfeiture training.

Goal(s):

- o To provide the capacity to selected jurisdictions to implement effective State asset seizure and forfeiture statutes.
- o To disseminate effective State asset seizure and forfeiture statutes.

Objectives:

- o To develop an asset forfeiture training curriculum based on the model State asset forfeiture statute's key property provisions.
- o To organize and conduct advanced Statewide forfeiture training programs in four to six States.
- o To continue the identification of individuals to serve as in-State, asset forfeiture prosecution resources.
- o To refine the training curriculum into a self-contained, comprehensive training document for future dissemination to State prosecution training officials.

Non-Competitive Section

Program Strategy: This project will identify States currently having adopted either the model State forfeiture statute, or the substance of its key provisions, such as Arizona, Hawaii, Illinois, Louisiana, Ohio, and Oregon as primary candidate jurisdictions to receive this advanced training. States in the process of passing the model forfeiture statute or its key provision will also be eligible. In addition to developing the curriculum and conducting this training course, the project will also identify additional in-State prosecutor resources with expertise in the advanced forfeiture provisions to conduct individual training sessions including seizure and investigation; comprehensive presentation of a forfeiture case; ethical and policy considerations; and the administrative and managerial considerations in forfeiture activity under the model statute's provisions.

This advanced training program will target prosecutors who are responsible for drug trials or court presentations of forfeiture cases, but will also include training for law enforcement officers responsible for investigating complex property forfeiture cases. The elected prosecutors, who are primarily responsible for developing the jurisdiction's forfeiture policies, are also expected to participate in this training.

This training and technology transfer program is to be developed in two phases: (1) development and testing, and (2) provision of training and refinement into a self-contained curriculum.

The products to be developed by phase are as follows:

Phase I - Development and Testing of Training Curriculum

An advanced asset forfeiture training course based on the key property provisions of the model State asset forfeiture statute will be developed and tested in at least one statewide training session.

The products to be completed during this phase are:

- o Advanced comprehensive asset forfeiture training course materials and supporting documentation;
- o An evaluation design and instrumentation;
- o A pilot test of the course presentation and materials in at least one statewide training session; and
- o Course revisions, as necessary.

Phase II - Provision of Training and Refinement of Curriculum

The revised training curriculum will be conducted in four to six statewide sessions during this program period. In-State resources experienced in State asset forfeiture practice will be identified and developed. The curriculum will be refined into a self-contained comprehensive document for future dissemination.

The products to be completed during this phase are:

- o A revised, advanced, comprehensive asset forfeiture training curriculum;
- o Criteria for selecting States to receive this training;
- o A plan for providing training to the selected States including the identification of suggested key training personnel and a complete package of supporting training materials;
- o Conducting the statewide training in four to six States;
- o Identification of key individuals to serve as in-State asset forfeiture resources;
- o A report on the results of the evaluation;
- o A revised training curriculum that is a self-contained document for future dissemination to State prosecution training officials; and
- o A plan for the dissemination and support of future State-level asset forfeiture training to local prosecutors.

Non-Competitive Section

Eligibility Requirements: APRI's National Drug Prosecution Center is invited to submit an application for this program.

Selection Criteria: This application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. The application review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the application's implementation plan.

Award Period: The grant award will be for a 12-month period.

Award Amount: Up to \$200,000 is available to support this program.

Due Date: An application must be postmarked 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

**SOUTH CAROLINA GRAND JURY'S
CRIMINAL DRUG ORGANIZATION PROJECT**

Purpose: The purpose of this program is to demonstrate the effectiveness of Statewide Grand Juries as a drug enforcement tool.

Background: The South Carolina State Grand Jury became operational in June 1989 following the passage of a State constitutional amendment. Before this authorization, South Carolina had no authority or mechanism to criminally prosecute drug trafficking organizations operating beyond individual, local prosecutors county jurisdictions. Numerous large drug trafficking networks - well structured and multi-leveled - had been operating throughout the State suffering only the prosecution of a few individuals on possession or distribution charges without significant harm to the network's overall capability. Since the beginning of its operations in June 1989, the State Grand Jury Project has destroyed eight drug organizations; indicted 162 individuals on 570 separate criminal charges, while obtaining sentences which average over 12 years for each defendant (18 of whom are serving at least 25 years without parole); and, seized approximately \$2,205,000 in these drug network's assets.

Currently, approximately 12 States authorize statewide Grand Juries. The National Association of Attorneys General (NAAG) has advocated the creation and operation of State Grand Juries to investigate, indict and prosecute drug trafficking networks as a much needed drug enforcement tool. The South Carolina State Grand Jury Project has been strongly suggested to BJA as being worthy of providing a model for nationwide dissemination and replication.

BJA funding will enhance the current project's scope and operational capacity and begin the assessment and documentation effort necessary to the development of a prototype or model for national replication.

Goal(s):

- o To expand and enhance the Grand Jury Criminal Drug Organization Project of South Carolina.
- o To assess the operations and products of the Grand Jury Criminal Drug Organization Project.

Objectives:

- o To enable the South Carolina Attorney General's Office to expand the professional staff and undertake the long-term and increasingly complex investigations, followed by indictment, prosecution and conviction of individuals operating multijurisdictional drug trafficking networks into and within the State of South Carolina.
- o To undertake an assessment of the results and benefits of a Statewide grand jury as an investigation and prosecution approach for statewide or multijurisdictional drug enforcement efforts.
- o To begin documentation of the South Carolina Grand Jury's Criminal Drug Organization Project to facilitate development of a model for nationwide replication.

Program Strategy: This program will support the expansion of the South Carolina Grand Jury's Criminal Drug Organization Project. The current professional staff will be increased to four, full-time prosecutors enabling the project to double the number of complex investigations and prosecutions to approximately 16 on an annual basis. Essential support staff and investigative resources will be included in this funding. This expansion of the South Carolina Grand Jury Project will provide a basis for the assessment and thorough documentation of this multijurisdictional/statewide drug investigation and prosecution approach. The project's successes to date suggest it

Non-Competitive Section

as one approach for statewide drug trafficking prosecution for States without this authorization and capability. BJA will work closely with the South Carolina Attorney General's Office and the National Association of Attorneys General in developing the documentation for this effort from its inception through this expanded effort, as well as beginning an assessment of the results and benefits of this statewide drug prosecution approach to facilitate the development of a model for nationwide replication.

This demonstration project will be developed in two stages: Expansion and enhancement of the existing project; and Assessment.

Stage I - Expansion and Enhancement

The Attorney General's Office will submit an application detailing how the Federal funds will be utilized to expand and enhance the project's current capabilities and operations.

The product to be completed in this stage is an implementation plan that specifies in detail the professional and support staff expansion and documents the expected enhancements to the project's ongoing activities.

Stage II - Assessment

An assessment of this project's implementation, operations and results will be undertaken. The assessment will identify the benefits and impact of this statewide approach.

The products to be completed during this phase are:

- o A plan specifying each step of the assessment process in detail;
- o A preliminary assessment of the results of the Grand Jury Project; and
- o A report documenting the project's current and enhanced capabilities and describing the development, organization, management, operations and results.

Eligibility Requirements: The South Carolina Attorney General's Office is invited to submit an application for this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administration Requirements section of this document. The application must emphasize clarity and appropriateness of the program implementation plan.

Award Period: The award period for this project is 12 months.

Award Amount: Up to \$500,000 will be available for this program.

Due Date: The application must be postmarked not later than 60 days from date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch (202) 514-5947.

Improved Information Systems

USER'S GUIDE FOR FBI INCIDENT-BASED REPORTING SYSTEM

Purpose: The purpose of this program is to develop a User's Guide that provides both a model and demonstration of how the National Incident-Based Reporting System (NIBRS) data can be used to develop quantitative information regarding criminal offenses, victims, and offenders at various levels of aggregation for different jurisdictional and spatial units.

Background: Over the past several years, BJS and the FBI have been reviewing the Uniform Crime Reporting service. This review has resulted in extensive changes in its crime reporting program. A system for implementing these recommendations is now underway. The major change is from an aggregate, summary reporting system to an incident-based system that will provide more detailed information on the offense, victim(s), offender, and offense outcome. The incident-based system is designed to enhance the quantity, quality and timeliness of statistical crime data collected by the law enforcement community, as well as to improve the methodology used for compiling, analyzing, auditing, and publishing the collected data.

While the FBI is completing its internal modifications to meet the demand of the incident-based system, BJS is providing funds and technical assistance to the States to allow them to collect the data for submission to the national program as well as for their own analytical use.

Goal(s): To promote the use of the National Incident-Based Reporting System (NIBRS) to academic researchers, law enforcement personnel, public officials and other public interest groups.

Objectives:

- o To assess the NIBRS and its implementation by law enforcement agencies.
- o To develop a User's Guide.

Program Strategy: User's Guide will be developed that will:

- o Familiarize users with the strengths and weaknesses of alternative sources of criminal statistical data;
- o Introduce users to the accomplishments and limitation of the Uniform Crime Report (UCR) system and discuss the potential of the NIBRS system;
- o Provide users with an overview of the NIBRS data collection and submission guidelines;
- o Assist users in answering the many questions that will develop when handling a large data set on tape;
- o Review mainframe and personal computer versions of social science software for data reading (i.e. Statistical Package for the Social Sciences); and
- o Provide a useful overview of statistical reasoning for novices as well as seasoned users.

Non-Competitive Section

This program will be coordinated with FBI staff members who are working with the National Incident-Based Reporting System, the appropriate law enforcement agencies in Delaware, Maryland, and New Jersey, in addition to the Bureau of Justice Assistance and the Bureau of Justice Statistics.

Stage I - Assessment

The first stage of the program consists of the identification and review of literature on the National Incident-Based Reporting System (NIBRS) as well as a review of the recordkeeping systems of selected Federal, State and local law enforcement agencies. The Criminal Statistics Data Sources and the Uniform Crime Reporting literature should also be reviewed.

The products to be completed during this stage are:

- o Plan specifying how the assessment will be conducted; and
- o Draft and final report summarizing the results of the review and recommendations for preparing a user's guide.

Stage II - Development of User's Guide

Based on the results of the assessment, the grantee will develop a guide to assist users in accessing, analyzing and interpreting data for different jurisdictional and spatial units. It will provide a model and an example of how NIBRS data can be used to develop quantitative information regarding criminal offenses, victims, and offenders at various levels of aggregation for different offenses.

The products to be completed under this stage are:

- o Plan for developing the User's Guide;
- o Draft and final User's Guide; and
- o Dissemination strategy to inform the field of the development of the program and the products.

Eligibility Requirements: The University of Delaware has been asked to submit an application.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements Section of this document.

Award Period: The award period will be for 12 months.

Award Amount: Up to \$50,000 will be available for this project.

Due Date: Not applicable.

Contact: For further information, contact Dorothy L. Everett, Program Manager, Drug Abuse/Information Systems Branch, (202) 514-5943.

Other

NATIONAL CONFERENCE ON DRUGS

Purpose: The purpose of this program is to provide training to State courts on issues and judicial responses to drug abuse cases.

Background: Increasing State statutes for drug crimes, with vigorous enforcement of those statutes and static resources within the State Judiciaries, have placed a tremendous caseload burden upon the criminal courts to achieve expeditious and fair justice. In some jurisdictions, civil case litigation has been all but suspended to devote additional resources to criminal proceedings. Such lack of capacity of the courts to dispose of the high volume of cases places a premium upon more effective case management systems, closer coordination with agencies engaged in the adjudicative process, and reevaluation of how resources are allocated to the courts. Ultimately, additional resources (i.e., facilities, judges, support personnel) must be acquired to keep pace with the litigation. Recognizing the short and long-term impact of drug abuse, the Conference of Chief Justices and the Conference of State Court Administrators have established a Joint Task Force on Drugs to promote consensus among the State Judiciaries concerning which to identify as critical areas of treatment. The program strategy includes three phases:

Goal(s): The goal of this program is to assist State Judiciaries in developing responsive drug control strategies and in implementing programs.

Objectives:

- o To identify proven adjudication strategies and programs.
- o To enhance coordination between the State Judiciaries and other key justice system agencies.
- o To promote the exchange of information on successful drug control strategies and programs.
- o To disseminate information in support of strategy development and program implementation.

Program Strategy: The Bureau of Justice Assistance and the State Justice Institute (SJI) will cooperate in the planning and sponsoring of a national conference to be held in the Winter of 1991. This conference will focus on issues and judicial responses to the drug abuse problem. Specifically, this conference will: define the role of State Judiciaries in relation to public and private agencies of the justice system; identify successful efforts and programs (i.e., expedited drug case management, drug testing, comprehensive adjudication of drug arrestees) and address special issues facing judicial administration in processing drug cases. Attendees will be prosecutors, the Bar, judges and other judicial representatives - probation, parole, pretrial services, and treatment. The program strategy includes three phases:

Phase I - Assessment

- o Identify roles of various courts in the national drug control effort;
- o Identify issues facing the various courts in adjudicating drug cases;
- o Assess the needs of the courts to be responsive to drug cases; and
- o Identify successful strategies and programs to meet issues and needs.

Non-Competitive Section

Work Products:

- o An assessment of State Court roles, issues and needs in responding to the drug abuse problem; and
- o An inventory of successful strategies and programs.

Phase II - Conference Planning

- o Prepare position and discussion papers based on Phase I;
- o Develop selection process to identify participants to the National Conference on Drugs;
- o Develop and announce Conference strategy and curriculum; and
- o Develop evaluation strategy and design to assess conference impact.

Work Products:

- o Conference position and discussion papers;
- o Identification of Conference speakers and participants; and
- o A conference agenda and schedules.

Phase III - Conference and Follow-up Activities

- o Conduct the National Conference on Drugs;
- o Revise and disseminate Conference material; and
- o Develop action plan to implement Conference recommendations.

Work Products:

- o Conference evaluation report; and
- o Conference recommendations and action plan.

Eligibility Requirements: Not applicable.

Selection Criteria: Not applicable.

Award Period: Not applicable.

Award Amount: Up to \$100,000 will be available for this program.

Due Date: Not applicable.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5943.

CONTINUATION SECTION

Intermediate Sanctions/User Accountability

STRUCTURED SENTENCING

Purpose: The purpose of this program is to provide training and technical assistance to selected State jurisdictions in developing and implementing structured sentencing policies and practices that facilitate consistent and appropriate punishment of convicted offenders.

Background: The Structured Sentencing Program is guided by the National Drug Control Strategy priorities which call for Federal funding to States for planning, developing and implementing alternative sentencing programs for nonviolent drug offenders, including house arrest and boot camps, and which encourage the States to adopt alternative sentencing statutes, for first time, nonviolent offenders.

A new structured sentencing initiative is being designed to promote the use of appropriate sanctions for convicted offenders by utilizing Federal and State expertise for the benefit of State and local governments. The Bureau of Justice Assistance (BJA), in collaboration with the United States Sentencing Commission (USSC), will provide training and technical assistance to participant States. Intermediate sanctions and other innovative sentencing options will be strongly encouraged since many States have probation and prison sanctions, but not many options that fall in between. This initiative will draw directly upon the expertise of the USSC, which has formulated Federal sentencing guidelines following an extensive research, analysis and implementation process, and which continues to monitor implementation, formulate and issue guideline revisions, and provide training and technical assistance to the Federal justice system.

To initiate this collaborative effort, BJA and USSC conducted a workshop with States to: identify issues that must be addressed by States in formulating and implementing structured sentencing; identify State training and technical assistance needs; and identify alternative approaches for delivering training and technical assistance. Priority needs identified by the States included: access to information regarding how States have authorized and organized programs, developed goals and sentencing guidelines; access to the actual sentencing guidelines and other documents; a means to communicate and interact with other States on a regular basis; quantified, comparable sentencing data to allow for intra-State tracking and inter-State comparison; methodologies and technologies for the collection and analysis of sentencing data to facilitate program management and evaluation; training in sentencing approaches and in the conduct of intra-State training.

Goal(s):

- o To identify promising/effective structured sentencing programs.
- o To develop a sentencing guideline program.
- o To disseminate information on structured sentencing programs.

Objectives:

- o To identify promising/effective structured sentencing programs.
- o To develop a prototype structured sentencing program, based on Federal guidelines and State experiences.
- o To develop training and technical assistance materials.
- o To establish clearinghouse services to support State development and implementation of structured sentencing programs.

Program Strategy: The Structured Sentencing Program is guided by the National Drug Control Strategy priorities, which call for Federal funding to States for planning, developing and implementing intermediate sentencing programs for nonviolent drug offenders, including house arrest and boot camps, and which encourage the States to adopt alternative sentencing statutes, for first time, nonviolent offenders. BJA, in collaboration with USSC, will develop training and technical assistance for States in developing and implementing sentencing policies and practices that facilitate consistent and appropriate punishment of convicted offenders.

To initiate this collaborative effort, BJA and USSC conducted a workshop with States to: identify issues that must be addressed by States in formulating and implementing structured sentencing; identify State training and technical assistance needs; and identify alternative approaches for delivering training and technical assistance. Based on the findings of this workshop, BJA and USSC are designing the training and technical assistance strategy which will best serve the States. The strategy employed will include clearinghouse services; a national conference; and training, technical and other assistance to selected States.

Stage I - Assessment

The first stage of the program consists of the identification and assessment of existing State-structured sentencing programs. The Federal sentencing guidelines developed by the USSC will be reviewed to provide a framework for the program identification assessment process as well as for prototype development.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - criteria for identifying promising Structured Sentencing Programs,
 - recommendations for refining the goals and objectives of the program, and
 - descriptions of Structured Sentencing Programs.
- o Recommendations for developing a prototype structured sentencing program; and,
- o A dissemination strategy to inform the field about the development of the program, the products and results of each stage, including the establishment of clearinghouse services.

Stage II - Development of Prototype

Based on the results of the Assessment Stage, a prototype(s) Structured Sentencing Program and a program operations manual for developing, implementing, monitoring and evaluating a Structured Sentencing Program will be prepared.

The products to be completed in this stage are:

- o A plan for prototype design and program operation manual development;
- o A draft and final program operation manual; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage.

Stage III - Training and Technical Assistance Development Activities

The prototype operations manual will serve as the basis for a training and technical assistance package. Comprehensive training manuals that detail the prototype design and an operations manual must be developed to facilitate implementation of the prototype.

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package including the training manual and informational materials pertaining to the prototype;
- o A design to evaluate the training program; and
- o A dissemination strategy.

Eligibility Requirements: BJA will collaborate with the USSC to determine the specific approach to accomplish program objectives. If applications are to be invited, this will be accomplished by specific solicitations at a later date. Any such solicitations will be conducted in accordance with the requirements in the Application and Administrative Requirements section of this document.

Selection Criteria: Should applications be invited, they will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: This Program will be for 12 months.

Award Amount: Up to \$300,000 will be available for this program.

Due Date: Not Applicable.

Contact: For further information, contact Kim Rendelson, Corrections Branch, (202) 514-5943.

INTERMEDIATE SANCTIONS - ADULT BOOT CAMP DEMONSTRATION

Purpose: The purpose of this program is to demonstrate, in two State jurisdictions, the effectiveness of "boot camp" programs as an intermediate sanction for drug/alcohol dependent, young, nonviolent offenders.

Background: Intermediate sanctions are a range of punishments more restrictive than simple probation, but less restrictive than incarceration in a traditional prison. A primary focus has been on boot camps. Boot camps provide a choice between traditional prison incarceration and supervised, community-based release, predominantly for the young, nonviolent offender. These programs are, for the most part, voluntary and successful completion may result in a reduction in sentence. New successful programs emphasize discipline, treatment and work.

The term "boot camp" generally refers to a form of incarceration characterized by a highly structured, strict, military-type environment where offenders are required to participate in drills, physical conditioning and manual labor. The specific components of these programs vary but may include activities such as work, life skills improvement, self-esteem enhancement, educational and vocational training, personal hygiene improvement and substance-abuse treatment. Post-release intensive supervision, a common element in boot camp programs, may also include drug testing, restitution and community service.

Among the possible benefits of successful boot camps are the creation of new, intermediate sanctions and sentencing options that: (1) stress personal accountability; (2) enhance public safety through incapacitation for a period of time; (3) promote a perception of punishment, thereby providing a potential deterrent to others; (4) incorporate rehabilitation and treatment elements that provide an opportunity for offenders to become law-abiding and drug-free; and (5) may be established quickly, possibly utilizing surplus property and engendering greater community support.

Goal(s):

- o To implement boot camps in selected jurisdictions.
- o To assist in the development of a prototype boot camp.

Objectives:

- o To assist in the development of a prototype boot camp program.
- o To demonstrate a boot camp program in two jurisdictions.
- o To evaluate the effectiveness of a boot camp program.

Program Strategy: This solicitation invites continuation applications from two existing BJA demonstration sites, specifically, Illinois and Oklahoma. This demonstration is part of a broader program that includes the development of boot camp prototype(s), the provision of technical assistance and training through the implementation of an Interagency Agreement between BJA and the National Institute of Corrections (NIC) and an evaluation of these demonstrations by the National Institute of Justice (NIJ). The prototypes, developed under the training and technical assistance component, will represent state-of-the-art components in terms of existing knowledge and experience. The demonstration sites will continue program implementation activities and assist BJA and NIC in developing a prototype boot camp program and training curriculum. Sites will also receive training and technical assistance that is developed under the BJA-NIC Interagency Agreement.

Stage I - Program Implementation

- o The sites will continue demonstration activities; and
- o The products to be completed are:
 - An implementation plan for continuing the demonstration activities; and
 - A provision for program data to support program evaluation being conducted under a separate award.

Stage II - Prototype Development

- o The sites will review the materials developed under the training and technical assistance program; and
- o The products to be completed are:
 - Review of the assessment results;
 - Review of the prototype design and the operations manual; and
 - Review of the training and technical assistance curriculum.

Eligibility Requirements: The Illinois and Oklahoma Departments of Corrections are invited to submit applications for continuation of this program.

Selection Criteria: The applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

In addition, consideration for continuation funding will emphasize the following review criteria:

- o The proposed continuation strategy must include project goals and objectives and contain a detailed approach to implementing the program strategy, as well as to complete the products identified in this solicitation. At least 10 percent of the budget should be allocated to evaluation.
- o The program implementation plan for continuation must include: a discussion of the major activities involved in continuing the program; the allocation of available resources to implement the continuation; an annotated organizational chart depicting the roles and describing the responsibilities of program management personnel; a time-task plan which clearly identifies the major milestones and products, and a schedule for their completion; a concise description of any additional interim and final products of the program, including their purpose, their target audience and their anticipated usefulness to the field; and an evaluation plan which ensures that offenders will be tracked for a minimum of two years after release.

Award Period: This award will provide support for a 12-month period.

Award Amount: Up to \$200,000 per site has been allocated for this program for a total of \$400,000.

Due Date: Applications must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Kim C. Rendelson, Program Manager, Corrections Branch, (202) 514-5943.

**TREATMENT ALTERNATIVES TO STREET CRIME (TASC):
TRAINING AND TECHNICAL ASSISTANCE**

Purpose: The purpose of this program is to assist State and local jurisdictions by providing technical and program development assistance for managing offenders adjudicated to case management programs.

Background: Intermediate sanctions are designed to hold the drug user accountable and focus on a range of post-adjudication sanctions that fill the gap between traditional probation and jail or prison sentences. Many evaluations have found treatment for drug-dependent offenders to be most effective when there is direct criminal justice involvement. The threat of criminal justice sanctions motivates offenders to enter treatment and, perhaps more importantly, motivates them to stay in treatment for a period of time sufficient for behavior change.

Goal(s):

- o To provide the capability to selected States and local jurisdictions to implement effective TASC programs.
- o To certify TASC programs.
- o To assist States and local jurisdictions in estimating the cost of implementing a TASC program.

Objectives:

- o To provide training and technical assistance to States and local jurisdictions.
- o To develop and implement a strategy for certification of TASC programs.
- o To develop a model for estimating the costs of TASC program implementation.

Program Strategy: This program will support the provision of training and technical assistance to State and local criminal justice agencies, block grantees and community-offender case management programs. Training and technical assistance will proceed in accordance with curricula, manuals, monographs and standards developed under previous TASC-related BJA cooperative agreements. The activities of the entire program will be guided by an advisory board composed of experts and practitioners in the fields of case management, substance-abuse treatment and probation/parole, as well as representatives from certification programs in related fields. The following stages consist of different sets of activities which may proceed simultaneously.

Stage I - Provision of Training and Technical Assistance

The grantee will continue to provide training and technical assistance to States and local jurisdictions that are interested in implementing programs. The training should include workshops for TASC State program administrators on how to include offender management programs in State drug strategies.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o The implementation of the training strategy;
- o A report on the results of the evaluation;
- o A final report and program documentation; and
- o A dissemination strategy to inform the field of the products and results of this program.

Stage II - Certification of State Programs

The grantee will develop and implement a strategy to certify TASC programs based on the certification criteria developed on the previous page.

The products to be completed under this stage are:

- o A plan for certifying TASC programs;
- o Refined certification criteria, policies and procedures;
- o The implementation of the certification strategy;
- o A report on the results of the certification activities; and
- o A dissemination strategy to inform the field about the products and results of this program.

Stage III - Development of Cost Estimation Model

The grantee will develop a model to assist jurisdictions in estimating the cost of implementing a TASC program.

The products to be completed in this stage are:

- o A plan for prototype model development and documentation;
- o A model for estimating the cost of TASC program implementation;
- o A draft and final manual for developing cost estimates; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage.

Eligibility Requirements: The National Consortium of TASC Programs (NCTP) is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Cooperative Agreement negotiations and application evaluation will focus primarily on three areas: the soundness of the proposed strategy by the NCTP, the clarity and appropriateness of the implementation plan and the extent to which NCTP has included experts in related fields in the planning and implementation of the project.

Award Period: This award will be for 18 months.

Award Amount: Up to \$300,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Jody Forman, Program Manager, Corrections Branch, (202) 307-0894.

**TREATMENT ALTERNATIVES TO STREET CRIME (TASC):
MANAGEMENT INFORMATION SYSTEM
(PHASE II IMPLEMENTATION)**

Purpose: The purpose of this program is to develop, demonstrate and disseminate a basic, user-friendly micro-technology software system.

Background: Intermediate sanctions are designed to hold the drug user accountable and focus on a range of post-adjudication sanctions that fill the gap between traditional probation and jail or prison sentences. With the increase use of community offender case management programs as an intermediate sanction, the volume of data collected, tracked and reported also expands. To be effective, Treatment Alternatives to Street Crime (TASC) and other programs which manage drug-dependent offenders must provide criminal justice agencies with accurate, complete and timely information. Criminal justice oversight, which is essential to effective intervention and treatment for drug-dependent offenders, requires continual and accurate information on an offender's compliance and progress with the case plan. With the growth in drug use by offenders and the consequent growth in drug law enforcement and criminal justice case loads, reliable and timely information can continue only if TASC and other case management programs are automated.

Goal(s):

- o To develop an automated management information system (MIS) for case management.
- o To disseminate the MIS software to TASC and other case management programs.

Objectives:

- o To refine the TASC MIS program.
- o To develop training and technical assistance materials.
- o To provide training and technical assistance to selected jurisdictions.

Program Strategy: This solicitation invites SEARCH Group, Inc., to apply for continued support of the development of the TASC/MIS program. Under the current TASC/MIS effort, the initial software specifications have been determined and the software system is being field tested. This continuation funding is designed to complete the software design, produce software packages and provide limited training and program support.

Stage I - Software Package Development

The first stage of the program consists of the refinement of the MIS software based on the pilot test. The grantee will produce and disseminate at least 100 packages. A report on system applicability to program management and assessment will provide examples of resource methodologies from the TASC/MIS and identify software that can interface with the system.

The products to be completed under this stage are:

- o A plan for software refinement and dissemination;
- o A final software package;
- o A final report on system applicability to program management and assessment;
- o Development and implementation; and
- o A dissemination strategy to inform the field of the products and results of this stage.

Stage II - Training and Technical Assistance Development Activities

Upon completion of the software package, the grantee will transfer the MIS software into a training and technical assistance package. The grantee will conduct a minimum of six training sessions, conduct two user conferences and provide up to three hours of consultation for each trained user.

The products to be completed under this stage are:

- o A plan for the development of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package, including the training manual and informational materials pertaining to the software package;
- o A design for evaluating the training program; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage.

Stage III - Provision of Training and Technical Assistance

The training and technical assistance grantee will provide training and technical assistance to States and local jurisdictions that are interested in implementing TASC/MIS.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o A pretest of the curriculum;
- o The implementation of the training strategy;
- o A report on the results of the evaluation; and
- o A dissemination strategy to inform the field about the products and results of this program.

Eligibility Requirements: SEARCH Group, Inc., is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Cooperative agreement negotiations and application evaluation will focus primarily on the soundness of the software specifications proposed by SEARCH Group, Inc., and on the level of specificity presented by SEARCH Group, Inc., for the inclusion and active participation by TASC programs and other community case management programs in the implementation plan.

Award Period: This award will be for 18 months.

Award Amount: Up to \$300,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Jody Forman, Corrections Branch, (202) 307-0894.

INTERSTATE COMPACT ADMINISTRATORS INFORMATION NETWORK

Purpose: The purpose of this program is to demonstrate and assess the impact of automation on the parole and probation systems of States participating in the Interstate Compact Administrators Information Network (ICAIN).

Background: Intermediate sanctions recognize gradations in the seriousness of criminal behavior and are designed to respond accordingly with graduated levels of criminal punishment. In practice, intermediate sanctions can provide a means to hold offenders appropriately accountable for their actions, and, by increasing surveillance and control of the higher risk offenders supervised in the community, can contribute to public safety. This is essential at a time when close to three million offenders are under community supervision, when demands on probation in major cities are probably increasing more dramatically than the demands on jails and prisons, and when rising probation caseloads may make one officer responsible for monitoring 200 offenders. The Parole and Probation Compact Administrators' Association has designed and is demonstrating a micro-computer system to provide complete and timely information on probationers and parolees moving between five pilot States, with particular attention to those offenders with drug-related conditions of parole or probation.

