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**PUBLIC NOTICES****LAW AND PUBLIC SAFETY  
DIVISION OF CRIMINAL JUSTICE**

41 N.J.R. 3855(d)

**Notice of Availability of Funds****YouthBuild Program**

**Take notice** that, in compliance with N.J.S.A. 52:14-34.4, the Department of Law and Public Safety, Division of Criminal Justice, hereby announces the notice of available funds for the below grant program.

**A. Name of program: YouthBuild**

**B. Purpose:** In concert with the American Recovery and Reinvestment Act of 2009 (ARRA) and New Jersey's Recovery Act: Edward Byrne Memorial Justice Assistance Act Grant Program (JAG Recovery), funding is being made available to implement **Youthbuild** programs in areas not currently served by existing **Youthbuild** programs.

The primary purpose of this availability of funding is to assist and support eligible and qualified organizations to operate a **YouthBuild** program. All funding recipients, regardless of the manner in which they [page=3856] are funded, will be required to participate in evaluation of their current programs, including technical assistance and training that will be provided to all grantees.

The goals and intent of the program are **YouthBuild** is a youth and community development program that simultaneously addresses several core issues facing many communities: crime prevention, education, employment, housing, and leadership development. The **YouthBuild** model combines an in-school academic component focused on attainment of a high school diploma or passing the General Education Development (GED) test, along with construction skills training, focused primarily on a meaningful career placement for **YouthBuild** participants. The academic component is typically an alternative education approach that works with participants who are often significantly behind in basic skills. The primary target population for **YouthBuild** programs is high school dropouts who, in many cases, are also adjudicated youth, gang members, youth who are aging-out of foster care, and other at-risk youth.

The **YouthBuild** program model began in East Harlem, New York in 1978 in order to provide education services for youth and teach construction skills while renovating and building homes for low-income families. It is currently supported, in large part, through grants by the United States Department of Labor (USDOL) and has been supported by Federal funding since 1993, first by the United States Department of Housing and Urban Development and subsequently by USDOL since 2003. There are over 200 **YouthBuild** programs in the United States, serving approximately 8,000 young people and operating with Federal and various other funding sources. USDOL's most recent grant awards announced on June 12, 2009 will support four **YouthBuild** programs in New Jersey.

The **YouthBuild** program model is designed to positively engage out-of-school, disadvantaged youth between the ages of 16 and 24 through a comprehensive approach focused on youth development and leadership training, education leading to a high school diploma or GED, job training and skills acquisition through hands on construction, and community revitalization through creation of affordable housing. Accordingly, the core objectives of **YouthBuild** programs are to: (1) enable disadvantaged youth to obtain the education and employment skills necessary to achieve economic self-sufficiency in high-demand occupations, post-secondary education, and other training opportunities; (2) provide disadvantaged youth with opportunities for meaningful work and service to their communities; (3) foster the development of employment, leadership skills, and commitment to community development among youth in low-income communities; and (4) expand the supply of permanent affordable housing for homeless individuals and low-income families by utilizing the energies and talents of disadvantaged youth.

Through its program model, **YouthBuild** has been recognized as an effective gang- and crime-prevention program. Its comprehensive, personalized approach to engaging out-of-school youth to provide them with education, employment, civic, and leadership skills affords the types of positive opportunities necessary to prevent disadvantaged youth from joining gangs and/or engaging in delinquent or criminal behavior. To this end, **YouthBuild** has been rigorously evaluated and deemed to be an effective program in helping out-of-school, unemployed youth to become successful by a variety of critical measures (for example, see *Life After Youthbuild: 900 Graduates Reflect on Their Lives, Dreams and Experiences*, Brandeis University & Temple University Research Evaluation Report, 2004.)

Many of the out-of-school and unemployed youth living in the communities served by **YouthBuild** programs are ex-offenders and/or are actively participating in gangs and gang activities. Those who are not ex-offenders, unemployed, or actively participating in gangs and gang activities are at a higher risk of offending and/or joining gangs than youth who are in school and otherwise positively engaged. Indeed, as described in the full report, the objectives of the Prevention Strategy are rooted in a risk and protective factor framework, and the accompanying recognition that risk factors and root causes such as dropping-out-of-school, truancy, low academic achievement, and unemployment contribute to higher likelihoods of juvenile delinquency, gang participation, and gun violence. Thus, other important objectives of the **YouthBuild** program model include reducing recidivism rates, preventing juvenile delinquency, and intervening/preventing gang participation and activities.

