

**VIOLENT OFFENDER INCARCERATION/  
TRUTH –IN-SENTENCING  
INCENTIVE GRANT PROGRAM  
JUVENILE DETENTION FACILITIES  
FFY 98 REQUEST FOR PROPOSALS  
DEADLINE – NOON, May 5, 1999**

Organization Name:

Organization Address:

Organization FEIN Number:

Contact Person:

Contact Person Telephone Number:

Contact Person Fax Number:

Amount of Federal Funds Requested:

Application Checklist:

Completed Cover Page

Completed program description, budget, and budget narrative

Signed Certification (Attachment 1)

Signed Drug Free Workplace Certification (Attachment 2)

Signed Federal Debarment Certification (Attachment 3)

Signed Operation Certification (Attachment 4)

One original (unbound) and five copies (may be bound) of above six items

**REQUEST FOR PROPOSALS**  
**For**  
**VIOLENT OFFENDER INCARCERATION/TRUTH-IN-SENTENCING**  
**INCENTIVE GRANT PROGRAMS**  
**JUVENILE DETENTION FACILITIES**  
**Funded by**  
**The Illinois Criminal Justice Information Authority**

**GENERAL INFORMATION**

Project Duration: Maximum of 36 months beginning July 1, 1999.

Available Funds: A maximum of \$1,533,710 is available to build or expand juvenile detention facilities to increase bed capacity for violent juvenile offenders. Funds may be allocated to either a single or multiple projects depending on the number and quality of responses received. These funds are a portion of a federal grant from the Corrections Program Office of the U.S. Department of Justice to the Illinois Criminal Justice Information Authority (Authority) for the building or expansion of correctional facilities.

Match: The Federal share of a grant funded project may not exceed 90% of the total cost of the project. The ten percent match must be in the form of a cash match.

Eligibility: Units of local government responsible for building or expanding juvenile detention facilities which (1) detain juveniles who are either adjudicated or waiting adjudication for violent crime, (2) can demonstrate compliance with the Illinois County Juvenile Detention Standards, (3) are reporting and will continue to report (or will report if a juvenile detention center is currently not in existence) to the "Juvenile Monitoring Information System," and (4) are presently able or have a plan to fully support, operate, and maintain juvenile detention facilities constructed with grant funds.

Proposal Deadline: Proposals must be received by noon on Wednesday, May 5, 1999. Facsimile transmissions are not acceptable. Late proposals will not be accepted. To be accepted for consideration, proposals must meet the requirements set forth in this Request for Proposals (RFP).

Questions: Contact the Illinois Criminal Justice Information Authority's toll-free number at 1-888-425-4248.

**SECTION I: OVERVIEW**

The purpose of the Violent Offender Incarceration/Truth-in-Sentencing Incentive Grant Program is to make funds available to states for the purpose of building or expanding correctional facilities to increase bed capacity for the confinement of persons convicted of a Part 1 violent crime. Illinois has been awarded approximately \$43 million in federal funds under the Violent Offender Incarceration/Truth-in-Sentencing Incentive Grant Program since FFY96. The Illinois Criminal Justice Information Authority is the state agency designated by the Governor to administer this program in Illinois. The program allows for sharing up to 15% of the state's award, less any administrative cost, with local

units of government. Awards have been made to Adams County, Champaign County, and Sangamon County with the FFY96 and FFY97 local shares.

These local funds can be used to build or expand juvenile detention facilities to increase bed capacity for violent juvenile offenders who have been adjudicated or are waiting adjudication; these funds cannot be used to expand jails for this purpose. Authority members recently approved the 15 percent pass through from the FFY98 award of \$10,224,732 to local units of government. This pass through amounts to approximately \$1.5 million.

Proposal development should carefully follow the requirements set forth in the following sections. Proposals should:

1. Be as concise as possible yet include important details and address the requirements set forth herein;
2. Use language that is non-technical, to the extent possible; and
3. Clearly and fully respond to all required elements of this RFP.

## **SECTION II: BACKGROUND**

States across the country are facing burgeoning prison, jail, and juvenile institutional population growth, often resulting in insufficient secure space to house violent offenders. Violent crimes reported to law enforcement increased 40 percent between 1985 and 1994. Although there has been a decrease in violent crime being reported since 1994, juvenile involvement in violent activities continued to increase, with juvenile violent crime arrests increasing by more than 60 percent during the same period. The Violent Crime Control and Law Enforcement Act of 1994, as amended (Public Law 103-322), addresses the need for additional prison and juvenile detention capacity so that violent offenders can be removed from the community, and the public can be assured that these offenders will serve substantial portions of their sentences. Through the Violent Offender Incarceration/Truth-in-Sentencing Incentive Grant Program much needed funding has been awarded to states for the building and expanding of correctional facilities, and juvenile detention facilities to increase secure confinement space for violent offenders.

