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# APPLICANTS GUIDE

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## INTRODUCTION

This publication contains the action programs which comprise Section C of the *1972 Plan for Criminal Justice*, procedures for applying for a grant, SLEPA forms in use and an appendix which contains valuable references for the administration of funds under the Omnibus Crime Control Act.

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# ORGANIZATION AND FUNCTION OF THE STATE LAW ENFORCEMENT PLANNING AGENCY

The State Law Enforcement Planning Agency (SLEPA) was created by an executive order of the Governor of the State of New Jersey in August of 1968 in compliance with the Omnibus Crime Control Act of 1968. Actual operation of the Agency began in early 1969 with the major task being the development of a comprehensive plan for the improvement of the criminal justice system. This planning phase continued through 1970 when the focus of the Agency turned toward the implementation of programs and the increased emphasis on monitoring and evaluating projects.

Organizationally, SLEPA is located in the Governor's Office and is administered by the Executive Director who reports to the Board of Governors. The Board is appointed by the Governor to represent various components of the criminal justice system and the general public.

SLEPA is charged with three main responsibilities: the annual development and updating of the comprehensive plan, the review of applications from units of government; the fiscal and program monitoring of funded projects. To fulfill these functions, SLEPA is

divided into three units, each administered by an Assistant Director.

The Planning Unit has the prime responsibility of collecting data, coordinating the local planning and State planning efforts, disseminating information to the public, and the actual drafting of the comprehensive plan.

Applicants for funds deal with the Operations Unit which provides technical assistance for the development of fundable projects, reviews applications, evaluates ongoing projects for possible refunding, and makes recommendations to the Board of Governors for the final decision on funding.

Once a project has been funded, the Administration Unit is responsible for monitoring the fiscal and program operation. This Unit also prepares the necessary documents for the contract, releases funds after review of reports by a subgrantee and coordinates the fiscal reporting to the State and Federal governments.

The Agency, at this writing, is in the process of reorganizing and adding additional staff to provide the services required by the criminal justice system and to meet the ever-increasing demands being made by LEAA.

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# C. THE ANNUAL ACTION PROGRAM

## Program 1.1.1. IMPROVEMENT OF POLICE-JUVENILE RELATIONSHIPS (LEAA Category C)

### OBJECTIVE

A priority in the area of delinquency prevention is to develop and implement programs within police departments that will promote a fair, consistent and understanding approach in handling juvenile problems, and that may help to create a favorable police image among youngsters having contact with the law.

The initial contact by a juvenile with the criminal justice system usually involves the police. Experience indicates that a large number of these cases are handled unofficially, and it is at this point that the police have a number of options, especially if the contact involves a relatively minor violation. The way any case is handled establishes in part the attitude juveniles have toward police. It is necessary, therefore, for police departments to establish training and guidelines aimed at developing consistent and proper police techniques that create positive attitudes among juveniles toward the police.

### IMPLEMENTATION

Applications are encouraged from local units of government, or combinations of such units, to implement programs for the improvement of police-juvenile relationships. Funding consideration will be given to projects which fall within one of three categories. These categories are:

- (1) The establishment and staffing of juvenile aid units in municipalities where a substantial number of juveniles are currently being handled by members of the department whose other normal duties may not assure the proper handling of juvenile offenders.
- (2) The expansion of present juvenile aid units to incorporate a wider variety of services to youthful offenders, such as serving as a stronger referral source for other social agencies that serve youth or hiring social caseworkers or other like professional staff to help and advise in the handling and disposition of cases.
- (3) The development and implementation of programs promoting informal police contacts with juveniles, either in the schools or in extra-curricular youth activities. Examples of this approach could include operation of a teen post recreation center in which police play a dominant role; special school programs;

rap sessions with police as part of the school program or after school activity, etc.

One principle common to all categories is the stated goal of diverting juvenile delinquents and children in need of supervision from the criminal justice system wherever possible. All departments are encouraged to formulate policy guidelines and training program on juvenile matters for department personnel. Guidelines might include community referral, detention, and referral to court. It is anticipated that local departments will endeavor to establish formal guidelines to cover the wide range of police disposition, and the criteria for selection of the appropriate disposition.

### SUBGRANT DATA

Up to six grants ranging to \$20,000 will be available to municipalities with population in excess of 25,000 to create Juvenile Aid Bureaus. Consideration will be given to those municipalities who can demonstrate the largest number of juvenile cases currently being processed by non-specialized police personnel.

Up to eight grants ranging to \$15,000 will be available to municipalities for an expansion of juvenile aid activities. Consideration will be given to those municipalities whose departments can develop the greatest range of services for juvenile offenders.

Up to three grants ranging to \$50,000 will be available to municipalities for departments to develop and implement programs promoting informal police contacts with juveniles.

In all categories, priority consideration will be given to projects funded in earlier fiscal years for continuation of successful programs at a limited level of funding. Municipalities are not eligible for more than one grant under this program.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 300,000	\$ 100,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	300,000	100,000
(4) Prior Funding	432,915	302,132
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

## Program 1.1.2 COMMUNITY INVOLVEMENT IN LOCAL JUVENILE DELINQUENCY PREVENTION PROGRAMS (LEAA Category C)

### OBJECTIVE

The objective of this program is to establish delinquency prevention projects in the community that involve active participation by interested citizens able to offer guidance and assistance to youths who are either

without the support of intact family units, or are the victims of economic deprivation and social alienation.

A promising way to prevent delinquency is by establishing programs within the community that offer a measure of support and guidance, and also have the

active involvement of lay citizens, parents, teachers, and community leaders. This conceptual approach is based on the premise that delinquency is closely related to the juvenile's successive and accumulating experiences in the community. Therefore, delinquency prevention must not only involve the school, or the parents on a case-by-case basis, but also by necessity must marshal all of the existing community resources.

The need for viable community programs was underscored by the President's Crime Commission Report. It called attention to three basic factors: agency structures created to deal with delinquency generally function only after the individual has become delinquent; many of these agencies are not responsive to neighborhood-level community processes and, therefore, are unable to deal effectively with them; and within these community processes may lie the very important causal factors of delinquency. Thus, if specific processes within the community are key components in generating delinquent behavior, they must be addressed to community-based programs of prevention and control.

### **IMPLEMENTATION**

This program encourages applications from municipal units of governments, combinations of such units, agencies of local government, and private and public organizations as subgrantees of local government, to develop and implement community-based and community-involved delinquency prevention programs. Projects qualifying under this program must be broadly based, including the support of community leaders, parents, teachers, and clergy, and the participation of interested lay citizens and other community organizations.

Example projects included in this objective are the following:

- Expansion of delinquency prevention programs in school settings. This might involve intensifying existing programs and establishing innovative demonstration projects for possible dissemination to other jurisdictions. Programs focusing on narcotics and drug prevention are excluded in this program approach, since they are open to applicants under Program 3.1.1. One interesting approach could be to extend guidance services outside the school. This type of project would provide continuous guidance support through out-reach services from the school, provide for student and parent follow-up, and initiate counseling and neighborhood guidance services. Such a project envisions preventing delinquency by increasing the coordination of guidance services in the school, increasing coordination between in-school and out-of-school worlds, and increasing the opportunity for use of experimental guidance techniques in the school and in the community. Projects developed for funding consideration should not be the type of in-school supervision activity for the major purpose of keeping disruptive students removed from the classroom.

- Non-residential community centers sponsored and/or operated by private social agencies to deal with juveniles in treatment-oriented community settings. This

approach focuses on juveniles who might otherwise be committed for delinquent acts. Features of such a project could include medical and dental treatment, psychological evaluation and treatment, recreational activity, remedial education, career development, and home visitor family assistance and cooperation. Such projects must have confidence of the courts, the general community, and an established working relationship with social service agencies.

- Community projects sponsored by private or public agencies servicing court referrals, emphasizing the training and placement of delinquent unemployable youth. Components of such projects could include the establishment of training centers emphasizing the mechanisms that will allow for the fulfillment of the objectives of employment subsequent to training. Projects could be established by key members of the community which could set up effective relations with the business community. Or, they could be developed by leaders from corporations, industrial and business interests for training and placing youths as a public service, either for retention or referral to jobs elsewhere. These projects must also have the support of the general community, parents, teachers, social service agencies and the courts.

Another major type of juvenile delinquency prevention project that fits into this funding area is the youth service bureau. Such a bureau is intended to receive referrals from all branches of the community and the juvenile justice system, and act as central coordinator of all community services for youth, and also to provide or help to establish services for youth presently lacking in the community. Administratively, the bureaus must not be in the same unit responsible for investigation and arrest of juveniles, but should be a separate and distinct entity.

Ideally, the bureaus will offer a wide range of services and perform some mandatory functions. For example, cases referred by police agencies and court intake staffs might have special status in that bureaus would be required to accept them all. In cases where serious offenses have been committed, the youth service bureau will have the authority to refer to the juvenile courts those with whom they cannot deal effectively.

Communities vary greatly in structure, which means that no one particular model can be used to pattern all youth service bureaus. Programmatic aspects might include group and individual counseling, placement in foster homes, work and recreational programs, employment counseling and special education. The bureaus will have the direct responsibility for developing and implementing a plan of service for a group now handled either inappropriately or not at all.

There are seven approaches to the establishment of youth service bureaus. None is universal, and selection can only be made through analysis of community needs and facilities available. The essential abilities, however, which must be evidenced by desirous applicants, include the following:

- To give instant service to youths in situations of

conflict who do not present an immediate threat to public safety.

- To receive referrals from the schools, parents, police, courts, and other social agencies.

- To coordinate youth-serving organizations community-wide through means appropriate to the particular community.

- To stimulate existing organizations to improve the quality and quantity of their services available to youth.

- To make appropriate referrals to existing community agencies.

- To identify and fill gaps in existing community services for young people where services are needed but are not available.

The result of these bureaus will be to relieve the presently heavy burden on the juvenile justice system and to nurture a more healthy mental, social, and educational adjustment of children in difficulty.

**SUBGRANT DATA**

Up to four subgrants ranging to \$175,000 will be

available for the establishment of youth service bureaus. Priority consideration will be accorded to applications from municipalities whose population is 100,000 or more.

Up to twenty subgrants ranging to \$50,000 will be made available to municipalities for other projects in juvenile delinquency prevention.

First consideration for funding in this program area will be given to those projects funded in previous action years that merit continued support.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 1,023,000	\$ 341,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 1,023,000	\$ 341,000
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

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**Program 1.1.3 RESIDENTIAL SHELTERS FOR JUVENILES WITHOUT SUITABLE  
DOMICILE (LEAA Category C)**

**OBJECTIVE**

To provide home-like placements for juveniles who cannot be situated in normal foster home settings, and who should not be placed in correctional facilities. To provide protective short-term residential settings for juveniles requiring shelter pending long-term domiciliary placement.