Goal(s):

- o To automate the probation and parole ICAIN.
- o To develop the capacity to link probation and parole with law enforcement records.
- o To disseminate the automated compact software package.

Objectives:

- o To develop an ICAIN software package.
- o To disseminate the ICAIN software package.
- o To develop a prototype system for linking ICAIN to National Criminal Information Center (NCIC).

Program Strategy: This program will continue support of the ICAIN which automates the Parole and Probation Interstate Compact. Under the ICAIN effort, the Parole and Probation Compact Administrators' Association has designed and is demonstrating a micro system to provide complete and timely information on probationers and parolees moving between States.

Results of the program to date include: an ICAIN software package which is on-line and undergoing continuing development and implementation in eight pilot States of the ICAIN software package; the application of the ICAIN system to intrastate case management; the provision of the ICAIN software to 20 States that are not part of the ICAIN network; the development of an electronic bulletin board to provide real time access to ICAIN States and to 27 non-ICAIN States; and modifications in the basic system to allow for multiple users. Interim assessment indicates that ICAIN cases are generally being processed faster than non-ICAIN cases and that offenders attempting to avoid revocation for parole violations are being identified.

This continuation funding is designed to complete the developmental efforts and encourage State adaptation. Support is provided for the two final stages of system development/dissemination and system linkage.

Stage I - Development of Prototype Software Package

The first stage consists of the refining the ICAIN software, based on the experience of pilot sites.

The products to be completed in this stage are:

- o A plan for software refinement and operational manual;
- o A final software package and operational manual;
- o A dissemination strategy to inform the field about the development of the program, the products and results of this stage;
- o The dissemination of software package to automated sites; and
- o A report on the impact of the ICAIN system in participant States.

Stage II - Development of System Linkage

After software refinements have been completed, to provide the direct entry of the ICAIN file into the intrastate system, compact members will explore linkage with the NCIC. If accomplished, this linkage will provide law enforcement with on-line access to information on parolees and probationers.

The products to be completed during this stage are:

- o A plan for the development of system linkage with NCIC;
- o A prototype for linking the ICAIN file with NCIC;
- o A design for evaluating the impact of such linkage; and
- o A report on the potential for linkage between ICAIN and NCIC.

Eligibility Requirements: The Council of State Governments, on behalf of the Parole and Probation Compact Administrators' Association, is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Cooperative agreement negotiations and application evaluation will focus primarily on two areas: the soundness of the strategy proposed by the Council of State Governments and the Parole and Probation Compact Administrators' Association, and the clarity and appropriateness of the project implementation plan.

Award Period: This award will be for 12 months.

Award Amount: Up to \$50,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Jody Forman, Program Manager, Corrections Branch, (202) 307-0894.

COORDINATED DRUG TRAINING (PHASE II)

Purpose: The purpose of this program is to train representatives from probation/parole agencies and drug treatment programs in order to improve the case management of drug-dependent offenders.

Background: To facilitate treatment for probationers or parolees so that they remain drug-free, a training curriculum was developed for probation and parole officers and drug treatment practitioners during the first phase of this program.

In FY 1989, the first phase of a joint award was made to the National Association of State Alcohol and Drug Abuse Directors (NASADAD) and to the American Probation and Parole Association (APPA) to perform a needs assessment and develop a curriculum to train jointly probation/parole officers and local treatment practitioners. This award is the second phase and will begin to implement the training and provide technical assistance to the field. Training activities will be conducted under the auspices of an advisory board called the "Justice/Treatment Coalition," which is composed of nationally-known experts and representatives from both organizations.

Initiating comprehensive drug programs for offenders requires flexibility in policy, strategy and technology. Cooperative planning by probation/parole systems and drug treatment systems is essential to this process. An important step in cooperative planning is to share and, in some cases, to consolidate information and resources. Cooperative interagency agreements, joint training and efforts to clarify roles and functions of the probation/parole officers and the treatment practitioners can significantly enhance the system.

Goal(s):

- o To provide the capability to selected jurisdictions to supervise released substance abusing offenders.
- o To disseminate effective strategies for coordinating probation/parole and drug treatment services.
- o To evaluate the effectiveness of the dissemination strategy.

Objectives:

- o To provide training and technical assistance to selected sites.
- o To disseminate the products of the program to the field.
- o To evaluate the effectiveness of the training.

Program Strategy: This solicitation invites NASADAD and APPA to apply for Phase II funding to support the provision of training and technical assistance to State and local criminal justice agencies, block grantees and substance abuse treatment agencies. Training will proceed in accordance with the curriculum developed and tested under the first phase of this program and under the auspices of the advisory board described above, the "Justice/Treatment Coalition." The training emphasizes common goals and objectives, clarifying systems and roles, improving communication, conflict management, case management and confidentiality of records. The grantee will conduct approximately ten training sessions and provide follow-up technical assistance to agencies that receive training.

The products to be completed include:

- o A plan for providing training and technical assistance nationwide;
- o Revisions to the training curriculum, as necessary, and development of an evaluation strategy;
- o Identification of training and technical assistance personnel;
- o The implementation of the training strategy; and
- o A report on the results of the evaluation.

Continuation Section

Eligibility Requirements: NASADAD and APPA are invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Application review will focus primarily on two areas: the soundness of the strategy proposed by NASADAD and APPA and the clarity and appropriateness of the project implementation plan.

Award Period: This award will be for 18 months.

Award Amount: Up to \$300,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Jody Forman, Corrections Branch, (202) 307-0895.

DENIAL OF FEDERAL BENEFITS

Purpose: The purpose of this program is to support demonstration sites to implement Section 5301 of the Anti-Drug Abuse Act of 1988 and, thereby, promote the denial of Federal benefits to those convicted of drug violations.

Background: Intermediate sanctions are designed to hold the drug user accountable and focus on the range of post-adjudication sanctions that fill the gap between traditional probation and jail or prison sentences. The denial of Federal benefits falls within that range.

The Denial of Federal Benefits Project was established to implement Section 5301, as directed by President Bush on August 30, 1990. A Clearinghouse was created to receive and transmit to the General Services Administration, as well as to other interested Federal Agencies, information on persons convicted of drug trafficking or possession whose sentence included the denial of Federal benefits.

Efforts have been made to advise State courts and other criminal justice agencies of the program and to demonstrate its implementation. The National Center for State Courts (NCSC) was selected to provide assistance to the Clearinghouse in making State courts aware of the program and assisting them in its implementation. NCSC has conducted several seminars at the State level and convened a National Advisory Board to assist in the implementation of the program. They have also undertaken legal research on implementation of the program at the State and local levels. A grant was made to the State of Rhode Island because of its unified system of prosecution and the size of the State. Through a recent competition, BJA is considering the award of funds for a second demonstration site.

The Federal Courts participate in this program, through the U.S. Administrative Office of the Courts, and provide denial information to the database.

The Office of the Comptroller in the Office of Justice Programs manages the information system that accepts and reports on denial information.

Goal(s):

- o To develop effective programs for denying Federal benefits to individuals convicted of drug violations.
- o To implement Denial of Federal Benefits Programs in selected jurisdictions.
- o To disseminate effective Denial of Federal Benefits Programs.

Objectives:

- o To develop prototype programs for denying Federal benefits to drug offenders.
- o To develop an evaluation design.
- o To provide technical assistance and training materials.
- o To demonstrate application of sanctions under Section 421.
- o To promote replication of prototypes.

Program Strategy: Two demonstration sites will participate in the program. The American Prosecutors Research Institute (APRI) will prepare model legislation to facilitate State implementation of Section 421 and provide technical assistance to the demonstration sites. This solicitation invites an application from the NCSC to provide training and technical assistance to the demonstration programs. The NCSC will also administer the National Advisory Board to obtain advice on program development and implementation issues and will prepare a process evaluation to document program performance. The stages of the program are:

Stage I - Development of Prototype

NSCS will prepare a program guide for organizing, planning, developing, implementing and monitoring sanctions involving denial of Federal benefits for drug crime strategies. The demonstration sites will assist the NCSC in developing the program guide and will provide recommendations regarding their training needs for implementing the prototype.

The products to be completed in this stage are:

- o A plan for prototype design and program guide development;
- o A draft and final program guide which will include model legislation, policies and procedures;
- o A plan by each demonstration site for implementing the prototype;
- o A draft and final design for evaluating prototype implementation at the demonstration sites; and
- o A dissemination strategy to inform the field of the development of the program and the products and results of this stage.

Stage II - Training and Technical Assistance Development Activities

Upon successful completion of Stage I and with the approval of BJA, the NCSC will prepare a plan for developing the training and technical assistance materials. The grantee will use the program guide as a basis for a training and technical assistance package. Comprehensive training manuals that detail the prototype design and operation will be developed to facilitate implementation of the prototype in the demonstration sites. The demonstration sites will review the training and technical assistance materials as they are developed to ensure the materials meet their needs as well as the needs of other jurisdictions. The plan for training and technical assistance will provide for assistance for up to ten nondemonstration sites.

The products to be completed under this stage are:

- o A plan for the delivery of the training and technical assistance materials;
- o Identification of training and technical assistance providers;
- o A draft and final training and technical assistance package including the training manual and informational materials;
- o Establishment of a planning task group by the demonstration sites; and
- o A dissemination strategy.

Stage III - Provision of Training and Technical Assistance to Support Implementation by Demonstration Sites

NCSC will assist in implementing the prototype in the demonstration sites and will develop a process evaluation design. The demonstration sites will continue organizational planning and implementation activities.

The products to be completed during this stage are:

- o Training and technical assistance reports to demonstration sites;
- o A demonstration site plan for implementation;
- o An evaluation design; and
- o A dissemination strategy to inform the field about development of the program, the products and results of this demonstration.

Continuation Section

Eligibility Requirements: The NCSC is invited to submit a continuation application to develop the prototype, and the training and technical assistance. Up to two demonstration sites, identified through a previous competition, will be funded.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administration Requirements section of this document.

Award Period: The awards will be for a period of up to 12 months.

Award Amount: Up to \$200,000 will be made available for demonstration sites. (In addition, \$150,000 for training and Technical assistnace will be awarded to APRI.) The program total is \$500,000.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Jay Marshall, Courts Branch, (202) 514-5943.

Evaluation

CONSORTIUM TO ASSESS THE IMPACT OF THE STATE DRUG STRATEGIES

Purpose: The purpose of this program is to improve the States' capabilities to: analyze and evaluate drug control and system improvement programs; monitor the implementation of statewide drug strategies and assess their impact; and provide policymakers at the Federal, State and local levels with feedback on the effectiveness of specific drug control strategies.

Background: The Office of Justice Programs promotes program evaluation so that programs which work well can be identified, publicized and replicated in other jurisdictions, while those that are found to be ineffective may be discontinued.

States receiving BJA Formula Grant funding are required by the Anti-Drug Abuse Act of 1988 to develop a statewide drug strategy as part of their annual grant applications. States must review, amend and update their strategies annually, and any modifications to strategies must be based on analyses of the impact of ongoing drug-control efforts. Additionally, States are required to provide information to BJA regarding project performance in conformance with reporting requirements. In early 1988, BJA established a Consortium of States to serve as a forum for States to work together in identifying and collecting required project performance data and in using the data to assess the impact of their strategies. After two years, the Consortium program included 28 States but continued to focus on the remaining States as well.

In FY 1990, the Consortium continued to define, collect, and analyze information on drug control efforts, as well as to recommend ways of providing policymakers at the Federal, State, and local levels with feedback on the effectiveness of State drug control strategies. Also, the Consortium began providing technical assistance to the 56 States and Territories directly and through a series of reports and technical assistance documents.

Goal(s):

- o To develop and facilitate collection by BJA of consistent, comparable data from all State Administrative Agencies (SAA) and to report performance on grant projects.
- o To help SAAs improve their capabilities to analyze and evaluate drug-control system-improvement programs and projects.
- o To provide technical assistance to SAAs, thus enhancing their capacity to assess the impact of their State drug strategies.
- o To provide a mechanism to collect national-level performance data on grant-funded efforts so that BJA can provide policymakers at the Federal, State and local levels with feedback on the effectiveness of drug control strategies as well as on the performance of the subgrant projects funded with Formula Grant funds.

Objectives: This cooperative agreement is designed to provide direct assistance to the States in assessing and evaluating the impact of their statewide drug strategies. The project has five objectives:

Continuation Section

- o To develop, for use by the SAAs, automated data-capture applications and appropriate performance indicators required to assess performance of subgrant activities as determined by BJA and the States.
- o To provide a wide range of technical assistance to SAAs to enhance their data collection and analysis capability.
- o To expand the State participation in the Consortium to all 56 State and territorial SAAs.
- o To establish a process for BJA to collect consistent and timely data on Formula Grant-funded task forces at the State and local level.
- o To support the Consortium Advisory Committee, which provides general direction and coordination on data collection and reporting activities.

Program Strategy: This program is designed to enhance the capabilities of State and local criminal justice practitioners to control drugs by disseminating information on proven, effective programs based on program performance reporting, assessment and evaluation of projects and programs which are components of State drug-control strategies.

The FY 1991 program will focus on facilitating the direct participation of State officials and staff from all 56 State administrative agencies in the Consortium to develop and disseminate methods and approaches, to report on the performance of subgrant projects and to assess and evaluate statewide drug-control strategies. The interaction and working relationships developed among the States is to be a clear achievement of this project. The consortium concept has proved to be an effective means of generating State support for and participation in the identification of key program areas for collecting performance data and assessing their strategies.

BJA will negotiate a cooperative agreement with the Criminal Justice Statistics Association (CJSA) to continue the Consortium efforts as a primary element of BJA's national evaluation initiative. The Consortium of States will continue to define approaches and methods for assessing the impact of State strategies, to collect and analyze data on drug-control efforts in the States and to provide assistance to all States through the transfer of information on the results of Consortium activities.

The program strategy for the FY 1991 cooperative agreement contains the following five elements:

Element I - Staff Support

CJSA staff supports the preparation, publication and dissemination of Consortium manuals, computer software and reports. Products to be provided include reports on Multijurisdictional Task Force activities and performance.

Element II - Technical Assistance Development

Provide technical support to BJA and the States to identify and develop new data collection components keyed to the program focus of the States' annual drug-control strategies.

Products to be provided:

- o A survey of all States to document status of automated performance data capabilities; and
- o A technical assistance plan to facilitate State participation in the Consortium.

Element III - Technical Assistance Delivery

Expand technical assistance services to all interested States to install and operate existing and planned reporting application software in the State administrative agency or their designated agency representative.

Products to be provided:

- o A technical assistance report for each State administrative agency assisted; and
- o An implementation plan for each State administrative agency to be integrated into the Consortium.

Element IV - CJSA National Criminal Justice Computer Laboratory and Training Center

Integrate the resources of the National Criminal Justice Computer Laboratory and Training Center, located in Washington, D.C., and the delivery of Consortium training and technical assistance to the States.

Products to be provided: Training schedule, with specific classes to be conducted in the laboratory for the training of State administrative agencies in data collection, analysis and strategy assessment.

Element V - Drug Use and Control Data Reporting Coordination

Coordinate Consortium data reporting with an FY 1991 focus on collection of task force activities from all States that will be incorporated by BJA in its annual report to Congress.

Eligibility Requirements: CJSA is invited to submit an application to continue this program, and should include:

- o Proven experience in working with State and local government officials;
- o Ability to develop, document and disseminate computer software program;
- o Capability for data generation, collection and analysis;
- o Skill in providing technical assistance to State and local governments; and
- o Ability to produce professional reports.

Selection Criteria: In addition to the requirements in the Application and Administrative Requirements section of this document, the application review should address the following areas:

- o Clarity and appropriateness of the program implementation plan;
- o Soundness of the proposed strategy;
- o Qualifications of the project staff;
- o Budget; and
- o Organizational capability.

Award Period: This award will be for 12 months.

Award Amount: One award, through a cooperative agreement of up to \$775,000 will be negotiated with CJSA.

Due Date: The cooperative agreement due date will be negotiated with CJSA.

Contact: For further information, contact Andy Mitchell, Chief, East Branch, State and Local Assistance Division, (202) 514-6638.

Prevention and Education

DRUG ABUSE RESISTANCE EDUCATION (DARE)

Purpose: The purpose of this program is to provide training for police officers who teach drug use resistance education to students in elementary, junior high and high schools.

Background: The criminal justice system should assume a primary role in developing community-wide efforts to prevent the use and trafficking of illegal drugs. Drug Abuse Resistance Education (DARE) involves local police officers with community school children in a program designed to teach children how to resist peer and other pressures to experiment with drugs. Trained, uniformed full-time veteran police officers teach drug use resistance education to students in grades K-12 for an entire semester.

In FY 1990, five DARE Regional Training Centers were funded to provide cost-effective, specialized training for police officers who teach drug use resistance education and for police officers who work with and train other police as mentors. Training is provided in several training seminars, specifically: Initial DARE Officer Training Seminars (DOT); In-Service Training Seminars; Mentor Officer Training Seminars (MOT); and, training for instructors that teach drug use resistance education to youth with special education needs.

Goal(s):

- o To disseminate the DARE Program to States and local communities.
- o To accredit Federally funded DARE Regional Training Centers (RTCs).

Objectives:

- o To provide training and technical assistance to States and local communities.
- o To monitor training being provided by agencies within their regional area of responsibility.
- o To complete development of the Accreditation Instrument to be used for accreditation of Federally funded and other DARE Training Centers.
- o To implement the accreditation process at the Federally funded training centers.

Program Strategy: The DARE Program is a police officer-led, semester long series of classroom instructions that teach children how to resist peer and other pressures to experiment with drugs. DARE also teaches children about penalties that society will impose for drug use. Qualified, uniformed, full-time veteran police officers, after proper training, teach drug use resistance education to students in classrooms grades K-12. DARE gives children skills to recognize and resist the subtle and overt pressures that cause them to experiment with drugs and alcohol.

During FY 1991, the program will be continued at the five original DARE Regional Training Centers. Those centers are the:

- o Arizona Department of Public Safety;
- o City of Los Angeles Police Department;

- o Illinois State Police Department;
- o North Carolina State Bureau of Investigation; and
- o Virginia Department of State Police.

Approximately 4,000,000 youth will receive DARE training in school year 1991-92. The DARE Regional Training Centers will continue providing on-site and documentary technical assistance, program information and services for agencies and schools implementing new DARE programs. The Regional Training Centers will be assessed, evaluated and accredited during this project period.

This project will be implemented in the following stages:

Stage I - Accreditation

The accreditation instrument to be used for assessment, evaluation and accreditation of DARE Training Centers is being developed in accordance with the policies and procedures of the Commission on Accreditation for Law Enforcement Agencies. The DARE Regional Center Policy Advisory Board and BJA program staff will participate in the review and approval of the draft and final version of the Accreditation Procedures, and the review of qualifications and approval of the accreditation team member pool.

The products to be completed during this stage are:

- o A draft and final version of accreditation policies and procedures;
- o Identification of accreditation team members; and
- o A dissemination strategy to inform the field of the development of the program and products.

Stage II - Accreditation Implementation

After the accreditation team pool has been approved, the schedule of assessment for accreditation of regional training centers will be made available. Accreditation team members of three to four will evaluate and accredit each of the five DARE Regional Training centers. At least one member of the RTC staff will accompany the accreditation team to monitor the accreditation process and gain on-the-job-training and experience. Along with the on-the-job training, additional training in the delivery of the accreditation instrument will be provided to RTC staff members who will work on the accreditation team to assess, evaluate and accredit State and local DARE Training Centers within their regional area of responsibility.

The products to be completed during this stage are:

- o A plan for accrediting Federally funded DARE Regional Training Centers;
- o Training and selection of the accreditation team members;
- o Review of the five regional training centers for accreditation; and
- o A report on results of the accreditation reviews.

Stage III - Training and Technical Assistance

Training will continue for officers who teach in classrooms grades K-12 and to educational personnel who work with those officers. DARE Officers are evaluated and selected by their department heads and must meet the selection criteria published in the BJA DARE Program Brief. DARE Mentors will continue to be selected, based on the eligibility criteria listed in the BJA DARE Program Brief. Mentors are DARE Instructors who have received the 120 hours of DARE training required and have taught DARE in a classroom for at least two

Continuation Section

semesters (one full-year). In-service training will be provided at least once each year to provide DARE Instructors with state-of-the-art information, additional training to assist officers who will teach junior and senior high school students and an introduction to new program materials that have been developed in the field.

Technical assistance will continue to be provided to State and local agencies administering the DARE program and State DARE Training Centers, based on availability of funds.

The products that will be completed under this stage are:

- o A plan for providing training and technical assistance;
- o Implementation of the training and technical assistance strategy; and
- o A dissemination strategy to inform the field about the development of the program, the products and results.

Eligibility Requirements: The five DARE Regional Training Centers are invited to submit applications to continue this program.

Selection Criteria: In addition to application requirements contained in the Application and Administrative Requirements section of this document, the applications will be reviewed based on the extent to which the following criteria are met:

- o Organizational capability;
- o Soundness of the proposed strategy;
- o Qualifications of project staff;
- o Clarity and appropriateness of the program administration plan; and
- o Cost effectiveness of the budget.

Award Period: The award period will be for a 12-month period.

Award Amount: Up to \$210,000 is available for each Regional Training Center for a total program award of \$1,050,000.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Dorothy L. Everett, Program Manager, Drug Abuse/Information Systems Branch, (202) 514-5943.

THE DRUG ABUSE RESISTANCE EDUCATION (DARE) PARENT PROGRAM

Purpose: The purpose of this program is to test the model curriculum developed to train police officers in helping parents reinforce the Drug Abuse Resistance Education (DARE) concepts with their children. Training and technical assistance will also be provided for law enforcement agencies.

Background: The criminal justice system should assume a primary role in developing community-wide efforts to prevent the use and trafficking of illegal drugs. The National Drug Strategy states: "To be truly effective, prevention efforts must engage the entire community--not just the family, the schools, the churches, social service organizations, or the workplace separately, but all together simultaneously." DARE brings together local law enforcement, schools and families to strengthen the ideals that are taught in the school-based DARE program.

Goal(s):

- o To implement the parent component in selected jurisdictions.
- o To evaluate and refine the DARE Parent component.

Objectives:

- o To pilot test and refine the DARE Parent Program.
- o To develop a training and technical assistance program enabling the other Regional Training Centers to provide training in the DARE Parent Program.

Program Strategy: The program will train DARE instructors who will work with and assist parents in:

- o Strengthening the DARE ideals that are taught to students in the school-based DARE program;
- o Acquiring the information and skills necessary to strengthen drug-use resistance concepts in the home and community environment;
- o Becoming aware of the kinds of peer pressures parents, as well as their children, might encounter that encourage drug use, and helping parents acquire the necessary skills to resist those pressures successfully;
- o Practicing use of communication and listening skills within their families, including building and enhancing self-esteem and resistance skills;
- o Understanding the scope of the drug problem among youth;
- o Identifying and improving attitudes about the use of alcohol and other drugs, including risk-taking behaviors and consequences;
- o Evaluating the effects of the media;
- o Understanding the overall drug picture as it relates to the community as a whole; and
- o Identifying and using community resources and referrals.

This project will provide resources for further implementation of the model parent component of the DARE Program. Parent training sessions are designed to be led by DARE officers, who are experienced in drug- prevention education. As program instructors/facilitators, the officers are the key to the success of the program. Their leadership skills will help participants feel comfortable, responsive and motivated to take an active role in reducing the risk of their children becoming involved with alcohol and drugs.

This program will be implemented in the following stages:

Stage I - Development

Based on research and need experienced by DARE instructors and educational personnel, two Regional Training Centers are developing this program. The model program is being developed to train parents and assist them in understanding how to help their children remain or become drug free. The curriculum being developed and piloted will contain the overall goals and objectives of the project, participant performance objectives, lesson plan outlines and instructional tools. Under the previous phase of this program, parent training components were developed and pilot testing was initiated.

During this phase, the parent training component will be revised based on the results of the pilot test.

The products to be completed during this stage are:

- o A plan to complete the pilot test and revise the parent-training component;
- o The completion of the pilot test and evaluation;
- o A report that provides test results and recommendations; and
- o Revisions to the parent-training component based on the results of the pilot test.

Stage II - Development of Training and Technical Assistance Materials

The grantees will develop a training and technical assistance package for use by the Regional Training Center in providing training to facilitate implementation of the prototype parent component.

The products to be completed during this stage are:

- o A plan for the development of the training and technical assistance materials;
- o The identification of training and technical assistance providers;
- o A draft and final training and technical assistance package, including the training manual and informational materials pertaining to the prototype; and
- o A dissemination strategy.

Eligibility Requirements: The DARE Regional Training Centers in Illinois and North Carolina are eligible to apply for continuation funding under this program.

Selection Criteria: The applications will be reviewed according to the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award period will be for a 12-month period.

Award Amount: Up to \$75,000 will be available for each DARE Parent Project. The total available for this program is \$150,000.

Due Date: Applications must be postmarked not later than 60 days from the date of this publication.

Contact: For further information, contact Dorothy L. Everett, Program Manager, Drug Abuse, Information Systems Branch, (202) 514-5946.

NATIONAL CITIZENS CRIME PREVENTION CAMPAIGN

Purpose: The purpose of this program is to develop, coordinate and promote effective crime and drug-prevention initiatives on the national level.

Background: American families are affected on a daily basis by crime and illicit drugs. Because of this, various types of prevention programs and initiatives are being conducted by Federal, State and local levels of government, national and community organizations, businesses, religious organizations, civic organizations, schools and individual citizens. The National Citizens' Crime Prevention Campaign, commonly known as the McGruff Campaign, has been vital in initiating and stimulating many of the current crime and drug prevention activities that are being implemented across the nation.

Goal(s): To continue the National Citizens' Crime Prevention Campaign, which has been instrumental in the development, coordination and promotion of nationally effective crime and drug prevention initiatives. Featuring the nationally recognized symbol for crime prevention, McGruff, the Crime Dog, and his "Take A Bite Out of Crime" slogan, the goals and messages of this program are: to teach the public crime and drug prevention behaviors; to help build safer, more caring communities; to motivate citizens to take positive actions to protect themselves, their families and communities; and to create an environment less conducive to crime and drug abuse.

In order to achieve these goals, the Campaign is working:

- o To Change unwarranted feelings and attitudes about crime, drug use and the criminal justice system.
- o To Generate an individual and community sense of responsibility for crime and drug prevention.
- o To Initiate individual and community action toward preventing crime and illicit drug use.
- o To Mobilize additional resources for crime and drug prevention efforts.
- o To Enhance existing crime and drug prevention programs and projects conducted by national, State and local agencies and organizations.
- o To Develop organizational capacities to implement crime and drug prevention programs.

Objectives:

- o To Utilize the 134 member Crime Prevention Coalition in guiding the McGruff Campaign and promoting its objectives.
- o To Produce and disseminate print, radio and television McGruff public service announcements (PSAs).
- o To Produce a full range of Campaign support materials, from brochures to booklets, for citizens and practitioners.
- o To Provide technical assistance and training in crime and drug prevention to law enforcement personnel, civilian practitioners, community organizations and youth.
- o To Broaden information sharing via the Computerized Information Center and the Resource Library.
- o To Launch crime and drug-prevention program initiatives which assist law enforcement, communities, businesses, parents and schools.
- o To Initiate new demonstration strategies in the area of drug-abuse prevention.

Program Strategy: The National Crime Prevention Council (NCPC) will continue to provide secretarial services to the Crime Prevention Coalition and coordinate the day-to-day activities of the National Citizens' Crime Prevention Campaign. As a non-profit, tax-exempt organization that provides a wide array of services in support of the McGruff Campaign, NCPC will: oversee the public service advertising campaign; produce books, kits of camera-ready materials,

informational papers and posters; provide an information clearinghouse and referral service through its Computerized Information Center and the Resource Library; conduct training for civilian and law enforcement crime/drug prevention practitioners both through national workshops and through workshops co-sponsored with State organizations and associations; hold policy roundtables and policy-related symposia; provide technical assistance to Federal and State agencies, local units of government, law enforcement, crime prevention organizations and citizen groups; and coordinate national demonstration projects in crime and drug prevention.

This program consists of the following elements and products:

Element I - Management

- o A plan specifying how the day-to-day activities of the National Citizens' Crime Prevention Campaign will be managed; and
- o A plan specifying how the secretarial services to the Crime Prevention Coalition will be provided.

Element II - Public Service Advertising Program Development and Implementation

- o A program design and implementation plan that addresses the following:
 - production of at least two new executions of McGruff PSAs, which will include television, newspaper, magazine, radio and out-of-home advertising (transit, outdoor boards of various sizes);
 - production of radio and newsprint ads directed to Hispanic populations mirroring the English language ads, with possible development of a geographically focused PSA effort; and
 - development and distribution of informational material to assist placement of PSAs.
- o A plan for public relations initiatives designed to extend and reinforce PSA messages; and
- o A plan for necessary media-tracking studies to assist in campaign planning and delivery.

Element III - Coalition and State Services

- o A plan describing the action to be taken to strengthen and revitalize the Crime Prevention Coalition;
- o A plan specifying how the member groups of the Crime Prevention Coalition will be galvanized around the Call to Action; and
- o A plan describing how partnerships with States will be strengthened and crime- and drug-prevention services delivered.

Element IV - Licensing

- o A plan specifying how a wide range of educational products for purchase and use by law enforcement agencies, businesses, schools and retail consumers will be marketed.

Element V - Research, Policy Analysis and Publications

- o A plan specifying the types of McGruff Campaign support materials that are needed and how they will be developed and disseminated.

Element VI - Technical Assistance and Training

- o A plan for the development of training workshops and technical assistance activities and materials to support, improve and expand the efforts of crime- and drug-prevention practitioners, institutionalize crime- and drug-prevention at local and State levels and mobilize communities to engage in a broad range of prevention activities;
- o The identification of training and technical assistance providers; and
- o A draft and final training and technical assistance package, including training manuals and informational materials pertaining to training and technical assistance.

