



OFFICE OF JUVENILE JUSTICE (OJJ)
**State Gang Prevention and
 Intervention Application**

Please read all instructions carefully.

For assistance, contact the Department of Social and Health Services
 (DSHS) Office of Juvenile Justice at (360) 902-7526 or FAX (360) 902-7527

CONTRACT NUMBER	FOR OJJ USE ONLY
	DATE STAMP
PROGRAM AREA	

1. APPLICANT: DO NOT USE PERSON'S NAME

AGENCY NAME	TELEPHONE NUMBER	FAX NUMBER
STREET ADDRESS	CITY	STATE ZIP CODE
MAILING ADDRESS	CITY	STATE ZIP CODE

2. IMPLEMENTING AGENCY: ENTER AGENCY, DEPARTMENT OR CONTRACTOR DIRECTLY IMPLEMENTING THE PROJECT (DO NOT USE PERSON'S NAME)

NAME	TELEPHONE NUMBER
STREET ADDRESS	FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER (MANDATORY FOR FEDERAL TAX PURPOSES)
CITY	STATE ZIP CODE

3. PROJECT TITLE: ENTER BRIEF, DESCRIPTIVE PROJECT TITLE (LIMITED TO THREE LINES)

4. APPLICANT'S AGREEMENT

The applicant is applying for a grant award in the amount shown in the proposed BUDGET SUMMARY (Section 8 of this application) for the purposes identified in this application. By signing and submitting this application, the applicant agrees that this document, together with the GENERAL TERMS AND CONDITIONS AND CERTIFICATIONS (Attachment A of this application), becomes an offer to contract with Washington State Department of Social and Health Services (DSHS or the Department) which, if accepted, binds the applicant to the following:

The applicant agrees that this offer becomes a binding contract when a copy of this page is signed by the OJJ Director and returned to the applicant together with an Approved Budget and Special Conditions form provided, however:

- a. In the event any budget category amount differs from the amount shown in Section 8 of this application, as modified by the Approved budget and Special Conditions, that amount shall be considered to be a counteroffer. The Department shall consider the counteroffer accepted by the applicant unless rejected in writing within 30 days after the date of mailing of such counteroffer by the Office of Juvenile Justice (hereinafter referred to as OJJ) to the applicant
- b. Upon acceptance of this offer/counteroffer, the applicant shall be referred to as the "Contractor" and the Contractor agrees to accept and abide by the special terms and conditions.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY: COUNTY COMMISSIONERS' CHAIRMAN OF THE BOARD, MAYOR, CITY/TOWN MANAGER, AGENCY DIRECTOR)

APPLICANT'S SIGNATURE	DATE
ACCEPTANCE OF OFFER COUNTEROFFER FOR DSHS <input type="checkbox"/> Acceptance <input type="checkbox"/> Non-acceptance	OJJ CONTRACTING OFFICER'S SIGNATURE
	DATE

5. PROJECT DIRECTOR: PERSON IN DIRECT CHARGE OF PROJECT (DAY-TO-DAY OPERATIONS AND PREPARATION OF REQUIRED PROGRESS REPORTS)

NAME	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY	STATE ZIP CODE E-MAIL ADDRESS

6. FINANCIAL OFFICER: PERSON IN CHARGE OF FISCAL MATTERS (ACCOUNTING, FUNDS MANAGEMENT, EXPENDITURE, VERIFICATIONS, FINANCIAL REPORTS)

NAME	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY	STATE ZIP CODE E-MAIL ADDRESS

Omission of any required information or certification may be cause for denial of the application. The Department shall take a final approval/disapproval action on all applications within 90 days of receipt by the Department of a conforming application, together with all required certifications. The Department shall not consider an application conforming unless the applicant has completed all items in accordance with instructions and has submitted the necessary certifications. The applicant must submit two signed completed applications to: OFFICE OF JUVENILE JUSTICE, DEPARTMENT OF SOCIAL AND HEALTH SERVICES, PO BOX 45828, OLYMPIA WA 98504-5828.