#### *Eligible YouthBuild Participants*

**YouthBuild** participants must be between the ages of 16 and 24 on the date of enrollment and must also be a school dropout. However, consistent with USDOL **YouthBuild** requirements, up to 25 percent of the participants in a program may be youth who are not school dropouts, but are basic skills deficient, despite attainment of a secondary school diploma, GED credential, or other state-recognized equivalent, or have been referred by a local secondary school for participation in a **YouthBuild** program leading to attainment of a secondary school diploma.

**C. Available funding:** A total of \$ 3 million will be made available to support qualified organizations in the start up and operation of **YouthBuild** model programs. Applicants are eligible to apply for three-year grants up to \$ 1 million. Year one grants may not exceed \$ 450,000 including three months of start up costs and nine months of program operations costs (education, occupational skills training and youth leadership development activities.) Year two grants may not exceed \$ 450,000 for 12 months of operations costs. Year three grants will be used specifically for follow up support services and tracking of participant outcomes for each cohort of youth and may not exceed \$ 100,000. Funds will be competitively awarded based upon review of timely and fully completed applications. It is anticipated that up to three grant awards will be made available.

The Department of Law and Public Safety is not precluded from awarding grants at a higher or lower funding level, or funding fewer or more programs, based on the type and the number of quality submissions. The second year of funding will be contingent upon satisfactory completion of program objectives and adherence to all requirements. A 10 percent match is required. The match may be cash, in-kind, or a combination of both. Federal sources of funding may not be used as matching funds. Approved funding may only be used to support the proposed program design in the manner set forth in Section F-2 herein. It may not be used to cover expenses incurred prior to the program start-date nor may it be used to supplant any existing funding. The anticipated start-date for this grant program is January 1, 2010, with renewal dates of January 1, 2011 and January 1, 2012. These dates are subject to change.

Additional years of funding are contingent upon the successful achievement of stated goals and objectives and strict adherence to all subgrant requirements.

**D. Organizations which may apply for funding under this program:** Eligibility to apply for these funds is limited to public or private nonprofit organizations. Organizations that currently operate a **YouthBuild** program are eligible to apply to develop a **YouthBuild** program in a community/jurisdiction not currently served. Additional eligibility requirements are the same as those set forth by USDOL in its Notice of Availability of Funds for **YouthBuild**, listed in the Federal Register, Volume 73, No. 195, at 73 Fed. Reg. 58653 and 58658, Part III A (2008).

Nonprofit organizations are those organized under Title 15A of the New Jersey Revised Statutes or otherwise qualified for nonprofit tax exemption under the Internal Revenue Code 26 U.S.C. §501(c)(3). Nonprofit organizations must be current with their charitable and business registrations under the Charitable Registration and Investigation Act, N.J.S.A. 45:17A-18 et seq., and maintain current State of New Jersey Business Registration with the Division of Revenue, Department of Treasury, in accordance with N.J.S.A. 52:32-44 et seq. Applicants must be in good standing with all State and Federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold State licenses, permits, and certificates and must conduct background checks on employees as required by the law.

There will be a **Mandatory Applicant's Conference** on Tuesday, October 20, 2009 at 11:00 A.M. at the New Jersey Department of Law and Public Safety, Division of Criminal Justice, Hughes Justice Complex, 8th Floor, 25 West Market Street, Trenton, New Jersey 08625. All eligible applicants are required to have representatives attend this Mandatory Applicant's Conference.

[page=3857] **E. Qualifications needed by an applicant to be considered for funding:** Applicants must comply with all program and ARRA requirements.

I. A DUNS number is required. A DUNS number is used to track Federal assistance applicants, recipients, and subrecipients. For further information visit on-line at <http://www.dnb.com/us>.

II. A current and active status Central Contractor Registration (CCR) is required. CCR is the Federal government's database for standard information about Federal financial assistance applicants, recipients, and subrecipients. For further information visit on-line at <http://www.ccr.gov>.