Element VII - Information Services

- o A plan specifying how this element will provide policymakers, criminal justice experts, the media, community groups and individual citizens with the most appropriate information tools to help educate and organize their constituents in the fight against crime and drugs.

Eligibility Requirements: NCPC is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

Selection Criteria: A cooperative agreement will be negotiated with NCPC. The application will be evaluated on the extent to which it meets the following criteria:

- o Organizational capability;
- o Soundness of the proposed strategy;
- o Qualifications of the project staff;
- o Clarity and appropriateness of the program implementation plan; and
- o Budget.

Award Period: This cooperative agreement will be for a period of 12 months.

Award Amount: Up to \$2,700,000 will be available for this program. (An additional \$300,000 will be available competitively for an evaluation of the media campaign; see page 33.)

Due Date: The National Crime Prevention Council is invited to submit an application no later than 90 days from the date of this publication.

Contact: For further information, contact Ronald J. Trethric, Director, Community Crime Prevention Programs Branch (202) 307-1065.

Multijurisdictional Task Forces

ORGANIZED CRIME NARCOTICS TASK FORCES

Purpose: The purpose of this program is to develop multijurisdictional responses to major organized crime narcotics trafficking conspiracies in specific regions through centrally coordinated and managed efforts of Federal, State and local agencies.

Background: The President's Commission on Organized Crime demonstrated that the focus of organized crime has shifted to narcotics trafficking. The brutal methods and pervasive reach of organized crime have been concentrated on the production and distribution of illegal drugs. These two activities constitute the principal sources of income for organized crime, generating as much as \$150 billion a year.

Innovative investigative techniques must be used in the development of successful cases against organized crime narcotics trafficking conspiracies. Civil and criminal forfeiture of assets are now recognized by law enforcement experts as effective means of depriving illicit drug traffickers of economic support and incentive. Coordination of resources and programs among Federal, State and local agencies is essential to controlling the use and trafficking of illegal drugs.

Goal(s):

- o To assess the applicability of the Organized Crime Narcotics Trafficking (OCN) Program to specific States.
- o To implement the OCN model in selected States and local jurisdictions.
- o To assess the effectiveness of the OCN statewide and multijurisdictional models.
- o To disseminate effective OCN strategies.

Objectives:

- o To implement projects involving multijurisdictional investigation and prosecution of middle to upper level conspiratorial drug crime through the development of a comprehensive operational approach involving State, local and Federal law enforcement and prosecutorial agencies.
- o To provide training and technical assistance to demonstration sites.
- o To provide for the assessment of the demonstration sites and disseminate the results for future replication.

Program Strategy: The Organized Crime Narcotics (OCN) Trafficking Program establishes a multijurisdictional investigative and prosecutorial approach to the problems posed by conspiratorial drug crime. Individual projects are designed to develop and implement centrally coordinated and managed investigations involving Federal, State and local investigative agencies. Emphasis is on establishing a multi-agency response to commonly shared major drug crimes throughout a regional area.

The OCN Program establishes a formal mechanism whereby investigative and prosecutorial resources can be allocated, focused and managed against targeted offenses and offenders at the highest conspiratorial levels. The formal mechanism differs significantly from a task force. Under a traditional task force configuration, resources from various

agencies are assigned to one authority and operate under the direction of that one authority. Assignments to task forces are generally very temporary, and allegiances are fleeting. By contrast, under the OCN model, all participating agencies are members of a Control Group, each member having an equal voice in its operation. There is a strong sense of ownership among the participants, and solid partnerships are formed among the participating agencies. The Control Groups are composed of State, local and Federal authorities (to include Drug Enforcement Administration (DEA) at a minimum) and must have a prosecutor represented. The Control Group must unanimously approve each investigation initiated under the project based on a formal investigative plan and an investigative budget. Each investigation must have the involvement of a Federal agency, though not necessarily DEA.

This program will be implemented in two concurrent Tracks. Under Track I, Program Demonstration, projects currently funded under the Organized Crime/Narcotics Trafficking Enforcement Program will be supplemented. It should be noted that this program has been coordinated with the DEA Drug Enforcement Task Forces and the Department of Justice Organized Crime/Drug Enforcement Task Forces and has been designed to complement other on-going Federal activities as appropriate.

Under Track II, Technical Assistance and Training, the existing technical assistance and training component will be supplemented on a non-competitive basis to the Institute for Intergovernmental Research (IIR) to both provide and manage the development and delivery of technical assistance and training services for multijurisdictional law enforcement efforts nationwide and to provide support to the OCN effort. Under this track, IIR will also support a new competitive effort entitled "Statewide Integrated Resources Model" (SIRM) which will be initiated during FY 1991. The SIRM program is separately described in this publication.

Track I - Program Demonstration

This program is currently funded in 18 sites. Project assessment and development were accomplished during the initial phases of the program. It is expected that these sites will continue to operate under the existing OCN guidelines and conditions. The products to be completed are:

- o Plan for implementing the demonstration activities; and,
- o Program data and information for the assessment by the training and technical assistance grantee.

Track II - Technical Assistance and Training

The Technical Assistance and Training effort will be specifically designed to provide services under both the OCN and the SIRM models: OCN services will be a two stage effort and SIRM services will be a four stage effort.

OCN Services

Stage 1 - Technical Assistance to Demonstration Sites

The training and technical assistance grantee will provide management and operational assistance to each of the OCN sites, as well as assistance in the development of operational assessments. Those assessments are internal self-evaluation tools which enable the demonstration sites and the program manager to determine the effectiveness of the projects and the program. Products to be completed under this stage are as follows:

- o The provision of technical assistance to the demonstration sites during the implementation process;
- o Operational performance assessment instruments; and,
- o Operational assessments of individual project progress.

Stage 2 - Refinement of OCN Model Development

Concurrent with the demonstration stage, the technical assistance and training grantee will continue to gather information from the demonstration sites and utilize information gained during that process to develop refinements to the established OCN model. During this stage, products to be completed are:

- o A special analysis of OCN projects to assess whether a pattern exists for task force operations over a multi-year period wherein task force activities decrease in effectiveness and whether the pattern can be predicted and appropriately addressed to achieve maximum operational effectiveness (task force life cycle study);
- o A draft and final report on the life cycle study; and
- o Modifications to OCN Program Model as appropriate.

SIRM Services

Stage 1 - Operational Assessment

The technical assistance and training grantee will provide assistance to each site selected under the SIRM Program in the conduct of an operational assessment to ensure that the project effectively understands and is organizationally capable of implementing the SIRM model on a Statewide basis. The operational assessments are self-evaluation tools which enable the sites to effectively implement the model. Products to be completed are:

- o A plan for assisting the SIRM sites in conducting the operational assessments; and,
- o A final report on the activities and findings of the assessments.

Stage 2 - Refinement of Existing Training and Technical Assistance Materials

The technical assistance and training grantee will make appropriate modifications to the training and technical assistance materials developed for implementation of the OCN model for application to the SIRM model. Products to be completed are:

- o Modified training and technical assistance materials, as appropriate; and,
- o A plan for implementing technical assistance and training in the SIRM sites.

Stage 3 - Technical Assistance and Training to Demonstration Sites

The technical assistance and training grantee will provide technical assistance and training to the SIRM sites.

Products to be completed are:

- o Technical assistance and training to demonstration sites based on modified curriculum and materials developed in Stage 2; and,
- o At least one joint OCN/SIRM cluster conference.

Stage 4 - Refinement of the Program Model

Based on the experiences and information gained from the operational assessments and the ongoing provision of technical assistance and training, the technical assistance and training grantee will make appropriate modifications and refinements to the SIRM model.

Products to be completed are:

- o A plan for developing refinements to the SIRM model; and
- o A revised model.

Eligibility Requirements: The following sites are invited to submit applications for continuation of Track I of this program: Multnomah County, Oregon, Suffolk County, Massachusetts, Kansas City, Missouri, New York County, New York, Broward County, Florida, Conyers, Georgia, Riverside, California, Pima County, Arizona, Jefferson County, Kentucky, Dallas County, Texas, Las Vegas, Nevada and the States of Arizona, Maine, Maryland, Nebraska, New Mexico, Ohio and Utah.

The Institute for Intergovernmental Research is invited to submit an application for continuation of technical assistance and training under Track II of this program.

All applications for continuation funding under this program must meet the requirements in the Application and Administrative Requirements section of this publication and provide a detailed description of project activities and progress to date.

Selection Criteria: All applications submitted will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this publication.

Award Period: The existing sites will be supplemented for one year. The technical assistance and training grant will be supplemented for one year.

Award Amount: Existing operational sites will receive approximately \$100,000, each and the technical assistance and training component will be funded at the \$500,000 level, for a total of \$2,300,000.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

WASHINGTON, D.C. METRO AREA DRUG ENFORCEMENT TASK FORCE

Purpose: The purpose of this program is to demonstrate, through coordinated planning and operations, the ability of Federal, State and local law enforcement agencies to suppress narcotic and illicit drug trafficking, and the violence associated with it, in a major metropolitan area.

Background: Coordination of resources and programs among Federal, State and local agencies is essential to controlling the use and trafficking of illegal drugs. The activities of the Washington, D.C., Metro Area Drug Enforcement Task Force (MATF) focus on promoting coordination and cooperation among law enforcement agencies at the Federal, State and local levels in the Washington, D.C. Metropolitan Area. The MATF came into existence when the Washington Field Office of the Drug Enforcement Administration (DEA), in accordance with the Anti-Drug Abuse Act of 1988, the mission of the Bureau of Justice Assistance (BJA) and at the suggestion of the Director of the Office of National Drug Control Policy developed a multijurisdictional task force to target drug trafficking and its associated violence. The specific target of the MATF has been street-level, mid-level and major drug traffickers.

The Arlington County, Virginia, Police Department, as host agency for MATF, established a working mechanism to handle the authorization for expenditures and the payment of vouchers. Another mechanism was set in place to collect and analyze programmatic data and to control inventories, informants, seized assets and confidential funds in accordance with BJA's program.

Goal(s):

- o To assist State and local law enforcement agencies, through joint operations with Federal law enforcement personnel.
- o To target and remove major narcotic traffickers within the Washington, D.C., Metropolitan Area through investigation, arrest, prosecution, asset forfeiture and conviction.

Objectives:

- o To maintain support of the Washington, D.C., Metropolitan Area Drug Enforcement Task Force.
- o To assess the results of the demonstration effort.

Program Strategy: This program supports the State and local efforts within the MATF operations and will continue operations in five concurrent efforts: targeting, community-oriented policing, prosecution, asset seizure and intelligence activities.

To achieve the activities, all State and local officers assigned to MATF were deputized as Federal officers. This action enables the local officers and the Federal officers to work side by side throughout the various jurisdictions within the Washington, D.C., Metropolitan Area.

Element I - Targeting Activities

Concomitant with the street-level activities, investigative efforts against major drug traffickers and their organizations will continue in every jurisdiction. The Multijurisdictional Task Force Group, the Special Operations

Task Force Groups and DEA Enforcement Groups concentrate on those organizations presenting the greatest drug threat in the metropolitan area. Particular emphasis is placed on wholesale and mid-level distributors. Where mid-level distribution is controlled by gangs, other special enforcement programs are utilized. DEA Enforcement Groups conduct investigations of those violators and organizations at the highest level of drug trafficking.

A DEA Financial Investigation Group seizes assets, conducts financial investigations related to drug trafficking and conducts money laundering investigations.

A Special Operations Division of the Task Force, consisting of three Task Force Groups headed by a DEA, a U.S. Marshals Service (USMS), and a Bureau of Alcohol, Tobacco, and Firearms (ATF) Group Supervisor, addresses the interdiction, fugitive and weapons aspects of drug trafficking. Each of these Task Force Groups has two DEA Special Agents assigned in addition to other Federal, State and local personnel.

This organizational targeting approach also focuses on wholesale suppliers from outside the Washington, D.C. Metropolitan Area as another method of controlling the supply of illicit drugs. DEA Special Enforcement Operations (SEO "Title Fight") are high level, long-term enforcement projects requiring significant resource expenditures that focus DEA investigative, intelligence and support resources on significant trafficking organizations that have national or international implications.

The Diversion Group implements the provision of the Chemical Diversion and Trafficking Act of 1988. This Diversion Group monitors the distribution, implementation and exportation of 20 listed precursor and essential chemicals. Information is coordinated with the Clandestine Laboratory Group of the MultiJurisdictional Task Force.

Element II - Community-Oriented Policing Activities

Local citizens throughout the Washington, D.C., Metropolitan Area establish community groups to eliminate the conditions that contribute to neighborhood drug sales. Citizen groups are encouraged to establish confidential drug hotlines to report activity in open-air markets and large public housing projects, pressure the legislature for effective asset seizure laws and increased penalties for drug distribution, conduct neighborhood clean-up projects and form community crime patrols and neighborhood watch programs.

Element III - Prosecution Activities

The prosecution activities are closely linked to the targeting (investigative) activities. They are devoted to street-level dealers, local and regional distribution and trafficking networks and major individual traffickers. Cases are pursued with the intent of neutralizing criminal networks through a priority targeting program and seeking maximum penalties allowed by law. Technical assistance is provided to the jurisdictions needing guidance in prosecuting complex drug cases and developing model statutes.

Selective drug user prosecutions are also utilized for the purpose of sending a strong "zero tolerance" message.

Element IV - Asset Seizure Activities

Asset removal makes drug trafficking less profitable and denies drug organizations the resources needed to maintain their illegal activities. Asset forfeiture and other financial investigative laws can be powerful tools in destroying the financial bases of trafficking organizations. In removing profits and assets, the strategy also deters potential drug trafficking by increasing the risk associated with drug offenses.

Element V - Intelligence Activities

The major purpose of the intelligence strategy is to ensure that intelligence capabilities are properly directed and coordinated and that they are fully utilized to support all law enforcement agencies in the Metropolitan Area. Improved intelligence means more effective use of law enforcement resources, greater success against traffickers and, as a result, reduced availability of drugs. The intelligence activities direct the assignment of resources that are critical to the efforts of the three other supply reduction activities (i.e., targeting, prosecution and asset seizure).

Element VI - Program Demonstration

This program is currently operational in northern Virginia, Washington, D.C., and the contiguous suburban counties in Maryland. Project development was accomplished during the initial phase of the program. It is expected that the Task Force will continue to operate under its present structure.

The products to be completed are:

- o A plan for continuation of the demonstration activities;
- o Implementation of the demonstration activities;
- o Management/Assessment cluster meeting of similar task forces; and
- o A report of the results of the demonstration, based on the cluster meeting.

Eligibility Requirements: The Arlington County, Virginia, Police Department will continue to host the operations of the Washington, D.C., Metropolitan Area Drug Task Force.

Selection Criteria: The Arlington County Police Department is the host agency for the State and local law enforcement activity within the Task Force. The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. Additionally, the following criteria were addressed:

- o A coordinated approach to the crime problem which results in a major impact on illicit drug trafficking not achievable through a single agency;
- o Standardized procedures for central collection and dissemination of information for joint case administration and for investigation techniques and approaches;
- o Operational guidance by the Drug Enforcement Administration and other appropriate Federal agencies for joint agency management and direction of investigations and prosecutions; and
- o A budget.

Award Period: The award will be for a 12-month period.

Award Amount: Up to \$1,651,885 will be made available for this program.

Due Date: Not applicable.

Contact: For further information, contact Donald J. Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

FINANCIAL INVESTIGATIONS PROGRAM

Purpose: The purpose of this program is to develop, demonstrate, and provide technical assistance and training to centrally coordinated multijurisdictional financial investigations in the efforts against narcotics trafficking.

Background: The President's Commission on Organized Crime demonstrated that the focus of organized crime has shifted to narcotics trafficking. The brutal methods and pervasive reach of organized crime have been concentrated on the production and distribution of illegal drugs. The drug trafficking conspiracies of organized crime exist because of the tremendous profits to be obtained through drug crime. These high profits have made drug trafficking the principal source of income for organized crime, generating as much as \$150 billion a year.

Innovative investigative techniques must be used in the development of successful cases against organized crime narcotics trafficking conspiracies. Civil and criminal forfeiture of assets are now recognized by law enforcement experts as effective means of depriving illicit drug traffickers of economic support and incentive. Coordination of resources and programs among Federal, State, and local agencies is essential to controlling the use and trafficking of illegal drugs. Through this approach, the assets of organized crime's drug trafficking conspiracies can be seized and the conspiracies brought to an end.

Goal(s):

- o To implement the FINVEST Model in selected jurisdictions.
- o To assess the effectiveness of the FINVEST Model.
- o To disseminate effective financial investigations strategies.

Objectives:

- o To demonstrate the FINVEST Model.
- o To provide training and technical assistance to demonstration sites.
- o To assess the demonstration sites and refine the FINVEST Model.
- o To disseminate the FINVEST Model.

Program Strategy: This program solicits applications for projects designed to develop and implement centrally coordinated multijurisdictional financial investigations involving identifying the hidden assets acquired by drug dealers from the proceeds of drug crime, tracing narcotics-related financial transactions, analyzing movement of currency, identifying criminal financial structures and money laundering schemes, and asset forfeiture administration. Emphasis will be on establishment of an interdisciplinary response to commonly shared major crimes related to drug trafficking conspiracies throughout a regional area. A formal mechanism must be identified or created whereby investigative and prosecutorial resources can be allocated, focused, and managed against targeted high level offenders to achieve maximum criminal and civil remedies, and to deprive them of the financial incentives to pursue illegal drug activities. The formal mechanism differs significantly from a task force. Under a traditional lead agency task force configuration, resources from various agencies are assigned to one authority, and operate under the direction of that one authority. Assignments to task forces are generally very temporary, and allegiances are fleeting. By contrast, under the FINVEST model, all participating agencies are members of a Control Group, each member having an equal voice in its operation. There is a strong sense of ownership among the participants, and solid partnerships are formed among the participating agencies.

This program is a sophisticated variation of the OCN Program and marries two primary elements of BJA's overall law enforcement strategy. These two elements are in Multijurisdictional Operations and in Reducing the Profit Motive. The profit motive of drug crime must be removed to be successful in supply side strategies. FINVEST is

specifically designed to demonstrate the effectiveness of conducting financial investigations through a multijurisdictional and multidisciplinary approach.

The FINVEST program will be implemented in two concurrent Tracks. Under Track I, Program Demonstration, projects currently funded under the FINVEST Program will be supplemented. Under Track II, Technical Assistance and Training, the existing technical assistance and training component will be supplemented on a non-competitive basis to the Institute for Intergovernmental Research (IIR) to both provide and manage the development and delivery of technical assistance and training services for multijurisdictional financial investigation efforts nationwide and to provide support to the FINVEST effort.

Track I - Program Demonstration

This program is currently funded in seven sites. Project assessment and development were accomplished during the initial phases of the program. It is expected that these sites will continue to operate under the existing FINVEST guidelines and conditions. The products to be completed are:

- o Plan for implementing the demonstration activities; and,
- o Program data and information for the assessment by the training and technical assistance grantee.

Track II - Technical Assistance and Training

The technical assistance and training effort will be specifically designed to provide services under the FINVEST Program in a two stage effort.

Stage 1 - Training and Technical Assistance to Demonstration Sites

The training and technical assistance grantee will provide management and operational assistance to each of the FINVEST sites, as well as assistance in the development of operational assessments. Those assessments are internal self-evaluation tools which enable the demonstration sites and the program manager to determine the effectiveness of the projects and the program. Products to be completed under this stage are as follows:

- o Plan for providing training and technical assistance to the demonstration sites;
- o Provision of training and technical assistance to the demonstration sites during the implementation process;
- o Operational performance assessment instruments;
- o Operational assessments of individual project progress; and
- o Conduct at least one FINVEST cluster conference.

Stage 2 - FINVEST Model Development

Concurrent with the demonstration stage, the technical assistance and training grantee will continue to gather information from the demonstration sites and utilize information gained during that process to develop refinements to the established FINVEST model. During this stage, products to be completed are:

- o Plan for reviewing refinements to the FINVEST model.
- o Revised model.
- o Dissemination strategy to inform the field of the products and results of this program.

Eligibility Requirements: Multnomah County, Oregon; Boston, Massachusetts; the Georgia Bureau of Investigation; San Diego, California; Kansas City, Missouri; the New York County District Attorney's Office; and, Broward County,

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Florida, are invited to submit applications for continuation of this program. In addition, the Institute for Intergovernmental Research (IIR) is invited to submit an application for continuation, of the technical assistance and training activities.

All applications must meet the requirements in the Application and Administrative Requirements section of this publication, and provide a detailed description of project activities and progress to date.

Selection Criteria: All applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: Projects will be funded for 12 months.

Award Amount: The seven existing sites will receive approximately \$200,000 in supplemental funding, and the technical assistance and training grant will receive \$500,000 in supplemental funding, for a program total of \$1,900,000. The remainder of the funds under this program will support the four new sites which are separately described in the competitive section of this publication.

Due Date: Applications for continuation funding must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

INTER-JURISDICTIONAL PROSECUTION PROGRAM

Purpose: The purpose of this program is to demonstrate the ability of task forces composed of prosecutors from two or more adjoining jurisdictions to investigate and prosecute illegal drug manufacturing and distribution organizations operating across jurisdictional lines.

Background: Coordination of resources and programs among jurisdictions is essential to controlling the use and trafficking of illegal drugs. Criminal organizations and individuals dealing in illicit drugs do not confine their activities to the political boundaries of a State, county, or municipal area. To succeed in prosecuting and convicting large networks of drug offenders and enterprises requires the combined efforts of more than one jurisdiction.

Goal(s):

- o To develop a prototype interjurisdictional prosecution program.
- o To disseminate effective interjurisdictional prosecution programs.

Objectives:

- o To continue to demonstrate the prosecutor's leadership role in investigating and prosecuting drug cases in interjurisdictional drug task force projects.
- o To develop a prototype interjurisdictional prosecution program based on the demonstration site programs.
- o To provide training and technical assistance to selected jurisdictions for increasing the prosecution and conviction of major drug manufacturers and traffickers, and ensuring maximum sentences.

Program Strategy: This task force project coordinates the participating jurisdictions' investigative resources and prioritize the prosecution of regional drug manufacturers and traffickers. The participating local prosecutors will establish a governing board to identify regional drug problems, set prosecution priorities and select the regional targets for investigation and prosecution. The BJA grant provides support primarily for the organization and planning of the task force and the implementation of policies and procedures for coordinating the multi-jurisdictional investigation and prosecution of selected cases that cross jurisdictional boundaries. In addition, the individual prosecutor's offices are expected to each contribute investigative and prosecutorial resources to the task force as needed.

This solicitation invites applications from the two inter-jurisdictional demonstration projects (Track I) and the American Prosecutor Research Institute's National Drug Prosecution Center which will provide the technical assistance and develop a prototype model (Track II).

Track I - Continuation of Demonstration Activities

This award will complete the demonstration of multijurisdictional cooperation at the policy and operational levels and assess the impact of regional investigation and prosecution efforts.

The products to be completed during this track are:

- o Develop a site plan to complete the demonstration activity and institutionalize the projects;
- o Review the prototype materials developed by APRI; and
- o Prepare a site report on the results of the demonstration projects.

Track II - Development of Prototype

The American Prosecutor's Research Institute's National Drug Prosecution Center (the Center) will develop a prototype/model multijurisdictional prosecutorial task force description based on an assessment of similar prosecutor based task forces and the experience of these BJA pilot demonstration sites.

The products to be completed in this track are:

- o Plan for prototype design and program operational manual development;
- o Technical assistance to the pilot site;
- o Revised model and a training curriculum based on the model;
- o A meeting to appraise the prototype multi-jurisdictional task force involving representatives from the Center, and State and local prosecutor based task forces; and
- o Dissemination strategy to inform the field of the development of the program and the products and results of the demonstration projects.

This would be accomplished through State level training for local prosecutors, and direct technical assistance to State prosecutor's associations to facilitate the organization and operation of these prosecution based task force models.

Eligibility Requirements: In accordance with the requirements in the Application and Administrative Requirements section of the document, applications are invited from the two interjurisdictional demonstration projects - the Portland, Oregon, metropolitan area and the northeastern region of Georgia. An application is also invited from APRI's National Drug Prosecution Center which will provide the technical assistance component in order to develop a prototype model to be replicated by future funding. APRI's selection is consistent with their ongoing work of assessing the prosecutor's role in multijurisdictional task forces.

Selection Criteria: Application negotiations and the application's evaluation will focus primarily on the soundness of the proposed strategy and the clarity and appropriateness of the program's implementation plan.

Award Period: These grant awards will be for a 12-month period

Award Amount: Grant awards of up to \$200,000 each will be awarded to the two existing demonstration projects and up to \$50,000 for the technical assistance component. A total of \$450,000 is available to support this program.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5943.

ASSET SEIZURE AND FORFEITURE TRAINING PROGRAM

Purpose: The purpose of this program is to provide training and technical assistance to State and local law enforcement investigators and selected prosecution personnel in local and State asset seizure and forfeiture statutes, and appropriate Federal laws and protocols.

Background: This program is based on previous research and development funded by the National Institute of Justice (NIJ) and others, dealing with asset seizure and forfeiture as an effective means of depriving illicit drug traffickers of economic support and incentive. NIJ research also points to effective application of forfeiture laws and rules as a means of converting illicit capital to law enforcement purposes and generating major financial benefits to the community. It is recognized that, in the field of narcotics enforcement, asset seizure and forfeiture statutes are the weapons that enable police officials to present a balanced attack against illicit drug dealers. However, experience has shown that passage of such legislation does not, by itself, guarantee a successful asset seizure program. Full exploitation of new Federal and State laws depends on adequate training and technical assistance in the field.

BJA has an existing grant with the Police Executive Research Forum (PERF) to provide training to State and local agencies that wish to develop and implement asset seizure and forfeiture units within their respective departments. The training delivered under this program is specifically directed toward State asset seizure and forfeiture statutes, and is coordinated with the Executive Office of Asset Forfeiture, U.S. Department of Justice, cognizant U.S. Attorneys, and with related BJA efforts in prosecution training in this area. The training is centered on individual State statutes and the specific training elements of this program are:

- o An overview of the individual State statutes.
- o Building a nexus between illegal income and assets.
- o RICO and forfeitures.
- o Finding public record information.
- o Financial investigative techniques.

Goal(s): To increase the effective use of State asset seizure and forfeiture statutes by State and local agencies.

Objectives:

- o To provide training to State and local agencies that wish to develop and implement asset seizure and forfeiture units.
- o To provide training and technical assistance to State and local law enforcement investigators and selected prosecution personnel.
- o To familiarize State and local law enforcement with the pertinent local and State asset seizure and forfeiture statutes and appropriate Federal laws and protocols.
- o To enhance coordination activities with the prosecutor and other agencies having jurisdiction in financial matters.

Program Strategy: This program will continue to enhance the training program. The training approach will be modified during this grant period to incorporate the U.S. Attorneys' offices into the training delivery process. A supplemental grant will be made to PERF to train law enforcement personnel and selected prosecutors.

Technical assistance will be rendered as needed to those agencies participating in the training as well as other State and local agencies to assist them in dealing with asset forfeiture issues. A formal process for requesting and rendering technical assistance is in place. Technical assistance is also provided through a series of state-of-the-art publications on critical aspects of asset forfeiture investigations, operations, techniques, the Asset Forfeiture Series and a newsletter

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for the asset seizure forfeiture community. This Technical Assistance and Training Program is being evaluated to determine the extent and effectiveness of State and local asset seizure and forfeiture activities.

Specific activities and products to be completed during this project are:

- o A plan providing for training and technical assistance to selected States;
- o Implementation of the training and technical assistance plan;
- o Continued development of selected publications with the approval of BJA; and
- o Dissemination strategy to inform the field of the development of the program and the products and results in the States that receive intensive training.

Eligibility Requirements: The Police Executive Research Forum (PERF) is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award period for this program is 12 months.

Award Amount: Up to \$350,000 will be available for this award.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

CLANDESTINE LABORATORY ENFORCEMENT CERTIFICATION TRAINING

Purpose: The purpose of this program is to provide certification training to State and local law enforcement officials assigned to investigate and seize clandestine laboratories, collect dangerous chemicals as evidence for prosecution, and transport and store dangerous chemicals.

Background: Coordination of resources and programs among Federal, State and local agencies is essential to controlling the use and trafficking of illegal drugs. The National Drug Control Strategy indicates that "...a truly integrated, effective, and efficient national strategy requires that various law enforcement authorities coordinate their efforts when drugs are involved." In addition, the sharing of information and expertise is critical. Safety, legal, administrative, and regulatory issues surrounding the seizure of clandestine laboratories and the prosecution of criminals responsible for the laboratories are very complex. BJA will continue an inter-agency agreement with the Drug Enforcement Administration to provide the specialized training necessary to pursue these investigations.

Goal(s): To provide law enforcement officials with the information necessary to effectively investigate clandestine laboratories and do so safely in accordance with the Occupational Safety and Health Administration's (OSHA) standards.

Objectives: To develop and implement a training program designed to provide State and local investigators with effective investigative procedures for uncovering and closing clandestine laboratories, and provide these investigators with a safety certification that meets OSHA standards

Program Strategy: BJA will continue an Interagency Agreement with the Drug Enforcement Administration (DEA) to provide certification training to State and local law enforcement officials assigned to investigate and seize clandestine laboratories, collect dangerous chemicals as evidence for prosecution, and transport and store dangerous chemicals. Safety, legal, administrative, and regulatory issues surrounding the seizure of clandestine laboratories and the prosecution of criminals responsible for the laboratories are very complex. Law enforcement officials are beginning to have a better knowledge of the special kinds of information needed by uniformed and non-uniformed officers and investigators. This information has been accumulated through the detection and seizure of several hundred clandestine laboratories. These hard won experiences have helped to identify the hazards associated with these operations. Clandestine laboratories contain poisonous, flammable, and explosive chemicals. These chemicals are used, by criminals, with inadequate training and equipment to perform dangerous syntheses of controlled substances. There is a clear danger to the immediate community adjacent to the clandestine laboratory and to law enforcement officers assigned to these investigations.