There is a need in New Jersey to provide some type of care for youngsters who are not hardened delinquents, but who cannot remain in the custody of their parents. It is axiomatic that children who are victims of parental abuse and neglect are likely prospects to develop into delinquents and criminals. Removing a child from an unsuitable home environment and placing him in a correctional facility because of circumstances completely beyond his control is unfair to the child and not an action likely to benefit the child's development.

**IMPLEMENTATION**

The purpose of this program is to provide a home with a family atmosphere for children without suitable domicile. It is expected that the major focus of the effort will be to fund group homes accommodating up to eight children. Under these arrangements, the youngsters will attend schools in the community and will in all respects lead a life that is normal to any child living with its parents. In these instances, SLEPA funds will be used for operating costs and the applicant will provide the facility.

In some instances, a jurisdiction may find it desirable to provide a temporary place of shelter until placement can be secured for children without suitable domicile. Assistance may be requested, providing the applicant demonstrates a commitment of local resources; that the number of children served be small enough to give them individual attention and to generate a family home-like atmosphere; and that there are arrangements with agencies to secure long-term domiciliary placement.

In all instances, applicants must demonstrate that support and approval of projects has been secured from the Department of Institutions and Agencies, Bureau of Children's Services.

**SUBGRANT DATA**

County and municipal units of government will be eligible applicants. Priority will be accorded to jurisdictions of high population. Grants for group homes will range from \$15,000 to \$20,000. Assistance for emergency, temporary shelters will be judged on a case by case basis, but in no instance will exceed \$50,000.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 400,000	\$ 133,333
(2) Part E Block Support	-0-	-0-
(3) Program Total	400,000	133,333
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

**Program 1.2.1 EXPAND AND IMPROVE THE DIAGNOSTIC SERVICES AVAILABLE TO THE JUVENILE COURT (LEAA Category C)**

**OBJECTIVE**

To provide the juvenile court with a complete, detailed diagnostic report on juveniles who are placed in custody and on other juveniles charged with delinquency who evidence severe emotional disturbance.

It is particularly important for juvenile court judges to have meaningful diagnostic information available at the time of sentencing. Diagnosis can assist the court in deciding on a program that will best serve both the delinquent and the community at large. Diagnosis can also act as a basis for counseling and placement within the community as an after-care approach.

A diagnostic adjunct to the juvenile court would help its staff conceptualize the everyday environment of the child being evaluated, and thereby create a more significant perspective. When children's behavior is disruptive beyond the bounds of social tolerance, evidencing emotional, psychological or social maladjustment, resulting in delinquency, a swift, thorough background investigation and diagnostic evaluation is of prime importance in planning remedial action.

**IMPLEMENTATION**

Projects that establish professional diagnostic services to juveniles charged with delinquency, before or after formal adjudication, will be eligible. Special consideration will be accorded to the development of diagnostic teams, attached to either a probation department or juvenile shelter. Such a team might consist of all or some of the following personnel: Director of Diagnostic Services, Psychologist, Social Case Worker, Social Investigator, Learning Disability Specialist, Visiting Nurse. The team's major activities would be to develop a complete diagnostic report, including disposition alternatives on all children in detention, pending juvenile court sentencing. In addition,

they would diagnose juveniles released to the community, pending juvenile court sentencing, who evidence extraordinary circumstances that warrant more than routine handling. Those jurisdictions already employing the diagnostic team approach are eligible to apply for a grant to expand their capabilities.

Examples of other types of project development include planning and pilot testing of a regional diagnostic center serving less populated, contiguous counties; purchase of services where resources do not permit maintenance of a full-time diagnostic center; or diagnosis for placement and counseling as an after-care approach.

It is estimated that approximately 2,000 juveniles would be served by this program this year.

**SUBGRANT DATA**

Four to five grants, ranging from \$35,000 to \$50,000 will be given to counties with population in excess of 200,000.

Consideration will be afforded to two or more contiguous counties with populations under 200,000 applying for multi-county diagnostic services. The purpose of the grant will be to study the feasibility of establishing a regional diagnostic center and/or test the use of such services on a regional basis.

In all categories, priority consideration will be given the projects funded in earlier fiscal years for continuation of successful programs at a limited level of funding.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 250,000	\$ 83,333
(2) Part E Block Support	-0-	-0-
(3) Program Total	250,000	83,333
(4) Prior Funding	350,346	195,591
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

**Program 1.2.2 IMPROVEMENT OF JUVENILE DETENTION PRACTICES AND PROGRAMS (LEAA Category C)**

**OBJECTIVE**

To assist counties in instituting programs that will promote the rehabilitation of juveniles placed in custody pending juvenile disposition; and to assist counties in planning and designing juvenile shelters where suitable facilities are lacking.

Fifteen of the State's 21 counties operate juvenile detention shelters. The six jurisdictions that have no separate facilities house juveniles in special sections of the county jails, or in private detention facilities in adjacent counties. Some counties restrict the use of their shelters to children under the age of sixteen, placing the sixteen to eighteen year olds in a part of the county jail devoted to juvenile detention.

Many of these juvenile detention shelters simply hold youngsters until court appearance, without attempting to initiate efforts at rehabilitation. It is recognized that confinement pending a juvenile court appearance is only for short periods of time. Nevertheless, it is at this juncture in the criminal justice process that youngsters are most likely to be receptive to professionally administered treatment programs. Interruptions in educational development can be extremely damaging; therefore, there is need for implementation of programs that will bridge the school to detention to school gap.

The placing of children under the age of eighteen in a county jail, even in a separate section, is contrary to sound correctional practice. Such confinement is

prohibited by law for children under the age of sixteen. A need exists, therefore, to provide a detention environment that is supportive of both diagnosis and treatment.

The funds in this program, in addition to those provided in the 1971 Plan, are sufficient to form the nucleus of a treatment program in every detention shelter not now providing significant services.

### IMPLEMENTATION

Projects that initiate or expand rehabilitation efforts directed to juveniles in county detention facilities will be eligible for funding. Projects may include staffing to provide remedial education, group therapy, social casework, psychological counseling, or the training of existing staffs in child care. Projects involving the purchase of professional services to supplement detention program activities will also be considered. Special consideration will be accorded the development of citizen volunteer services to detainees. Counties might, for example, wish to employ a director of volunteer services who would be responsible for

stimulating citizen interest and implementing related programs. Of prime importance, also, are projects which provide an educational continuity for the child with counseling and after-care placement approaches.

Approximately 14,000 juveniles will be served by this program, based on the average annual intake of juvenile detention shelters and the projected number of grants.

### SUBGRANT DATA

Five to six grants are contemplated, ranging from \$25,000 to \$40,000. Special consideration will be accorded to those counties funded with 1970 and 1971 Part C Funds that desire to continue or expand their projects.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 200,000	\$ 66,666
(2) Part E Block Support	-0-	-0-
(3) Program Total	200,000	66,666
(4) Prior Funding	252,142	195,635
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

## Program 2.1.1 INCREASE POLICE PATROL EFFECTIVENESS THROUGH MORE EFFICIENT ALLOCATIONS OF POLICE RESOURCES (LEAA Category B)

### OBJECTIVE

This program is designed to provide a measurable reduction in street crimes and an increased feeling of safety in the general population by allocating increased police resources to the patrol function through more efficient utilization of the existing police resources.

The problems involved in police patrol allocation include prediction of demand for services; establishment of an allocation criterion (e.g., minimize average response time, minimize costs to provide a specified level of patrol presence in a time and space matrix); pre-positioning of forces (e.g., mix of marked and unmarked cars, supplementary vehicles, reserve support, and foot patrol); and re-positioning of forces in real time in response to tactical exigencies.

By carefully analyzing the time and place of expected demands, and by reallocating police resources to meet these demands, the streets and other public places will be made safer at all hours of the day and night.

### IMPLEMENTATION

Projects in this program area will be operated in two phases. The first phase will include data collection on the time and place of occurrence of street crimes, the present pattern of patrol coverage, and a plan of reallocation of resources to provide optimum patrol coverage in a selected high crime area of a city.

The second phase will include the rescheduling and reassignment of personnel and equipment in accordance with the plan developed in the first phase.

Activities under this program may include innovative methods of patrol, such as beat policing by police officers who establish residence in the area; or team policing, which places all of the police activities in a

given area under a unified command; or assignment of civilian personnel to non-enforcement functions to release policemen to the street. New motor patrol techniques may be utilized, such as individually assigned patrol cars (the Indianapolis Police Car Plan), or one-man patrol cars, scooters, and other vehicles. Certain equipment in support of new patrol allocations may be used; however, such equipment must be justified in terms of the specific reallocation of existing police resources. In 1972 it is anticipated that cities which institute projects under this program will significantly increase their clearance rates of index crimes.

### SUBGRANT DATA

There will be between three and fifteen subgrants under this program. Two to six subgrants of between \$50,000 and \$100,000 will go to cities with populations in excess of 100,000; two to four subgrants of between \$25,000 and \$50,000 to cities with populations between 50,000 and 100,000; and the remaining subgrants to any municipality, with priority consideration given to cities with populations between 25,000 and 50,000. The range of the latter subgrants will be between \$10,000 and \$25,000. Between \$50,000 and \$100,000 will be utilized for continuation of projects funded in 1971.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 400,000	\$ 133,400
(2) Part E Block Support	-0-	-0-
(3) Program Total	400,000	133,400
(4) Prior Funding	270,159	149,541
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

## Program 2.1.2 INCREASE APPREHENSION AND DETERRENCE EFFECTIVENESS THROUGH REDUCTION OF POLICE RESPONSE TIME (LEAA Category D)

### OBJECTIVE

The objectives of this program are:

1. To provide a means for reduction of the total time it takes for a police officer to reach a reported incident or crime scene, as measured either from the time the crime occurs or from the time that a report requesting assistance is received;
2. To provide a means for citizens to contact the police rapidly; and
3. To provide a means for the police to communicate among each other more efficiently and more rapidly.

This will increase the number of on-the-scene apprehensions and thus deter potential offenders.

Studies and surveys indicate that reduced response time on the part of the police relates directly to a higher crime clearance rate and helps deter crime by making apprehension more certain.

Police apprehend criminals primarily by making "on view" arrests of offenders at the scene of a crime or by interception of the perpetrator after a report of an incident is received. Response time can be reduced by more effective patrolling techniques which give quicker access to a crime scene, and by improved methods of communicating reports of crimes to the police and between the police themselves.

### IMPLEMENTATION

This program envisions financial support to county and municipal units of government, or combinations of such units for projects defining, establishing, and evaluating a variety of means for reducing police response time.

Example projects can be, but are not limited to: adoption of the emergency number "911" for outside telephone booths (no coin necessary); improvement of command and control capabilities; rapid individual police communications systems; more accessible street emergency communications facilities (call boxes available for public use); development and implementation of local and interjurisdictional communications systems that are rapid, simple and economical including the establishment or expansion of central dispatch networks; etc.