III. A demonstration of the capacity to account for and report on all JAG Recovery funds separate and apart from all other grant funds that agency receives. (See <http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm>).

A. Agency must demonstrate it possesses the financial capacity to segregate, account, report and track all JAG Recovery funds.

B. Agency must demonstrate the capacity to comply with strict ARRA reporting requirements (monthly reporting by the seventh day of the following month).

C. The information from these reports will be posted quarterly on public websites. Applicants may expect that the information posted will identify subgrantees as delinquent in their reporting.

D. Provide monthly JAG Performance Measures due by the 7th day of the following month. For additional information, visit: [www.ojp.usdoj.gov/BJA/grant/JAG\\_Measures.pdf](http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf).

IV. Non-Supplanting. Grant funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3). For additional information visit: <http://www.ojp.usdoj.gov/recovery/supplantingguidance.htm>.

V. Compliance with other Office of Justice Programs (OJP) Recovery Act Additional Requirements available online at: <http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm>.

VI. Agencies are not eligible if debarred or suspended from doing business with any unit of government. Applicants must be in good standing with all State and Federal agencies with which they have had an existing grant or contractual relationship.

VII. Where appropriate, all applicants must hold current State licenses, permits, and certificates and conduct employee background check, as required.

**F. Procedures for eligible organizations to apply:** Applicants that wish to apply for funding should submit a completed application before the submission deadline.

In this section, applicants applying for this grant are asked to describe their community, the youth to be served, the need for this support and their plan for providing education, skills training, and leadership development services to youth. They must describe how their efforts contribute to the overall economic development of their community. They must also demonstrate that they have established partnerships with Local Workforce Investment Boards, the public school system, local community colleges, the juvenile justice system, registered apprenticeship programs, local faith-based and community organizations that serve at-risk and disadvantaged youth, and/or the local housing authority. Applicants are expected to describe their plan to leverage other Federal, State or local funding, as well as private funding sources in providing "wrap around" supportive services. Applicants are asked to describe their previous experience operating **YouthBuild** or similar youth programs with educational components. Applicants are also asked to describe their organizational capacity to manage this grant. Finally, applicants are asked to discuss the anticipated outcomes of their **YouthBuild** program. All applications will be evaluated and scored in accordance with the following priorities and criteria:

#### **Problem Statement/Needs Assessment - Five Percent**

Each applicant must describe the community where it proposes to operate a **YouthBuild** program, as well as the particular area to be served. The community description must include: 1) the scope of the area to be served; 2) a description of the overall community through the lens of relevant risk factors, needs and protective factors; 3) a detailed description of the area to be served including, but not limited to: the school dropout rate, poverty rate, unemployment rate, incidents of juvenile crime and the number of youth aged 18 to 24 without a high school diploma; and 4) information that shows there are a sufficient number of eligible youth living in the proposed service area. Applicants are encouraged to provide any additional information that could be helpful in setting forth the need for a **YouthBuild** program in the proposed service area, such as the need for this support and how these efforts will contribute to the overall economic development of the community.

#### **Program Management and Organizational Capacity - 20 Percent**

Each applicant should provide a description of its organization and a statement of its qualifications for operating a **YouthBuild** program. This description should provide a clear link between the capacity of the organization and its ability to successfully carry out the proposed **YouthBuild** program. Within the qualifications statement, the applicant must provide the following: 1) information related to the number of years the organization has operated a **YouthBuild** program and/or similar youth-serving program(s); 2) current annual operating budget for the organization; 3) experience of its organizational leadership including, if relevant, its **YouthBuild** and youth programming staff leadership; 4) a listing of other programs and responsibilities managed by the organization; 5) detail the organization's capacity to track and report outcomes; and 6) provide information that demonstrates an ability to manage complex fiscal and budgetary matters, and submit administrative and program reports in timely fashion. In addition, please attach copies of a current table of organization, the most recent 990 form, and the current board-approved fiscal year budget.