The products to be completed during the period of this Interagency Agreement are:

- o A plan for providing training on a regional basis for law enforcement investigators;
- o Ongoing refinements and revisions to the training curriculum as appropriate; and
- o Implementation of the training program on a regional basis.

Eligibility Requirements: BJA will negotiate a continuation with DEA of the existing Interagency Agreement for this training.

Selection Criteria: Not applicable.

Award Period: This Interagency Agreement will be funded for a one year period.

Award Amount: Up to \$200,000 will be available for this program.

Due Date: The due date will be negotiated between DEA and the BJA Program Manager.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

CLANDESTINE LABORATORY ENFORCEMENT DEMONSTRATION

Purpose: The purpose of this program is to develop and demonstrate centrally coordinated multijurisdictional activities to investigate clandestine laboratories and prosecute the offenders who operate them.

Background: The problem of clandestine laboratories, and the manufacture of illegal amphetamines and other illegal drugs is widely accepted by law enforcement authorities, including the Drug Enforcement Administration (DEA), to be the emerging issue of the 1990's. Even if this country is completely successful in closing our borders to the import of opiates and cocaine, adequate production facilities and raw materials exist to completely fill the void with cheaper, more potent and readily available drugs through their illegal manufacture in clandestine laboratories.

Beyond the social hazards of this situation, the environmental dangers are overwhelming. The chemicals employed in the manufacture of illegal drugs are caustic, carcinogenic, and otherwise debilitating; exposure, even in minute quantities, can have dire consequences for both law enforcement officers and civilians who happen to encounter them. Clandestine lab operators have demonstrated a blatant disregard for public safety by dumping the residue of lab processes in public reservoirs, park lands, and on private property. The contaminated rental properties, hotel rooms and private and commercial properties are then resold to unsuspecting buyers, creating health problems for them, their families and associates, and ultimately their unborn children.

Law enforcement's response to clandestine labs involves a unique set of hazards to be addressed. These include entering the lab environment, handling lab contents, dealing with booby-traps and facing particularly violent perpetrators who are influenced by the drugs and chemicals they are handling, and who are generally heavily armed.

Goal(s):

- o To implement clandestine laboratory enforcement projects in selected jurisdictions.
- o To assist in the development of a prototype clandestine laboratory enforcement program.

Objectives:

- o To continue the implementation of existing sites funded under this program.
- o To provide training and technical assistance to sites funded under this program.

Program Strategy: This program solicits applications from projects currently funded by BJA which are designed to develop and implement law enforcement, prosecution and forensic chemist teams, in different geographic areas of the country, for the purpose of responding to requests to investigate clandestine laboratories. The demonstration sites are part of a broader program which includes the development of clandestine laboratory enforcement prototype(s), and the provision of technical assistance and training through the implementation of a competitive cooperative agreement. The prototype(s) to be developed under the training and technical assistance component will represent state-of-the-art knowledge and experience. The demonstration sites will continue program implementation activities and assist BJA in developing a prototype clandestine laboratory program and training curriculum. They will also receive training and technical assistance that is developed under the cooperative agreement.

The program consists of two concurrent sets of activities:

Element I - Program Implementation

The sites will continue demonstration activities. The products to be completed are:

- o An implementation plan for continuing the demonstration activities; and
- o The provision of program data to support the program prototype development being conducted under a separate award.

Element II - Prototype Development

The sites will review the materials developed under the training and technical assistance program. The products to be completed are:

- o A review of the assessment results;
- o A review of the prototype design and the operations manual; and
- o A review of the training and technical assistance curriculum.

Eligibility Requirements: The States of Pennsylvania and New Jersey, and the City of Portland, Oregon are invited to submit applications for continuation of this program. All applications for continuation funding under this program must meet the requirements in the Application and Administrative Requirements section of this publication and must provide a detailed description of project activities and progress to date.

Project personnel will be expected to travel to and participate in management "cluster" meetings of clandestine laboratory projects that are sponsored by BJA. Grantees should allocate funds from the grant to cover the expenses of attending one such cluster meeting.

Selection Criteria: All applications submitted will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

In addition, consideration for continuation funding will emphasize the following review criteria.

- o The proposed continuation strategy must include project goals and objectives and a detailed approach to implementing the program strategy and completing the products identified in this solicitation.
- o The program implementation plan for continuation must include: discussion of the major activities involved in continuing the program; the allocation of resources available to implement the continuation; an annotated organizational chart depicting the roles and describing the responsibilities of program management personnel; and, a time-task plan which clearly identifies the major milestones and products, and a schedule of their completion.

Award Period: The continuation Clandestine Laboratory Enforcement Projects will be funded for an additional 12 months. The TA & Prototype(s) Development grant will be funded for a period of 15 months.

Award Amount: Each of the continuation Clandestine Laboratory Enforcement Projects will receive supplemental grant awards in the amount of \$100,000, for a program total of \$300,000. (The TA & Prototype(s) Development grant will be funded in the amount of \$100,000, see competitive section.)

Due Date: Continuation applications must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

**CIVIL RICO (RACKETEER-INFLUENCED CORRUPT ORGANIZATIONS)
DEMONSTRATION PROGRAM**

Purpose: The purpose of this program is to demonstrate in selected State attorneys general offices, different approaches to increase the use of a State's civil RICO statute along with other related civil remedies.

Background: The problem of drug trafficking and the attendant laundering of illegally obtained assets continues to grow despite increasingly aggressive criminal enforcement by local, State and Federal agencies and the expansion of Federal criminal task force efforts to coordinate the attack on drug trafficking and money laundering. Both Federal and State cases worthy of prosecution and asset seizure often are delayed while assets disappear. Federal resources are limited and local criminal justice agencies are necessarily committed to the investigation and prosecution of criminal violence as a high priority. Beginning in 1988, BJA funding to four demonstration sites has gone to the State Attorneys General Offices in Arizona, Colorado, Oregon and Washington. The four project States realized that traditional criminal prosecution methods failed to disrupt the economic infrastructure of the drug enterprise. With the exception of Colorado, these are all coastal or border States and, therefore, tend to have substantial drug trafficking problems. Each had a strong civil RICO statute available to employ against drug enterprise and the respective offices of the Attorneys General had demonstrated strong interest in experimenting with use of civil RICO as a drug enforcement weapon. The States also represent a broad range of resources and experience, with Arizona the most sophisticated and Oregon the most formative. Each demonstration project is testing a different organizational and operational approach. The States employ assistant attorneys general and financial investigators to work in cooperation with other Federal, State and local law enforcement personnel to identify and prosecute drug traffickers, seize and forfeit their assets, and uncover money laundering operations and camouflaged assets. For the most part, the States employ their RICO statutes against home State targets. However, in a growing number of cases, multijurisdictional actions have been undertaken. With the exception of Arizona, which has a track record of using RICO prior to BJA funding, the State attorneys general began vigorous RICO drug enforcement activities upon receipt of these demonstration grants.

Goal(s): To demonstrate in selected State attorneys general offices, several different approaches for increasing the use of a State's civil RICO statute along with related civil remedies to attack, interrupt and economically destroy enterprises trafficking in illegal drugs.

Objectives:

- o To demonstrate the effectiveness of State civil RICO statutes and related civil remedies in economically dismantling drug trafficking enterprises.
- o To develop a prototype or model State civil RICO organization based on the existing demonstration sites.
- o To disseminate effective civil RICO drug enforcement strategies.

Program Strategy: The participating States attorneys general employ assistant attorneys general and experienced financial investigators to work in cooperation with other Federal, State and local law enforcement personnel to identify drug trafficking enterprises, seize and forfeit their assets, and uncover money laundering operations and camouflaged assets. For the most part, the States employ their RICO statutes against home State targets. However, in a growing number of cases, multijurisdictional actions have been undertaken or are developing.

State attorneys general, in their primary role as chief State law enforcement officers, receive financial and technical assistance and training to demonstrate comprehensively the effectiveness of State civil RICO statutes in attacking drug trafficking enterprises and freezing and seizing illegally obtained assets. In addition to initiating State-level civil RICO units, these projects demonstrate the effectiveness of complex financial investigations, and coordinate criminal and civil proceedings involving local, State, regional and Federal enforcement resources in attacking major, Statewide drug enterprises and their networks of money laundering activities.

The civil RICO training and technical assistance project operated by the National Association of Attorneys General (NAAG) is providing training to these demonstration sites and to other State civil RICO drug enforcement efforts. The demonstration projects represent a range of civil RICO enforcement strategies against drug trafficking and provide the basis for the NAAG to develop a prototype/model project design for the application of civil RICO remedies against the entire spectrum of drug trafficking enterprise activity.

This program will be implemented through agreements with the four civil RICO demonstration projects to continue demonstration activities.

The products to be completed are:

- o Development of a site plan to complete the demonstration activity and institutionalize the projects;
- o A review of prototype materials developed by NAAG; and,
- o Preparation of a site report on the results of the demonstration projects.

Eligibility Requirements: Applications are invited from each of the four Civil RICO demonstration projects in the Arizona, Colorado, Oregon and Washington State Attorney General's offices for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: Each grant award to support a demonstration project is for a 12-month period.

Award Amount: Up to \$100,000 is available to support each demonstration program for a total of \$400,000.

Due Date: Grant applications must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles Hollis, Chief, Prosecution Branch, (202) 514-5943.

**CIVIL RICO (RACKETEER-INFLUENCED CORRUPT ORGANIZATIONS)
TRAINING AND TECHNICAL ASSISTANCE PROGRAM**

Purpose: The purpose of this program is to provide training and technical assistance to State attorneys general to promote and facilitate the effective use of State civil RICO/civil remedies statutes as a drug enforcement tool.

Background: Twenty-seven States have enacted civil RICO statutes patterned after the 1970 Federal RICO statute and several others are considering enacting similar RICO statutes. Presently, these State statutes vary in their effectiveness as law enforcement and investigative tools to attack drug trafficking enterprise. An early BJA funded study conducted by the National Association of Attorneys General (NAAG) concluded that, provided sufficient attorney general personnel and well coordinated investigation and enforcement resources, use of racketeering laws was an effective tool in combatting drug trafficking. More importantly, these statutes provide enormous potential for destroying organized trafficking enterprise and seizing large amounts of unlawfully obtained assets. Civil RICO and related forfeiture statutes give State and local authorities the power to seize and forfeit the physical and financial assets of entire businesses by civil actions; thereby, removing the ill-gotten gains and assets from these organizations and individuals engaging in illegal drug manufacturing and distribution. By using civil litigation to attack these enterprises, these "in rem" proceedings do not have to apply the criminal procedural protections afforded a criminal defendant.

Beginning in February 1989, BJA funded Civil RICO demonstration projects in four State Offices of Attorneys General, and through a grant to NAAG, provided them with training and technical assistance.

NAAG has established a technical assistance and training capability utilizing a three person staff dedicated to assisting all interested State Attorneys General to establish or enhance their office's capabilities to utilize the State's civil RICO authorization against major drug trafficking organizations' enterprises. The demonstration sites have initiated investigation and cases seeking civil recovery against drug trafficking enterprises under their State's RICO statutes and other appropriate civil remedies provisions.

Goal(s):

- o To provide technical assistance and training to State Attorneys General to promote and facilitate the effective use of State civil RICO/civil remedies statutes as a drug enforcement tool.
- o To develop a model civil RICO unit.

Objectives:

- o To provide technical assistance and training to the four demonstration sites using civil RICO.
- o To provide individual technical assistance and cluster conference training to States that have or are pursuing civil RICO/civil remedies authorization.
- o To monitor legislative developments in State and Federal civil RICO/civil remedies and drug enforcement and support efforts to identify effective legislation as requested by the State attorneys general.
- o To develop a prototype design for implementing and operating a dedicated civil RICO unit.

Program Strategy: This program will be implemented through an agreement with NAAG to provide assistance to BJA demonstration sites and other States with and considering civil RICO statutes, and to develop prototype materials. The program will be developed in two stages: provision of training and technical assistance and prototype development.

Stage I - Provision of Training and Technical Assistance to Support Implementation at BJA Sites

The products to be completed during this stage are:

- o Plan for providing training and technical assistance to the BJA demonstration programs;
- o Implementation of the training and technical assistance strategy and the evaluation;
- o Training programs in the form of cluster conferences will be provided to facilitate successful implementation of additional State civil RICO efforts and their undertaking of successful civil RICO actions;
- o Dissemination strategy to inform the field of the development of the program and the products and results of the demonstration efforts.

Technical assistance will be made available, through an information clearinghouse to States which currently have civil RICO statutes as well as to those which are considering such statutes. A newsletter will be published bimonthly for the purpose of exchanging and communicating information on civil RICO issues including legislation initiatives. The NAAG program provides for the continued monitoring of legislative developments in civil RICO/civil remedies and drug enforcement at the State level and supports efforts to modify existing legislative authority as requested by the attorneys general.

Stage II - Development of Prototype

Based on the training and technical assistance provided to the four demonstration sites and their experiences overall, NAAG will develop a prototype for implementing and operating a civil RICO unit.

The products to be completed at this stage are:

- o Plan for prototype design and program operation manual development;
- o Draft and final program operation manual; and
- o Dissemination strategy to inform the field of the final developments of the program and the products and results.

Eligibility Requirements: The National Association of Attorneys General is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The grant award to support the provision of technical assistance and training is for a 12 month period.

Award Amount: Up to \$400,000 will be available to support this program.

Due Date: An application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

STATEWIDE TRAINING FOR LOCAL PROSECUTORS

Purpose: The purpose of this program is to assist local drug prosecutors through advanced multiple subject training.

Background: In almost every jurisdiction, from the rural to the large metropolitan, the drug problem is having a substantial impact on the daily operations of the prosecutors' offices. Over the last few years, existing or additional manpower resources are increasingly being assigned to drug-related investigations and prosecutions. In addition, most States have passed a substantial number of new, often complex, laws aimed at assisting law enforcement and prosecutors in attacking these drug-related criminal justice problems. Although prosecutors have the basic skills required for prosecuting individual drug offenses, the investigation and prosecution of the increasingly sophisticated operations of drug trafficking organizations require advanced training in specific subject areas. In addition to the expansion in numbers of prosecutors, there continues to be a relatively high turnover in local drug prosecutors' offices due to burn-out or obtaining better positions. Training, therefore, must be ongoing and should be conducted using in-State resources. This training specializes in the application of complex State statutes, recent Federal and State court decisions and other areas specifically related to drug enforcement topics such as electronic surveillance, use of informants, asset forfeiture and money laundering.

The American Prosecutors Research Institute (APRI), under an existing BJA grant, developed a sophisticated training curriculum consisting of three advanced drug prosecutor training courses: "Investigating and Prosecuting Drug Offenses: (a trial technique skill-building course); "Top Gun-Drug Prosecution Training" (an intensive trial advocacy course); and "Comprehensive Asset Forfeiture Training" (a sophisticated asset seizure and forfeiture course).

Goal(s):

- o To disseminate effective strategies for prosecuting drug cases.
- o To evaluate the effectiveness of the training program.

Objectives:

- o To identify and select states with prosecutor training capabilities to effectively organize, support and conduct 3-5 day training courses.
- o To provide support to states in conducting advanced training for prosecutors.
- o To disseminate a tested training curriculum and provide technical assistance to state-level prosecutor drug training courses.
- o To evaluate the training and revise the curriculum as necessary.

Program Strategy: The most efficient and effective forum to train local drug prosecutors is at the state level where they share common statutes, procedural and case law. This is also the level at which the training course justifies the expense required to assemble the advanced expertise and number of prosecutors required for this level of training. The possible exception to this is in large, metropolitan prosecutors' offices that often have in-house training capabilities. Moreover, a state-level professional prosecutors' organization or coordinator has the best understanding of the specific training needs of local drug prosecutors across the state and the in-state resources, including local practitioners, most suitable for teaching state specific statutes, case law and subject matter.

Course format includes videotape lectures, lecture outlines and topical case study scenarios made state-specific by in-state legal experts in each topic area, along with clear instructions to the trainers on how to implement each course, thus allowing the state prosecutor training organization to administer the course. There will also be an initial general

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technical assistance and support component provided by APRI with an understanding that future course repetitions will be the primary responsibility of the State prosecutor training officials. The selection of states to receive support in delivering each training course will include such factors as the number of local prosecutors assigned primarily to drug prosecution, the existence of an organized prosecutors' association to organize and conduct the training, and the availability of funding to support this training, i.e., block grant or local funding.

The products to be completed for each of the three advanced prosecutor training courses (cited above) and submitted to BJA include:

- o Criteria to select States to receive the training;
- o A plan for providing training and technical assistance to selected States;
- o Identification of key personnel responsible for organizing and presenting training in each selected jurisdiction;
- o An evaluation design;
- o Implementation of the training strategy in at least five States;
- o A report on the results of each course evaluation; and
- o Revision to the course materials, as necessary.

Eligibility Requirements: APRI is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with selection criteria in the Application and Administrative Requirements section of this document. The application review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the project implementation plan.

Award Period: The grant award period for this program will be for a 12-month period.

Award Amount: Up to \$200,000 will be available to support this program.

Due Date: An application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

MODEL STATE DRUG STATUTES DEVELOPMENT, DISSEMINATION AND IMPLEMENTATION

Purpose: The purpose of this program is to develop, disseminate and implement model State statutes that strengthen the investigation, apprehension, prosecution and punishment capabilities of States in dealing with drug offenders and organizations trafficking in illegal drugs.

Background: In FY 1988, the Bureau of Justice Assistance awarded a grant to the American Prosecutors Research Institute (APRI) to provide support to a task force of prosecutors to assist the National Conference of Commissioners on Uniform State Laws (The Conference) in revising the Uniform Controlled Substances Act (UCSA). The product of this task force was a handbook titled, The Uniform Controlled Substances Act, Discussion and Analysis of Proposed Amendments, 1989, which contains a discussion of major drug control issues to be addressed by the proposed amendments to the UCSA and an analysis of each the proposed amendments. In July 1990, The Conference adopted six of the seven proposed Articles virtually as drafted by this task force. The seventh article, a comprehensive state asset forfeiture provision, is to be redrafted as a separated model State statute. This innovative and comprehensive model State asset forfeiture statute will be disseminated to the approximately 40 states that urgently need to update their asset forfeiture authorizations to respond to removal of property and illgotten gains associated with illegal drug manufacturing and distribution.

Goal(s):

- o To develop model-state statutes.
- o To implement model-state statutes in selected jurisdictions.
- o To disseminate model-state statutes.

Objectives:

- o To assess existing drug control statutes.
- o To develop prototype drug control statutes.
- o To develop training and technical assistance to demonstration States.
- o To provide training and technical assistance to demonstration States.
- o To disseminate the results of the demonstration and the model statutes.

Program Strategy: This program will continue its efforts to formulate "model" State statutes which respond to the increasing number of complex methods created and utilized by drug statute offenders to avoid detection, prosecution and criminal and/or civil sanctions. Many States lack the updated statutory authorizations to effectively cope with their drug control responsibilities. Drug traffickers consistently use statutory loopholes and omissions to escape State and local prosecution of drug offenses. Development and adoption by States of comprehensive drug control statutes is critical to a unified Federal-State-local strategy allowing law enforcement and prosecutors to effectively battle drug abuse. This program will: continue efforts to review existing State statutes which inhibit the detection, investigation, apprehension and prosecution of drug traffickers; survey State and Federal laws to determine which existing State statutes are most likely to be successful if enacted in other States; establish the preferred structure and content of model State statutes with commentary and supporting information for implementation and to disseminate and actively promote the implementation of model State statutes across the Nation through the presentation of testimony, articles and limited technical assistance.

This program will support the wide dissemination of model statutes via printed materials, regional training conferences and on-site technical assistance, as appropriate, giving particular emphasis to the APRI Handbook, The Uniform Controlled Substances Act, Discussion and Analysis of Proposed Amendments, 1989.

This program will be implemented in two concurrent tracks: development of model statutes (Track I) and provision of technical assistance and training based on model statutes that were developed under a previous phase of this program (Track II).

Track I - Development of Model Statutes

Stage 1 - Assessment

The first stage of Track I consists of the determination of the areas in which model statutes will be developed and the identification and assessment of related existing State and Federal statutes for each area of development.

The products to be completed during this stage are:

- o Criteria and recommendation for areas of statute development;
- o Plan specifying how the assessment for each model statute will be conducted;
- o Draft and final report for each area of statute development which includes:
 - criteria for identifying effective statutes;
 - descriptions of existing statutes;
- o Recommendations for developing a model statute in each area;
- o Dissemination strategy to inform the field of the development of the program and the results of this stage.

Stage 2 - Model Statute Development

Based on the results of the assessment stage, the grantee will develop a model statute.

The products to be completed in this stage are:

- o Plan for model statute development;
- o Draft and final model statute, and
- o Dissemination strategy to inform the field of the development of the program and the products and results of this stage.

Track II - Demonstration of Model State Statutes

APRI will support the implementation of model statutes in selected States. The project will select three to six States and provide them with comprehensive educational materials explaining each of the separate model drug control statutes and the revised UCSA. In addition to providing the States with model statutory language, the project staff will analyze the current state laws and practices regarding specific drug issues addressed by the model statutes.

The project staff will analyze each target State's existing drug control laws vis-a-vis the model statute. Based on this analysis, an implementation manual will be prepared with supporting materials, for State policymakers and legislators to guide the information of the model statute(s). Prosecutors with expertise in the areas addressed by the model acts under consideration will also be made available to testify to the benefits of adopting the model statutes over current law and practices.

After model drug control statutes have been adopted and implemented, the project staff will evaluate the impact of various statutory provisions on the State and local drug abuse problem. The model statutes to be evaluated, in addition to the revised UCSA, include asset forfeiture laws, drug-free school zones, user accountability measures, pressor laws, designer drug provisions, drug paraphernalia and money laundering statutes. The project will assist States in making revisions, based on the assessment. The results of the assessment will be used to refine the implementation manuals. These manuals will be disseminated to other States.

Stage 1 - Training and Technical Assistance Development

APRI will transfer the model statutes into a training and technical assistance curriculum that will address the assessment of the existing state statutes and the implementation and evaluation of a model statute.

The products to be completed for each model statute under this stage are:

- o Plan for developing training and technical assistance materials;
- o Identification of training and technical assistance products;
- o Draft and final training and technical assistance package including a training manual and information materials pertaining to the prototype;
- o Pretest of the curriculum;
- o Design to evaluate the program; and
- o Dissemination strategy.

Stage 2 - State Identification and Assessment

The products to be completed during this stage are:

- o Criteria and process for selected States to receive intensive training;
- o Assessment of the current State statutes and practices; and
- o Implementation plan for adaptation of the model statute in each State.

Stage 3 - Provision of Training and Technical Assistance

The products to be completed during this stage are:

- o Plan for providing training and technical assistance to selected States;
- o Implementation of the training and technical assistance strategy and the evaluation; and
- o Dissemination strategy to inform the field of the development of the program and the products and results in the States that receive intensive training.

Eligibility Requirements: The American Prosecutors Research Institute is invited to submit an application to continue this program.

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Selection Criteria: In addition to the requirements in the Application and Administrative Requirements section of this document, the applicant review will emphasize the soundness of the proposed strategy and the clarity and appropriateness of the program implementation plan.

Award Period: The grant award will be for a 12-month period.

Award Amount: Up to \$300,000 will be available to support this program.

Due Date: An application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 272-4605.

DRUG MARKET ANALYSIS

Purpose: The purpose of this program is to demonstrate the effectiveness of Drug Market Analysis (DMA) for local law enforcement.

Background: Drug Market Analysis is an innovative computer information system that centralizes location-specific knowledge about drug trafficking. While Federal agencies focus on interdiction and national distribution, State and local law enforcement agencies target their operations at organizations and individuals at lower levels of the drug market. A great variety of innovative and traditional street-level enforcement strategies have been implemented by law enforcement agencies. Little is known, however, about how well these drug enforcement strategies work. Overall, research on the effectiveness of drug enforcement strategies is still in its embryonic stage. Despite the great resources and creativity devoted by police to combatting street drug trafficking and drug abuse generally, knowledge about what works is limited in scope.

Goal(s):

- o To implement computer mapping capabilities that will assist police in identifying drug markets.
- o To identify and assess computer needs within police agencies.
- o To disseminate information to law enforcement agencies regarding appropriate methods of controlling drug trafficking.

Objectives:

- o Evaluate drug enforcement strategies in a number of jurisdictions.
- o Develop operational manuals based on selected programs.
- o Develop technical assistance materials to transfer selected program models.

Program Strategy: The Drug Market Analysis Program (DMA) is based on the theory that police action can close down the operation of any given local drug market temporarily. This program seeks to assist street-level enforcement by systematizing the collection and use of information on drug enforcement strategies.

Through this program, the police will identify street-level drug markets quickly, implement drug enforcement strategies, and then determine accurately and on a "real-time" basis where the markets move. Drug Market Analysis will allow law enforcement to track these markets and then intervene in the marketplace leading to disruption and eventual eradication of street-level drug trafficking. Such markets may be gang-related. Police can use information about gangs, violent crime and other characteristics of the drug market to target areas for intervention.

This continuation program has been developed in three stages: assessment; police operations; and evaluation research. Each stage in this process will result in various products that will inform the field of the development of the program. A decision will be made at the completion of stage I, based on availability of funds and the quality and utility of the products, whether to invest additional funds to complete the current stage or terminate the program.

Stage I - Assessment

The first stage of this program consisted of an assessment of the feasibility of establishing components of Drug Market Analysis within the five selected sites. Each funded police agency and subcontractor examined their needs

in terms of databases, data elements, involvement by officers within the department, and determined the type of computer software and hardware that would be necessary for further development.

Under Stage I of this program, which utilized FY 1990 funds, five police departments established computer mapping systems that integrated at least four existing databases into one. The police are establishing methodologies designed to map all drug trafficking locations on a metropolitan-area wide basis. Once this is accomplished, systematic target selection can take place and both sellers and users will be at risk. Sites funded under Stage I are: the Hartford, Connecticut, Police Department; the Jersey City, New Jersey, Police Department; the Kansas City, Missouri, Police Department; the Pittsburgh, Pennsylvania, Department of Public Safety; and the San Diego, California, Police Department.

The products that were completed at this stage were:

- o Data collection instruments;
- o Guidelines for the use of data;
- o A description of mapping capabilities; and
- o Brief progress reports.

Stage II - Police Operations

Upon successful completion of the Assessment Stage, and with approval from the National Institute of Justice (NIJ), the five grantees will develop an operational plan that illustrates potential use by the agency. In addition, grantees will develop a research plan, whereby the effectiveness of street-level enforcement strategies could be measured.

The products that are to be completed at this stage are:

- o An operational plan; and
- o A research evaluation plan.

Stage III - Research Evaluation

At this stage, the grantee will implement the research evaluation plan and to develop further the full use of Drug Market Analysis within the department.

The products to be completed during this stage are:

- o A draft and final report;
- o An executive summary of results of the evaluation; and
- o Data sets for further use by researchers.

Eligibility Requirements: The five existing Drug Market Analysis sites are invited to apply to NIJ for continuation funding. Application review requirements will be established by NIJ.

Selection Criteria: All applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

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Award Period: The period of award will be for 12 to 18 months for Stages II and III described above.

Award Amount: Award amounts will range from \$250,000 to \$350,000 for a program total of \$1,300,000. BJA will contribute \$650,000 and NIJ will contribute \$650,000.

Due Date: Due dates for applications under this program will be established by NIJ.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947, or Craig Uchida, Program Manager, NIJ (202) 307-2959.

Community-Based Policing

INNOVATIVE NEIGHBORHOOD-ORIENTED POLICING PROGRAM URBAN/SUBURBAN JURISDICTIONS COMPONENT

Purpose: The purpose of this program is to develop and demonstrate innovative community policing programs and strategies at the neighborhood level that are effective in drug demand reduction. This program involves the co-production of public safety through extensive partnership efforts between law enforcement, other local government agencies, businesses, schools, community/social organizations and citizens.

Background: Alliances between community residents and the police are essential for making neighborhoods safe and drug-free. For several years, law enforcement agencies have been experimenting with alternative approaches to traditional policing methods to increase coordination and interact with the communities they serve. Approaches such as neighborhood-oriented policing call for police departments to be proactive as well as problem solvers and act as catalysts for developing and sustaining a coordinated network of services for neighborhoods. This method of policing is not a particular program per se, but rather a process and a philosophy for conducting daily police services. Proponents of this approach to policing believe that it will provide law enforcement agencies with a broader range of options for addressing the root causes of crime and drug abuse, fear of crime, criminal victimization and improve the quality of life in local communities. In addition, with a proactive orientation to policing, law enforcement and other municipal agencies will be in a better position to assist in developing grass roots self-help efforts to address crime and drug problems.

In 1990, BJA established the program entitled "Innovative Neighborhood-Oriented Policing" to demonstrate various ways that this approach can be applied to demand reduction. Based on applications submitted in response to an open solicitation, eight law enforcement agencies in the following sites received funding. The sites are: Houston, Texas; Louisville, Kentucky; Norfolk, Virginia; New York City, New York; Hayward, California; Tempe, Arizona; Prince Georges County, Maryland; and Portland, Oregon. The demonstration program with these sites focuses on urban and suburban jurisdictions.

Goal(s):

- o To explore and demonstrate the potential of neighborhood-oriented policing in drug prevention, deterrence and control in urban/suburban jurisdictions.
- o To develop and demonstrate innovative model strategies that are effective in drug demand reduction at the neighborhood level.

Objectives:

- o To develop and implement model strategies at the local level which:
 - Are innovative.
 - Are comprehensive.
 - Are proactive as well as problem solving.
 - Target demand reduction.

- Involve law enforcement, other city agencies, social and religious organizations, businesses, schools and citizens.
- Occur within an operational framework of neighborhood-oriented policing.
- o To provide for the development of grass roots self-help efforts to address crime and drug problems.
- o To develop model processes for designing and implementing neighborhood oriented approaches to demand reduction.
- o To develop a mechanism for long term continuation of this program.
- o To provide for the evaluation of this demonstration project.