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the Violent Offender Incarceration/Truth-in-Sentencing Incentive Grant Program for Illinois. The primary purpose of this grant is to make funds available to the Illinois Department of Corrections to build or expand correctional facilities to increase bed space for the confinement of violent adult offenders, and for non-violent offenders to free space for violent offenders; and to units of local government to build or expand juvenile detention facilities for adjudicated violent offenders, or juvenile offenders waiting adjudication. Violent Offender Incarceration/Truth-in-Sentencing Incentive Grant Program funds may not be used to supplant or replace local funds that would otherwise be available for this same purpose.

Violent Offender Incarceration/Truth-in-Sentencing funds set-aside for local government use may be used for the following purposes:

- To build or expand juvenile detention facilities to increase bed space for the confinement of adjudicated violent offenders or violent offenders waiting adjudication. (Violent crime as it relates to juvenile offenders would be the same as a Part I violent crime for an adult.)
- Construction expenses to include costs associated with the erection, acquisition, renovation, repair, remodeling, or expansion of new or existing buildings or other physical facilities, and the acquisition or installation of *fixed* furnishings and equipment related to the project.
- Facility planning, pre-architectural programming, architectural design, preservation, construction administration, construction management or project management costs.

Violent Offender Incarceration/Truth-in-Sentencing Program funds may *not* be used for the following purposes:

- To purchase land.
- To supplant local funds, but instead must be used to increase the amount of funds that would otherwise be available from local sources.
- Pre-award costs.
- To purchase non-fixed equipment and furnishings.
- Cost of bond counsel and financial advisors.
- To lease juvenile detention facility space.
- Contingencies.

### **SECTION III: REPORTING REQUIREMENTS**

Regular progress and fiscal reports will be required of the successful applicant(s). The frequency, nature, and format of these reports will be determined by the Authority prior to implementation of the program. The purpose of these reports is to allow the Authority to monitor the progress and spending of the project. In addition, closeout reports will be required upon the project's completion.

### **SECTION IV: LEVEL AND DURATION OF FUNDING**

A maximum of \$1,533,710 is being made available for this grant program to be distributed either to a single project, or among multiple projects depending on the number and quality of responses. The funding for the selected project(s) will be for a period of 36 months, commencing on or about July 1, 1999.

### **SECTION V: ELIGIBILITY**

Units of local government responsible for building or expanding juvenile detention facilities which detain juveniles either adjudicated or waiting adjudication for violent crimes, and can demonstrate compliance with the Illinois County Juvenile Detention

Standards, are reporting and will continue to report (or will report if a juvenile detention center is currently not in existence) to “Juvenile Monitoring Information System,” and are presently able or have a plan to fully support, operate, and maintain juvenile detention facilities constructed with grant funds. There must be compliance with Americans with Disabilities Act and Architectural Barriers Act, including Federal Uniform Accessibility Standards. For the purposes of this program, a unit of local government as defined by federal guidelines is a city, county, town, village, or other general purpose political subdivision of Illinois that carries on substantial governmental duties and powers. Where feasible, jurisdictions are encouraged to plan multi-jurisdictional juvenile detention facilities.

## **SECTION VI: PROPOSAL DEADLINE AND SUBMISSION REQUIREMENTS**

Proposals must be *received* by **noon on Wednesday, May 5, 1999**. Facsimile transmissions will not be accepted. Late proposals will not be accepted. Proposals must be mailed or delivered to:

Laura Egger  
Federal and State Grants Unit  
Illinois Criminal Justice Information Authority  
120 South Riverside Plaza, Suite 1016  
Chicago, IL 60606-3997  
Attn: VOI/TIS – Juvenile Detention Facilities

Applicants must submit an original (unbound) and five (5) copies of the proposal package in a sealed envelope. The copies may be unbound. **Proposal packages will be opened at 10:00 am on Thursday, May 6, 1999, at the Authority. Proposals not submitted in a sealed envelope will be rejected. Submissions that do not include the complete original proposal and five copies will not be considered.**

## **SECTION VII: PROPOSAL CONTENT**

To be accepted for consideration, proposals must meet the requirements set forth in this RFP. Applicants must submit an original (unbound) and five (5) copies of the proposal. The copies may be bound. Submission must be on 8-1/2” x 11” paper, single sided, double-spaced, with margins of not less than 1” each, and include the following in the order indicated:

1. A cover page that includes the name and address of the applicant, federal employee identification number (FEIN), the full name of a contact person, telephone number, facsimile number (if available), and amount of federal funds being requested (sample cover page attached to the front of this RFP);
2. A narrative which includes a program description, budget, and budget narrative;
3. A signed certification that (a) the bidder is not barred from contracting with any unit of state or local government as a result of violation of 720 ILCS 5/33E-3 or 5/33E-4; (b) the bidder has not been barred from being awarded a contract or subcontract under section 10.1 of the Illinois Procurement Code (30 ILCS 500); and (c) the bidder will notify the Authority’s Ethics Officer if the bidder solicits or intends to solicit for

- employment any of the Authority's employees during any part of the bidding process or during the term of any contract awarded [form attached – ATTACHMENT 1];
4. A signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) [form attached – ATTACHMENT 2];
  5. Federal Debarment Certification [form attached – ATTACHMENT 3]; and
  6. A certification, signed by the chief executive of the applying jurisdiction, of your jurisdiction's commitment to fully support, operated, and maintain any facility constructed with grant funds [form attached – ATTACHMENT 4].