#### **Project/Program Design, Action Strategy, and Outcomes - 35 Percent**

##### **Project/Program Design**

In this section, applicants will propose a program design and action strategy for start up and operation of a **YouthBuild** program. It is important to ensure that the program design and action strategy convey a clear picture of how the proposed program is consistent with the **YouthBuild** model, as well as how the program will be operated effi-

ciently and effectively. Accordingly, the following are some key questions and considerations that the applicant should address, where relevant, in describing its program design and action strategy:

### ***Outreach & Recruitment of Targeted Youth***

Please describe the target youth population. How many youth does applicant propose to serve? How will youth be recruited and selected? Please describe the recruitment strategy, including methods for outreach, referral, and selection. Please describe efforts to retain students once enrolled in the program, as well as anticipated strategies responding to youth who are not doing well or who leave the program entirely. Will the applicant be working with partners such as the local school district, faith-based and community organizations, the courts and/or juvenile justice system, the local Workforce Investment Board, or any others in its outreach and recruitment strategy? If so, please provide details about these potential partnerships.

### ***Core Daily Programming***

Applicants will provide a comprehensive description of the educational and job training activities, work opportunities, post-secondary education and training opportunities, and other services that will be provided to participants. Where relevant, discuss how these efforts will prepare youth for employment in high-demand occupations consistent with the **YouthBuild** model. Please note, the program should be structured so that participants are being provided education and related services for at least 50 percent of the programming time. Likewise, participants should be provided the work and skills training component for 40 percent or more of the program time.

### **Education**

Specifically for the education component, please address the following questions:

-- What type of academic credential will participants earn while in the program?

[page=3858] -- Describe the core components of the academic program and the quality of the academic program.

-- Describe the qualifications of the teaching staff.

-- Does applicant propose to include any innovative and successful strategies to address low basic skills of participants? If so, please describe.

-- Does the proposed academic portion of the program differ from that of a traditional comprehensive high school? If so, please describe how it differs and the rationale for the difference.

-- If applicable, please describe the relationship between the program and the local school district.

-- How will the academic program be integrated with the occupational skills training component of the program? Will the program provide linkages of participants to local community colleges, trade schools, and other similar programs?

-- Describe the types of college exploration, planning, preparation, and assistance that will be provided.

-- Describe the types of follow-up services that will be provided to support youth as they transition to post-secondary education. Describe any follow-up services designed to support youth through graduation from post-secondary education.

-- Describe any other notable or innovative initiatives in the education program.

### **Occupational Skills Training**

Specifically for the occupational skills training component, please address the following questions:

- What types of training will be provided to the students?
- Where and how the training will be conducted?
- How is the training curriculum developed?
- Does the training result in industry-recognized credentials? If so, what type?
- Are the relevant industry partners involved in the development of the training? If so, please describe who and how?
- Describe how the applied learning of the construction trades will improve and enhance the academic outcomes for the youth.
- Describe the skills and qualifications of the occupational skills training instructors.

### **Worksite Plan**

Please provide a detailed description of the proposed worksite plan. This description should set forth the planned work site(s) that will be used for on-site construction training for youth participants. Please include the specific address of the proposed worksite, including the name if applicable. The description should also include the number of housing units to be produced, the type of housing to be produced (residential, homeownership, transitional housing for the homeless, etc.), and whether the housing produced is intended for use by homeless, low-income, or very low-income persons. Please detail the estimated costs for acquisition and construction of this worksite, including a detailed documentation of resources. Please provide a letter demonstrating site control in that the applicant currently owns the proposed property and/or that the current owner has agreed to make it available for the proposed construction and worksite.

The worksite plan should also address the following:

- Does the work involve new construction or rehabilitation?
- Where will the project take place?
- How is transportation being provided?
- Please describe the payment structure for participants.
- Please provide labor market information for the community, city, or region where the **YouthBuild** program will be implemented, including both current data and projections on career opportunities in growing industries.
- How will the proposed worksite plan prepare youth for employment in high-growth industries as defined by the local labor market?
- Please describe how the organization will oversee the worksite to identify existing and potential hazards, including how youth will be trained to protect themselves from potential worksite accidents and how hazards will be prevented and controlled through policies and procedures.
- Provide details on how worksite supervisors will be trained to ensure OSHA-approved worksite safety.
- Please indicate the ratio of adults to youth at the construction worksites.

### **Leadership Development**

Please describe the applicant's approach to youth and leadership development, including opportunities for community service and other similar experiences. Include a description of the proposed leadership curriculum, qualifications of the

instructors, and the impact of the proposed leadership activities on the target area. The application must fully describe the leadership development training that will be offered to participants, the expected leadership competencies with which participants will graduate, youth committee involvement strategies, efforts for providing the training to build group cohesion and peer support, and opportunities for continued leadership after graduation. Please describe how community service learning opportunities will be implemented at the site.