In 1972, it is projected that jurisdictions that implement projects under this program will increase

their clearance rates for index crimes over the State average of 13.6 per cent and will significantly reduce their response time.

### Exclusions

Any equipment normally considered standard police support equipment, or any other equipment, the primary purpose of which is not the reduction of police response time to crime scenes, will not be funded. SLEPA reserves the right to make individual determinations on these exclusions on a case-by-case basis.

### SUBGRANT DATA

The funding level for 1972 is \$1,200,000. It is anticipated that there will be five levels of funding under this program:

Up to six grants ranging to \$75,000 will be available to cities with populations in excess of 100,000. Up to six grants of between \$20,000 and \$30,000 will be available to cities with populations between 50,000 and 100,000. Up to six grants of between \$20,000 and \$30,000 will be available to cities with populations between 25,000 and 50,000. Up to four grants of between \$50,000 and \$200,000 will be available to combinations of units of government for the purpose of implementing comprehensive regional radio communications networks. Special priority consideration will be given to combinations of units of government who consolidate police services under a single department.

Subgrantees will be expected to supply SLEPA with an evaluation of the project after a reasonable period of time has elapsed, and a total evaluation upon completion of the funding period. Evaluation will include statistics on the number of arrests for criminal offenses for one year prior to the funding of the project, the project year and one year after the project expires as well as other evaluative data and information regarding response time reduction as requested by SLEPA.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 1,200,000	\$ 400,000
(2) Part E Block Support	0-	0-
(3) Program Total	\$ 1,200,000	\$ 400,000
(4) Prior Funding	\$ 566,929	\$ 382,727
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

## Program 2.1.3 PREVENTION OF CRIME THROUGH "HARDENING" OF CRIME TARGETS AND PUBLIC EDUCATION (LEAA Category B)

### OBJECTIVE

The objective of this program is to reduce the number of crimes by impeding the opportunity to commit crimes:

1. Through improved protection of the criminal target, be it person or property; and
2. Through public education.

Many crimes are committed because the target of the crime is not properly protected. These crime targets include vehicles that are left unlocked or with the keys in the ignition, homes which are left improperly locked, buildings that are inadequately protected by proper lighting or security devices, and pedestrians who must

negotiate high-risk street areas that are insufficiently lighted and offer concealment for potential assailants.

Hazardous conditions which invite criminal acts can be reduced, thereby lessening opportunities for crimes to be committed.

The problem of law enforcement, however, is not the responsibility of law enforcement personnel alone. Crime is the problem of every citizen, and it is incumbent upon all persons to have some knowledge of how to avoid becoming victims of crime. Public education projects to alert citizens and businessmen on how to avoid becoming victims of crime can be a valuable adjunct to crime control programs, if they command the interest and cooperation of the citizenry.

Public education programs utilizing innovative techniques can, in all probability, substantially reduce the threat of crime to persons and property and should be implemented. Most experts believe that effective programs should be individualized whenever possible, since direct personal contact is superior to mere literature handouts, and that they must be cooperative in the sense that all of the interests of the community are represented.

## **IMPLEMENTATION**

Projects to be funded in this program area will include but not be limited to the following two areas or combinations of these areas:

1. Any appropriate techniques or equipment, designed to protect and to make more secure property and/or persons that are the potential targets of crime. The area of coverage for a project may be a public building or group of buildings, such as public schools and public housing projects, or geographic areas where a high incidence of crime has been reported.

The project may include surveillance devices, such as closed-circuit television or portable television units; sensory devices to detect intruders, such as electric eyes, microphones, or alarm triggering devices; improved lighting in hazardous areas; mechanical locking devices; and physical barriers to prevent entry. In addition, a pyramid telephone warning system could be employed among businesses located in a high crime area.

Projects may also be developed to include more citizen-oriented hardening of crime targets. "Ham radio" units in private automobiles, radio band operators' clubs, and taxicab fleets and utility company cars with their own communications systems can all be used effectively in preventing crime, simply by relaying suspicious circumstances, disturbances or incipient difficulties to the police.

2. Any programs that envision the establishment of innovative projects by local units of government undertaken on a cooperative basis by police departments, citizen groups, social groups, professional organizations, businessmen's groups, schools, and other community organizations.

The types of projects acceptable for funding include, but are not limited to: Public seminars, programs, and forums for the expressed purpose of informing

community participants of crime prevention techniques; development and implementation of special courses and materials such as "Law Enforcement and Citizen Responsibility" in elementary and high schools; development of crime prevention courses to educate the business community on how to cope effectively with robberies, larcenies, bad checks, and vehicle thefts; and development of police-sponsored robbery prevention clinics for organizations and firms handling large amounts of money. Components of such projects could include the development, production, and dissemination of "hardening" techniques in the social crime category, including, but not limited to, the use of advertising on billboards, newspapers and magazines, the use of radio and television advertising, and the use of handout literature. Also, projects for citizens to determine crime targets that can be "hardened" through citizen efforts, awareness, and precautions including, but not limited to: Child molestation, auto theft, assault, burglary, mugging, and fraud; and development of audio-visual aids to supplement police department appearances before citizen and school groups on such topics as vandalism, personal defense and burglary protection.

In 1972, it is anticipated that approximately 300,000 pieces of literature concerning crime prevention techniques will be disseminated; that approximately 20,000 people will be directly involved in public programs; and that an additional 100,000 contacts will be made by subgrantees through public appearances and speaking engagements. It is possible that the number of persons reached through the advertising media in the second year will approach 500,000. However, the only viable goal of this program can be the measurable reduction in crime compared to previous years. This measurement will be undertaken by subgrantees as part of the research and evaluation component of their projects.

This program will be expanded in future years, with the goal of establishing crime prevention programs in each municipality in the State with a population over 25,000, and in each of the 21 counties.

## **SUBGRANT DATA**

There will be between five and ten subgrants under IMPLEMENTATION 1. Eligible subgrantees will include all municipal governments but priority consideration will be to cities with a population of 25,000 or more. Where equipment is provided for the benefit of any private person or corporation under this project, the recipient of the equipment shall be responsible for the actual cost of the equipment and will not be included in the project cost. The monetary range for each subgrant will be \$20,000 to \$40,000.

It is anticipated that in 1972, ten cities will benefit directly from this program. Through the use of improved lighting techniques, specialized equipment, mechanical locking devices, etc., the number of crimes in these cities will be reduced by curtailing the opportunity to commit crimes. Public housing projects and the inherent problems of vertical policing in these cities, parking lots,

and streets and overpasses in certain areas are especially considered to be potential crime areas, and are project possibilities.

Under IMPLEMENTATION 2, there are two levels of funding. The first level will fund applicants whose projects are comprehensive in scope and envision full-time operations. Within this level, two to three applicants will be funded at ranges between \$10,000 and \$20,000.

Priority will be given to the high crime municipalities with populations of 100,000 and over, and first class counties with populations of 600,000 or more. The second level of funding includes applicants from all municipalities and counties whose projects envision short-term programs. Within this level, two to five applicants will be funded at ranges between \$2,000-\$10,000. Previously funded subgrantees will be given funding preference for continuation projects providing that their

progress warrants it, and that their application for project continuation meets all requirements.

Subgrantees for both levels of projects must demonstrate willingness to give the subject high priority, and the capacity both to sponsor and cooperate in research and evaluation. Each subgrantee will also be subject to the general and special conditions attached to approved grant applications.

#### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 350,000	\$ 116,667
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 350,000	\$ 116,667
(4) Prior Funding	\$ 119,907	\$ 69,126
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

### Program 2.1.4 SPECIALIZED EQUIPMENT FOR LOCAL POLICE AND COUNTY LAW ENFORCEMENT AGENCIES TO IMPROVE THE DETECTION, APPREHENSION AND CONVICTION OF CRIMINALS (LEAA Category D)

#### OBJECTIVE

The objective of this program is to provide for the acquisition, development, and evaluation of specialized detection-apprehension equipment by selected local police departments and county law enforcement agencies.

Use of modern, sophisticated equipment is necessary if law enforcement agencies are to counteract the increasing mobility and sophistication of criminals. It is anticipated that the use of such equipment will not only improve the capabilities of police in detection and apprehension, but will also allow for more efficient allocation of police resources, will increase convictions, and will deter potential offenders because of the increased risk of apprehension and conviction.

#### IMPLEMENTATION

SLEPA will provide funds, on a limited basis, for the purchase of modern, sophisticated, specialized crime detection and apprehension equipment by local police departments and county law enforcement agencies that can establish maximum potential benefit from such specialized equipment, and that have or can retain and train the personnel and support facilities necessary for its most effective utilization.

It is intended that the equipment be used in the larger cities and counties that are high crime areas. Applicants must show a documented need for such equipment, demonstrate willingness to give the project high priority and indicate the capacity both to sponsor and cooperate in evaluation.

Examples of specialized equipment meeting the program specifications are: night visibility and other types of surveillance equipment, cameras, binoculars, vari-print equipment, crime scene equipment and any other equipment that can be justified in terms of apprehension and detection of criminals.

In 1972 it is anticipated that jurisdictions purchasing and utilizing equipment under this program will increase their clearance rates for index crimes over the current State average of 13.6 per cent.

#### Excluded Equipment

1) Any such equipment generally considered standard police support material, such as weapons, vehicles, ammunition and traffic control devices.

2) Any equipment used especially for riots or civil disorders, as distinct from equipment whose primary purpose is the detection and apprehension of criminals.

3) Communications equipment.

#### SUBGRANT DATA

The funding level for 1972 is \$150,000.\* It is anticipated that there will be between 10 and 15 grants in the range of \$2,000 to \$30,000. It is also anticipated that not more than one grant will be given to any one jurisdiction. Subgrantees eligible include any local or county police departments, or prosecutors' offices, but priority consideration will be given to police departments, and prosecutors' offices in the urban high crime areas.

Subgrantees will be expected to supply SLEPA with an evaluation design prior to funding, and with a completed evaluation at the end of the funding period. Evaluation should include statistics on arrests for criminal offenses, relevant to the type of equipment being utilized, for one year prior to the acquisition of the specialized equipment and for the year in which the equipment is used. Subgrantees will be expected to furnish other evaluative data and information relative to the project as requested by SLEPA.

\*It is expected that 50% of the money will be used for surveillance equipment, 25% for crime scene equipment and 25% for detection equipment.