Program Strategy: This is the second phase of the "Innovative Neighborhood-Oriented Policing Program in Urban/Suburban Jurisdictions." This program provides law enforcement and other local government agencies with a broader range of options for addressing the root causes of crime and drug abuse, fear of crime, criminal victimization and improving the quality of life in local communities. The program is based on the premise that crime and drug problems must be addressed by the entire community, not just the law enforcement agency. In addition, top level management support and involvement is required for overall management of this demonstration project.

The following elements of the program will be continued, revised or expanded: Planning/Management Teams, Assessment, Development of the Program, Program Implementation, and Evaluation.

Element I - Planning/Management Teams

This element involves continuing or expanding partnerships with the community established during Phase I through the use of planning teams, coalitions or task forces representative of the community and local government agencies. These partnerships involve those most affected by the drug-related problems in defining them; work cooperatively to develop the tailored solutions to resolving drug-related problems; and support and encourage self-help and long-term maintenance of programs.

Element II - Assessment

This element consists of the identification of the nature and extent of the crime and drug problem in the applicant's jurisdiction or within identifiable target neighborhoods. The demonstration sites will build upon previous data collection and analysis efforts with respect to such things as crime patterns and trends, criminal victimization, demographic and social characteristics, school data (drop-out; truancy rates), social service data, etc., to perform needs assessments in local communities and to develop appropriate strategies that address identified problems. Products to be completed are:

- o A plan for expanding data collection and analysis;
- o Criteria for selecting target neighborhoods; and
- o Recommendations for refining the goals and objectives of the program.

Element III - Program Development

The demonstration sites will continue, revise or expand strategies targeting demand reduction within a neighborhood-oriented policing framework. The demonstration sites will revise the program design based on program performance during Element I and provide an implementation plan that describes in detail new, expanded or continued program activities. Information will be provided concerning what will be done, how it will be achieved, and who will be involved in implementation and management. The products to be completed are:

- o A draft and final program design;
- o A draft and final implementation plan and timeline; and
- o Identification of additional training and technical assistance needs.

Element IV - Program Implementation

After successfully revising the program design, the project will begin implementation activities. Products to be completed at this stage are:

- o A draft and final implementation guide ("how-to" manual) for developing, implementing, monitoring and evaluating programs of this type.
- o An audio-visual presentation of key aspects of program implementation which can be used to provide technical assistance to other sites.

Element V - Evaluation

Each demonstration site is expected to continue to evaluate the processes and strategies employed, and document results. A variety of methodological techniques may be used. The products to be completed at this stage include:

- o A draft and final plan for the evaluation of this project.
- o A draft and final evaluation report.
- o Recommendations for developing "model" neighborhood-oriented policing programs targeting demand reduction in urban/suburban jurisdictions.

Training and technical assistance will be available from BJA. In addition to performing a local evaluation, grantees will be responsible for providing information needed for a national evaluation of this program and for providing training and technical assistance to other sites. Project personnel are expected to attend "cluster" meetings of similar projects or host such meetings in their particular sites in partnership with BJA.

Eligibility Requirements: The following eight currently funded law enforcement agencies are eligible to apply for supplemental or continuation funding in accordance with the Application and Administrative Requirements section of this document: Houston, Texas; Louisville, Kentucky; Norfolk, Virginia; New York City, New York; Hayward, California; Tempe, Arizona; Prince Georges County, Maryland; and Portland, Oregon.

Selection Criteria: Applications will be selected for continuation funding based on the following criteria:

- o Accomplishments demonstrated during Element I;
- o Soundness of the proposed strategy;
- o Clarity and appropriateness of the program implementation plan;
- o Budget; and
- o Qualifications of the project staff.

Award Period: This award will be for 18 months.

Award Amount: Up to \$1,400,000 will be available for this program. Award amounts will be negotiated with current grantees.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Margaret Heisler, Community Crime Prevention Branch, (202) 307-1065.

Community-Based Programs

COMMUNITY DRUG ABUSE PREVENTION INITIATIVES

Purpose: The purpose of this program is to continue the training and technical assistance to communities as well as the model assessment, documentation and demonstration of community involvement strategies and concepts which target drug demand reduction.

Background: Crime prevention policy research indicates that citizens must play a critical role in co-producing community safety and improving the quality of life in neighborhoods. The efforts and resources available to law enforcement and governmental agencies are not sufficient to reverse the trends and debilitating effects caused by drug abuse. Interdependence and shared responsibility among citizens, employers and governmental agencies must be promoted to achieve more positive results in the war on crime and drugs. Therefore, community empowerment, coalition building, positive citizen mobilization and the building of stronger relationships between the community and law enforcement should be fostered.

Goal(s):

- o To identify effective community strategies to reduce crime, the fear of crime and the spread of illicit drugs.
- o To gain knowledge on effective methods of strengthening relationships between law enforcement and minority populations and reducing drug demand in those communities.
- o To improve law enforcement and community capability in addressing demand reduction issues and problems.
- o To promote neighborhood oriented demand reduction programs which involve law enforcement, local government agencies, community and civic organizations, religious organizations, schools and businesses.

Objectives:

- o To assess and document successful community involvement strategies targeting drug demand reduction.
- o To develop and demonstrate community involvement projects addressing drug problems and related issues affecting the Hispanic population and other minority groups.
- o To provide demand reduction training for law enforcement executives and teams of community and law enforcement representatives.
- o To provide technical assistance for neighborhood-oriented demand reduction demonstration projects administered by local law enforcement agencies.

Program Strategy: This program is designed to assess, document, demonstrate and assist programs which encourage the active participation of the community, including families, schools, religious organizations, businesses and social organizations, working jointly with law enforcement to reduce the demand for drugs and improve the quality of life in neighborhoods. The National Crime Prevention Council (NCPC) will assist in achieving the program goals by carrying out the following tasks:

Task I - Community-Based Demand Reduction Strategies

NCPC will document, publish and disseminate information on the strategies and approaches communities find effective in targeting neighborhood drug problems.

Task II - Community Approaches to Drug Problems Involving Hispanic Populations and Law Enforcement

Several model demonstration projects will be developed and tested by Hispanic community groups, with law enforcement involvement. NCPC will assist in the design of this program and each specific project model based on its knowledge and understanding of effective demand reduction practices.

Task III - Demand Reduction Training for Law Enforcement Executives and Teams of Community and Law Enforcement Representatives

This training is designed to assist communities in implementing comprehensive demand reduction programs by providing training in the planning and implementation of community-wide strategies for drug abuse prevention. NCPC will assist in developing and conducting up to three regional workshops for up to 180 law enforcement executives and up to three workshops for teams of law enforcement and community representatives.

Task IV - Technical Assistance and Training to the Innovative Neighborhood Oriented Policing Program

Technical assistance and training will be designed and delivered to agencies and organizations participating in the Innovative Neighborhood Oriented Policing program funded by BJA. In consultation with BJA, NCPC will deliver the following products:

- o Identification of technical assistance and training providers;
- o A plan for providing technical assistance and training to demonstration sites;
- o A needs assessment of technical assistance and training needs;
- o Development of appropriate technical assistance and training materials, including a training manual and audio-visual presentation;
- o A literature review of neighborhood policing programs, including a draft and a final report;
- o Development of a draft and a final Program Brief and an Implementation Guide on the demonstration program for BJA publication and dissemination;
- o Development and implementation of a strategy for disseminating information about this program to State and local law enforcement agencies; and
- o Provision of support services for cluster meetings of demonstration sites.

Eligibility Requirements: The National Crime Prevention Council is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

Selection Criteria: A cooperative agreement will be negotiated with the National Crime Prevention Council. The application will be evaluated on the extent to which it meets the following criteria:

- o Organizational capability;
- o Soundness of the proposed strategy;
- o Qualifications of the project staff;
- o Clarity and appropriateness of the program implementation plan; and
- o Appropriateness of budget allocation.

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Award Period: This supplemental cooperative agreement will be for a period of 12 months.

Award Amount: Up to \$1,000,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Ronald J. Trethric, Director, Community Crime Prevention Programs Branch, (202) 307-1065.

NEIGHBORHOOD CRIME AND DRUG ABUSE PREVENTION PROGRAM

Purpose: The purpose of this program is to demonstrate strategies in five local jurisdictions to resolve problems of drug trafficking, use and related crime in neighborhoods through community-police partnerships involving law enforcement, public and private agencies, businesses, schools, community organizations and citizens.

Background: Because of the ever increasing crime and drug problems and its impact upon society, law enforcement agencies have had to experiment with alternative approaches to traditional policing methods. To become more efficient and effective in accomplishing law enforcement and community objectives, many agencies have developed both proactive and interactive approaches to resolve drug problems confronting neighborhoods and communities. Such innovative approaches have been developed by The Milton S. Eisenhower Foundation and are currently being demonstrated in the cities of Los Angeles, California; Chicago, Illinois; Boston, Massachusetts; Philadelphia, Pennsylvania; and San Juan, Puerto Rico.

Drawing from a decade of street-level research and having funded and administered more than 30 community-police partnerships and community organizations, the Milton S. Eisenhower Foundation secured first year funding for this program, through a competitive process, in BJA's FY 1990 Innovative Neighborhood-Oriented Policing Program. By receiving this award, The Foundation and its five demonstration sites are able to complete programmatic activities, finalize evaluations and disseminate information to interested agencies, organizations and communities.

Goal(s): To develop extensive partnerships among law enforcement, public and private agencies, businesses, schools, community and social organizations and citizens.

Objectives:

- o To reduce the number of at-risk youth in a defined neighborhood.
- o To identify and establish alternatives to gangs and gang membership.
- o To improve deteriorating social structures in targeted neighborhoods.
- o To develop a community environment conducive for economic growth.
- o To build coalitions and planning teams in targeted neighborhoods.
- o To encourage law enforcement's adoption of community and problem-oriented policing techniques.

Program Strategy: This program will allow for police departments and non-profit community organizations to develop stable and concrete relationships within targeted neighborhoods to combat crime and drug abuse and improve the quality of life. The Milton S. Eisenhower Foundation will continue to administer this community-based demonstration program by subcontracting for specific services proposed in work plans from Los Angeles, California; Chicago, Illinois; Boston, Massachusetts; Philadelphia, Pennsylvania; and San Juan, Puerto Rico.

The Foundation will subcontract funds separately to the police department (excluding Philadelphia) and a designated community organization at each site for services proposed in work plans. Programs will be administered by both the police and community organization. Coalitions, representative of citizens and private and public agencies, will be responsible for assessing data, formulating plans and implementing strategies to resolve crime and drug problems that impact neighborhoods.

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Program direction and oversight will be provided by Foundation staff. Staff will work with the coalitions as "team members" to assure optimal program development and to facilitate the delivery of human, technical and financial resources.

To ensure that police and community organizations are working in a true partnership to achieve common goals, the Foundation will incorporate clauses in each subcontract that specifically define the programmatic and financial roles and responsibilities of each project site. Also, Foundation staff will conduct monthly site visits and contract with local evaluators to assess activities and accomplishments.

Eligibility Requirements: The Milton S. Eisenhower Foundation is invited to submit an application for continuation of this program.

Selection Criteria: A cooperative agreement will be negotiated with the Milton S. Eisenhower Foundation. The application will be evaluated on the extent to which it meets the following criteria:

- o Organizational capability;
- o Soundness of the proposed strategy;
- o Qualifications of the project staff;
- o Clarity and appropriateness of the program implementation plan; and
- o Budget.

Award Period: This cooperative agreement will be for a period of 12 months.

Award Amount: Up to \$500,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Robert H. Brown, Jr., Community Crime Prevention Programs Branch, (202) 307-1065.

THE NATIONAL TOWN WATCH CRIME AND DRUG PREVENTION CAMPAIGN

Purpose: The purpose of this program is to develop and demonstrate comprehensive strategies and provide technical assistance to communities to reduce crime and the demand for drugs in neighborhoods through the coordination of law enforcement, public and private agencies and citizens.

Background: The National Town Watch Crime and Drug Prevention Campaign is the culmination of a year-long effort of coalition and partnership building that promotes the implementation of neighborhood crime and drug abuse initiatives. This community-based program focuses on mobilizing citizens to work with their neighbors, law enforcement and other public and private agencies to prevent crime and drug abuse in their community. First launched in 1984 by the National Association of Town Watch, Inc., a total of 400 communities from 23 States participated in community building and crime watch activities. Since that time, the program has continued to grow and flourish in towns and cities across the United States and throughout the world.

The seventh annual National Town Watch and Drug Prevention Campaign, which was celebrated on August 7, 1990, involved a record breaking 21.8 million people who coordinated crime and drug prevention activities in 8,140 communities from all 50 States, U.S. territories, many Canadian cities, and U.S. military bases around the world. Participants included Federal and State agencies, the military, law enforcement and other units of local government, community crime and drug prevention groups, businesses, civic and youth organizations and citizens.

Goal(s):

- o To reduce crime and the demand for drugs in local communities.
- o To build safer and stronger neighborhoods through coalition and partnership building among law enforcement, public and private agencies, and citizens.
- o To improve law enforcement and community relations.

Objectives:

- o To develop and implement the National Town Watch and Crime Prevention Campaign, a major national and international event whereby citizens come out of their homes, put on their porchlights, and send a message to criminals that their communities will not tolerate crime and drugs.
- o To provide technical assistance to communities to enhance participation in neighborhood block watches.
- o To continue to heighten crime and drug prevention awareness.
- o To generate support for, and participate in local and national anti-crime efforts.
- o To support the "McGruff Campaign" and other Crime Prevention Coalition activities to strengthen neighborhood unity and community-wide spirit.
- o To promote the building of partnerships among public and private agencies, businesses and community organizations.

Program Strategy: This solicitation invites an application from the National Association of Town Watch, Inc. for continuation funding.

This program consists of the following elements:

- o Managing the day-to-day activities of the National Town Watch Crime and Drug Prevention Program;
- o Soliciting and encourage involvement of law enforcement and communities in National Town Watch Crime and Drug Prevention Campaign;
- o Developing and disseminating appropriate materials to participating communities; and
- o Coordinating campaign activities with the media.

Eligibility Requirements: The National Association of Town Watch is eligible to apply in accordance with the Application and Administrative Requirements section of this document.

Selection Criteria: A cooperative agreement will be negotiated with the National Association of Town Watch. The application will be reviewed based on the extent to which it meets the following criteria:

- o Organizational capability;
Special focus will be placed on: demonstrated accomplishments of the National Town Watch Crime and Drug Prevention Campaign; demonstrated knowledge of the issues associated with crime and drug prevention; and, management and financial capability.
- o Soundness of the proposed strategy;
- o Qualifications of the project staff;
- o Clarity and appropriateness of the program implementation plan; and
- o Budget.

Award Period: This program will be funded for a 12-month period.

Award Amount: Up to \$100,000 will be made available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Robert H. Brown, Jr., Community Crime Prevention Programs Branch, (202) 307-1065.

LOCAL DRUG PROSECUTION

Purpose: The purpose of this program is to develop, document and disseminate information on local innovative programs and policies related to effective investigation and prosecution of drug offenses, and to develop comprehensive community-based drug control strategies to reduce or eliminate illegal drugs.

Background: The National Drug Control Strategy has recognized that State and local enforcement (include the prosecutor in this context) are "the first line of defense in securing the safety of citizens and their communities." People depend on law enforcement to erect and maintain barriers between the influx of drugs and local neighborhoods. The explosion in problems associated with drug abuse reinforces the critical role prosecutors play in the war on drugs. As the leading criminal justice authority at the local level, prosecutors are in a position to provide community leadership in discouraging drug use and are responsible for penalizing traffickers through fair, just enforcement of drug laws. As respected, locally elected community leaders, prosecutors are in a unique position to lead the active participation of all aspects of the community--businesses, neighborhoods, religious organizations, schools, civil organizations, etc.-- in a joint effort to curb local drug use.

Goal(s):

- o To identify promising/effective policy and management techniques for local prosecutors, prosecutor-led multijurisdictional task forces and prosecutor-led community-based drug control strategies.
- o To disseminate effective policies and management techniques for multijurisdictional task forces and community-based drug control strategies.

Objectives:

- o To identify and analyze critical prosecution policy, management and skills issues applicable to improving local drug investigation and prosecution.
- o To identify and describe the key elements and techniques of an effective leadership role for prosecutors in multijurisdictional drug task force organizations and operations.
- o To identify and describe existing, effective prosecutor-led community-based drug control programs and strategies.
- o To develop and implement a dissemination strategy.

Program Strategy: This project will direct its assistance activities to local prosecutors who express interest in and a strong commitment to improving local drug prosecution and to providing leadership for community drug control efforts. This project will build upon previously BJA-funded American Prosecutors Research Institute (APRI) technical assistance projects. Drawing upon the expertise of an established network of experienced drug prosecutors, the project will develop, document and disseminate information on innovative policies and programs related to the effective investigation and prosecution of drug offenses, with particular attention to prosecutor-led task force efforts and the development of leadership for comprehensive community-based drug control strategies.

This program will continue to involve the identification, assessment, documentation and dissemination of: critical prosecution policy and management issues; key elements and techniques for organizing and operating prosecutor-led multijurisdictional task forces and existing, effective community-based drug control programs and strategies.

Component I - Prosecutor-Led Multijurisdictional Drug Task Forces

This component is focused on identifying the key elements and techniques of providing effective leadership for the organization and operation of multijurisdictional drug task forces. An assessment of existing multijurisdictional task forces will be conducted.

The products to be completed are:

- o A plan for specifying how the assessment will be conducted;
- o A draft and final report that includes:
 - Criteria for identifying multijurisdictional task forces;
 - Descriptions of existing prosecutor-led multijurisdictional task forces; and
 - Specification of the key elements of an effective prosecutor-led multijurisdictional task force.
- o Recommendations for developing a prototype prosecutor-led multijurisdictional task force; and
- o Development and implementation of a dissemination strategy to inform the field of the development of the program and the products and results of this stage. This strategy will involve at least one workshop for selected prosecutors.

Component II - Prosecutor-Led Community-Based Drug Prevention and Control Strategies

This component is focused on the leadership role of the prosecutor in the community. An assessment of prosecutor-led strategies for implementing community-based programs to prevent and control illegal drugs and at least eight selected strategies will be documented and disseminated.

The products to be completed are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report that includes:
 - Criteria for identifying promising/effective prosecutor-led community-based strategies; and,
 - Detailed descriptions of prosecutor-led community based drug control programs and strategies.
- o Development and implementation of a dissemination strategy that includes limited on-site technical assistance.

Component III - Prosecution Policy and Management Issues

This component is focused on identifying and analyzing emerging policy and management issues relative to local prosecution of drug offenses. The assessment process will involve literature reviews, issue papers and seminars.

The products to be completed are:

- o A plan specifying how the assessment will be conducted;
- o Identification of issues to be analyzed;
- o Working papers presenting the issues to be analyzed;
- o Criteria and recommendation for seminar participants;
- o A seminar;
- o A report on the results of the seminar that includes:

Continuation Section

- A summary of the seminar proceedings;
 - Recommendations for addressing each issue; and
 - Final working papers; and
- o A dissemination strategy to inform the field of the development of the program and its products and results.

Eligibility Requirements: APRI's National Drug Prosecution Center is invited to submit an application for this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document. The application's review will emphasize the clarity and appropriateness of the program's implementation plan and the soundness of the proposed strategy.

Award Period: The grant award for this program will be for a 12-month period.

Award Amount: Up to \$300,000 will be available to support this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Charles M. Hollis, Chief, Prosecution Branch, (202) 514-5947.

Drug Testing

PRETRIAL DRUG TESTING

Purpose: The purpose of this program is to demonstrate the effectiveness of drug testing as a case screening and monitoring/supervision device during the pretrial stage.

Background: Judges and magistrates charged with determining pretrial dispositions of arrestees need adequate information about the arrestee, victim, and crime, and want to assure adequate supervision of arrestees released so that release does not result in additional harm or trauma to victims, additional crimes perpetrated by the arrestee, or justice delayed/denied should the arrestee fail to appear for trial. With substantial research now supporting the relationship between drug use and crime, the court must be sure that pretrial detention/release decisions reflect consideration of accurate information about the arrestee's drug abuse history and current usage. Urinalysis is one method to give the court additional information about arrestees and, when used as part of an intensive supervision program, one which has the potential to aid in achieving the goals of defendant appearance in court, lower rearrest rates, and decreased drug usage.

Since FY 1986, BJA has assisted several sites in implementing pretrial drug testing and supervision demonstration efforts based in part on the model program from the District of Columbia Pretrial Services Agency. These efforts are structured to 1) augment existing criminal justice information about the arrestee used for pretrial decision-making; 2) increase the number of pretrial release options available to the court for arrestees who are not suited for formal drug treatment, yet should not be detained; and 3) provide a more intensive, supervised program tailored for release exhibiting current drug usage.

Six sites (Tucson, AZ; Portland, OR; Phoenix, AZ; Milwaukee, WI; Prince George's County, MD; and, Los Angeles County, CA) have participated in this demonstration effort. These sites (except Los Angeles) have also participated in a national evaluation, conducted under the oversight of the Criminal Justice Research Institute (CJRI). Technical assistance to these sites has been provided through the Pretrial Services Resource Center. In addition, continuation of the project will result in a model for replication nationwide.

Goal(s): To demonstrate the effectiveness of drug testing as a case screening and monitoring/supervision device during the pretrial stage.

Objectives:

- o To identify drug users entering the criminal justice system.
- o To make recommendations to judicial officers concerning the pretrial disposition of arrestees identified as drug users.
- o To monitor compliance with conditions of release.
- o To improve capacity management of detention facilities by using drug testing as an alternative to incarceration where appropriate.
- o To complete demonstration of pretrial drug testing.

Continuation Section

Program Strategy: Funding will continue support for the Milwaukee Drug Testing and Intensive Supervision Demonstration Project to permit institutionalization of that project. (Projects in Phoenix, Prince Georges County and Los Angeles will conclude this year.) The technical assistance provider for this program and other drug testing efforts will be selected through a competitive process (see Drug Testing Technical Assistance and Training). The concluding phase of this program will permit the grantee to revise the implementation plan, develop a strategy for institutionalization, and conduct an evaluation.

Products to be completed are:

- o A revised implementation plan, if necessary;
- o A strategy for institutionalization; and
- o A report on evaluation activities.

Eligibility Requirements: The Wisconsin Correctional Services is invited to submit an application to continue this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for a period of up to nine months.

Award Amount: Up to \$175,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5943.

DRUG USE FORECASTING PROGRAM

Purpose: The purpose of this program is to provide to local, State and Federal agencies, information on the prevalence and types of drug use among booked arrestees in selected major American cities.

Background: The Drug Use Forecasting (DUF) program provides an objective measure of the level and types of drug use among urban arrestees. Initiated in 1987, the program has grown to include 24 U.S. cities.

Quarterly data collection provides an assessment of current drug use among arrestees in each city. Since a large body of research has shown that, for criminal offenders, drug use accelerates the rate at which they commit crimes, accurate information about drug use in this population is an important policy tool. This information can be used to guide the allocation of law enforcement, as well as to assess local reduction efforts. Further, research conducted in Washington, D.C., showed that the increase in heroin use among arrestees was a significant leading indicator of the large community heroin epidemic in the mid-1970's. DUF thus can also serve as an "early warning system" for communities to identify, and potentially intervene in, emerging drug epidemics.

In 1990, the development of a computerized interview was initiated, as well as efforts to determine the "representativeness" of the samples of booked arrestees in each site which will provide information on future efforts to determine the feasibility of a nationally representative sample.

Goal(s):

- o To develop information on drug use patterns and trends among arrestees in selected jurisdictions.
- o To provide the capability to selected jurisdictions to use DUF information in policy development and program planning.
- o To support research based on DUF data.
- o To disseminate information on drug use among arrestees.

Objectives:

- o To conduct drug tests on booked arrestees in 25 major cities and analyze the results.
- o To support analysis and reporting of data by DUF sites.
- o To prepare case studies on the use of DUF data at the local level.
- o To assess the feasibility of a national sampling strategy.
- o To support research based on the DUF data to address state and local drug problems.

Program Strategy: Through an Interagency Agreement, \$1,000,000 will be transferred to the National Institute of Justice (NIJ) to provide partial support for the DUF program. NIJ will contribute up to \$1,700,000. This will support quarterly drug testing (urinalysis) and interviews of booked arrestees in 25 major cities, and analysis of the data to determine the rates and kinds of drug use among arrestees. This also will support studies using DUF data to perform analyses designed to inform local and state criminal justice decision-makers. The strategy consists of five components that will be conducted simultaneously: drug testing of offenders in 25 cities; DUF site research program; case studies of DUF sites; DUF-related research; and feasibility studies for a national sampling strategy.

Component I - Drug Testing and Analysis

Every three months voluntary and anonymous interviews and urine specimens are obtained from samples of 225 male arrestees in the jurisdiction's booking facility. In 20 cities, approximately 100 female arrestees are also sampled each quarter, and 11 jurisdictions collect interview data and urine specimens from juvenile detainees. Urine specimens are analyzed using the EMIT technology for 10 drugs. Specimens testing positive for amphetamine are confirmed by gas chromatography. The laboratory test results are then merged with the interview data, analyzed by NIJ, and reported on a quarterly and annual basis. This is the core component of the program. It is implemented through cooperative agreements between NIJ and the appropriate agency at each DUF site.

The products to be completed are:

- o Awards to 25 major cities to support quarterly collection of urine specimens and interviews from 225 male booked arrestees, 100 females booked arrestees (21 cities) and juvenile arrestees detainees in (11 cities).
- o Continuation of a contract with Aspen Systems to support data coding, merger of the urinalysis and interview data and preparation of the data tapes for analysis;
- o Data analysis and reporting plan;
- o Data analysis;
- o Reports on the prevalence and nature of drug use among booked arrestees; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this component.

Component II - DUF Site Research Program

NIJ will continue its competitive research program for DUF sites. This component of the DUF program will support two types of projects: research on a specific policy or program issues; and pilot demonstrations of the application of DUF data analyses to local policy development and program planning.

The projects to be completed are:

- o Solicitation of applications from DUF sites to support research or a pilot demonstration:
 - Requirements for research projects will include objectives, review of relevant literature, research design, as well as preliminary data collection, data analysis and reporting plans and a dissemination strategy;
 - Requirements for demonstration projects will include the goals, objectives, plan for implementing the demonstration activities, implementation of the demonstration activities, a report on the results of the demonstration and a dissemination strategy;
- o A dissemination strategy to inform the field about the development of the program, the products and results.

Component III - DUF Case Studies

Case studies involving the use of DUF findings in addressing drug problems will be conducted in selected DUF sites.

The products to be completed include:

- o Design to conduct DUF case studies including goals, objectives, and requirements for designing and implementing the case studies, as well as requirements for reporting on the results of the studies, eligibility, and selection criteria;
- o Recommendations for using DUF data to guide state and local policy development and program planning; and
- o A dissemination strategy to inform the field about the development of the program, the products and results.

Component IV - National Sampling Strategy

In 1990, analyses of the "representativeness" of the DUF samples in each jurisdiction were initiated. In 1991, this work will guide the effort to assess the feasibility of developing a nationally representative sample. This component will be developed in conjunction with the National Institute on Drug Abuse (NIDA).

The products to be completed are:

- o A statement of work for:
 - Identification of nationally representative samples developed for other purposes, particularly drug-related studies;
 - Criteria for a national representative sample;
 - Assessments of "national" samples based on the identified criteria;
 - A report on the results of the assessments that includes:
 - A description of each sampling strategy;
 - An assessment of the degrees to which it is nationally representative; and
 - An assessment of the applicability of the sampling strategy to the DUF program.
- o Recommendations regarding the feasibility and costs of developing a DUF nationally representative sample.

Component V - DUF Based Research

NJ will continue its competitive research program on analyses using DUF data alone or in conjunction with other data sources to inform state about and local drug problems.

The products to be completed are:

- o Solicitation for applications from researchers to support research on drug programs. The solicitation will require the following: goals; objectives; overview of relevant literature; research design (key concepts, measures, data analysis plans, anticipated reports); data preparation, and data analysis and reporting plans and documents;
- o Recommendations for policy and program development, as well as new research; and
- o Dissemination strategy to inform the field about the development of the program, and the products and results.

Eligibility Requirements: To be announced in separate solicitations.

Selection Criteria: To be announced in separate solicitations.

Award Period: To be announced in separate solicitations.

Award Amount: \$1,000,000 will be transferred to NIJ through an intra-agency agreement. NIJ will allocate up to \$1,700,000.

Due Date: Due dates will be announced in separate solicitations.

Contact: The BJA contact is Robert A. Kirchner, Chief, Program Evaluation Branch (202) 307-5974.

For further information contact NIJ, Joyce Ann O'Neill, Program Manager, (202) 514-5981.

DRUG TESTING IN COMMUNITY CORRECTIONS

Purpose: The purpose of this program is to document and disseminate information to local, State and Federal agencies on the effectiveness of periodic drug testing of convicted offenders during community supervision.

Background: This program of applied research builds on previous work which demonstrated that drug testing improved the performance of defendants on pretrial release. This transfer of funds will provide continued support of efforts by the National Institute of Justice (NIJ). In the past, NIJ has funded feasibility ("pipeline") studies in seven jurisdictions in anticipation that two or three, to be competitively selected, will be suitable sites to conduct controlled experiments for examining the effectiveness of combining drug testing with sanctions in supervising sentenced offenders in the community.

This research was developed by and will continue to be coordinated with BJA staff. The number of sites participating in the evaluation is severely limited by the cost of the urine testing and sanctions. For this reason a portion of the funds for the research will be transferred directly to the agencies to alleviate some of the operational costs of this research. This should enable the agencies to develop an innovative program of drug testing and sanctions.

Goal(s):

- o To implement drug testing in community corrections programs on an experimental basis.
- o To determine the effects of drug testing, treatment programs and punitive sanctions on drug use among persons under pretrial release or in community supervision.