### ***Post-program Transition Services***

Post-program transition services are defined as services offered during program enrollment that will assist a young person in making a successful transition from the **YouthBuild** program into employment and/or post-secondary education and training programs. Follow-up services are services provided to a **YouthBuild** participant upon exit from the program. Describe the types of post-program transition services that will be offered to prepare youth for career pathway opportunities and placements and/or education opportunities and placements. Fully describe how each individual's work readiness will be assessed and how work readiness training will be provided. Also describe how an individual's readiness for placement in post-secondary education and/or apprenticeship programs will be assessed. Demonstrate the types of career exploration and planning activities that will be offered by the program, especially for high-growth, high-demand, and high-wage occupations. Please fully describe the program's job placement and retention strategy including how the program will work with employers and/or One Stop Career Centers to identify and create job openings for the young people served by the program. Please fully describe the types of follow-up that will be provided to program graduates. These supportive services should relate to employment placement and retention, post-secondary transition and degree attainment. Describe how appropriate continued support services will be provided.

### ***Outcomes***

The **YouthBuild** model emphasizes the importance of achieving outcomes for its participants and its target community. Please describe the goals, objectives, and anticipated outcomes for the applicant's proposed **YouthBuild** program, including the method for collecting data and measuring progress toward these outcomes. Successful applicants are required to demonstrate a well-designed system and plan for achieving desired outcomes. Consistent with the USDOL **YouthBuild** program, there are three primary outcome measures: (1) Literacy and numeracy gain; (2) High school diploma/GED/certification attainment rate; and (3) Placement in employment/post-secondary education/occupational skills training program/military. In addition, grantees are encouraged to report on a number of interim indicators that will serve as measures of success, including:

- Post-program placement retention rate;
- Enrollment rate;
- **YouthBuild** program graduation rate;
- Participation in education/training activities;
- Workforce preparation;
- Recidivism;
- Gang involvement and activity;
- Mentoring; and
- Community service/leadership activities.

### **Linkages to Key Partners, Match and Leveraged Resources - 15 Percent**

In this section, applicants must demonstrate that they have established partnerships with entities such as the local Workforce Investment Boards, the public school system, local community colleges, the juvenile justice system, regis-

tered apprenticeship programs, local faith-based and community organizations that serve at-risk and disadvantaged youth, [page=3859] and/or the local housing authority. Please describe the key partners who are involved in the applicant's proposed **YouthBuild** program. Specifically, describe in detail the activities to be undertaken by partners, the level of commitment from each partnering organization, and their qualifications to assist with this project. As an attachment, the applicant should include letters of commitment from key partners that demonstrate the strength and maturity of the partnership including previous collaboration on projects. If applicable, please provide evidence of good faith attempts to partner with key leaders and/or systems.

Applicants are encouraged to identify and elaborate upon any innovative partnerships with law enforcement, the juvenile justice system, public schools, relevant industry, national service programs, and community colleges.

Please describe how the proposed program will coordinate with local, State, and Federal agencies to access services, including local workforce investment activities, vocational education programs, limited English proficiency instruction programs, and activities conducted by public schools, community colleges, and national service programs, as well as other job training programs. Describe the partnerships, if any, with the juvenile justice system or housing and community development systems. In addition, fully describe the role of employers in the proposed program, such as their role in developing the proposed program and assisting in service provision and in placement activities. Also, fully describe the program's relationship, if any, with local building trades union and their role in training, the relationship of the proposed program to established registered apprenticeship program and employers, and the ability of the applicant to grant industry-recognized skills certifications through the program. In describing how the proposed program will coordinate with local, State, and Federal agencies, please identify and list other relevant state-funded programs operated by the applicant and/or key partners (examples of other relevant state-funded programs might include, for instance, AmeriCorps National Service Programs from the New Jersey Department of State, Outreach to At-risk Youth gang prevention programs from the New Jersey Department of Children and Families, NJAfter3 & 21st Century Community Learning Center after school programs from the New Jersey Department of Education, Neighborhood Crime Prevention/Intervention Initiative programs from the New Jersey Department of Law and Public Safety, and other similar programs.)