**BUDGET**

	LEAA	State, Local or Other		LEAA	State, Local or Other
(1) Part C Block Support	\$ 150,000	\$ 50,000	(4) Prior Funding	\$ 215,925	\$ 178,345
(2) Part E Block Support	-0-	-0-	Applicable Federal-State/Local		
(3) Program Total	\$ 150,000	\$ 50,000	Contribution Ratio: 75% Federal	25% State/Local	

**Program 2.1.5 ESTABLISHMENT AND EXPANSION OF STATE AND LOCAL  
NARCOTIC AND DANGEROUS DRUG LAW ENFORCEMENT UNITS (LEAA Category B)**

**OBJECTIVE**

To assist State and local law enforcement agencies in increasing their capabilities to enforce the narcotic and dangerous drug laws.

The sale and use of illegal drugs has become one of the most severe law enforcement problems in New Jersey in recent years. In 1970 there was a total of 22,941 arrests for violation of narcotic and dangerous drug laws. This represents an increase of 71% over 1969 when 13,364 arrests were reported.

Because of the severity of this problem, State, county and municipal law enforcement agencies have attempted to increase their activities, particularly in those areas pertaining to the sale and distribution of illegal narcotic and dangerous drugs. It is the purpose of this program to provide support for such efforts.

**IMPLEMENTATION**

The first project planned for which funds are being allocated is the continuation of the Statewide Narcotics project instituted by the New Jersey State Police in 1971. This project will include:

1. Expansion of the Drug Enforcement School at Sea Girt State Police Academy to make available to police agencies a one-week course of intensified curriculum to train police officers in narcotic enforcement for local communities.
2. To continue, in close cooperation with municipal, county, State and Federal agencies, the regional enforcement effort which makes possible the dissemination and sharing of pertinent intelligence.
3. The expansion of the Statewide Task Force which is solely dedicated towards the apprehension of high echelon drug traffickers.

Secondly, projects are encouraged for county level

enforcement efforts. Such projects should be administered by the Prosecutor's office and actively involve the municipalities within the county. Provisions should be made for training and an adequate methodology should be evidenced for information sharing at all levels.

Finally, projects are encouraged from municipalities to establish or expand drug law enforcement efforts where a need is clearly evidenced.

**SUBGRANT DATA**

One grant will be made available up to \$180,000 to the Department of Law and Public Safety, Division of State Police, to continue their Statewide Narcotics Project.

Three grants up to \$75,000 will be made available to counties with populations of 200,000 or more to provide for county-wide coordination of drug law enforcement efforts.

Five to seven grants of \$20,000 to \$30,000 will be made to cities with a population of 25,000 or more, and who can clearly demonstrate the need for such an effort. Municipalities not meeting the population requirements are encouraged to plan projects regionalizing services with other communities. Counties and municipalities regionalizing efforts should receive the endorsement of the Division of State Police, Statewide Narcotics Unit.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 500,000	\$ 166,667
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 500,000	\$ 166,667
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal	25% State/Local	

**Program 2.2.1 STATEWIDE COMMUNICATIONS AND INFORMATION SYSTEM  
(LEAA Category D)**

**OBJECTIVE**

The objective of this program is to provide a modern information storage, retrieval, and dissemination system which is vitally needed by all law enforcement agencies of the state.

This completely developed and implemented computerized system will, through a central computer bank, enable the State to meet the following law enforcement objectives: (1) Communications capacity

will be greatly increased via establishment of a computer-based message switching and "real time" inquiry system which will replace the presently overburdened and inadequate State teletype system; (2) Intelligence, which is required for crime control, will be greatly expanded by the central collection and analysis of information on known criminal elements; and (3) Criminal identification and records keeping, a process now widely scattered through the slow moving and often incomplete record

sections of local law enforcement agencies, will be brought under one memory bank. This system will expedite the process of criminal identification by providing investigative aids to police investigators, and pertinent criminal identification and history data to law enforcement agencies.

### IMPLEMENTATION

Development of the Communications and Information System will be phased and proceed in accordance with the following rationale:

1) States should assume responsibility for assuring that area-wide records and communications needs are provided. (*The Challenge of Crime in a Free Society*. The President's Commission on Law Enforcement and Administration of Justice, pp. 119-20.)

2) The Division of Systems and Communication will be the agency responsible for coordination and management of the System.

3) The communications system will be developed using existing state-of-the-art techniques in order to eliminate delays and to insure immediate usefulness.

4) The System will be capable of interfacing with other related information systems such as NCIC, NYSIIS, NESPAC, LETS, Project SEARCH and other existing or proposed systems.

5) The information storage and dissemination system will provide ready and inexpensive service to all the appropriate State, county and local agencies in the State.

6) The System will facilitate rapid communications between law enforcement agencies at all levels of government in order that crime control efforts are coordinated and make maximum use of all available facilities and services.

7) The System will be designed for implementation in a modular fashion to permit expansion and inclusion of new developments while providing immediately useful results.

8) The System will be housed and operated from a designated computer, located in the Headquarters of the Division of Motor Vehicles in the City of Trenton, in order to insure the security and privacy required of such an intrastate system, and to enhance New Jersey's acceptance into interstate and proposed nationwide systems, (i.e., Project SEARCH - "System for Electronic Analysis and Retrieval of Criminal Histories.")

Regional access links into the System will be readily available to county and municipal agencies. These regional access links will connect with the statewide center located in Trenton, which in turn will have access to the statewide data bank, the national data bank (NCIC) in Washington, D.C. and the data banks of information centers in other states (e.g., NYSIIS) and interstate regions (e.g., NESPAC).

The phased implementation of the System will involve initial regional access links. These regional access links will serve both the densely populated, high crime incident areas of the northeastern counties and the balance of the State. In the final operational

configuration, the System will provide service to eight or more regional centers covering all sectors of the State, with a response time of less than one minute on all inquiries. These regional centers are tentatively scheduled to be located in the following locations: Hackensack, Newark vicinity, Morristown, and Washington, for north Jersey; Fort Dix and Princeton for central Jersey; and Mantua, Hammonton, Bridgeton and Absecon for south Jersey.

Eventually, each of these regions will contain one or more terminals capable of regionally centralizing all information flowing between that region and the central computer located in Trenton.

The phased implementation of the System will begin with the structuring and development of the communications component. This communications component is a message-switching and inquiry-handling computer complex connected via a tele-communications network to remotely located terminals and computers. Concurrently, the initial development of the information and identification data base will commence toward implementation and design of related functional operational areas.

Subsequent phases will include the continuing of the structuring and development of other related criminal justice applications, and the expansion of the individual data base, i.e., criminal histories, identification, and flow of offenders through the criminal justice system. It will also include the orderly and efficient expansion of terminals and access links throughout the State at all levels and functional areas of the criminal justice system. A continuing evaluation to determine the need for compatibility of specifications for multiple-communications hardware, and to ascertain the feasibility of the use of microwave computers is being conducted. By June 1972, the first phase of the System will have been developed and implemented. This will include four regional terminals, the Central computer complex, and a communications network which will satisfy information flow throughout a major portion of the State.

In 1972-1973, Phase II will be developed and implemented, including the expansion of the System to eight or more terminals, six or more municipal terminals, and possible expansion of the microwave communications network to cover additional areas of the State. A continuing system design and development effort will expand those crime-related applications required of the System.

### SUBGRANT DATA

Because of the nature of this program, i.e., Statewide Communications and Information System, there will be only one subgrant to be awarded to the New Jersey Department of Law and Public Safety, and administered by the Division of Systems and Communications.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 300,000	\$ 100,000
(2) Part E Block Support	-0-	-0-

		State, Local or Other		
	LEAA			
(3) Program Total	\$ 300,000	\$ 100,000	Applicable Federal-State/Local	
(4) Prior Funding	\$ 600,000	\$ 400,000	Contribution Ratio: 75% Federal	25% State/Local

## Program 2.2.2. INCREASED CRIME LABORATORY SERVICE (LEAA Category D)

### OBJECTIVE

The principal objective of this program is to increase crime laboratory services offered to the almost 600 law enforcement agencies of the State of New Jersey through expansion of The Central Crime Laboratory at West Trenton and by establishment of Regional or Satellite Laboratories.

The forensic laboratory will be made easily accessible to the agencies it serves and will be adequately staffed to offer rapid and accurate analyses of the materials submitted, using procedures, methods and equipment which will best allow this to be accomplished.

The responsibility of the forensic laboratory cannot end with case examination. Training of police in the proper recognition, preservation and submission of physical evidence is a facet of laboratory services that cannot be overemphasized.

The manner in which police conduct themselves at the crime scene with respect to materials of possible evidential value should be a matter of direct concern to the forensic laboratory for it is here the scientific analysis begins. Improper methods or procedures at this juncture compound themselves as the analysis is continued in the laboratory.

### IMPLEMENTATION

Program implementation to date includes total completion of the Central Laboratory Expansion phase which was accomplished through State funding. Regional laboratory construction costs for North, South and East Jersey are being borne by the State to the extent of 95 per cent.

Phases for which funding is to be requested are in the areas of training approximately thirty professional personnel, i.e., forensic chemists and laboratory technicians, who will be assigned to Regional Laboratories, and necessary clerical and support personnel; equipment purchases for Regional Laboratories which includes scientific instruments, library and indices, laboratory cabinetry and other office equipment. Funding for the training effort to be extended to law enforcement in the areas of recognition, collection, preservation and submission of physical evidence also will be included in the overall request.

The adjusted schedule for development of Regional Laboratories is as follows:

*Phase I* — Construction of Regional North Laboratory at Little Falls, which began in September, 1971 to be completed and operational June 1, 1972.

*Phase II* — Construction of Regional South Laboratory at Hammonton to start in January, 1972,

with completion in October, 1972.

*Phase III* — Construction of Regional East Laboratory at Sea Girt to begin in August of 1972, with completion in May, 1973. It is toward these objectives this program is focused.

Scientific services to police, if to be effective, must be responsive to the police need. Shown clearly in the statistical summary which follows, is the degree by which this need has grown and how it has manifested itself as the workload of the Forensic Sciences Laboratory of the Division of State Police.

Fiscal Year	Laboratory Case Load Volumes			Percentage of Distribution	
	Cases	State Police	Other Agencies	State Police	Other Agencies
1968	4,742	1,181	3,651	24.9	75.1
1969	5,930	1,713	4,217	28.9	71.1
1970	9,652	2,764	6,888	28.6	71.4
1971	13,394	4,035	9,359	30.1	69.9

Fiscal Year	Laboratory Case Load Trends		
	Total Cases	State Police	Other Agencies
1970	9,652	2,764	6,888
1971	13,394	4,035	9,359
Percent Change	+38.8%	+46.0%	+36.9%
1968	4,742	1,181	3,561
1971	13,394	4,035	9,359
Percent Change	+182.5%	+241.7%	+162.8%

During the development of regional laboratories, professional laboratory personnel will be hired and trained, necessary equipment will be purchased and programs will be developed for the training of law enforcement personnel in the proper methods of handling physical evidence.