## **THE NARRATIVE**

### ***Part I: Program Description***

Section I: Summary of Program. A brief description of your organization; where and under what conditions juvenile violent offenders from your jurisdiction are presently detained; a demographic description of the area; a description (including dollar figures) of the jurisdiction's current fiscal year budget; a description of the economic condition of the jurisdiction, including major employers in the region; and brief description of the proposed project.

Section II: Statement of Need. A detailed problem statement which describes the problems your area is facing regarding juvenile detention. Include a minimum of five years of data relating to juvenile violent crime arrest rates, as well as anecdotal information to substantiate the problems. The data must also include the number of juvenile violent crime cases being brought forward for adjudication during the minimum five year period, and how they have been adjudicated. Additionally, provide data on how many juveniles are detained from your jurisdiction, and the total number detained for violent offenses. If your jurisdiction currently has a juvenile detention facility, are beds rented to other jurisdictions and what is the facility's daily capacity rate. If your jurisdiction does not currently have a juvenile detention facility, where are juveniles in need of detention housed and how far is this from your jurisdiction. Also include statements regarding current efforts to address the problems and an explanation of why these efforts are not adequately reducing or eliminating the problem. Finally, discuss why federal funds are needed to support this project as opposed to being fully financed with local funds.

Section III: Goals and Objectives. The proposed goals and objectives should offer some relief for problems defined in the previous section. The main goal for these funds will be to insure violent offenders are detained in facilities meeting State standards, which are located a reasonable distance from the jurisdiction in which the alleged offense occurred. Objectives are the specific, measurable, and realistic changes you intend to bring about. Please supply at least one goal and two objectives of the project to be implemented.

Section IV: Program Strategy. The problem statement has described the issues to be discussed. Goals and objectives have defined the ends to be achieved. This section should indicate how these ends are going to be accomplished by describing how the project will be implemented in clear, logical detail and should provide the reader with a clear picture of what will be done and by whom. In addition, demonstrate compliance

with the Illinois County Juvenile Detention Standards, as well as your organization's ability to fully support, operate, and maintain a juvenile detention facility constructed with grant funds. Whether a new facility is being planned or the expansion of an existing facility, discuss how staffing levels will be met since grant funds can only be used for construction related expenses. The strategy should also discuss how this project would improve safety within the community served. This section should indicate the number of secured beds in an existing facility (if there is one), and the number of secured beds anticipated as a result of this project.

Section V: Performance Indicators. Please provide at least one performance indicator for each objective provided in the goals and objectives section. Performance indicators are general statements of the data or information which your agency would intend to provide to the Authority in progress reports.

Section VI: Implementation Schedule. The implementation schedule should be used as a planning tool for the project, should reflect a realistic projection of how the project will proceed, and describe, in outline form, the activities which will be undertaken to accomplish each objective, who will be responsible for each activity, and the expected start and end date of each activity (see attached form – ATTACHMENT A – for format).

### ***Part II: Proposed Budget/Budget Narrative***

A budget and budget narrative are required, including the identification of match from non-federal sources (see attached form – ATTACHMENT B - for format). The Federal share of a grant funded project may not exceed 90% of the total cost of the project. The ten percent match must be in the form of a cash match and is limited to the same restrictions as the federal funds as indicated in Section II of this RFP.

A budget narrative should be attached on a separate page which indicates how each of the budgeted items are related and necessary to the project, how costs were calculated and whether they were based on actual costs or estimates, and identifies the source(s) of matching funds.

***Proposals which do not address each of the element in Parts I and II will lose points when being evaluated.***

### **SECTION VIII: REVIEW CRITERIA AND PROCEDURES**

Proposal selection will be made using the following criteria. The Authority reserves the right to reject all proposals if it is determined that submissions are not satisfactory. The Authority also reserves the right to invite one or more applicants to resubmit amended proposals.