### **Program Budget and Budget Narrative - 25 Percent**

Please provide a budget and budget narrative that demonstrates that the proposed costs are reasonable in relationship to the number of persons to be served and to the anticipated results and benefits. As already noted, applicants are eligible to apply for three-year grants up to \$ 1 million. Consistent with the USDOL **YouthBuild** program, the annual per participant cost is expected to be between \$ 15,000 and \$ 18,000, including match. Year one grants may not exceed \$ 450,000 including three months of start up costs and nine months of program operations costs (education, occupational skills training and youth leadership development activities.) Start-up costs must be reasonable and reflect realistic costs associated with start-up, such as recruitment of staff, etc. Year two grants may not exceed \$ 450,000 for 12 months of operations costs. Year three grants will be used specifically for post-program transition services and to allow for tracking of participant outcomes for each cohort of youth. Year three grants may not exceed \$ 100,000. Applicants must clearly indicate how the proposed funding will be used to meet overall project/program objectives and/or requirements. Please provide a line item budget and narrative for the proposed project/program.

State budget forms, including line-item budget and narrative, will be provided at the Mandatory Applicant's Conference.

The budget narrative should break down the budget and match by project activity, should discuss cost-per-participant, and should discuss precisely how the administrative costs support the project goals. If the applicant plans to use grant funds for paid work experiences, needs-based payments, and other supportive services for the participants, sufficient information must be provided in the budget narrative to clearly justify the proposed amounts to be provided. All three years of proposed funding should be included in the line-item budget and budget narrative.

JAG grant funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
- Luxury items;
- Real estate;
- Construction projects (other than penal or correctional institutions); or
- Any similar matters.

Additional requirements for nonprofit organizations:

A. Demonstration of nonprofit status in any one of the following methods:

1. Proof of 501(c)(3) status from the Internal Revenue Service;
2. A statement from the State taxing authority or State Secretary of State, or other similar official certifying that the organization is a nonprofit operating within the State (organized under N.J.S.A. 15A:1-1 et seq.), and that no part of its net earnings may lawfully benefit any private shareholder or individual;
3. A certified copy of the applicant's certificate of incorporation or similar document; or
4. Any item above, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

B. Submission of nonprofit qualifications:

1. List of board of directors/trustees, addresses, phone number, and e-mail.
2. List of officers or similar governing body, addresses, phone number, and e-mail.
3. A board resolution.
4. Proof of current New Jersey Business Registration (<http://www.state.nj.us/treasury/revenue/proofreg.htm>).
5. Proof of current registration with the New Jersey Division of Consumer Affairs' Charity Registration Division (<http://www.nj.gov/oag/ca/charity/charfrm.htm>), or proof of exemption under the Charitable Registration and Investigation Act, N.J.S.A. 45:17A-18 et seq.
6. A copy of the organization's most recent Single Audit, Form 990-Income Tax Return, or copy of the most recent audited financial statements.

C. Mandatory waiver received from local unit of government (Sample will be provided at the Mandatory Applicant's Conference).

1. The JAG program requires nonprofits funded with a State's local pass through funds to submit a written waiver from each local municipality benefiting from the nonprofit subgrant.
2. Each local unit of government benefiting from a nonprofit subgrant must voluntarily certify that:
  - a. The funds in question are set aside for local government use;
  - b. It believes that the proposed project will provide a direct local benefit; and

c. It agrees that funding the project at the State level is in the best interests of the unit of local government.

**G. Address of the State agency receiving the proposal:**

Heddy Levine-Sabol, Chief  
Program Development/Grants Section  
Division of Criminal Justice  
Hughes Justice Complex  
25 Market Street  
P.O. Box 085  
Trenton, New Jersey 08625

**H. Deadline by which proposals must be submitted:** All proposals must be received by 4:00 P.M. on December 8, 2009. Proposals received after 4:00 P.M. on December 8, 2009 will not be considered for an award. Applicants should submit one signed original and five copies of the proposal. Faxed or e-mailed proposals will not be accepted.

**I. Date by which notices shall be mailed of approval or disapproval of proposals:** Approximately 60 days after the proposal submission deadline.