### SUBGRANT DATA

Because of the nature of this program there will be only one subgrant of \$480,000 to be awarded to the New Jersey Department of Law and Public Safety and administered by that Department's Division of State Police.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 480,000	\$ 160,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 480,000	\$ 160,000
(4) Prior Funding	\$ 360,000	\$ 324,133
	Applicable Federal-State/Local	
	Contribution Ratio: 75% Federal 25% State/Local	

**Program 2.2.3 RECRUITMENT, SELECTION AND TRAINING OF CRIMINAL JUSTICE PERSONNEL (LEAA Categories A and D)**

**OBJECTIVE**

The objectives of this program are:

1. To determine personnel requirements and establish or continue ongoing recruitment projects for criminal justice system personnel in order to alleviate shortages, and to recruit better personnel for each of the components of the system; and
2. To make law enforcement careers more attractive to members of minority groups, to eliminate non-valid selection criteria and to insure successful job performance by minority group officers recruited through special recruitment efforts.

**IMPLEMENTATION**

Under Objective No. 1, it is envisioned that the project funded in Fiscal Year 1971 will be continued in 1972. Additional projects will be added in order to meet the program objective.

In addition to the aforementioned project, one type which could receive funding under this program is: the establishment or expansion of police recruitment projects in local municipalities that permit recruitment of police applicants on a Statewide basis, and/or which mandate by ordinance the recruitment of college-level police applicants.

Other local police recruitment projects could be funded under this program, and SLEPA will determine these on a case-by-case basis.

It is hoped that local police recruitment projects in the first year will provide those communities which participate under this program with the personnel they require to fill their quotas.

In future years, this program will be expanded. The goal is to solve the recruitment problems for the entire criminal justice system.

Under Objective No. 2, this program encourages applications from units of local government to study, develop and implement local innovative, but practical, projects that will increase minority group representation on police forces.

Some of the projects contemplated in this program area include the establishment and use of integrated police recruiting teams to work full-time in minority group communities, to visit military installations, taking advantage of the U.S. Defense Department's early release program, and to visit southern colleges and universities in order to attract non-White graduates into the police ranks.

Another possible project would involve the development and testing of culture-free police entrance and promotional examinations.

A third possible project could provide supplemental academic training to educationally disadvantaged persons seeking positions on police departments or in

police-cadet programs being operated in urban police departments. Programs similar to the "FREDERICK DOUGLASS TRAINING AND EDUCATION PROGRAM" could be adopted under this project. In the case of police-cadet aspirants, selected educationally disadvantaged cadets would receive both police and academic training on a parallel basis with regular cadets so that when they finished the cadet program, or shortly afterward, they would be prepared to take and pass a police entrance examination.

Other projects conforming to the general objective can be proposed. These projects in the first year will provide each of the six major cities in New Jersey with approximately 25-50 minority group police officers who are desperately needed in these cities.

**SUBGRANT DATA**

Under Objective No. 1, a grant will be available for continuation of the New Jersey Department of Civil Service project funded in Fiscal Year 1971 at a range up to \$60,000.

There will be between three and ten grants of up to \$50,000 each available for local police recruitment projects in communities with a population in excess of 25,000.

Subgrantees must demonstrate willingness to give the subject high priority, and the capacity both to sponsor and cooperate in research and evaluation. Each subgrantee also will be responsible for the general and special conditions attached to approved grant applications.

Under Objective No. 2, there will be between three and six grants of up to \$50,000 each available for cities with a population in excess of 100,000.

No projects will be funded under Objective No. 2 unless there is a special provision for pre-service and in-service remedial education and training of culturally and/or educationally disadvantaged minority recruits. It will be required that projects employing Police Cadets will establish, before the end of the grant period, Civil Service positions for the Police Cadets. At age 21, the Police Cadets will be eligible for promotional examination to patrolman.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 150,000	\$ 66,667
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 150,000	\$ 66,667
(4) Prior Funding	\$ 62,246	\$ 48,050
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

## Program 2.2.4 EDUCATIONAL AND PROFESSIONAL DEVELOPMENT FOR CRIMINAL JUSTICE PERSONNEL (LEAA Category A)

### OBJECTIVE

To upgrade the performance of criminal justice personnel through specialized training. To prepare students for criminal justice careers through specially designed higher education courses of study.

This program serves to provide opportunity for criminal justice agencies to focus training efforts on areas of operation that require current knowledge and highly developed skills. It further continues the development and implementation of college degree courses of study at the four colleges in New Jersey approved for schools of criminal justice.

### IMPLEMENTATION

There will be three basic approaches to reach the program objective:

1. The first approach will provide funds for criminal justice agencies or institutions of higher education to develop and implement in-service professional development programs for criminal justice personnel. The subjects of these seminars, workshops or courses could include "street" Spanish, family crisis intervention courses, community relations, State Criminal Codes, constitutional requirements concerning arrest, search and seizure and interrogation; laws of evidence; confessions; trial techniques, motion and pleading practice; recent case law; correctional management; case analysis in prevention programs; correctional counseling; court administration, etc.

Proposals considered must give assurance that existing training efforts, both budgetary and programs, are not being supplanted by the proposed funded program. Consideration will be given only to programs open on a Statewide or other major regional basis or to agencies with large staff complements.

### Exclusions

A. Applications submitted for a person or persons to attend an activity on an individual case basis. Grants under this approach will be to an agency to implement a program for all its members or a significant sized group of personnel or to an institution of higher learning to implement a special activity for a target group of personnel.

B. Self-instructional type courses, correspondence courses, and general self-improvement courses not directly related to a specific aspect of criminal justice activity.

C. Collegiate "courses", credit or non-credit, that may be fundable under the Law Enforcement Education Program (LEEP), whether funds are available at the institution or not.

2. A second approach will provide grants to agencies to permit attendance at special LEAA operated

seminars, institutes or workshops, or programs where LEAA specifically requests State Planning Agencies make funds available for interest groups to attend an activity.

Travel expenses (excluding commutation), food, lodging, tuition, registration fees, and any related expenses subject to New Jersey State travel regulation restrictions may be requested.

3. The third approach will support the four State colleges which presently have criminal justice baccalaureate degree programs and are currently receiving SLEPA funds. In addition, Rutgers, the State University will be eligible for funding to aid in the creation of a criminal justice school. These funds are made available to expand the programs at the colleges to meet the growing demands in the State. Innovative approaches, such as internship programs for upper-level undergraduates will be considered as funds permit.

This approach was designed as a five-year pilot program in the 1971 SLEPA Plan to create centers of excellence to serve the different regions of the State with baccalaureate programs so that pre-service and in-service students may continue their education beyond the two-year degree level available in the State's community colleges.

The creation of graduate level education at Rutgers University will complete the educational sequence which will make available to the criminal justice personnel in New Jersey the opportunity to earn the degrees recommended by the President's Commission on Law Enforcement and Administration of Justice.

### SUBGRANT DATA

Under Approach One, \$300,000 will be available to criminal justice agencies or institutions of higher education in cooperation with an appropriate unit of government to develop training programs.

Under approach Two, \$50,000 will be made available to criminal justice agencies to supplement their training efforts at special LEAA programs.

Under Approach Three, approximately \$250,000 will be utilized to expand projects funded in 1971 and implement a School of Criminal Justice at Rutgers, the State University.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 600,000	\$ 200,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 600,000	\$ 200,000
(4) Prior Funding	\$ 309,313	\$ 103,200

Applicable Federal-State/Local

Contribution Ratio: 75% Federal 25% State/Local

## Program 2.2.5 ESTABLISHMENT AND EXPANSION OF POLICE-COMMUNITY RELATIONS PROGRAMS (LEAA Category I)

### OBJECTIVE

To improve police-community relations by promoting improved understanding by police of citizens' concerns and a better understanding by citizens of the police mission. To provide a mechanism for citizens to formally advise the police about areas of possible police-community conflict.

The goal of community relations projects should be the long term achievement of improved community relations. The aim is to effectively engage the community, in order to develop some long term benefit to the community as a whole. Because it involves an "engagement" of the public in a dialogue about mutual problems, a community relations project must necessarily develop an effective two-way communications process.

Through continuous communications between civil servants and the general community, there will be a broadening of the appreciation of community concerns, and a mutual broadening of the community's perspective of the duties and responsibilities of the civil servants.

### IMPLEMENTATION

Projects under this program may be operated by municipal police departments and should contain the following elements:

- The stimulation of department-wide concern and interest in addressing community problems.
- Evaluation of department policies, procedures and activities in terms of their effect upon community relations.
- Development of department-wide policies and programs in community relations.
- Development of community relations training programs for personnel in the department.
- Operations of meetings involving department personnel and various segments of the community in order to establish and maintain a dialogue about community relations problems.

- Consideration of methods of utilizing civilian volunteers and community leaders in on-going department programs aimed at sustaining communications between the department and the community.

- Receipt and evaluation of information which relates to the present status of community relations.

Projects may also be operated by private agencies under contract to a unit of government or by an appropriate public agency. Examples of such projects could include:

- Series of controlled dialogues between leadership segments of the community and the police under guidance of skilled human relations experts.
- Development of a policy committee of citizens and police to provide a continuing avenue of citizen expression pertaining to police policy.
- Development and implementation of a grievance procedure to arbitrate conflicts as they arise between police and citizens.

### SUBGRANT DATA

Of the total \$600,000 appropriated for this program, approximately \$300,000 will be utilized for continuation of projects funded in 1970/1971. Of the remaining funds there will be six to eight new subgrants available to serve municipalities of 25,000 population or more at a range of \$20,000 to \$60,000.

### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 600,000	\$ 200,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 600,000	\$ 200,000
(4) Prior Funding	\$ 568,968	\$ 450,862
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

## Program 2.2.6 MANAGEMENT OF COURT INFORMATION AND RECORDS (LEAA Category E)

### OBJECTIVE

Provide for the detailed designs for and implementation of computerized county court and municipal court information systems which will utilize in-puts from various criminal justice agencies, maintain central case record files, and produce out-puts consisting of reports, schedules, action notices and various listings to be used as working tools by criminal justice staff personnel. Examine specific functions of court operations to develop programs that will promote efficiency through institution of consistent administrative practices.

A modern information management system will improve the administration of day-to-day criminal

justice by automating certain routine record keeping, listing and functions. It will establish a data base from which all information needed to process a criminal case is collected and disseminated. This will insure that court personnel have all pertinent facts readily available at decision points. This will reduce case backlog by reducing delays, and will improve the quality of justice dispensed. In addition, the automated criminal case processing system will permit the court to control and coordinate the movement of cases on its calendar.

Development of a system of criminal justice information processing in county criminal courts with heavy court schedules will facilitate planning in other

counties by serving as models, and will help stem the ever-increasing costs of the administration of justice.

In addition to the management of information within the county courts, it is an objective to develop an information system within a large municipal court operation that can serve as a prototype to other jurisdictions.