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7. PROJECT PERIOD

A project period is one year and may not exceed one year except by prior agreement with the Department.
 Proposed project periods is from _____ to _____

8. BUDGET SUMMARY

The proposed project budget is shown below. If the proposal is accepted for contracting, the budget on the Approved Budget and Special Conditions form supersedes the proposed budget shown below.

BUDGET CATEGORIES	A. Personnel		
Enter the category totals from Section 10. BUDGET DETAILS. The sum of categories A - F is entered as TOTAL DIRECT CHARGES. If indirect costs are claimed, enter the amount in G. These may not exceed four (4) percent of the TOTAL DIRECT CHARGES. Add TOTAL DIRECT CHARGES and INDIRECT CHARGES, and enter the sum on TOTAL PROJECT COSTS line.	B. Supplies		
	C. Other services and charges		
	D. Capital outlay/equipment		
	E. Travel		
	F. Contractual services		
	TOTAL DIRECT CHARGES		
	G. Indirect charges		
	TOTAL PROJECT COST		
	SOURCE OF FUNDS	1. Federal	
1. May not exceed amount approved by the Washington State Partnership Council on Juvenile Justice.	2. Match		%
			%
2. Must be funds specifically appropriated for project in applicant's budget Project income must be applied to project operational costs or deducted from the grant award. It is important that all anticipated project income be included in the budget.			%
			%
			%
			%
	TOTAL PROJECT FUNDS		%

9. PROJECT SUMMARY: GIVE A BRIEF NARRATIVE SUMMARY OF THE PROJECT.

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10. BUDGET DETAILS: CATEGORY B. SUPPLIES			
<p>This category is for articles and commodities which are consumed or materially altered when used. The following are types of supplies.</p> <p>OFFICE SUPPLIES: For example, office stationery, forms, small items of equipment, and maps, films, books, periodicals, and tapes.</p> <p>OPERATING SUPPLIES: For example, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, fuel, household and institutional supplies, and clothing.</p> <p>REPAIR AND MAINTENANCE SUPPLIES: For example, building materials and supplies, paints and painting supplies, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, other repair and maintenance supplies, and small tools.</p>			
ITEMIZED LISTING (DESCRIPTION OF THE ITEM)	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			
10. BUDGET DETAILS: CATEGORY C. OTHER SERVICES AND CHARGES			
<p>This category is for services other than PERSONNEL which are required in the administration of the project. Such services may be provided by some agency of the government unit or by private business organizations. The following are types of services and charges classified under this category.</p> <p>COMMUNICATION: For example, telephone, telegraph, and postage.</p> <p>TRANSPORTATION: For example, freight and express charges, and messenger service.</p> <p>ADVERTISING</p> <p>PUBLIC UTILITY SERVICE</p> <p>PRINTING AND BINDING</p> <p>REPAIRS AND MAINTENANCE</p> <p>INSURANCE</p> <p>RENTALS: For example, buildings, and equipment and machinery.</p> <p>MISCELLANEOUS: For example, tuition and other training fees, dues, subscriptions and memberships, and taxes.</p>			
ITEMIZED LISTING (WORD OR WORDS DESCRIBING THE COST ITEM, I.E., POSTAGE)	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

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10. BUDGET DETAILS: CATEGORY F. CONTRACTUAL SERVICES

The following types of personal services may be contracted:

- EVALUATION/RESEARCH
- LEGAL
- ACCOUNTING
- MEDICAL AND HEALTH SERVICES
- AUDITING
- SOCIAL SERVICES

ITEMIZED LISTING	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

10. BUDGET DETAILS: CATEGORY G. INDIRECT CHARGES

Indirect costs may not exceed four (4) percent of the total direct charges. Indirect costs include costs of operating the agency which are not directly attributed to this project (e.g., maintaining physical plant, depreciation, receptionist, agency administration salaries, etc.)

ITEMIZED LISTING (DESCRIBE THE COST ITEM)	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

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11. DESCRIPTION OF THE PROJECT (START ON PAGE 8)

Submit a description of the project using the outline format shown below. Address all topics listed. Attach as many pages as required to properly address the topics.