Objectives:

- o To develop an experimental program involving random assignment of offenders among drug testing, drug treatment and intermediate sanctions.
- o To implement the experimental program in selected jurisdictions.
- o To evaluate the effects of alternative combinations of drug testing, drug treatment and intermediate sanctions.

Program Strategy: This is a joint effort with NIJ that will be implemented through an Interagency Agreement. "Pipeline" studies have been conducted to determine if there were sufficient numbers of eligible offenders who could be randomly assigned to drug testing, drug treatment and intermediate sanctions. The pipeline studies are complete and applicants will be invited by NIJ to submit applications for implementing the experiment based on their pipeline studies. Two to three sites will be supported. Funds will support the development and implementation of the research design as well as program costs such as urine testing, treatment, or other intermediate sanctions that are directly related to implementation of the research design.

Stage I - Assessment

Seven applicants performed "pipeline" studies to determine if there were a sufficient number of eligible offenders in their respective jurisdictions to implement an experimental program.

The products that were completed are:

- o A design for conducting individual "pipeline" studies; and
- o Five reports of the results of these studies, including an assessment of suitability for the controlled experiment.

Stage II - Program Development

The controlled experiment will be designed based on the pipeline studies

The products to be completed are:

- o A program design that specifies the target population and the interventions; and
- o An evaluation design that details the conceptual framework, objectives, definition and measurement of key concepts, plans for data collection and data analysis plan.

Stage III - Program Implementation

- o A plan for implementing the program;
- o Data collection;
- o A report on the evaluation results; and
- o A dissemination strategy to inform the field of the products and results of the program.

Eligibility Requirements: An interagency agreement will be negotiated with NIJ.

Selection Criteria: Not applicable.

Award Period: The award period will be for a 24 months period.

Award Amount: Up to \$1,000,000 is available to support this program. (BJA \$500,000; NIJ \$500,000)

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Due Date: Not applicable.

Contact: For further information, contact Doris MacKenzie, NIJ, (202) 307-0500, or Jody Forman, Program Manager, Corrections Branch (202) 307-0895.

Victims

PREVENTION OF CHILD SEXUAL EXPLOITATION TRAINING AND TECHNICAL ASSISTANCE

Purpose: The purpose of this program is to support the provision of street intervention services to child victims of sexual exploitation and to improve the quality of instruction available to law enforcement officers, school officials and victim service providers so that they may be better skilled at identifying, serving and communicating with child victims of sexual exploitation, many of whom are prostitutes, runaways, and throwaways or missing children.

Background: The final report of the President's Child Safety Partnership presented information about the nature and extent of violence against children, and specifically highlighted the "streets of Time Square in New York where thousands of runaway children are victimized by addicts and pimps, and by overtly respectable citizens who buy the sexual favors of young boys and girls for the price of a sandwich and a soft drink."

This program reaches out to these victims of criminal sexual exploitation and provides treatment and rehabilitation services to them. The grantee also collects information from the target population on their problems and needs in order to improve the social services to and medical treatment of this group.

Goal(s):

- o To support the provision of street intervention services to child victims of sexual exploitation and to assess the effectiveness of this service provision through the collection of evaluation data.
- o To develop an effective training curriculum and technical assistance for law enforcement officials, school officials and victim service providers so that they may be better skilled at identifying, assisting and communicating with child victims of sexual exploitation.

Objectives:

- o To provide street intervention services and school prevention work, in accordance with Paul and Lisa, Inc., techniques and as reflected in the Paul and Lisa, Inc., operating manual.
- o To collect data and information to document and evaluate the effectiveness of the street intervention activities conducted under objective one; activities which will serve as a fundamental basis for the development of curriculum content and technical assistance, described below.
- o To develop a training curriculum and technical assistance package for law enforcement personnel, victim service providers and school officials, in cooperation with the Missing Children's Community Action Plan (MCAP) contractor.
- o To pre-test the training curricula at a MCAP Test Site--Tampa, Florida.
- o To modify the curricula based on the results of the pre-test.
- o To develop a plan to provide technical assistance to law enforcement officials, school officials and victim service providers.

Program Strategy: The first phase of the project, the street intervention/school prevention and data collection phase, will be conducted throughout the duration of the cooperative agreement. The Paul and Lisa staff responsible for implementing the street intervention phase will, based on their experience and collected documentation of their techniques, work cooperatively with a MCAP contractor to implement phase two of the project; the development of a training and technical assistance program for law enforcement, victim service providers and school officials. Phase III of the project will consist of a curriculum pre-test and an evaluation of the grant products at a designated MCAP demonstration site.

Phase I - Street Intervention and School Prevention Services

The first phase of the program consists of the continuation of the Paul and Lisa, Inc. street intervention and school prevention work; the provision of data for curriculum and training assistance development. The services and products to be provided at this stage are:

- o The provision of street intervention services to child victims of sexual exploitation, many of whom are prostitutes, runaways and missing children. Such services consist of counseling and other assistance necessary to encourage the children to end their victimization. In addition, school prevention presentations will be made to deter those children, who are at risk of becoming victimized.
- o Collection and analysis of descriptive data on Paul and Lisa, Inc.'s intervention and prevention services.

Phase II - Training and Technical Assistance Activities

During the street intervention/school prevention and data collection stage, the recipient and the MCAP contractor will formulate plans for developing the training curricula and technical assistance package. Based on the results of Phase I, the recipient and MCAP contractor will work cooperatively to convert the program operation manual (developed under a prior grant), data, and related materials into training and technical assistance packages. A comprehensive training manual must be developed to encourage and facilitate package dissemination.

The products to be completed during this phase are:

- o Plan for the development of the training and technical assistance package for law enforcement, victim service providers and school officials.
- o Identification of the training and technical assistance personnel for each trainee audience;
- o A draft and final training and technical assistance package, including a training manual and information materials; and
- o Strategies for the pre-test and evaluation of the training and technical assistance package.

Phase III - Pilot and Evaluation of the Training and Technical Assistance Package

The grantor and a MCAP contractor will implement the training and technical assistance curriculum at the designated MCAP pre-testing site before a selected trainee audience. An evaluation of the pre-test will be conducted, and the package will be refined, accordingly.

The products to be completed during this phase are:

- o A pilot training event for an audience consisting of law enforcement, victim service providers and school officials.
- o An evaluation of the pilot training event and recommendations for package refinements.

Continuation Section

Eligibility: Paul and Lisa, Inc., is invited to submit an application to continue this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for a 24-month period.

Award Amount: Up to \$150,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: The BJA contact is Pamela Swain, Director, Discretionary Grant Program Division, (202) 514-5497.
The OVC contact is Victoria O'Brien, Acting Director of the Special Projects Division, (202) 514-6144.

OFFENDER SUPERVISION AND VICTIM RESTITUTION PROJECT

Purpose: The purpose of this program is to develop a model training curriculum to improve the response of probation and parole personnel to the needs of crime victims, with emphasis on the management of restitution.

Background: The project will collect and analyze information on existing probation and parole supervision practices related to protecting victims and providing victim services (including restitution) for purposes of developing a model curriculum and incorporating it into actual case management systems through training. Probation and parole officials are in a unique position to: (a) assess the psychological, physical and economic impact of crime upon victims and provide this information to the courts; (b) monitor and supervise offender compliance with restitution requirements; and, (c) notify victims of changes in offender status. The promotion of restitution as part of a criminal sanction, the enforcement of notification requirements and the provision of a viable enforcement mechanism will enhance the image and operations of probation and parole practices, while serving the needs of victims.

Crime exacts a tremendous economic cost. In the vast majority of cases, it is the victim, not the offender, who eventually shoulders this burden. This is unjust. The concept of personal accountability for the consequences of one's conduct, and the allied notion that the person who causes the damage should bear the cost are at the heart of civil law. It should be no less true in criminal law. For these reasons, this program's purpose is to train probation and parole personnel to better serve crime victims, placing emphasis on assessing the impact of crime upon victims and the management of restitution.

Goal(s):

- o To disseminate effective strategies for providing services to crime victims.
- o To evaluate the effectiveness of the program.

Objectives:

- o To provide training to selected States.
- o To disseminate the products of the program to the field.
- o To evaluate the effectiveness of the training.

Program Strategy: This solicitation invites an application from the American Probation and Parole Association/Council of State Governments to provide training to probation and parole agencies, based on a curriculum developed during the first stage of the program.

The products to be completed include:

- o A plan for providing training to selected States nationwide;
- o Revisions to the training curriculum as necessary and development of an evaluation strategy;
- o Identification of training and technical assistance personnel;
- o An evaluation design;
- o Implementation of the training strategy; and
- o A report on the results of the evaluation.

Continuation Section

Eligibility Requirements: The American Probation and Parole Association/Council of State Governments is invited to submit an application to continue this program. Eligibility is contingent upon satisfactory work performance and product development under any prior/pending Office for Victims of Crime (OVC)/BJA grants.

Selection Criteria: The application will be reviewed based on the extent to which it meets the following weighted criteria.

- | | |
|---|-----------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Additional information regarding application requirements and selection criteria is located in the Application and Administrative Requirements section of this publication.

Award Period: This award will provide support for the implementation of the training activities over a 12-month period.

Award Amount: Up to \$200,000 has been allocated for the training, and one Cooperative Agreement will be awarded.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: This program is a collaborative effort between OVC and BJA. These organizations will jointly process and administer the award, with OVC as the lead monitoring agency.

The BJA contact is Jody Forman, Program Manager, Corrections Branch (202) 514-5943.

For additional information, contact Victoria O'Brien, Acting Director, Special Projects Division, OVC (202) 514-6444.

CORRECTIONS-BASED VICTIMS ASSISTANCE PROJECT

Purpose: The purpose of this program is to develop and provide training and technical assistance to State corrections personnel to improve the correctional system's response to the needs and rights of crime victims.

Background: The 1982 President's Task Force on Victims of Crime recognized that the treatment of crime victims should be improved at all points in the criminal justice process even after conviction, sentencing and incarceration of the offenders. Victim notification and participation in parole hearings were recognized as important and positive steps that affect the way victims feel about the criminal justice system. The American Correctional Association's (ACA) Task Force on Crime Victims has made 15 recommendations for the improvement of the treatment of crime victims from a corrections perspective. The recommendations fall within four major areas: (1) recommendations that involve direct services to victims; (2) recommendations that call for the development of victim assistance programs for correctional staff; (3) recommendations that involve training; and (4) recommendations that involve offender-directed programs. The purpose of this program is to implement the President's and the ACA's Task Force recommendations for the treatment of crime victims by the correctional system.

Goal(s):

- o To disseminate strategies for improving the correctional system's response to crime victims.
- o To evaluate the effectiveness of the program.

Objectives:

- o To provide training to selected States.
- o To disseminate the products of this program to the field.
- o To evaluate the effectiveness of the training.

Program Strategy: This solicitation invites an application from the National Victim Center Inc., (NVC) to provide training to correctional agencies, based on the curriculum, protocol and other related materials which were designed to improve victim services in corrections. The provision of these services were developed under a prior Office for Victims of Crime (OVC)/BJA grant to NVC.

The products to be completed include:

- o A plan for providing training nationwide;
- o Revisions to the training curriculum, protocol and other related materials, as necessary, and development of an evaluation strategy;
- o Identification of training and technical assistance personnel;
- o An evaluation design;
- o Implementation of the training strategy and the evaluation; and
- o A report on the results of the evaluation.

Eligibility Requirements: The NVC is invited to submit a continuation application. Eligibility is contingent upon satisfactory work performance and product development under any prior/pending OVC/BJA grants.

This includes:

- o Prior experience in the development and delivery of training or technical assistance;
- o Demonstrated knowledge of the issues associated with criminal justice handling of crime victims and service provision to victims; and
- o Demonstrated management and financial capability to manage a program of this size and scope.

Selection Criteria: The application will be reviewed based on the following weighted criteria:

A. Organizational Capability	20 points
B. Soundness of the Proposed Strategy	30 points
C. Qualifications of the Project Staff	20 points
D. Clarity and Appropriateness of the Program Implementation Plan	20 points
E. Budget	10 points

Additional information regarding application requirements and selection criteria is contained in the Application and Administrative Requirements section of this publication.

Award Period: This award will provide support for the implementation of the training activities over a 12- month period.

Award Amount: One Cooperative Agreement of up to \$200,000 will be awarded for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: This program is a collaborative effort between OVC and BJA. Both organizations will jointly process and administer the award, with OVC as the lead monitoring agency.

The BJA contact for this program is Jody Forman, Chief, Corrections Branch (202) 514-5943.

For additional information, contact Victoria O'Brien, Acting Director, Special Projects Division, OVC (202) 514-6444.

LEGAL REMEDIES FOR CRIME VICTIMS

Purpose: The purpose of this program is to develop a manual and to train non-lawyer victim service providers and practitioners to assist violent crime victims in (1) understanding their legal rights and remedies against perpetrators and (2) determining how and when to obtain qualified legal assistance in appropriate cases.

Background: The commission of a crime detrimental to an individual is generally sufficient cause for action against the perpetrator. Also, a conviction is usually sufficient to support the success of a civil action brought to court on behalf of a crime victim. Additionally, civil litigation is a means by which justice is achieved and compensation by the victim for loss of property or the cost of medical treatment is obtained. This program provides a clear explanation of the civil litigation process to crime victims and helps place civil litigation within their grasp.

Goal(s):

- o To disseminate effective strategies for assisting crime victims in seeking legal remedies.
- o To evaluate the effectiveness of the program.

Objectives:

- o To develop a strategy for providing training to victim service providers.
- o To develop a curriculum effectively conveying the content of a companion manual.
- o To provide training nationwide.
- o To evaluate the effectiveness of the training.

Program Strategy: This solicitation invites an application from the National Victim Center, Inc. (NVC) to develop a curriculum and provide training to crime victim service providers, based on the manual developed by NVC under the first stage of this project with support from Office for Victims of Crime.

The products to be completed include:

- o Plan for providing training nation-wide;
- o Development of a training curriculum, based on the "Civil Legal Remedies of Victims Against Perpetrators" manual, and an evaluation strategy;
- o Identification of training and technical assistance personnel;
- o Evaluation design;
- o Pretest and refinement of the curriculum;
- o Implementation of the training strategy; and
- o Report on the results of the evaluation.

Eligibility Requirements: The National Victim Center is invited to submit an application to continue this program:

Selection Criteria: The application will be reviewed based on the following weighted criteria.

Continuation Section

- | | |
|--|------------------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Additional information regarding application requirements and selection criteria is contained in the Application and Administrative Requirements Section of the BJA Application Kit.

Award Period: This award will provide support for the implementation of the training activities over a 12-month period.

Award Amount: Up to \$200,000 has been allocated for the training, and one cooperative agreement will be awarded.

Due Date: Applications must be postmarked no later than 60 days or less from the date of this publication.

Contact: This program is a collaborative effort between the Office for Victims of Crime (OVC) and the Bureau of Justice Assistance (BJA). Both organizations will jointly process and administer the award, with OVC as the lead monitoring agency.

The BJA contact person for additional information on this program is Jody Forman, Program Manager, Corrections Branch (202) 514-5943.

For additional information, contact Victoria O'Brien, Acting Director, Special Projects Division, OVC (202) 514-6444.

NATIONAL VICTIMS RESOURCE CENTER

Purpose: The purpose of this program is to disseminate crime victim-related information to criminal justice professionals, victim service providers, policymakers, researchers, and crime victims through the continued operation of the national clearinghouse, the National Victims Resource Center (NVRC).

Background: BJA has provided support for the collection and maintenance of information developed by grantees funded under the Victims of Crime Act of 1984. Publications related to crime victims issues are disseminated to victim service providers, criminal justice professionals, policymakers, crime victims and others.

Goal(s): To provide crime victim-related information to criminal justice professionals, victim service providers, policymakers, researchers, and crime victims.

Objectives:

- o To maintain a collection of current information on crime victim issues.
- o To prepare information in a format that is useful to State and local officials.
- o To respond to requests from the field for information on crime victims.

Program Strategy: The NVRC collects, maintains, and disseminates information about national/State/local victim-related organizations, as well as information on State programs that receive funds authorized by the Victims of Crime Act.

Eligibility Requirements: The NVRC is a component of the National Criminal Justice Reference Service. Eligibility is contingent upon satisfactory work performance and product development under any prior/pending Office for Victims of Crime (OVC)/BJA grants.

Selection Criteria: The NCJRS contract presently is awarded/acquired through a competitive process managed by the National Institute of Justice on behalf of the member agencies of the Office of Justice Programs. The award for NVRC will be a component of the parent contract.

Award Period: Program funding will be for 12 months.

Award Amount: Up to \$150,000 will be available for this contract.

Due Date: The date of the award will be dependent upon the completion of the contract process for the NCJRS.

Contact: The BJA contact for this program is Pamela Swain, Director, Discretionary Grant Programs Division, (202) 514-5947.

For additional information, contact Office for Victims of Crime, Victoria O'Brien, Acting Director, Special Projects Division, (202) 307-5947.

TECHNICAL ASSISTANCE AND TRAINING IN HELP FOR VICTIMS OF DRUG-RELATED CRIME

Purpose: The purpose of this program is to develop training materials and provide technical assistance to enhance the capability of victim service organizations to treat victims of drug-related crime.

Background: One of the great tragic consequences of widespread drug abuse in the Nation today is the impact on victims of drug-related crime. As emphasized in the "National Drug Control Strategy," drug dealers harass, intimidate, and assault pedestrians. They entice and coerce children to join their ranks. Crack houses accelerate the deterioration of already rundown residential blocks. Parks and public spaces have become havens for illicit activity. In such neighborhoods, drugs are sold freely and openly, and buyers have no fear of criminal sanctions. Residents are left alone with the task of protecting their lives and property, while trying to keep their children away from a life of drug use. The purpose of this program activity is to enhance the ability of victim service organizations to assist victims of drug-related crime and thereby, improve the lives of those living in high drug- crime neighborhoods.

Goal(s):

- o To disseminate strategies for improving services to victims of drug-related crime.
- o To evaluate the effectiveness of the program.

Objectives:

- o Provide training and technical assistance to selected sites.
- o Disseminate the products of this program to the field.
- o Evaluate the effectiveness of the training.

Program Strategy: This solicitation invites an application from the National Organization for Victim Assistance, Inc., to provide training to crime victim service providers, based on a curriculum developed under the first stage of this program.

The products to be completed include:

- o A plan for providing training and technical assistance;
- o Revisions to the training curriculum, as necessary, and development of an evaluation strategy;
- o The identification of training and technical assistance personnel;
- o An evaluation design;
- o Implementation of the training and technical assistance strategy; and
- o A report on the results of the evaluation.

Eligibility Requirements: The National Organization for Victim Assistance, Inc., is invited to submit a continuation application for this program. Eligibility is contingent upon satisfactory work performance and product development under any prior/pending OVC/BJA grants.

Selection Criteria: The application will be reviewed based on the following weighted criteria.

- | | |
|--|------------------|
| A. Organizational Capability | 20 points |
| B. Soundness of the Proposed Strategy | 30 points |
| C. Qualifications of the Project Staff | 20 points |
| D. Clarity and Appropriateness of the Program Implementation Plan | 20 points |
| E. Budget | 10 points |

Award Period: This award will provide support for the implementation of training activities over a 12- month period.

Award Amount: Up to \$150,000 has been allocated for the training, and one cooperative agreement will be awarded.

Due Date: Applications must be postmarked no later than 60 days from the date of this publication.

Contact: This program is a collaborative effort between the OVC and the BJA. Both organizations will jointly process and administer the award, with OVC as the lead monitoring agency.

The BJA contact person for this program is Jody Forman, Program Manager, Corrections Branch (202) 514-5943.

For additional information, contact Victoria O'Brien, Acting Director, Special Projects Division, OVC (202) 514-6444.

Improved Information Systems

TRAINING AND TECHNICAL ASSISTANCE OPERATIONS SYSTEMS SUPPORT

Purpose: The purposes of this program are: to conduct outreach training in order to improve the general level of knowledge and understanding of microcomputer automation; to disseminate information to criminal justice practitioners and demonstrate specific criminal justice applications; to provide short-term technical assistance in order to address the specific needs of operational criminal justice agencies; and, to provide long-term technical assistance to individual States or agencies within States that are predominantly nonautomated or that seriously lag in their adoption of criminal justice automation.

Background: SEARCH Group, Inc., continues its existing program of outreach training to criminal justice agencies. Training seminars are designed to expand the scope and depth of knowledge of automation by criminal justice practitioners and policy decision-makers. The seminars are organized and coordinated through key criminal justice decision-makers within each jurisdiction served, which facilitates attendance by representatives of numerous agencies throughout the State or territory. Through such coordination, BJA and SEARCH Group, Inc., ensures that the training seminars address the needs of many jurisdictions.

SEARCH Group, Inc., continues a program of short-term technical assistance to qualified applicants with the approval of the BJA program manager. The program concentrates on providing limited on-site assistance to agencies of jurisdictions that either have not automated or are in the process of designing, developing or implementing an automated system. The highest priority is given to multijurisdictional applicants, such as counties or States, and those that have a statewide impact. In the past, most agencies have needed specific assistance in acquiring or implementing automation, determining system needs, identifying system requirements, planning for implementation with an emphasis on cost-effectiveness, planning projects to achieve integration of information systems across justice agencies' functional and/or political boundaries, and procuring systems. For the most cost-effective approach to on-site technical assistance, SEARCH will respond to information management issues by identifying systems software and documentation on previously developed systems that would be excellent candidates for transfer. The highest priority will be given to existing public domain systems.

Goal(s):

- o To provide the capability to selected jurisdictions to automate criminal justice information systems.
- o To assess the extent of information automation in criminal justice agencies.

Objectives:

- o To conduct outreach training for criminal justice practitioners.
- o To provide short-term technical assistance aimed at addressing the specific needs of operational criminal justice agencies.
- o To provide long-term technical assistance to individual States, or agencies within States, that are predominately nonautomated or that seriously lag in their adoption of criminal justice automation.
- o To conduct a national assessment of automation in criminal justice agencies.

Program Strategy: This is a nationwide training and technical assistance program, subject to budget limitations, that is directed at State and local criminal justice policymakers and practitioners who wish to initiate or expand computerized information systems. Training seminars are designed to expand the scope and depth of knowledge on automation by criminal justice practitioners and policy decision-makers. The seminars are organized and coordinated through key criminal justice decision-makers within each jurisdiction served, which facilitates attendance by representatives of numerous agencies throughout the State or territory. Through such coordination, BJA and SEARCH Group, Inc., ensures that the training seminars address the needs of many jurisdictions.

Once individual technical assistance applications are received by SEARCH, they will be reviewed and evaluated according to the eligibility and selection criteria, along with the priority factors jointly established by BJA and SEARCH Group. SEARCH will prepare a formal technical assistance proposal which describes the nature and scope of the assistance required by the potential site, discusses the manner in which project staff intend to address the needs of the State, and details the costs associated with the assistance. This proposal will be submitted to the BJA Program Manager for review and approval prior to SEARCH conducting the assistance.

A comprehensive training plan for FY 1991 will be submitted for BJA approval.

SEARCH Group, Inc., also will collect information and draft a report which will assess generally the current state of automation in criminal justice agencies nationally, discuss the range of technical assistance which is presently available and of actual or potential benefit to justice agencies, review the likely future directions of various technologies, and recommend a course of action for BJA with regard to programs of training, technical assistance, and systems development. In assessing the current state of automation among justice agencies nationally, this report will rely substantially on the secondary analysis of data already collected through the efforts of State Uniformed Crime Report (UCR) Programs, State Planning Agencies, the SEARCH Membership Group, Statistical Analysis Centers, other Federal agencies and professional associations at the State and national levels. In this manner, accurate and timely data will be reviewed without diverting needed resources from the assistance and training efforts which are central to this program.

This program consists of two stages, which may, in part, be conducted concurrently.

Stage I - Assessment

The grantee will conduct a nationwide assessment of the use of automated information systems by criminal justice agencies.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - criteria for identifying criminal justice automated information systems, and
 - description of the extent of criminal justice information automation;
- o Recommendations for revising the training and technical assistance program; and
- o A dissemination strategy to inform the field about the development of the program and the products and results of this stage.

Stage II - Provision of Training and Technical Assistance

The grantee will continue to provide training and technical assistance to States and local jurisdictions.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o Implementation of the training and technical assistance;
- o A report on the results of the training; and
- o A dissemination strategy to inform the field of the products and results of this program.

Eligibility Requirements: SEARCH Group, Inc., is invited to submit an application for continuation of this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for a 12-month period.

Award Amount: Up to \$450,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Donald J. Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

NATIONAL CRIMINAL JUSTICE COMPUTER LAB AND TRAINING CENTER

Purpose: The purpose of this program is to provide training and technical assistance to State and local criminal justice agencies to automate operational and management information and to implement available systems by comparing technologies and selecting the most cost-effective one for local application.

Background: Both the 1989 and 1990 National Drug Control Strategy documents reflect that some criminal justice agencies have made considerable financial commitments to enhance their information gathering and processing, and have developed advanced systems to process the increasingly large amounts of information being developed. However, in many agencies, Automated Data Processing (ADP) has not competed well against other priorities for resources. In addition, for a variety of reasons, there has not been the expected degree of "technology transfer" among agencies. The cumulative results are that a substantial volume of key drug information is not readily brought to bear in the fight against drug traffickers. This fundamental deficiency must be corrected as a matter of high priority.

BJA, therefore, provides hands-on training in microcomputer-based software for statistical, graphics, and operational applications; conducts software demonstrations and provides objective evaluations of computer products to assist criminal justice agencies with their purchasing decisions; assists officials nationwide in developing appropriate solutions to serious and complex information management problems.

Further, BJA offers training courses on general data processing topics as well as specialized concerns that focus on: automated systems planning; crime analysis; prison and jail population forecasting; law enforcement management information systems; software evaluations for drug investigation management; prosecutor management information systems; computerized criminal justice simulation models; and integration of criminal justice information systems.

Goal(s):

- o To provide specific, practical assistance and training to State and local criminal justice agencies to automate operational and management information.
- o To make available systems by comparing technologies and selecting the most cost-effective technology for local application.
- o To evaluate information systems software for criminal justice purposes.

Objectives:

- o To provide hands-on training in microcomputer-based software for statistical, graphics, and operational applications.
- o To conduct software demonstrations.
- o To provide objective evaluations of computer products to assist criminal justice agencies with their purchasing decisions.
- o To assist officials nationwide with developing appropriate solutions to serious and complex information management problems.
- o To offer training courses on general data processing topics as well as specialized courses that focus on automated systems planning, crime analysis, prison and jail population forecasting, law enforcement and management information systems.
- o To evaluate software for drug investigation management, prosecutor management information systems, computerized criminal justice simulation models, and to integrate criminal justice information systems.

Program Strategy: This program will be implemented in two stages which may, in part, be conducted concurrently: continuation of training and technical assistance at the National Criminal Justice Computer Laboratory in Sacramento, California, and the development of the National Consortium of Criminal Justice Computer Laboratories.

Stage I - Provision of Training and Technical Assistance at the National Criminal Justice Computer Laboratory at Sacramento, California

The first stage of this program is designed to provide SEARCH Group, Inc., with resources for continued support, maintenance and operation of the Sacramento National Criminal Justice Computer Laboratory and Center, and to provide timely training seminars, workshops, technical assistance and demonstrations in a hands-on environment to address the automation needs of criminal justice agencies throughout the Nation.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o The implementation of the training and technical assistance;
- o A report on the results of the training and technical assistance; and
- o A dissemination strategy to inform the field of the products and results of this program.

Stage II - Development of the National Consortium of Criminal Justice Computer Laboratories

The SEARCH Group, Inc., will also concentrate on the development of the National Consortium of Criminal Justice Computer Laboratories to provide regional and local technical assistance and training. The Consortium will enable SEARCH Group Inc., the Institute for Law and Justice, Inc., and other organizations to provide hands-on training to criminal justice practitioners in or near their own local communities, thereby eliminating costly travel expenses.

The Consortium of Criminal Justice Computer Laboratories will be developed into a nationwide program to provide assistance to all States and territories of the United States. During the FY 1990 funding cycle, BJA, through SEARCH Group, Inc., received over 259 responses from computer laboratories expressing interest in the National Consortium.

During FY 1991, the second phase of the development effort, academic institutions and criminal justice agencies that have expressed interest in becoming a part of the Consortium will be assessed for the type and quality of training to be provided and for geographical distribution. A strategy for participant selection and delivery of the training will be developed and implemented. Initial training and technical assistance will be provided by SEARCH Group, Inc.

The products of this second stage will be:

- o A plan specifying how the assessment of applicants will be conducted;
- o A strategy for participant selection and delivery of the training to be developed and implemented; and,
- o A dissemination strategy to inform the field about the Consortium of Criminal Justice Computer Laboratories.

Eligibility Requirements: SEARCH Group, Inc., is invited to submit an application for continuation of this program.

Continuation Section

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for a 12-month period.

Award Amount: Up to \$250,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days from the date of this publication.

Contact: For further information, contact Donald J. Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

RESIDENTIAL BURGLARY EXPERT SYSTEMS (REBES) CONFERENCE

Purpose: The purpose of this program is to provide continued technical assistance to the five participating Residential Burglary Expert Systems demonstration sites.

Background: The Residential Burglary Expert System is designed to assist investigators in solving burglary crimes. This system makes it possible to pool expert knowledge about crimes and criminals, highlighting the best thinking processes, even when some of the experts are retired, reassigned or deceased.

Police Department practices, training and organization improve as a result of installing the Expert System. One function of the system is that it can learn from its own activities, and it will "get smarter" with experience. Expert Systems improve internal communications among different shifts, divisions and specialties, e.g., Narcotics and Burglary, Burglary and Homicide.

This program strategy was based on the artificial intelligence system (Expert System) developed by the British Home Office in London, England, which uses a pattern-matching approach to analyze gathered data. Data pertaining to specific cases of police work is accumulated and then reviewed by an intelligence analyst, who makes reports based on his/her study of the material. The Expert System maintains a rules database while creating an additional knowledge database.