The second component of this program has as its objective the examination of practices that exist throughout the State that are inefficient and/or inconsistent within the various jurisdictions with view toward reducing court delay and costs of operations.

#### **IMPLEMENTATION**

Management projects will involve all phases of internal court operations including procedures, scheduling, forms, staff utilization, etc. They will be both study efforts and action programs. Studies will examine components which interface court operations with other law enforcement components and measure their effect on court management and administration. The goal of improved management is not only better court performance, but more effective response to total systems needs.

In their initial phases, the projects will prepare a work study design, and when the necessary information is collected and processed, in-put forms, coding procedures, out-put formats, etc., will be developed. The program specifications developed from this design will allow for computer programming, and the computer operation should begin as soon as some of the modules of system design are sufficiently firm to permit preparation of final program specifications.

When the system becomes operational, new operating procedures will be developed to support it. These procedures, after thorough testing, will necessitate a program of education and training for users of the system. This program will cover the objectives of the system and the actual operational procedures.

Complete planning for conversion to the automated system will be necessary, and should include the development of conversion procedures and back-up and recovery programs. With this accomplished, existing data and records will be converted to the new format and the conversion procedures will be implemented.

The computerization of municipal court information is inseparable from the need to adapt police information to data processing. The City of Newark will serve as the target city to commence an integrated police-municipal court computerized information management system, which will be coordinated with the ongoing effort in the Essex County Court.

All computerized information systems must include assurances that such systems will be consistent with Project SEARCH, the Criminal Judicial Information System, and the C.D.R. System's aims and goals.

Because the State Administrative Office of the Courts has an overview of the total State Court System and administrative responsibility in its operations, a number of projects will be carried out under its jurisdiction that

will accrue benefit to the twenty county courts. These projects will include among others the following activities:

A. Appellate Staff Project. This project will provide supplementary legal staff for the Appellate Division to cope with the rising tide of cases. A small research staff will increase productivity of the court while at the same time reserving the time of the judges for careful work on novel and difficult appeals.

B. Personnel Requirements Study. The purpose of this activity will be to examine the personnel requirements in support of the various county courts to arrive at a common determination related to titles, requirements, responsibilities and pay levels. Such conformity of personnel titles is essential to the goal of court information management through data processing.

C. State-wide Judicial Information System. This project will provide for the integration of county court information centers so that comprehensive data will be available to the Administrative Office of the Courts and information will be exchanged between the various jurisdictions. The Judicial Information System will receive pertinent case data and reports on attorneys' engaged time from the 21 counties and make the information available to the counties so that attorney commitments can be scheduled without conflict. Such a central information point will serve to evaluate the efficiency of the total court operation and the optimum use of available resources. This system will complement and supplement the various county judicial information projects under development.

D. Records Management and Procedures Study of all County Courts. At the present time a major portion of case documents are filed in both the Supreme Court Clerk's office and in the Clerk's office of the county in which the case is tried. Eventually, some of these cases reach the Supreme Court where another copy will reside. In each of these offices the processing and retention of records is duplicated. Different indexing systems exist in the various jurisdictions, making it difficult to accumulate all pertinent information in a particular situation. The purpose of this study is to arrive at a uniform indexing and filing system and at the same time eliminate duplication. Modern methods of storage of essential records will also be examined, culminating in a specific recommendation for implementation.

E. Court Information System Coordinator. The Administrative Office of the Courts will continue the staff position of system coordinator who will have the responsibility of guiding and monitoring the total court information systems studies and implementation phase.

F. Assistants to Court Administrator. This project will increase the staff of the Court Administrator in high crime incident counties so that additional workloads can be taken from the judges, thereby increasing the amount of judicial time available to hear cases.

#### **SUBGRANT DATA**

Up to two county court information systems will be initiated with grants from \$65,000 to \$100,000. It is

expected that each applicant county will assume operational costs after initial funding. Eligible counties are Camden and Monmouth. Total funds allocated \$165,000.

One grant will be awarded to the City of Newark to implement a municipal court-police information system - \$500,000.

A total of \$260,000 will be allocated to the Administrative Office of the Courts for any or all of the projects to be implemented by this Agency.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 925,000	\$ 308,400
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 925,000	\$ 308,400
(4) Prior Funding	\$ 307,021	\$ 94,963
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

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**Program 2.2.7 UNIFORM INTERNAL MUNICIPAL POLICE RECORDS  
(LEAA Category D)**

**OBJECTIVE**

To improve police organizational effectiveness and increase apprehension and detection capability by providing municipal police departments with improved standard uniform forms and records keeping systems, including mechanical systems, which will provide rapid, accurate processing and retrieval.

The efficiency of any police organization ultimately rests on the management methods. Police departments in the past have been unable to apply modern records techniques to their operations due to a lack of funds. Forms have been proliferated to the point where there is no standardization. In the area of records keeping there is great potential for increasing the internal efficiency of the police, and the quickness with which they can search and retrieve information that can improve their capability to detect and apprehend criminals.

**IMPLEMENTATION**

Projects which envision microfilm systems for high-speed storage and retrieval of internal police records including fingerprint cards, mug shots, modus operandi files, arrest records, latent fingerprint files, and rap sheets will be considered for funding under this program.

All applicants will be required to adopt standard

police internal and external reporting forms in order to standardize records on a Statewide basis and in order to make the municipal system compatible with the system developed by the Department of Law and Public Safety's Division of Systems and Communications. In 1972, it is envisioned that cities which implement projects under this program will increase their clearance rate significantly.

**SUBGRANT DATA**

The funding level for 1972 is \$100,000. It is anticipated that there will be ten grants of up to \$10,000 each to cities over 50,000 population.

Subgrantees will be expected to supply SLEPA with an evaluation design prior to Board approval. Said design will include statistics on crimes cleared by arrest, time saved in searching records, number of identifications accomplished with the system, etc.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 100,000	\$ 33,400
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 100,000	\$ 33,400
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

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**Program 2.2.8 DEVELOPMENT OF A STATEWIDE SYSTEM FOR PRE-TRIAL RELEASE  
(LEAA Category E)**

**OBJECTIVE**

To provide a uniform, statewide system of pre-trial release administered by a full-time staff under supervision of the assignment judge.

There is a need to establish operational procedures that are consistently applied throughout the 21 counties. The State Administrative Office of the Courts has experimented with various methods of pre-release

administration in the Essex County Bail Project and has refined the procedures to most effectively carry out the pre-trial release functions. It is proposed that the benefits of the Essex County experience be applied to other jurisdictions in expanding or initiating pre-trial release activities.

**IMPLEMENTATION**

Pre-trial release units will be established in

jurisdictions selected for participation by the State Administrative Office of the Courts and applications for funds must be accompanied by documented support of that agency.

Funds will be provided to counties to establish formal pre-trial release units under the supervision of the Assignment Judge. The effects of such units upon the actual operation of liberalized bail practices will be demonstrated.

In addition to collecting and verifying information for the determination of eligibility for release on personal recognizance, the pre-trial release unit will make an evaluation of potential risk as a means of identifying and screening out those defendants who are considered bad risks as far as the public is concerned, but who might otherwise meet the criteria for pre-trial release. This type of service will reduce to a minimum the potential risks defendants pose to the community as a result of their pre-trial release.

Experience indicates greater efforts need to be made to secure compliance of released defendants with court

appearance schedules. With adequate staff, the pre-trial release units will be in a position to assume responsibility for giving proper instructions to defendants regarding their obligations at the time of release, as well as for monitoring their availability for later court appearance.

#### SUBGRANT DATA

It is anticipated that four to five counties or large municipalities will be provided funds to establish new pre-trial release units or to modify and expand existing efforts. Grants will range from \$35,000 to \$50,000.

#### BUDGET

	LEAA	State, Local or Other
*(1) Part C Block Support	\$ 150,000	\$ 50,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 150,000	\$ 50,000
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

\*In addition to the \$150,000 1972 Part C funds, \$50,000 is carried over from the 1971 Part C funds in this program area and is available for use.

## Program 2.2.9 CENTRALIZED HANDLING OF ALL CRIMINAL APPEALS FOR THE STATE (LEAA Category E)

### OBJECTIVE

The purpose of this program is to provide the resources necessary to permit the Division of Criminal Justice through the Appellate Section to assume responsibility for handling all criminal appeals on behalf of the State.

The Criminal Justice Act of 1970 authorizes the Attorney General, through the Division of Criminal Justice, to act for any county prosecutor in representing the interests of the State in any and all appeals and applications for post-conviction remedies. In order to relieve the prosecutors from the rapidly expanding burden of handling appeals and to develop a consistency of position and effort on behalf of the State in appellate matters, the Division has already assumed full responsibility for appeals in seven counties. The compact size and population density of New Jersey support the developing trend toward centralized supervision and policy decision in the conduct of many phases of law enforcement. This is especially important in the area of appeals, where centralization permits development and presentation of consistent positions of law to the courts and, by way of guidance, to the prosecutors. In order to extend this unique, centralized approach to the entire State, it is necessary to expand the staff and facilities of the Appellate Section sufficiently to permit assumption of responsibility for appeals in fourteen remaining counties which include the State's largest metropolitan areas.

### IMPLEMENTATION

The Appellate Section of the Division of Criminal Justice will be expanded to provide the additional lawyers, supporting staff, office space and equipment,

including research facilities, necessary to permit assumption of all the State's criminal appellate business. In addition to preparing and presenting all written and oral appellate arguments, the expanded Appellate Section will develop a brief bank to which researchers and prosecutors may turn for guidance on legal issues which have been raised in past criminal appeals.

It is anticipated that the hiring of fifteen additional attorneys along with supporting staff will be necessary in order to complete centralization of the appellate process. This will release personnel in the several prosecutors' offices who must now spend a disproportionate share of time doing frequently repetitive legal research to devote their full time to the investigation and prosecution through the trial stage of the criminal business of the State.\*

#### SUBGRANT DATA

There will be one grant to the Division of Criminal Justice. The funding level for 1972 will be \$100,000.

#### BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 100,000	\$ 33,400
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 100,000	\$ 33,400
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

\*This project will be funded in two phases. Phase one will take place during the last half of calendar year 1972; Phase two will run through 1973. At the end of the eighteen month period, funds for this activity will come from the State budget.

**Program 2.2.10 MUNICIPAL COURT MANAGEMENT AND IMPROVEMENT PROGRAM  
(LEAA Category E)**

**OBJECTIVE**

To facilitate the processing of cases in the Municipal Court through better management. To improve the opportunity for just Municipal Court determinations through expanded court services.

Large municipal court operations are confronted with expanding caseloads and insufficient personnel to handle them. This is compounded in most instances by a lack of administrative management capability, inadequate pre-release procedures, lack of modern information reporting and retrieval systems, inadequate facilities requiring renovation, lack of systemized procedures for the efficient handling of large volumes of cases.