I. GENERAL NEEDS STATEMENT

- A.** Applicants must demonstrate that a significant criminal street gang problem exists in the jurisdiction or jurisdictions. Factors that may be considered in determining whether a significant criminal street gang problem exists include, but are not limited to:
- Crime statistics that are coded as gang-related or gang involved.
 - Gang-related incidents- including graffiti and gang-related criminal activity
 - Offenders that are under supervision of the department of corrections or DSHS and are known active gang members residing in the identified jurisdiction.
 - School or community surveys indicate a substantial level of gang activity in schools or the community
 - Previous or ongoing gang intervention activities in the jurisdiction
 - Local gang assessment conducted
- B.** Applicants must demonstrate that addressing the impact of criminal street gangs is a high priority in the jurisdiction seeking the grant.
- C.** Budget justification narrative
- Justify your proposed budget expenses in all budget categories.
 - Explain how your proposed personnel costs are comparable to similar positions in your community.
 - Outline Match funds (cash or in-kind) including amount and source of funds.

II. CURRENT STATUS

Applicant must explain which steps of the OJJDP Comprehensive Gang Model, if any, have been conducted to date. (Additional information regarding each step is available in the Request for Proposal or on line at: <http://www.nationalgangcenter.gov/Content/Documents/Implementation-Manual/Implementation-Manual.pdf>)

- **Step 1:** Convene a Steering Committee, composed of policymakers and community leaders, to develop and implement a comprehensive response to gangs.
- **Step 2:** Conduct an assessment to determine the level and extent of the gang problem, as well as contributing factors within the community.
- **Step 3:** Implement a mix of the five strategies, including: 1) *Community Mobilization*; 2) *Social Intervention*; 3) *Opportunities Provision*; 4) *Suppression*; and 5) *Organizational Change and Development*.
- **Step 4:** Convene a multidisciplinary intervention team to deliver targeted intervention services to appropriate gang-involved clients.
- **Step 5:** Ongoing data collection informs implementation and provides a basis for evaluating outcomes.

III. TIMELINE

Applicant must clearly outline the time needed during the first nine months of funding to complete Steps 1, 2, 3 and 4 listed above under “Current Status”. These steps will build the infrastructure necessary to provide services to youth. **At a maximum, these steps will need to be completed and the infrastructure in place within the first nine months of funding.** Year two should be a timeline of services being delivered to youth and data collection.

IV. LOGIC MODEL

Use the Logic Model below to describe the resources, activities, outputs, outcomes, and goal(s) of the project.

Process →		Outcome →		
Resources	Activities	Outputs	Outcomes	Goal(s)
Program inputs. Elements or ingredients that constitute the program.	Methods for providing the program. Specific processes or events undertaken.	Units of service or product units. How many, how often, over what duration?	Short intermediate or longer-term changes anticipated in participants' lives and/or in organization or community conditions.	Ultimate impact(s) expected to occur, usually beyond what one program alone can achieve.
<p>For example:</p> <ul style="list-style-type: none"> • Three FTEs. • After school facility and playground. • College student volunteers. • Foundation funding. • At-risk sixth grade students. 	<p>For example:</p> <ul style="list-style-type: none"> • After school mentoring. • Homework assistance. • Sports and exercise. • Health snack. • Positive reinforcement for non-aggressive behavior. 	<p>For example:</p> <ul style="list-style-type: none"> • Three-hour program every day after school for 40 at-risk students. • One hour homework assistance. • One hour sports and exercise. • One hour snack and reading. 	<p>For example:</p> <ul style="list-style-type: none"> • Increase in grades (GPA) at end of school year. • Increase in pro-social behaviors. • Decrease in aggressive behaviors. • Decrease in recidivism. 	<p>For example:</p> <ul style="list-style-type: none"> • Prevention of juvenile delinquency. • Prevention of violent behavior.

* This was adapted from page 31, Outcomes for Success 2000 Edition, by the Evaluation Forum, Organization Research Services, Inc. and Clegg and Associates.

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