Goal(s): To improve the operation of Expert Systems and address the problem of residential burglary in selected demonstration sites.

Objectives:

- o To provide for the exchange of user-group knowledge among REBES users by funding one cluster conference for the five BJA funded REBES demonstration sites.
- o To provide for limited technical assistance, as needed, to the five demonstration sites.

Program Strategy: The Jefferson Institute for Justice Studies (JI) provided technical assistance support and cluster conference support through a previous grant award for this demonstration program. There are five demonstration sites with five rule-based systems in existence: Baltimore County Police Department, Tucson Police Department, Charlotte Police Department, Rochester Police Department and Tampa Police Department. Each of the participating five demonstration sites are at a different level of operation ranging from two years to five months. System modifications and technical support continue specifically for the newer sites. The concepts employed by rule-based systems are different from the traditional ways that we think about computer systems. The needs of the Expert System directly impact police resource utilization patterns. The exchange of user-group knowledge among the participants regarding both technical and department requirements in support of the system enhances the capabilities of individual systems.

This program solicits an application from JI to continue providing technical assistance to the existing sites in order to coordinate one cluster conference for the five demonstration sites. This will allow the exchange of user-group information and ensure that the experience gained from this program can be shared with all participants.

The products to be completed during this project period are:

- o A plan for providing training and technical assistance to the existing sites;
- o The implementation of the training and technical assistance to the sites;
- o Coordination of a cluster conference of the existing sites; and
- o A dissemination strategy to inform the field about the program, the products and results of the technical assistance and cluster conference.

Eligibility Requirements: JI is invited to submit an application for continuation of the program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award period for this program is 12 months.

Award Amount: Up to \$40,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Richard H. Ward, Chief, Law Enforcement Branch, (202) 514-5947.

CRIMINAL JUSTICE EXPENDITURE ANALYSIS

Purpose: The purpose of this program is to collect and analyze State and local data relating to justice system expenditures, (e.g., the costs of police protection, courts, prosecution, public defense and corrections).

Background: Formula Grant funds awarded to a State are sub-awarded to State agencies and units of local government to carry out programs and projects contained in an approved application. Each State shall distribute to its local units of government, in the aggregate, a portion of the state's Formula Grant funds equal to the local government's share of total State and local criminal justice expenditures (variable pass-through).

The Criminal Justice Expenditure Analysis will provide BJA and the States with the most recent and complete information concerning that portion of the States' Formula Grant funds which must be passed through to local units of government in accordance with the Edward Burne Memorial State and Local Assistance Formula Grant Program of the Anti-Drug Abuse Act of 1988, Sec. 506 (b)(1).

Goal(s): To determine the portion of the States' Formula Grant funds that must be passed through to local units of government.

Objectives:

- o To analyze criminal justice expenditures for each State and territory.
- o To determine the variable pass-through information presented for each State and territory.

Program Strategy: The Bureau of Justice Statistics (BJS), which provides BJA with variable pass-through information, will coordinate with the U. S. Bureau of the Census to analyze criminal justice expenditures and update the pass-through figures. Under this interagency agreement, the project promotes greater efficiency in the delivery of Federal assistance and sharing of expertise for the benefit of State and local units of government.

Eligibility Requirements: This is a transfer of funds between two Federal agencies and therefore, not subject to the usual eligibility requirements. This transfer will permit the Federal government to provide a needed service for the benefit of State and local governments engaged in the anti-drug abuse effort through the use of existing expertise at another Federal agency.

Selection Criteria: Not applicable.

Award Period: This project will run through FY 1991.

Award Amount: Up to \$600,000 will be available for this program.

Due Date: Not applicable.

Contact: For further information, contact Robert A. Kirchner, Chief, Program Evaluation Branch, (202) 724-5974.

DRUG DATA CENTER AND CLEARINGHOUSE

Purpose: The purpose of this program is to provide direct assistance to local, State and Federal anti-drug efforts through the identification and distribution of drug-crime information necessary for planning.

Background: This program, begun in October 1987, will continue BJA support of the Drug Data Center and Clearinghouse effort to meet the needs of the criminal justice system for credible, accessible and directly useful data on drugs, the drug-crime relationship and its implications for criminal justice policy and programs. While data are gathered by a number of Federal agencies, they are seldom consolidated and made available in a form directly useful to criminal justice agencies. The intent is to help Federal and State drug efforts by creating a clear baseline from which to assess their impact.

Goal(s): To provide direct assistance to local, State and Federal anti-drug efforts through the identification, collection and distribution of drug-crime information necessary for planning.

Objectives: The Drug Data Center Clearinghouse's objectives are:

- o To provide services to State and local criminal justice decision-makers through the Drugs and Crime Data Center.
- o To provide information to State and local criminal justice decision-makers through the Drugs and Crime Clearinghouse.

Program Strategy: BJA will fund the Bureau of Justice Statistics' (BJS) continuation of the Drugs and Crime Data Center and Clearinghouse. This effort has two distinct parts:

The functions of the Clearinghouse are to:

- o Determine the needs of State and local decision-makers, other policymakers and drug data consumers;
- o Provide information on existing drug enforcement and other drug data reports that are relevant to State and local officials and announce their availability through the Center; and
- o Provide a toll-free number that is staffed with qualified statistical personnel to fill State and local requests for specific drug enforcement and other data reports.

The Drugs and Crime Data Center functions are to: evaluate existing national drug data for State and local policymakers; identify drug data, needed by State and local officials; prepare special computer tabulations for users; prepare special analyses of existing drug data to inform State and local policymakers on topics of concern; and prepare a comprehensive report on Drugs and Crime.

The program strategy for the FY 1991 Interagency Agreement with BJS will encompass two major components:

Component I - Drugs and Crime Data Center

The Drugs and Crime Data Center will produce:

- o A report on the sanctioning of drug law violators;
- o A report on the cost of drug law enforcement;

- o A technical guide to drug data sources;
- o Additional reports on drug-related topics of interest to State and local policymakers; and
- o A comprehensive Report to the Nation on Drugs, Crime and the Criminal Justice System.

Component II - The Drugs and Crime Clearinghouse

The Drugs and Crime Clearinghouse will perform or produce the following:

- o Ten Fact Sheets on current drugs and crime topics of interest to State and local policymakers and six topical bibliographic reading sheets;
- o A 1991 State Drug Resources National Directory;
- o Responses to an average of 550 requests for information per month;
- o At least 15,000 drug-and-crime documents;
- o Attendance at clearinghouse national conferences and support to other national conferences;
- o Assistance to BJA grantees in responding to specific data requests for information;
- o Assessment of data information needs at State criminal justice planning agencies;
- o Materials which will be mailed to all SPA Directors on Clearinghouse services; and
- o Materials which will be mailed to all BJA grantees on Clearinghouse services;

Eligibility Requirements: This is a previously negotiated contract. Eligibility requirements have been met through the contracting process.

Selection Criteria: See Eligibility Requirements Section. The Interagency Agreement will be negotiated between BJA and BJS as managing partners in this effort.

Award Period: This award will fund the Clearinghouse and Drug Data Center through December 1991.

Award Amount: Up to \$300,000 will be available for this program.

Due Date: The Interagency Agreement will be negotiated with the Bureau of Justice Statistics by March, 1991

Contact: For further information, contact Karen McFadden, Chief, Program Coordination Branch, (202) 307-5974.

BUREAU OF JUSTICE ASSISTANCE CLEARINGHOUSE

Purpose: The purpose of this program is to disseminate information on BJA funding to State and local officials and criminal justice decision-makers and to distribute BJA publications.

Background: The Clearinghouse, which has been in operation since 1989, has responded to over 3,600 requests from criminal justice system practitioners and State and local decision-makers regarding BJA programs and activities.

Goal(s): To provide to State and local officials and criminal justice decision-makers information on BJA programs and funding and to distribute BJA publications.

Objectives: The Bureau of Justice Assistance Clearinghouse has the following objectives for the 1991 contract year:

- o Provide information to the criminal justice community on BJA publications.
- o Distribute BJA publications to State and local officials and criminal justice decision makers.
- o Provide communication services to BJA in the development of BJA publications.

Program Strategy: This program will continue the support of the Bureau of Justice Assistance Clearinghouse. The Clearinghouse will provide the following services:

- o **Networking:** The Clearinghouse will inform the criminal justice community about BJA and its documents through such vehicles as brochures, publications lists, conference support and attendance and conference exhibits.
- o **User Registration:** The Clearinghouse developed and will maintain a mailing list of over 1,400 names to be used in mailing BJA materials.
- o **Materials Distribution:** The Clearinghouse distribution center will process approximately 450 orders per month to criminal justice practitioners and State and local decision-makers.
- o **Communications:** The Clearinghouse communications department will continue to provide editing, formatting and graphic services for BJA. In 1991, the Clearinghouse will provide a pool of professional consultants to perform a variety of services related to the development of BJA materials.

Eligibility Requirements: This is a previously negotiated contract. Eligibility requirements have been met through the contracting process.

Selection Criteria: See Eligibility Requirements section. An interagency agreement will be negotiated with the National Institute of Justice to fund the BJA Clearinghouse as a part of the National Criminal Justice Reference Service.

Continuation Section

Award Period: The award period is for one year beginning in May 1991.

Award Amount: Up to \$500,000 will be available for this program.

Due Date: The interagency agreement will be negotiated by April 1991.

Contact: For further information, contact Karen McFadden, Chief, Program Coordination Branch (202) 307-5974.

CRIMINAL JUSTICE SIMULATION MODEL TRAINING AND TECHNICAL ASSISTANCE

Purpose: The purpose of this program is to provide training and technical assistance to local jurisdictions in the use of computerized criminal justice simulation models.

Background: The National Drug Control Strategy calls upon the Department of Justice to develop computerized criminal justice simulation models to estimate the impact of policy changes on various parts of the system. With such a system, jurisdictions should be able to depict interrelationships between different stages or activities in the criminal justice system to allow policy officials to make better resource allocation decisions.

Goal(s): To provide the capability to cities and counties to use computerized criminal justice simulation models for solving criminal justice problems.

Objectives:

- o To identify computerized criminal justice simulation models.
- o To disseminate criminal justice simulation models.
- o To provide technical assistance and training to the recipients of the simulation models.

Program Strategy: Using computerized criminal justice simulation models to estimate the impact of policy changes on various parts of the criminal justice system, jurisdictions should be able to depict inter-relationships between different stages or activities in the criminal justice system so that policy officials can make better resource allocation decisions.

Public domain software simulation models that have been proven effective as a tool for criminal justice decision-makers need to be documented and promoted in local jurisdictions. The BJA strategy is to identify successful models and provide training and technical assistance to jurisdictions that wish to implement such models.

Recognizing shortcomings with existing modeling systems, BJA awarded a grant to the Institute for Law and Justice, Inc., (ILJ) in 1988 to develop a new simulation system. The result is the Criminal Justice System Simulation Interactive Model (CJSSIM). CJSSIM incorporates all the features of the Justice system Improvement Model (JUSSIM) and includes many enhancements. Developed as a microcomputer application, CJSSIM uses a combination of the C programming language and the Microsoft Windows Presentation Manager.

Stage I - Dissemination

Criminal justice and local planning agencies need simulation models now. BJA has supported ILJ and the Center for Urban Analysis for development of simulation models. ILJ developed the CJSSIM model while the Center expanded its JUSSIM model. Both models are now available. The IMPACT and PROPHET models also are available for dissemination.

CJSSIM will be distributed immediately since there is no cost associated with it. The Center's model is available for a licensing fee of \$100, IMPACT for \$700, and PROPHET for \$5,000. The availability of these other models will be advertised and disseminated based on interest from agencies and universities.

Members of the Criminal Justice Statistics Association, the National Criminal Justice Planners Association, the National Association of Police Planners, the American Jail Association and the National Center for State Courts will receive a package that includes a diskette with CJSSIM and several generic systems along with the user's manual for installing and using the program. In addition, the package will contain complete descriptions of the Center for Urban Analysis' JUSSIM model, the IMPACT model and the PROPHET system. An order form for these programs will be included.

The products to be completed during this stage are:

- o A plan for dissemination of the simulation models;
- o The simulation model packages; and
- o The dissemination of the model packages.

Stage II - Training and Technical Assistance Development

Simulation models need to be user friendly. If simulation models are to become widely adopted, they must be easy for users to install and operate. Documentation is key in this regard. The user's guide that was developed by ILJ for CJSSIM carefully takes the user from installation to data entry and output reports.

Several generic criminal justice systems will be provided with CJSSIM as a starting point for users. Sample databases are also provided with the IMPACT model along with documentation on how to use the databases. By having these generic systems and databases, users do not have to start with a blank screen, but instead can start immediately to use the models. With CJSSIM, users can modify one of the generic systems to reflect their systems. The addition and deletion of stages is an easy interactive process with CJSSIM. The inclusion of these generic models adds to the user-friendliness of the program.

Making the program easy to use is not the same as making the data collection easy. Simulation models frequently require an extensive amount of data. The long-term difficulties with using these models will not be in running the program but in data collection. The grantee will develop a training curriculum that includes data collection as a topic. The number and locations of the training courses will be negotiated between BJA and the grantee. The grantee will develop a data collection handbook.

The products to be completed during this stage are:

- o A plan for the development of training and technical assistance materials;
- o The identification of training and technical assistance providers;
- o A draft and final training and technical assistance materials;
- o A design for evaluating the training program; and
- o A dissemination strategy to inform the field about the development of the program and the products.

Stage III - Provision of Training and Technical Assistance

Technical assistance must be available. The goal in dissemination of public domain software is for users to be able to install and run programs without assistance. Having user-friendly programs and providing generic models are two ways of achieving this ideal. In addition, the grantee will provide technical assistance.

Three types of assistance will be provided:

- o Telephone support;
- o Training classes; and
- o Limited on-site assistance.

Continuation Section

The grantee will coordinate dissemination and training activities with the National Consortium of Computer Laboratories presently being developed by BJA and SEARCH Group, Inc.

The products to be completed during this stage are:

- o A plan for providing training and technical assistance;
- o The pretest of the curriculum;
- o Follow-up telephone contacts with each entity receiving the CJSSIM package;
- o The implementation of the training strategy; and
- o Evaluations of the training presentations and delivery of on-site assistance.

Eligibility Requirements: The grantee was selected through the Competitive Announcement for this program that was published in FY 1990.

Selection Criteria: The application is being reviewed in accordance with the selection criteria published in the Competitive Announcement.

Award Period: The award will be for a 24-month period.

Award Amount: Up to \$200,000 is available for this program.

Due Date: Not applicable.

Contact: For further information, contact Donald J. Anderson, Chief, Drug Abuse/Information Systems Branch, (202) 514-5943.

Other

PRISON INDUSTRY ENHANCEMENT (PIE) CERTIFICATION PROGRAM TECHNICAL ASSISTANCE

Purpose: The purpose of this program is to provide technical assistance and training to currently certified agencies interested organizations and applicants of the Prison Industry Enhancement (PIE) Certification Program.

Background: Eighteen U.S.C. 1761 implements the PIE Program originally authorized within the Justice System Improvement Act of 1979, and extended under the Justice Assistance Act of 1984 (P.L. 98-473). The Program provides exemption from Federal constraints on the marketability of non-Federal prison-made goods by permitting the sale of these products in interstate commerce (18 U.S.C.1761(a), the Sumners-Ashurst Act, 1948), as well as to the Federal Government (41 U.S.C.35(d), the Walsh-Healey Act, 1936). By law, up to 50 non-Federal prison industry projects may be certified for this exemption when their operation has been determined by the BJA Director to meet statutory and guideline requirements.

The certified projects are designed to place inmates in a realistic working and training environment, thereby enabling them to acquire marketable skills and potentially, increase the possibilities for successful rehabilitation and meaningful employment upon release. The projects also reduce tensions as idleness decreases in participating institutions. Another significant result is that project workers can alleviate some of the costs of incarceration by paying room and board and taxes, and they can send money home for family support. Victims of crime also may be compensated for their loss through contributions from inmates.

PIE Certification requires that State and local units of government comply with the following legislatively mandated conditions and administrative authority: statutory authority to administer prison industry programs; contributions to victim compensation fund or victim assistance programs; consultation with organized labor and local private industry; payment of prevailing wages; free worker displacement; voluntary participation; worker compensation; and private sector involvement.

Goals:

- o To provide the capability to selected states and local jurisdictions to be certified for prison industry enhancement.
- o To provide the capability to selected states and local jurisdictions to implement effective prison industry projects.
- o To disseminate effective PIE certification programs and prison industry projects.
- o To monitor PIE certified programs.

Objectives:

- o To provide training and technical assistance to selected jurisdictions.
- o To assess programs in prison industry projects.
- o To refine training and technical assistance materials.
- o To monitor certified programs for compliance with PIE legislative requirements.
- o To disseminate effective prison industry programs.

Program Strategy: This solicitation invites an application from the American Correctional Association to continue to provide training and technical assistance to states and local jurisdictions that are certified to participate in the PIE program and to those that are seeking certification.

There are three strategy components: training and technical assistance for certification; training and technical assistance for prison industry program development, and monitoring. The first two components will each be conducted in three stages:

Stage I - Provision of Training and Technical Assistance

The products to be completed during this stage are:

- o A plan to provide ongoing training and technical assistance to selected jurisdictions;
- o The implementation of the training and technical assistance strategy and the assessment;
- o A report on the training evaluation; and
- o A dissemination strategy to inform the field about the development of the program as well as the products and results of this demonstration.

Stage II - Assessment of Prison Industry Programs

An assessment of prison programs will be conducted to identify new developments in legislation and programs.

The products to be completed during this stage are:

- o A plan specifying how the assessment will be conducted;
- o A draft and final report which includes:
 - Criteria for identifying promising prison industry programs;
 - Recommendations for refining the goals and objectives of the training and technical assistance program; and
 - Descriptions of prison industry programs.
- o Recommendations for refining the training and technical assistance materials; and
- o A dissemination strategy to inform the field about the development of the program and the products and results of each stage.

Stage III - Training and Technical Assistance Development Activities

The grantee will prepare a plan for revising the training and technical assistance materials based on the results of the assessment.

The products to be completed during this stage are:

- o A plan for the revising of the training and technical assistance materials;
- o Identification of additional training and technical assistance providers, if necessary;
- o A draft and final training and technical assistance package, including the training manual and informational materials;
- o A design to evaluate the training program; and
- o A dissemination strategy.

In addition, the grantee will monitor certified PIE programs to determine their compliance with legislative and programmatic requirements.

The products to be completed are:

- o A plan for monitoring PIE programs;
- o The criteria for selecting programs to be monitored;
- o The selection of programs to be monitored;
- o A review and revision, if appropriate, of monitoring protocols;
- o The monitoring of selected programs;
- o A report on the results for each program, including recommendations for remedial action, if necessary; and
- o A recommendation for enhancing the PIE training and technical assistance program.

Eligibility Requirement: The American Correctional Association is invited to submit an application to continue this program.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administration requirements section of this document.

Award Period: One cooperative agreement will be funded for 12 months.

Award Amount: Up to \$350,000 will be available for this program.

Due Date: A continuation application is due within 60 days after the publication of this announcement.

Contact: For further information, contact Louise Lucas, Program Manager, Special Programs Division, (202) 307-1065.

CORRECTIONAL INDUSTRY CLEARINGHOUSE (CI-NET)

Purpose: The purpose of this program is to provide technical assistance and dissemination of information to support improved operations and expansions of correctional industries.

Background: This project is a continuation of a clearinghouse for correctional industries developed at the American Correctional Association (ACA) in 1986.

As the only national clearinghouse and automated computer system for correctional industries, CI-NET provides the field with information, technical assistance and a central point for networking with one another. As defined by BJA, CI-NET's task agenda includes conducting special research projects. Information derived from such research is disseminated through a variety of means, including the CI-NET computer network, special research bulletins, the CI-NET News quarterly newsletter, and regional national workshops and seminars.

All of CI-NET's products and services are designed to help correctional industries address the challenges of rapid growth in corrections. The success of correctional industries in reducing idleness and meeting other statutory mandated goals is often limited by the constraints under which they must operate. Problems encountered include conflicting goals, unrealistic work environments, legal restrictions and regulations, organizational problems within the correctional environment, and bureaucratic requirements. To implement the program, project staff defined the issues, conducted a needs assessment, and collected and analyzed State and Federal data on industry program activities. Based upon the research, ACA project staff established a clearinghouse service and an automated information system on correctional industry program operations (CI-Net) that aids in the collection, preparation, and dissemination of information to the field.

Goal(s):

- o To serve as a National Clearinghouse Center and Computer Network for correctional industries throughout the United States and abroad.
- o To support improved operations and expansions of correctional industries, both as a means to reduce idleness and to help develop revenues for a variety of correctional and social purposes.

Objectives:

- o Provide the field with information, technical assistance, and a central national point for networking as well as create an effective means for obtaining information and support communications with correctional industries.
- o Provide publications, technical assistance and special research for correctional industries.
- o Provide the field with an effective means for obtaining information and support communications within correctional industries on a nationwide basis.
- o Provide a variety of services to those interested in correctional industries (i.e., clearinghouse, library, automated information systems, CI-Net News, special research projects, peer consultant roster, supplies/vendors services, CI-Net videotape lending, publications, etc.).

Program Strategy: This project provides for the handling of technical assistance requests on a wide range of correctional industry issues, including legislation, personnel procedures, marketing and sales, and organization and management, as well as joint ventures with the private sector. Requests shall be handled through document retrieval and reproduction, special research, and the operation of "CI-Net." Periodic bulletins on topics of special interest shall be distributed to all State prison and jail industries.

Funding for this project shall provide for the continuation of the following technical assistance services:

- o Conducting ongoing data collection and analysis through targeted survey and analyses, on-line database searches, literature reviews, and field contacts;
- o Continuing research projects on relevant correctional industry topics;
- o Expanding the CI-Net Videotape Lending Library developed during the 1988 refund period;
- o Continuing development of the CI-Net automated information system network;
- o Evaluating legislative activity impacting correctional industries at the State and Federal levels;
- o Updating CI-Net Standardized Information Packets developed during the 1988 refund period on the 14 database categories and other frequently requested subjects;
- o Publicizing CI-Net and field activities and resources through the quarterly newsletter, CI-Net News, and other publications;
- o Expanding the CI-Net Peer Consultant Roster through ongoing contacts with the field;
- o Educating the field as to the most effective use of CI-Net and the automated computer network by conducting on-site training demonstrations and presentations;
- o Participating in board, business, strategic planning, and regional meetings of the Correctional Industries Association;
- o Attending training workshops and conferences related to correctional industries programming for purposes of data collection, networking and needs assessment;
- o Conducting visits to institutions and correctional industry factories around the country for data collection, networking, needs assessment and technical assistance;
- o Continuing the ongoing dissemination of information to the field by responding to solicited and unsolicited requests;
- o Assisting the field with training needs through coordination of workshops, as requested;
- o Conducting an ongoing evaluation of the CI-Net Clearinghouse services and CI-Net Automated Computer Network by analyzing Delphi usage records, tracking information requests, and surveying users;
- o Conducting meetings of the CI-Net Planning Review Team;
- o Providing the staffing necessary to administer a full range of services to all parties requesting assistance in developing tests to accompany the Correctional Industries Handbook for Line Supervisors, a CI-Net publication, i.e., a training curriculum with lesson plans, training kits, etc., (as directed by BJA);
- o Coordinating training seminars based on the Handbook text/curriculum; and (as directed by BJA);
- o Conducting a series of round-table discussions involving U.S. importers, manufacturers and correctional industry managers, as an extension of CI-Net's research into foreign production and potential markets for correctional industries (as directed by BJA).

Eligibility Requirements: ACA is invited to submit an application to continue this program.

Selection Criteria: This project is a continuation of clearinghouse services established by ACA. A continuation application will be evaluated by Special Program Division/BJA based on the following:

- o Organizational capability;
- o Updated management plan;
- o Understanding of the need;
- o Cost and budget; and
- o Qualifications of project staff.

Continuation Section

Award Period: The award period will be for 12 months.

Award Amount: Up to \$200,000 will be made available for this program.

Due Date: A continuation application is due within 60 days after the publication of this announcement.

Contact: For further information, contact Louise Lucas, Program Manager, Special Programs Division, (202) 307-1065.

SURPLUS REAL PROPERTY TRANSFER PROGRAM TECHNICAL ASSISTANCE

Purpose: The purpose of this program is to provide training and technical assistance to State and local agencies on methods for the acquisition or use of surplus real property and facilities for correctional facility construction and renovation.

Background: In response to an increase in violent crimes, increased prison populations, stiffer sentencing and severe prison-crowding conditions, the Attorney General's Task Force on Violent Crime recommended legislation in 1981 to facilitate the transfer of Federal surplus real property for State and local correctional purposes. Enabling legislation was passed in 1984.

The Federal Property and Administrative Services Act of 1949 (40 U.S.C. 484(p) as amended), authorizes the General Services Administrator to transfer or convey Federal surplus real and related personal property to state and units of local government, for correctional purposes, as determined by the Assistant Attorney General, Office of Justice Programs (OJP).

The program is designed to alleviate crowded State and local correctional facilities through the transfer of suitable Federal land and buildings (at no cost) for new construction or renovation. To accomplish this end, the Act specifies two requirements for the acquisition of eligible property: that the proposed use by the State or local units of government be (1) "a correctional facility use", and (2) "an appropriate program or project for the care or rehabilitation of criminal offenders."

Under 40 U.S.C. 484, the Federal Surplus Real Property Transfer Program is administered by the BJA as delegated by the Attorney General. (See the Comprehensive Crime Control Act of 1984, Chapter VII - Surplus Federal Property Amendments, Pub. L. 89-473, 98 Stat. 1937 (October 12, 1985), Title II).

Goal(s):

- o To enhance the transfer of surplus Federal property to local and State jurisdictions for correctional purposes.
- o To further publicize the Federal Surplus Property Program through marketing designed to reach a more extensive, comprehensive audience.

Objectives:

- o Provide information to State and local agencies on methods for the acquisition or use of surplus real property and facilities for correctional facility construction and renovation.
- o Provide specialized training and technical assistance.

Program Strategy: The project will address the Federal Surplus Real Property Transfer Program and other methods that make available unutilized and under-utilized property and facilities. The local government and, where appropriate, private entities in association with units of State and local government, may utilize property for jails and prison sites and other correctional purposes, which provide programs for the care or rehabilitation of criminal offenders. This project will be implemented in three phases: assessment, project development activities, and training and technical assistance.

Phase I - Assessment

The first phase of the project consists of the identification and assessment of correctional agencies experiencing prison crowding. This phase will generate expressions of interest from jurisdictions that anticipate a need for participation in the public discount Federal surplus property program. It is this group that will require assistance in transferring their plans into accomplished goals. Services to be performed include, but are not limited to:

- o Developing and implementing a program identification and assessment process;
- o Providing assistance through continued correspondence and site visits; and
- o Conducting working conferences to facilitate the application process and providing technical assistance to the applicants concerning the procedural requirements of the legislation.

Phase II - Training and Technical Assistance Development Activities

This phase shall provide for the preparation and distribution of information concerning the program. It is proposed that this information be disseminated through direct mailings, articles in correctional publications, and meetings with legislators, county councils, planners, architects, and practitioners who have responsibility for and influence upon the site selection process. Services to be performed under this task include, but are not limited to:

- o Developing and producing a guidebook on how units of State and local government can obtain property or facilities from the Federal Government for correctional purposes through the program;
- o Providing training and technical assistance for information dissemination and monitoring of available property and facilities, site selection, negotiation, and obtaining actual transfer of property or use of an existing facility;
- o Developing and implementing a comprehensive plan to effectively market the program to all appropriate State and local correctional agencies. Plans include designing an educational program/informational package (for briefings, orientation sessions, seminars, conferences, etc.) on the process of acquiring surplus properties; and
- o Establishing a database to enable early identification of real properties which could be used for care or rehabilitation of criminals.

Phase III - Training and Technical Assistance to Support Program Goal

Training and technical assistance provided to state and local units of government will focus on:

- o Methods of acquiring and/or using Federal surplus real property and other facilities that can be constructed and renovated so as to reduce prison crowding;
- o Methods that may make available unutilized and underutilized property and facilities for jails and prison sites and other correctional purposes which provide programs for the care or rehabilitation of criminal offenders; and
- o Information dissemination, site selection, negotiation, and obtaining actual transfer of properties or use of existing facilities.

Eligibility Requirements: The National Institute of Corrections (NIC) is invited to submit an application to continue this program.

Continuation Section

Selection Criteria: This is a supplemental award to the NIC to continue this program. An application and supplemental budget will be reviewed and approved to ensure continued progress towards meeting program goals and objectives.

Award Period: The project award period is for 12 months.

Award Amount: Up to \$25,000 will be made available for this program.

Due Date: NIC shall submit a supplemental budget within 60 days after publication of this document.

Contact: For further information, contact Louise Lucas, Program Manager, Special Programs Division, BJA (202) 307-1065.

ENHANCED PRETRIAL SERVICES DOCUMENTATION

Purpose: The purpose of this program is to develop, demonstrate, document and promote pretrial service models.

Background: Formal pretrial service agencies provide an extremely valuable service to prosecutors and the courts by conducting a thorough risk assessment, recommending pretrial disposition and performing intensive monitoring of the arrestee. Such agencies are critical in effectively administering pretrial drug testing, meeting special needs of the criminal justice system in response to drug abusing offenders (i.e., diagnosis, special monitoring techniques), and serving as coordinator between the system and various programs that fall in the category of intermediate sanctions.

Criteria for selecting model demonstration sites were developed, in cooperation with the National Association of Pretrial Service Agencies. From a total of 34 applying jurisdictions, 5 pretrial service sites were selected in FY 1989 to serve as host sites for technical assistance to jurisdictions considering implementing pretrial service agencies. Recognizing that a majority of arrestees are abusing drugs, all sites have had to demonstrate an array of services to address this population. Two of the agencies selected as host sites (Washington, D.C. and Tucson) conducted pretrial drug testing and were deemed effective in assisting interested jurisdictions with the adoption of such capabilities. Over 30 jurisdictions have visited these sites and have received intensive technical assistance follow-up to help them replicate the pretrial service models appropriate to their needs and structure.