1. Need for Program/Commitment – The narrative explains the need for the project and the applicant's demonstrated ability to fully support, operate, and maintain a juvenile detention facility constructed with grant funds. (25 points)
2. Responsiveness to RFP – The narrative addresses all parts of the RFP well, relates various components of the proposal to one another, includes data, anecdotal

information or other materials which objectively documents need or describes problem, and demonstrates an ability to successfully implement the project. (40 points)

3. Implementation Plan – Plan is complete, clear and reasonable, and is sufficiently detailed to guide a third party in implementing the proposed project. (15 points)
4. Adequacy of Cost Estimates – Proposed project costs will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner, and the formula for calculating costs is clearly explained. (15 points)
5. Documentation of Match (5 points)

Proposals will be reviewed by a panel of Authority staff and individuals with expertise in correctional facilities and operations. Their recommendations will be forwarded to the Executive Director of the Authority, and, if approved, sent to the Authority's Budget Committee for approval and a formal designation of award. Once a preliminary award decision is made, the applicant(s) will be notified of the Authority's decision at the earliest possible date.

#### SECTION IX: GRANT CONTENT

The content of the selected proposal, including possible modifications, will help define the project and will be appended to a grant awarded to the applicant. Other grant obligations include, but are not limited to, an anti-bribery clause, drug free workplace certification, subcontractor limitation, international boycott certification, debarment certification, equal employment opportunity, assurance of compliance with the Illinois Purchasing Act, and nondiscrimination certifications. In addition, special conditions imposed by the United States Department of Justice including provisions relating to bid guarantees, performance bonds, and payment bonds will be incorporated into the grant award. Failure of the selected applicant to accept grant obligations may result in cancellation of the selection. The Authority reserves the right to extend the initial 36 month term of the grant at its discretion



ATTACHMENT 1

CERTIFICATION

The bidder certifies:

1. That it is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4;
2. That it has not been barred from being awarded a contract or subcontract under section 10.1 of the Illinois Procurement Code (30 ILCS 500); and
3. That it shall notify the Authority's Ethics Officer if the bidder solicits or intends to solicit for employment any of the Authority's employees during any part of the bidding process or during the term of any contract awarded.

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Name and Title of Authorized Representative

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Signature

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Date

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Name of Organization

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Address of Organization

STATE OF ILLINOIS  
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (111. Rev. Stat., ch. 127, par. 152.31 1). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

a) Publishing a statement:

- 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- 2) Specifying the actions that will be taken against employees for violations of such prohibition.
- 3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (A) abide by the terms of the statement; and
  - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

b) Establishing a drug free awareness program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the grantee's or contractor'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 an employee for drug violations.
- c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
  - d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
  - e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
  - f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
  - g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

\_\_\_\_\_  
 Printed Name of Organization

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Printed Name and Title

Local Law Enforcement Block Grant

\_\_\_\_\_  
 Requisition/Contract/Grant ID #

\_\_\_\_\_  
 Date



## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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

### 1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application 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 governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

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

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

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

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

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

(b) Establishing an on-going 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 in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

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

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

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes 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).

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

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

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

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

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

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

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

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

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

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

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

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ATTACHMENT 4

CERTIFICATION – ABILITY TO OPERATE FACILITIES

I hereby certify that the \_\_\_\_\_ (name of jurisdiction) will use any grant funds awarded under the Violent Offender Incarceration/Truth-in-Sentencing Incentive Grant Program to build or expand a juvenile detention facility and certify that \_\_\_\_\_ (name of jurisdiction) intends to operate such a facility.

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Signature of Authorized Official

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Printed Name and Title of Authorized Official

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Date



Attachment B (page 1 of 2) – Budget Detail

(EXCEL DOCUMENT)



## **Attachment B (page 2 of 2) - Budget Narrative Instructions**

The budget narrative accompanies the “Budget Detail” to provide the justification and information necessary to 1) determine the manner in which the budget detail was computed, and 2) the relationship between major budget components and the achievement of the project goals.

**Architectural and Engineering Fees:** List anticipated costs related only to the design and development of the building of a new juvenile detention facility for violent offenders or expansion of an existing facility. Cite how these costs were arrived at, and note that selection of a vendor will be through a competitive process.

**Demolition and Removal Costs:** These costs relate to the demolition of an existing structure and removal of debris, for the building of a new or expansion of an existing juvenile detention facility. Cite how these costs were arrived at, and note that selection of a vendor will be through a competitive process.

**Construction:** Enter all the different construction items and costs, by category (structure, electrical, cell construction, etc.). State how each cost was arrived at by category, and describe the construction to take place. Note that selection of a vendor will be through a competitive process.

**Equipment:** If equipment is to be purchased, describe its proposed use and relationship to the project. All equipment purchased must be necessary to the project, and it must be permanently affixed to the structure being constructed or expanded. How it will be affixed must be explained. Costs for each item should include taxes, delivery, installation, etc. Purchases in excess of \$5,000 must be bid.

**Other:** Describe other miscellaneous program costs not included in the above categories and how these costs were determined.