The objective of this program is to institute major changes in one large city municipal court operation to meet the stated needs to determine to what degree the processing of cases may be expedited and to what extent ancillary services may lessen the volume of business of other junctures of criminal case processing.

**IMPLEMENTATION**

The City of Newark will be offered funds to address three major areas of municipal court operations:

**I. Municipal Court Management**

- provides a professional court administrator under the Presiding Judge to manage all court operations and introduce new systems and procedures.
- provide for specialized consultation services to assist the administrator.
- provides an additional attorney for the Law Department for full-time assignment to the Municipal Court to prosecute matters not handled by the Essex County Prosecutor.
- provides Spanish interpreters and establishes a pool of interpreters for other languages.
- provides for physical modifications: to courtroom and defendant holding areas in order to reroute traffic flow; to office and access areas to provide space for interviewing defendants and new offices; and to renovate judges' chambers.

**II. Pre-Trial Management Division**

- establishes, under the Court Administrator, a professional staff to manage the processing of all

defendants prior to trial and provide services to defendants as needed.

- provides the capability to interview all individuals arrested by the Newark Police Department, both in Police District Stations and at Headquarters, and arranges for pre-trial release through bail, release on recognizance, or other forms of supervised or conditional release, (existing bail projects, for example, interview only twenty-five percent of those arrested).
- provides a redesigned intake process to serve the defendant and to coordinate court, public defender, prosecutorial functions, individual and family services, and court related public or private agencies providing pre-trial services and diversionary treatment.

**III. Family and Neighborhood Services Division**

- provides professional family counselors, who will work with the family counselor assigned to this court by the Essex County Probation Department.
- will handle the entire informal complaint process involving family and neighborhood disputes, which now constitute ten percent of total cases.
- provides referrals to city, county, state and private service agencies and coordinates services.
- provides family counseling and non-custodial supervision for 300 defendants released to it by the Pre-Trial Management Division; these will be defendants in criminal charges who need supervised pre-trial release and whose arrest is related in some way to family problems.

**SUBGRANT DATA**

The City of Newark will be the only eligible subgrantee.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 300,000	\$ 100,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 300,000	\$ 100,000
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

**Program 2.2.11 EXPANSION OF STATE PUBLIC DEFENDER SERVICES  
(LEAA Category E)**

**OBJECTIVE**

To reduce court delay caused by lack of sufficient Public Defender staff.

The Office of the Public Defender does not have sufficient resources to fulfill its primary objective, the representation of indigent defendants.

The constantly increasing caseload has gradually built up a backlog in cases within the Public Defender's Office. By July 1, 1971, the Public Defender's Office had enough cases to occupy its efforts for 8.5 months, even if there were no new assignments within this period. This backlog of uncompleted cases is expected to rise to a 9.3

month supply by July 1, 1972. If the Public Defender's funding remains at its present level through another year, the backlog will rise to 11.3 months. The cause of this rapid increase in backlog has been a rapidly increasing demand for Public Defender services. Over the last three years, this demand has approximated a thirty percent increase each year.

The result of this increasing backlog has been to limit the effectiveness of the criminal justice system in a number of ways. Most prominent is the fact that a delay in the ability of the Public Defender Office to handle cases imposes a delay on the court processing of cases. No case can be tried until the Office of the Public Defender is prepared to try it. Their backlog, therefore, can delay the trials of a great many defendants. There is now a proposal for a limitation of 90 days on the pre-trial detention of any criminal defendant.

The second effect of the backlog in the Public Defender's Office is to prevent expansion of the Court system. The shortage of personnel in the Public Defender's Office makes it impossible for the courts to expand the number of judges hearing criminal matters. There is no point in providing more judges when the office is unable to provide staff for those judges and unable to process cases quickly enough to provide work for these judges. The increasing pressure of the backlog provides pressure on the Public Defender's Office to speed up its handling of cases. This pressure might well reduce the quality of representation provided for their clients.

The total effect of the large backlog of cases in the Public Defender's Office is therefore the weakening of the whole criminal justice system. That system can never be any stronger than its weakest agency. Any one agency can provide a drag on the whole system. Funding of Public Defender's Office for a program to reduce its backlog is necessary.

#### **IMPLEMENTATION**

Funds will be utilized by the Office of the Public Defender to employ lawyers, investigators and secretaries. The staff will be assigned to those offices throughout the State where the backlog of public defender cases is the greatest. It is expected that these funds will permit service to the 30 percent anticipated increase in case volume as well as resulting in a reduction of court time delay because of public defender backlog.

#### **SUBGRANT DATA**

The Office of the Public Defender, Department of Institutions and Agencies, will be the only eligible subgrantee.

#### **BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 500,000	\$ 166,666
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 500,000	\$ 166,666
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

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### **Program 2.2.12 ESTABLISHMENT OF CORRECTIONAL TRAINING CENTER (LEAA Category A)**

#### **OBJECTIVE**

**To provide a central facility for a comprehensive training program for state and local corrections.**

The State Division of Correction and Parole has been unable to establish a comprehensive program for State level corrections because of a lack of adequate resources. There are no minimum training standards for either pre-service or experienced personnel. Training has not been entirely neglected, but it has not been available to every person requiring skill development. On the county level, training is practically non-existent except for on the job orientation. There are 21 county jurisdictions each operating its own corrections "system". There are no Statewide standards for training of county personnel, nor are there the necessary resources to establish a comprehensive training program for these personnel.

The objective of this program is to initiate a centralized training operation that will offer a minimum of 80 hours of pre-service training to all correction officers, State and county, and a minimum of 20 hours of in-service or refresher training per year. It is estimated that 430 recruit trainees would be accommodated in the

first full year of operation and 100 trainees for in-service courses. In addition to correction officers training, the correctional training center will offer a one-day orientation for all new employees in State and local correctional service (estimated 800 in first full year of operation); supervising development program for State and local corrections (estimated 175 trainees for first full year of operation); group counseling training for State and county corrections (estimated 275 trainees in first full year of operation); recruit training for parole and probation officers (estimated 150 in first full year of operation) and refresher training for parole and probation officers (estimated 200 trainees in the first full year of operation).

#### **IMPLEMENTATION**

The Correctional Training Center program will be implemented by the New Jersey State Division of Correction and Parole. Part of the funds would be used by the State Administrative Office of the Courts to initiate specialized training courses for probation officers that are indigenous to that particular field and not germane to State parole. The new State Youth Reception

and Correction Center, Yardville, has facilities for both residential and non-residential training and will be utilized as the training facility.

It is anticipated that the first six months of the grant will largely be devoted to employing the central training staff and organizing the various training programs. The following is a schedule of anticipated accomplishments in calendar year 1972:

December, 1971 — Employment of central training staff; development of training curriculum; retention of subsidiary training staff; scheduling of full year's training sessions; organization of county participation. Concurrently, during the period of program development, training to a limited degree will continue for State level personnel. During calendar year 1972 it is anticipated that a minimum of 460 new employees will receive one day orientation; 98 line personnel will receive in-service training; 120 personnel will receive group counseling training; 153 middle management and executive personnel will receive supervisory training; and 70 experienced line personnel will receive advanced training. All of the aforementioned will be State personnel.

By December 1, 1972 — It is anticipated that the following number of personnel will be trained:

One-day Orientation,  
New Employees                      573 State   200 County

Officers' Training School - Orientation	200 State	100 County
Officers' Training School - Refresher	70 State	
Officers' Training School - Experienced - Untrained	50 State	50 County
Supervisory & Executive Development	110 State	65 County
Group Counseling	175 State	100 County
Parole & Probation Officer's Training	150 State	200 County

**SUBGRANT DATA**

The State Division of Correction and Parole will be the major applicant. Approximately \$30,000 will be made available to the State Administrative Office of the Courts to institute special training courses for probation staff as a supplement to the training center activities.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ -0-	\$ -0-
(2) Part E Block Support	*	\$ -0-
(3) Program Total	\$ -0-	\$ -0-
(4) Prior Funding	\$ -0-	\$ -0-

Applicable Federal-State/Local  
Contribution Ratio: 75% Federal   25% State/Local

\*Carryover funds from 1971, Part E, will be utilized.

**Program 2.3.1 A SYSTEMS ANALYSIS OF THE CRIMINAL JUSTICE SYSTEM FROM ARREST THROUGH SENTENCING OR ACQUITTAL (LEAA Category J)**

**OBJECTIVE**

The purpose of this program is to provide for a coordinated analysis of the problems, operation and requirements of the principal agencies, in each county, involved in the criminal justice system between arrest and disposition of a case.

In New Jersey, the criminal justice system is largely administered in each county even though many of the participants are members of or are supervised by State agencies. In order for county prosecutors, public defenders, courts and probation officers to perform their respective functions in the most effective manner, they need to be aware of the problems and needs facing their counterparts in other criminal justice agencies within their county. A profile of the criminal justice system in each county should be prepared to assist the prosecutors (under the supervision of the Attorney General), the courts and probation departments (under the supervision of the Administrative Director of the Courts), and the public defenders (under the supervision of the Public Defender of New Jersey) in achieving efficiency of operation within the several counties and uniformity of effort and practices on a Statewide basis.

**IMPLEMENTATION**

A team composed of representatives of the Division of

Criminal Justice, the Administrative Office of the Courts and the Office of the Public Defender, with supporting staff, would be established to survey the needs, operation and problems of the principal criminal justice agencies in each county and to conduct interviews with major participants in the criminal justice system with the cooperation of the county criminal justice planner. A narrative and statistical profile of each county's criminal justice system will be prepared and made available to the individual participants at the county level and to their Statewide supervisory agencies. Meetings will be held with the major participants in each county to discuss problems of mutual concern which are disclosed by the profiles. The contents of these profiles and discussions are expected to assist the appropriate State agencies in preparing legislative proposals, budgetary estimates and coordinated programs designed to improve efficiency and effectiveness at both the county and State level.

**SUBGRANT DATA**

The funding level for 1972 will be \$60,000. The Division of Criminal Justice will be the only eligible subgrantee.

<b>BUDGET</b>	<b>State, Local</b>		<b>LEAA</b>	<b>State, Local</b>	
	<b>LEAA</b>	<b>or Other</b>		<b>or Other</b>	<b>or Other</b>
(1) Part C Block Support	\$ 60,000	\$ 20,000	(4) Prior Funding	-0-	-0-
(2) Part E Block Support	-0-	-0-	Applicable Federal-State/Local		
(3) Program Total	\$ 60,000	\$ 20,000	Contribution Ratio: 75% Federal	25% State/Local	

### **Program 3.1.1 PREVENTION AND TREATMENT OF NARCOTIC AND DANGEROUS DRUG ABUSE (LEAA Categories B, F and J)**

#### **OBJECTIVE**

To assist State and local units of government in more effectively preventing drug abuse and rehabilitating drug dependent persons.