Goal(s):

- o To document pretrial services models.
- o To promote implementation of pretrial service models.

Objectives:

- o To identify roles and activities of enhanced pretrial service agencies.
- o To document pretrial service agency models.
- o To facilitate replication of models.

Program Strategy: Initial program development work has been conducted to identify critical elements of the Enhanced Pretrial Services model. The program strategy will be completed in two phases:

Phase I - Prototypes

The grantee will review and revise, if necessary, the prototype(s). In addition, the grantee will review and revise, if necessary, selection criteria to identify up to five additional sites which either augment existing prototypes or serve as new prototypes to address unmet requirements of local criminal justice systems.

The products to be completed during this phase are:

- o A plan for the review and revision of prototypes and selection criteria;
- o A revised description of the prototypes;
- o The identification of selection criteria; and
- o The names of jurisdictions selected as additional sites.

Phase II - Program Documentation/Dissemination

The grantee will develop an operational manual, based on the prototypes, which will help jurisdictions to organize, plan, develop, implement, monitor, and evaluate enhanced pretrial service programs. This operational manual will serve as the basis for developing a training manual to facilitate replication of the prototypes.

The products to be completed during this phase are:

- o A plan for the development of the operational and training manuals;
- o An operational manual;
- o A training manual; and,
- o A dissemination strategy to inform the field of the development of the program and the products resulting from this phase.

Eligibility Requirements: The Pretrial Services Resource Center is invited to submit an application.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for a period of up to 12 months.

Award Amount: Up to \$100,000 will be available for this program.

Due Date: An application must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, BJA (202) 514-5943.

COURT PERFORMANCE STANDARDS DEMONSTRATION- PHASE II

Purpose: The purpose of this program is to provide training and technical assistance to courts so they can respond more effectively to the volume of drug cases.

Background: In 1987, BJA and the National Center for State Courts began a major initiative to enhance performance of large jurisdiction courts to meet the increasing numbers of drug and drug-related cases being referred for adjudication. Implicit in this program is the recognition that existing judicial and support resources can handle expeditiously drug arrestees only by pursuing a more focused application and use of those resources. The outcome of the initial phase was the development of Trial Court Performance Standards and accompanying performance measures, which could be used as the means to assist trial courts in assessing their performance and identifying weaknesses. This would enable the courts to channel additional resources into weak areas and achieve a higher level of professional service to the public. Six States (Alabama, California, New Jersey, Ohio, Virginia, and Washington) have been selected to demonstrate the application of the Standards. Approximately 15 trial courts/sites will participate.

Goal(s):

- o To develop a prototype Trial Court Standards Program.
- o To evaluate the effectiveness of Trial Court Standards.
- o To implement the Trial Court Standards program in selected jurisdictions.

Objectives:

- o To demonstrate the application of trial court performance standards.
- o To refine measures for assessing trial court performance standards.
- o To train and provide technical assistance to participating States in the preparation of assessments.
- o To develop a strategy for dissemination and marketing of the program strategy for further replication.

Program Strategy: BJA and the State Justice Institute (SJI) will co-sponsor the demonstration of the Trial Court Performance Standards. BJA will support the administrative oversight of the program as well as the training and technical assistance to the States for implementing the program. SJI will help subsidize the costs of the program at the sites. The program strategy will consist of three phases:

Phase I - Program Development

This phase continues the work of the Commission on Trial Court Performance Standards to provide administrative oversight of the prototype design and the preparation of a program guide (for organizing, planning, developing, implementing and evaluating the program).

The products to be completed during this phase are:

- o A plan for the prototype design and program guide;
- o A draft and final version of the program guide; and
- o A dissemination strategy to inform the field about the development of products resulting from this stage.

Phase II - Training and Technical Assistance Development

Upon successful completion of Phase I and with the approval of BJA, the grantee will prepare a plan for developing the training and technical assistance materials. Based on the plan, the grantee will convert the prototype in the program guide to a training and technical assistance package. Comprehensive training materials that detail the prototype design and operation will be developed to facilitate implementation of the converted prototype.

The products to be completed during this phase are:

- o A plan for development of training and technical assistance materials;
- o The identification of training and technical assistance providers;
- o A draft and final training and technical assistance package, including the training manual and information materials pertaining to the prototype;
- o A design for evaluating the training program; and
- o A strategy to inform the field about the development about the products resulting from this phase.

Phase III - Training and Technical Assistance Delivery

The grantee will provide training and technical assistance to the demonstration sites selected to implement the Trial Court Performance Standards Program.

The products to be completed during this phase are:

- o A plan for providing training and technical assistance;
- o The implementation of plan;
- o A report on the results of the evaluation; and
- o A dissemination strategy to inform the field of the development about the products resulting from this phase.

Eligibility Requirements: The National Center for State Courts is invited to submit an application.

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award will be for a period of up to 18 months.

Award Amount: Up to \$250,000 will be available for this program.

Due Date: The application must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, BJA (202) 514-5943.

EXPEDITED DRUG CASE MANAGEMENT

Purpose: The purpose of this program is to demonstrate strategies that accelerate the adjudication of drug cases and implement an array of intermediate sanctions to achieve timely and complete disposition of drug offenders.

Background: Timely and effective processing of drug cases presents a challenge to general jurisdiction trial courts. Increasing arrests/prosecutions of individuals for violation of drug statutes, together with the unique characteristics of many drug cases, are added to the already overburdened adjudication process. To meet these growing demands on the process, BJA initiated the Expedited Drug Case Management Program in FY 1989 to: focus on drug violators; develop a management system to accelerate disposition of their cases along the adjudication process; coordinate the principal agencies (the court, prosecutor, public defender, pretrial services, and probation officers) engaged in the management of the cases; and, ensure that those cases are resolved at the earliest date. The program concept is to formally screen/assess drug cases, divert those cases to special processing tracks based on such factors as complexity, and supervise the cases (especially those which require extraordinary coordination and use of judicial resources). Three jurisdictions, Middlesex County, NJ; Philadelphia, PA; and Marion County, IN, were funded in FY 1989 to implement this program.

Goal(s):

- o To develop two prototype expedited drug case management programs.
- o To implement expedited drug case management programs in selected jurisdictions.
- o To disseminate effective expedited drug case management programs.

Objectives:

- o To revise the prototype expedited drug case management program.
- o To develop a training and technical assistance curriculum to transfer the prototype to the demonstration sites.
- o To provide training and technical assistance to the demonstration sites.
- o To provide training and technical assistance to selected jurisdictions.

Program Strategy: This program requires the active participation of adjudication agencies in implementing fast-track processing and intensive supervision of drug cases to ensure timely disposition and intermediate sanctions for those offenders not requiring incarceration as the sole sentencing sanction. Participating agencies agree to case processing procedures, which include an emphasis on early case screening, allocation of cases among special administrative tracks based on case characteristics, and intensive monitoring of cases to ensure that adjudicative events occur when scheduled. Intermediate sanctions are created/implemented to address the offender population which does not constitute a threat to public safety. These sanctions are consistent with structured sentencing statutes. Early case screening, expedited completion of cases, and immediate sentencing for first-time offenders and/or those convicted of lesser drug charges enable adjudication agencies to focus on offenders engaged in more serious drug crimes and assure access to incarceration at sentencing. The American University will conduct work under Track I by continuing technical assistance delivery in support of the sites as well as program development. Continued funding support will be given to Middlesex County, NJ, and Philadelphia, PA, to conduct work under Track II. This program is being evaluated by the Jefferson Institute for Justice Studies through a grant from the National Institute of Justice. The program strategy consists of two concurrent tracks:

Track I - Program Development and Assistance

Phase 1 - Program Development

The grantee will review and make recommendations to revise the prototypes, if necessary. An operational manual will be developed for organizing, planning, developing, implementing, monitoring and evaluating Expedited Drug Case Management programs.

The products completed during this phase are:

- o Recommendations to revise prototype designs, if necessary;
- o An operational manual; and
- o A dissemination strategy to inform the field about the development of the program and the products and results of this demonstration.

Phase 2 - Technical Assistance and Training

The grantee will develop a training and technical assistance strategy in support of the demonstration sites, conduct training and deliver technical assistance to demonstration sites and other jurisdictions. A training manual and curriculum will be developed based on the operational manual prepared under Phase 1.

The products to be completed during this phase are:

- o A plan for delivery of technical assistance and training;
- o The identification of training and technical assistance providers;
- o A draft and final training manual, including informational materials pertaining to the prototypes;
- o Reports of training and technical assistance delivered; and
- o A dissemination strategy to inform the field about the development of the program, the products and results of this demonstration.

Track II - Demonstration

The demonstration sites will continue operations. Technical assistance and training will be available throughout this phase. Implementation plans and operating procedures will be revised based on recommendations from technical assistance providers and the national level evaluation, when appropriate. The grantees will develop a strategy for institutionalization of the program.

The products to be completed during this phase are:

- o A revised implementation plan, if necessary;
- o The implementation of project level evaluation design and participation in national level evaluation; and
- o An institutionalization strategy.

Eligibility Requirements: The American University is invited to submit an application. The New Jersey Administrative Office of the Courts, on behalf of Middlesex County, and Philadelphia, Pennsylvania, are invited to submit an application.

Continuation Section

Selection Criteria: The applications will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: Awards under this program will be for a period of up to 12 months.

Award Amount: Up to \$150,000 will be available to each of the two demonstration sites. Up to \$100,000 will be available to the American University for continued technical assistance and program documentation. The total for this program is \$400,000.

Due Date: Applications must be postmarked no later than 60 days after the date of this publication.

Contact: For further information, contact Jay Marshall, Chief, Courts Branch, (202) 514-5943.

ASSESSMENT OF PIE CERTIFIED PROGRAM

Purpose: The purpose of this program is to document and assess up to three projects under the Private Sector/Prison Industry Enhancement (PIE) Certification Program.

Background: Growth in private sector prison industries has been steady and strong over the years. Today, there are active certified projects in 18 states and two counties. Legislation has been enacted expanding the number of program slots to 50, and there is every reason to believe that interest in the program will continue to grow. Given the interest the program has generated, both in the corrections community and in the Congress, it is important to document and assess existing certified programs to inform about the development of new efforts.

Goal(s):

- o To assess selected prison industry projects.
- o To disseminate the results of the assessment.

Objectives:

- o To review recent literature on prison industry programs.
- o To select and document up to three certified prison industry projects.
- o To review and assess existing data/information on project outcomes.
- o To develop recommendations for designing a prototype PIE program.

Program Strategy: Criminal Justice Associates (CJA) is invited to submit a proposal to conduct this program. This project consists of identifying and assessing PIE-certified programs. Recent literature on prison industry programs, including materials developed under BJA/PIE training and technical assistance, should be reviewed to provide a framework for the design and development of this program.

The products to be completed are:

- o A plan specifying how the assessment will be conducted;
- o Criteria and recommendations for programs to be reviewed;
- o A draft and final report which includes:
 - criteria for identifying promising PIE programs;
 - descriptions of up to three PIE programs, including developmental history, organizational structure, management, services provided, offender-participant characteristics, evaluation design and results;
- o Recommendations for developing a prototype PIE program; and
- o Dissemination strategy to inform the field about the development of the program and the products and results of each stage.

Eligibility Requirement: Criminal Justice Associates is invited to submit an application to conduct this project.

Continuation Section

Selection Criteria: The application will be reviewed in accordance with the selection criteria in the Application and Administrative Requirements section of this document.

Award Period: The award period will be for 18 months.

Award Amount: Up to \$75,000 will be made available for this program.

Due Date: Criminal Justice Associates shall submit an application no later than 60 days after the publication of this document.

Contact: For further information, contact Louise Lucas, Program Manager, Special Programs Division (202) 307-1065.

APPENDIX A

**STATE OFFICES ADMINISTERING THE
EDWARD BYRNE MEMORIAL STATE AND LOCAL
LAW ENFORCEMENT ASSISTANCE
FORMULA GRANT PROGRAM
OF THE
ANTI-DRUG ABUSE ACT OF 1988**

ALABAMA

Kater Williams, Division Chief
Alabama Department of Economics
and Community Affairs
P.O. Box 250347
Montgomery, Alabama 36125-0347
205/242-5891
Contact: Douglas Miller

ALASKA

Lt. Chris Stockard, Chief
The Bureau of Drug Enforcement
P.O. Box 190027
Anchorage, Alaska 99507
Contact: James Messick
907/243-2298 or 8916

ARIZONA

Rex M. Halgerson
Arizona Criminal Justice Commission
1700 N. 7th Ave., Suite 250
Phoenix, Arizona 85007
602/255-1928
Contact: Joseph R. Farmer,
Drug Program Coordinator

ARKANSAS

Jerry Duran, Administrator
Office of Intergovernmental Services
Department of Finance and Administration
1515 Building, Suite 412
P.O. Box 3278
Little Rock, Arkansas 72201
501/682-1074
Contact: Gordon Burton

CALIFORNIA

G. Albert Howenstein, Jr.
Executive Director
Office of Criminal Justice Planning
1130 K Street, Suite 300
Sacramento, California 95814
916/324-9140
Contact: Judy O'Neal, Chief
Anti-Drug Abuse Branch
916/323-5350

COLORADO

Bill Woodward, Director
Division of Criminal Justice
700 Kipling Street, 3rd Floor
Denver, Colorado 80215
303/239-4442
Contact: John Imann

CONNECTICUT

Susan Shimelman, Under Secretary
Office of Policy and Management
Policy Planning Division
80 Washington Street
Hartford, Connecticut 06106
203/566-3020
Contact: Thomas A. Siconolfi
Jack Bates 203/566-3500

DELAWARE

Thomas J. Quinn, Executive Director
Criminal Justice Council
Carvel State Office Building
820 North French Street, 4th Floor
Wilmington, Delaware 19801
302/571-3430
Contact: Jim Kane
Julie Logan, 302/577-3434

DISTRICT OF COLUMBIA

Robert Lester, Acting Director
Office of Criminal Justice
Plans and Analysis
717 14th Street, N.W., 5th Floor
Washington, D.C. 20005
202/727-6537

FLORIDA

John A. Lenaerts, Chief
Bureau of Public Safety Management
The Rhyne Building
2740 Centerview Drive
Tallahassee, Florida 32399
904/488-8016
Contact: Clayton Wilder,
Dennis Pritchett,
904/488-8016

GEORGIA

Minuard C. McGuire, Director
Criminal Justice Coordinating Council
Suite 200
10 Park Place South
Atlanta, Georgia 30303
404/656-1721
Contact: George Oetinger

HAWAII

The Honorable Warren Price, III
Attorney General
State of Hawaii
425 Queen Street, Room 221
Honolulu, Hawaii 96813
Contact: Lari Koga, 808/586-1151
Linda Chock

IDAHO

Richard L. Cade, Director
Idaho Department of Law Enforcement
6111 Clinton Street
Boise, Idaho 83704
208/334-2909
Contact: Cheri Elms, 208/327-7170

ILLINOIS

J. David Coldren, Executive Director
Illinois Criminal Justice
Information Authority
120 S. Riverside Plaza, Suite 1016
Chicago, Illinois 60606
312/793-8550
Contact: Candice M. Kane, 312/793-8550

INDIANA

Bobby Jay Small, Executive Director
Indiana Criminal Justice Institute
101 W. Ohio Street, Suite 1030
Indianapolis, Indiana 46204
317/232-2360
Contact: Doug Fowler, 317/232-2561

IOWA

Mike Forrest, Coordinator
Governor's Alliance on Substance Abuse
Lucas State Office Building
Des Moines, Iowa 50319
515/281-4518
Contact: Martha Crist, Administrator
Marilyn Milbrath

KANSAS

Arthur Griggs, Acting Secretary
Department of Administration
Statehouse, Room 265-E
Topeka, Kansas 66612-1590
Contact: Kathleen McMahon, 913/296-2584

KENTUCKY

W. Michael Troop, Secretary
Justice Cabinet
Bush Building
403 Wapping Street, 2nd Floor
Frankfort, Kentucky 40601
502/564-7554
Contact: Debra McGovern, 502/564-7554
Mark A. Bubenzer

LOUISIANA

Michael Ranatza, Executive Director
Louisiana Commission on Law
Enforcement
2121 Wooddale Blvd.
Baton Rouge, Louisiana 70806
504/925-4430
Contact: Ben Garris, Janice Thompson
504/925-4421
Judy Mouton, 504/925-3513

MAINE

John Atwood, Commissioner
Department of Public Safety
State House Station 42
Augusta, Maine 04333
207/289-3801
Contact: David Giampetruzzi
207/873-4687

MARYLAND

Floyd O. Pond, Executive Director
Governor's Drug and Alcohol Abuse
Commission
300 E. Joppa Road, Suite 1105
Towson, Maryland 21204
301/321-3521
Contact: Barbara Alunans
Jerry Strickler

MASSACHUSETTS

Mary Lou Szulborski, Executive Dir.
Massachusetts Committee on
Criminal Justice
100 Cambridge St., Room 2100
Boston, Massachusetts 02202
617/727-6300
Contact: Susan Foster, 617/727-5438
Kristen Jones

MICHIGAN

Patricia A. Woodward, Director
Office of Criminal Justice
P.O. Box 30026
Lansing, Michigan 48909
517/373-6655
Contact: Ardith DaFoe, 517/373-6982

MINNESOTA

Ms. Jan Smaby, Director
Office of Drug Policy
Department of Public Safety
316 Transportation Building
John Ireland Boulevard
St. Paul, Minnesota 55155
612/296-6642
Contact: Sue Perkins, 612/297-4749

MISSISSIPPI

Roy Thigpen, Director
Division of Public Safety Planning
Department of Public Safety
301 W. Pearl Street
Jackson, Mississippi 39203
601/949-2225
Contact: Herbert Terry
Joyce Word, 601/949-2225

MISSOURI

Richard C. Rice, Director
Missouri Department of Public Safety
Truman State Office Building
P.O. Box 749
Jefferson City, Missouri 65102-0749
314/751-4905
Contact: Kenneth Higgins
Marcia Haldiman

MONTANA

Ed Hall, Administrator
Montana Board of Crime Control
303 North Roberts, Scott Hart Bldg.
Helena, Montana 59620
406/444-3604

NEBRASKA

Jim Joneson, Executive Director
Nebraska Commission on Law
Enforcement & Criminal Justice
P.O. Box 94946
Lincoln, Nebraska 68509
402/471-2194
Contact: Nancy Steeves, 402/471-3416

NEVADA

Wayne R. Teglia, Director
Department of Motor Vehicles
and Public Safety
555 Wright Way
Carson City, Nevada 89711-0900
702/885-5375
Contact: George Wendell, 702/687-4166
(Carson City)
Mujahid Ramadan, 702/486-4181
2501 E. Sahara, Suite 304
Las Vegas, Nevada 89158

NEW HAMPSHIRE

Mark C. Thompson
Director of Administration
Office of the Attorney General
State House Annex
Concord, New Hampshire 03301-6397
603/271-3658
Contact: Mark Briand, 603/271-1297

NEW JERSEY

Robert T. Winter, Director
Department of Law and Public Safety
Division of Criminal Justice
25 Market Street
CN 085
Trenton, New Jersey 08625-0085
609/984-6500
Contact: Ronald D. Sost
Assistant Director

NEW MEXICO

Robert Kemble, Secretary
Department of Public Safety
P.O. Box 1628
Santa Fe, New Mexico 87504
Contact: Paula Blevins, 505/827-3426

NEW YORK

John Poklemba, Director
Criminal Justice
New York State Division of
Criminal Justice Services
Executive Park Tower, Stuyvesant Plaza
Albany, New York 12203-3764
518/485-7911
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Margaret Chretien, 518/485-7911

NORTH CAROLINA

Bruce Marshburn, Acting Director
Governor's Crime Commission
P.O. Box 27687
Raleigh, North Carolina 27611
919/733-5013
Contact: Bruce Marshburn, 919/733-4000
Ken Overholt, 919/733-5013

NORTH DAKOTA

William Broer, Jr., Director
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Bureau of Criminal Investigation
Attorney General's Office
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Bismarck, North Dakota 58502
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OHIO

Joseph N. Gilyard, Director
Governor's Office of Criminal
Justice Service
400 East Town Street, Suite 120
Columbus, Ohio 43215
614/466-7782
Contact: Horst Gienapp (Asst. Dir.)
Georgia Allerdig

OKLAHOMA

Ted Ritter, Executive Coordinator
District Attorneys Training
Coordination Council
2200 Classen Blvd., Suite 1800
Oklahoma City, Oklahoma 73106-5811
405/521-2349
Contact: Susan Damron, Grants Administrator

OREGON

Lloyd Smith
Acting Administration
Executive Department
155 Cottage Street, N.E.
Salem, Oregon 97310
503/378-4123
Contact: Harry Edminster
503/378-4123

PENNSYLVANIA

James Thomas, Executive Director
Pennsylvania Commission on
Crime and Delinquency
P.O. Box 1167, Federal Square Station
Harrisburg, Pennsylvania 17108-1167
717/787-2040
Contact: Richard D. Reeser, 717/787-8559
Jim Strader, 717/787-2040

PUERTO RICO

The Honorable Hector Rivera-Cruz
Attorney General
Department of Justice
Commonwealth of Puerto Rico
P. O. Box 192
San Juan, Puerto Rico 00902
Contact: Astrid Conde-Ramirez
Director, Division of
Planning
Federal Funds & Statistics
809/725-0335

RHODE ISLAND

Mary Parella, Executive Director
Governor's Justice Commission
222 Quaker Lane, Suite 100
Warwick, Rhode Island 02893
Contact: Bill Martin, 401/277-2620

SOUTH CAROLINA

Stan M. McKinney, Director
Division of Public Safety Programs
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Columbia, South Carolina 29201
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Contact: Ernie Euler, 803/734-0426
Warren Arthur, 803/734-0380

SOUTH DAKOTA

Frank D. Brost, Executive Assistant
Office of the Governor
State Capitol
Pierre, South Dakota 57501
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Program Coordinator
605/773-3215

TENNESSEE

James Hall, Executive Director
State Planning Office
307 John Sevier Building
500 Charlotte Avenue
Nashville, Tennessee 37243-0001
615/741-1676
Contact: Doug Frady
Roy McKuhen

TEXAS

Thomas Vickers, Executive Director
Criminal Justice Division
P.O. Box 12428, Capitol Station
Austin, Texas 78711
Contact: John Coffel
Georgia Whitehead, 512/463-1919

UTAH

D. Mark Jones, Executive Dir.
Commission on Criminal
and Juvenile Justice
Room 101, State Capitol Building
Salt Lake City, Utah 84114
801/533-7935
Contact: Dave Walsh (JAA)
801/538-1058
Laura Lewis (DLE)

VERMONT

James Walton, Jr., Commissioner
Vermont Department of Public Safety
Waterbury State Complex
103 S. Main Street
Waterbury, Vermont 05676-0850
802/244-8718
Contact: Major Nick Ruggiero
Lt. Kerry Sleeper

VIRGINIA

Lindsay Dorrier Jr., Director
Department of Criminal Justice
Services
805 East Broad Street
Richmond, Virginia 23219
804/786-4000
Marty Mait, Dep. Dir., 804/786-7840
Contact: Joe Marshall, 804/786-1577

VIRGIN ISLANDS

Gaylord Sprauve, Drug Policy Advisor
Virgin Islands Law Enforcement
Planning Commission
116 & 164 Submarine Base
Estate Nisky #6 Southside Quarters
St. Thomas, Virgin Islands 00802
809/774-6400
Contact: Helene Smollett
Deputy Drug Policy Advisor

WASHINGTON

Chuck Clarke, Director
Washington State Department
of Community Development
Ninth & Columbia Building, MS/GH-51
Olympia, Washington 98504-4151
206/753-2203
Contact: Michelle Boyd
206/753-4978

WEST VIRGINIA

James M. Albert, Manager
Criminal Justice & Hwy Safety
1204 Kanawha Blvd., East
Charleston, W. Va. 25301
Contact: Melissa McPhail
304/348-8814

WISCONSIN

Jerome Lacke, Executive Director
Wisconsin Office of Justice
Assistance
222 State Street, Second Floor
Madison, Wisconsin 53702
608/266-3323
Contact: Nat Robinson, 608/266-7282

WYOMING

Thomas J. Pagel, Director
Division of Criminal Investigation
316 West 22nd Street
Cheyenne, Wyoming 82002
307/777-7181

AMERICAN SAMOA

Tuilefano M. Vaela'a
Commissioner
Department of Public Safety
American Samoa Government
P.O. Box 1086
Pago Pago, American Samoa 96799
Contact: Craig Keener
Program Coordinator
011/684/633-1111

COMMONWEALTH, NO. MARIANA ISLANDS

Eddie C. DeLeon-Guerrero
Executive Director
Criminal Justice Planning Agency
Commonwealth of the Northern
Mariana Islands
Office of the Governor
Saipan, MP 96950
011/670/322-9350

GUAM

Peter P. Leon Guerrero, Director
Bureau of Planning
Governor's Office
P. O. Box 2950
Agana, Guam 96910
Contact: Miki Leon Guerrero
011/671/472-8931 (Ext. 405)

APPENDIX B

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
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 this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): [][] - [][][][][][][][][]		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____		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 University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [][][] - [][][][] TITLE: _____		9. NAME OF FEDERAL AGENCY:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$.00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
f. Program Income	\$.00		
g. TOTAL	\$.00		
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 THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
— "New" means a new assistance award.
— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
		\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

16. (a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16 -19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:
23. Remarks	

INSTRUCTIONS FOR THE SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For *new applications*, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost.

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

INSTRUCTIONS FOR THE SF-424A (continued)

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal-Resources

Lines 8-11 - Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

SPECIAL INSTRUCTIONS

Applicants must provide on a separate sheet a budget narrative which will detail by budget category, the Federal and non-Federal (in-kind and cash) share. The grantee cash contribution should be identified as to its source, i.e., funds appropriated by a State or local government or donation from a private source. The narrative should relate the items budgeted to project activities and should provide a justification and explanation for the budgeted items including the criteria and data used to arrive at the estimates for each budget category.

INSTRUCTIONS

PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- b. Provide for each grant program, function or activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.
- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used

to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.

- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information; name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget items have changed more than the prescribed limits contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule (or Attachment J to OMB Circular A-110, as applicable), explain and justify the change and its effect on the project.
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

Public reporting burden for this collection of information is estimated to average 26 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 Comptroller, Office of Justice Programs, U.S. Department of Justice, 633 Indiana Avenue, NW., Washington, D.C. 20531; and to the Public Use Reports Project, 1121-0140, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

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 as 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 U.S.C. 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
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 Justice Assistance Act or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G.
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 or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the 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.



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

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions
(Direct Recipient)**

Application Number

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment 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 government 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/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.



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

Certification Regarding Drug-Free Workplace Requirements Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 28 CFR Part 67, Subpart F. The regulations, published in the January 31, 1989 *Federal Register*, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment (see 28 CFR Part 67, Sections 67.615 and 67.620).

The grantee certifies that it will 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 a drug-free awareness program to inform employees about —
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free 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 of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 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; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a 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).

Place(s) of Performance: The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (street address, city, county, state, zip code):

Organization Name

Application Number

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal loan of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here _____ and complete and submit Standard Form # LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers and that all subrecipients shall certify and disclose accordingly.

Name and Address of Organization

Name of Authorized Individual
Signature and date

Application No.

Name of OJP Agency

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____

Page _____ of _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled, "Financial and Administrative Guide for Grants."

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant, for each action program covered by a State's grants and for each subgrant awarded by the State.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated? (month, day, year)	b. Principal Officers	Titles
c. Employer Identification Number:		
d. Number of Employees Full Time: Part Time:		
2. Is the firm affiliated with any other firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", provide details:		3. Total Sales/Revenues in most recent accounting period. (12 months) \$

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? YES NO

a. If yes, provide name and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.
Note: If review occurred within the past three years, omit questions 2-9 of this Section and Section D.	

2. Which of the following best describes the accounting system? <input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination								
3. Does the organization use a double-entry system in accounting for program funds? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure								
4. Does the accounting system identify the receipt and expenditures of program funds separately for each contract/grant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure								
5. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure								
6. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure								
7. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure								
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="padding: 2px 5px;">a. Total funds available for a grant?</td> <td style="padding: 2px 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 2px 5px;"><input type="checkbox"/> No</td> <td style="padding: 2px 5px;"><input type="checkbox"/> Not Sure</td> </tr> <tr> <td style="padding: 2px 5px;">b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?</td> <td style="padding: 2px 5px;"><input type="checkbox"/> Yes</td> <td style="padding: 2px 5px;"><input type="checkbox"/> No</td> <td style="padding: 2px 5px;"><input type="checkbox"/> Not Sure</td> </tr> </table>	a. Total funds available for a grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure	b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
a. Total funds available for a grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure					
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure					
9. Is the firm generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure								

SECTION D: FUND CONTROL

- 1. Is a separate bank account maintained for grant/contract funds? Yes No Not Sure
- 2. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? Yes No Not Sure
- 3. Are the officials of the firm bonded? Yes No Not Sure

SECTION E: FINANCIAL STATEMENTS

- 1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No
- 2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. Enclosed N/A
- 3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:
- 4. If an independent CPA has never examined your financial statements, please develop and provide this office with a copy of the following financial statements:
 - a. A detailed "Balance Sheet" for the most current and previous year; and
 - b. A detailed "Income Statement" for the most current and previous year.

SECTION F: ADDITIONAL INFORMATION

1. Use this space for any additional information (indicate section and item numbers if a continuation)

SECTION G: APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

1. Signature

b. Firm Name, Address, and Telephone Number

a. Title

c. Application Identifier Number

SECTION H: CPA CERTIFICATION

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly.

1. Signature

b. Firm Name, Address, and Telephone Number

a. Title