The sale and use of illegal drugs continues to be one of the most severe law enforcement problems in New Jersey. In 1970, there were 22,941 arrests for violation of the narcotic and dangerous drug laws, an increase of 71.7% over 1969, when 13,364 arrests were reported. The number of juveniles arrested for drug offenses continued to represent a substantial proportion of the total. In 1970, the number of youths under 18 years of age arrested for narcotic violations was 5,221, an increase of 78.3% over the 2,929 juvenile arrests reported in 1969.

Arrest statistics are an indication only of the number of persons who come into formal contact with the criminal justice system through narcotic use or possession. The larger problem of drug use requires cooperation between the criminal justice system and other social agencies offering preventive and rehabilitative services. Such cooperation seeks to intervene in a pattern of drug use which may lead to involvement with the criminal justice system, and to provide rehabilitation for drug addicts or abusers who are often criminally involved as part of their drug use.

Because of the severity of the problem, State agencies and local communities are developing programs which focus on three closely related areas of need:

1. General education, including accurate information about narcotics, the dangers of abuse, social and psychological reasons for developing dependence on both legal and illegal drugs, and the availability of counseling or rehabilitation services for such dependence.

2. Case finding, individual and group counseling, and educational services to youthful drug users in a day care, out-patient, or storefront facility. Such programs attempt to reach persons who may be only experimenting with drug use, those who have become heavier users but may not yet require intensive treatment, and those people whose drug involvement indicates a need for referral to a residential therapeutic community or methadone maintenance program.

3. Residential therapeutic communities, methadone detoxification and maintenance programs (out-patient or

in-patient) or combinations of these services whose immediate target is treatment of heroin addicted or heavily drug dependent persons.

These three general areas of need also represent a continuum of services implementing overall program objectives: to provide basic public education on drug problems, and to offer meaningful alternatives to individuals at different levels of drug dependence, encouraging more useful social and economic involvement, and a reduction in the level of criminal activity associated with drug use.

#### **IMPLEMENTATION**

Projects that are directly concerned with the treatment and rehabilitation of narcotic drug addicts or habitual drug users will be eligible for funding, provided that the project (1) agrees to use the SLEPA drug rehabilitation program evaluation system, (2) has filed an "Application for Certificate of Approval for Narcotic and Drug Abuse Control Treatment Center" with the New Jersey Division of Narcotics and Drug Abuse Control, and (3) is recommended for SLEPA funding by the Division of Narcotic and Drug Abuse Control.

Applications utilizing the following approaches will receive priority consideration:

1. Projects that expand methadone maintenance and detoxification services under administrative supervision of the New Jersey Division of Narcotic and Drug Abuse Control.

2. Projects that establish or expand small groups, residential drug rehabilitation centers in the community, primarily for youthful drug addicts or abusers aged 14 to 18, under direct management of a professional staff. Continuation of academic education for program clients, a diagnostic capability, and provision for treatment resources meeting the special needs of adolescents are necessary components of such programs.

3. Projects that provide innovative treatment methods. These may include programs that combine therapeutic community and methadone maintenance modalities, that shorten and modify the traditional long-term residential community model, or that otherwise apply new methods to the problem of rehabilitating drug dependent persons.

4. Projects that establish comprehensive central

intake and referral services to existing treatment facilities in large urban communities.

5. Projects that expand the treatment service of private or public drug abuse rehabilitation programs, sponsored by a local unit of government.

6. Projects that provide treatment programs for inmates or ex-inmates of correctional or detention facilities.

The above project areas represent direct rehabilitation services to addicted or heavily drug dependent persons concentrated primarily in high population cities or counties of New Jersey.

Most of these SLEPA funded treatment projects also provide education and prevention services to their communities — and are encouraged to do so. Experience in New Jersey indicates that the most effective drug education and prevention is usually carried out as part of a continuum of services by agencies which also treat addicts or have strong working relationships with treatment facilities. Education of young people and the general public about drug abuse issues, as well as preventive counseling or meaningful recreational and educational alternatives to adolescent drug dependence, are necessary components of SLEPA's approach to New Jersey's drug problem.

Additional funds, therefore, are made available to local units of government to expand or establish drug education and prevention projects. These projects are normally located in counties or municipalities with a demonstrated drug problem but without the experience, resources or population concentration necessary to justify a large scale rehabilitation program.

Prevention programs offering a range of the following services, within limits set by the actual experience and resources of each applicant community, will be considered for funding:

- Individual and group counseling to potential and actual drug users. Such counseling services must also include a built-in referral mechanism to drug treatment agencies when a person's drug dependence indicates the need for intensive rehabilitation.
- Training of teachers, law enforcement officers and other professional service providers in the identification of drug abuse, the role of personal attitudes in confronting the narcotic problem, and methods of treating drug abusers.
- Education programs in public and parochial schools on drug problems, encouraging student participation in the planning and implementation of such programs.
- Information to the public through selective use of mass media, speakers and small groups on problems of drug abuse, laws regulating narcotic use, public attitudes toward narcotic offenders, and services available for drug rehabilitation.
- "Hot-line" telephone service providing crisis intervention for narcotic and related problems.
- Recreational and educational programs offering meaningful alternatives to drug involvement.

Prevention programs should be professionally supervised but must include significant participation in program planning and implementation by community representatives, particularly those whom the program is designed to serve.

Both rehabilitation and prevention-oriented projects may be administered directly by agencies of government or by private agencies as subgrantees of units of State or local government. Projects may also be developed and administered by a State agency for local government under the following conditions: (a) The local unit or units benefitting from the service agree by resolution of council or board, and the Chief Executive officer (Mayor, or Freeholder-Director) signs a consent or waiver of local funding; and (b) The SLEPA Governing Board specifically approves.

#### **SUBGRANT DATA**

One continuation grant of approximately \$600,000 will be awarded to the New Jersey State Division of Narcotic and Drug Abuse Control to continue its Statewide methadone maintenance program.

One grant of approximately \$200,000 will be awarded to the City of Newark to establish a comprehensive hospital-based multi-service drug rehabilitation center.

One continuation grant of approximately \$300,000 will be awarded to the City of Paterson for its multi-modality prevention and rehabilitation program.

One continuation grant at a range of \$100,000 to \$200,000 will be awarded to the City of Camden for its juvenile drug rehabilitation program.

One continuation grant of approximately \$100,000 will be awarded to Essex County to operate a residential treatment facility for adolescents.

One grant at a range of \$250,000 to \$300,000 will be awarded to Mercer County to operate a combined residential community and methadone maintenance program, continuing and expanding an earlier discretionary grant no longer available.

One grant of approximately \$100,000 will be awarded to the Department of Health, through the New Jersey Regional Drug Abuse Agency, to operate a vocational rehabilitation project for existing drug treatment agencies in Essex and Hudson County.

One grant of approximately \$150,000 will be awarded to the City of Plainfield to operate a residential drug rehabilitation facility primarily for juveniles.

One grant at a range of \$75,000 to \$150,000 will be available to Bergen County to continue operation of a youth residential facility started by discretionary funds.

Three to five continuation grants at a range of \$20,000 to \$60,000 will be available for prevention and education projects to communities demonstrating effective first-year implementation.

Three to five grants at a range of \$10,000 to \$75,000 will be awarded for prevention projects to cities and counties meeting essential program guidelines.

None of the above continuation sub-grants will be awarded without substantial evaluation and demonstrated first-year project impact.

## BUDGET

	LEAA	State, Local or Other
(1) Part C Block Support	\$2,450,000*	\$ 816,700
(2) Part E Block Support	\$ 80,000	\$ 26,700
(3) Program Total	\$2,530,000	\$ 843,400
(4) Prior Funding	\$3,282,827	\$5,997,925

Applicable Federal-State/Local

Contribution Ratio: 75% Federal 25% State/Local

\*Approximately \$100,000 of (1) will be allocated for program evaluation as described in "Evaluation Component" section.

## JOINT PART C AND PART E BLOCK FUNDING

As indicated in "Budget," section above, \$80,000 of the requested 1972 Program 3.1.1 total is designated for Part E Block support.

This \$80,000 will be made available to the New Jersey Department of Institutions and Agencies, Division of Correction and Parole, for one continuation grant to operate a separate drug treatment unit at the Yardville State Prison facility. Continued funding is contingent on evaluation of first project year effectiveness.

Part E subgrant projects will be accounted for together with Part C funds.

## EVALUATION COMPONENT

Projects funded under 1971 Program 3.2.1, "Rehabilitation of Narcotics and Dangerous Drug Offenders," were required, as a special condition of

subgrant award, to complete a structured evaluation instrument designed by SLEPA staff and approved by LEAA. Most 1971 funded projects are completing their first operational year, and data collected by SLEPA from these projects is still incomplete.

To conform to 1972 LEAA evaluation guidelines (SPA Guide Memo No. 10-Revised), SLEPA has chosen to evaluate all subgrants awarded under the drug rehabilitation program, which also include a total dollar value greater than 15% of all subgrants awarded in FY 1972.

Implementation of this component is planned by a subgrant to the New Jersey Department of Health, Division of Narcotic and Drug Abuse Control.

The Department of Health will evaluate SLEPA-funded drug rehabilitation subgrants using the data collected from SLEPA's own evaluation instrument, supplemented by intensive on-site project observation.

Under the professional direction of a Department of Health research sociologist, SLEPA's evaluation will include an analysis of each subgrantee's effectiveness, a longitudinal follow-up on clients served by the subgrantees, and an assessment of the drug rehabilitation program's contribution to overall SLEPA goals. It is anticipated that this evaluation effort will begin in June, 1972 and be completed by June, 1973 for submission to LEAA.

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## Program 3.2.1 EXPANSION OF COMMUNITY-BASED CORRECTIONAL ALTERNATIVES (LEAA Category F)

### OBJECTIVE

To establish a network of community correctional centers for adults located in major cities that will serve to bridge the gap between full confinement and release, that will provide special rehabilitation services in residence for paroled offenders who evidence critical adjustment problems, and that will serve as a resource for released offenders who need assistance, whether or not under active supervision.

By July, 1973, it is expected that up to 5 percent of the male adult State correctional population at a given time will be served in the community centers.

### IMPLEMENTATION

The State Division of Correction and Parole is currently developing two community correctional centers with funds provided in the 1971 New Jersey Plan for Criminal Justice (Program 3.2.2 - Community-Based Corrections). The funds under this program would permit the implementation of two and possibly three more such facilities.

The centers will be programmed to receive offenders from State correctional institutions and will provide the following services:

(1) A residential setting for work releasees,

educational and vocational training releasees, and furlough releasees.

(2) Out-patient drug treatment services, including guidance counseling and methadone maintenance.

(3) Intensive supervision in a relatively closed residential setting for parolees in time of crisis and/or as an alternative to return as a parole violator.

(4) A "hot-line" service for parolees and ex-inmates and their families in time of crisis.

(5) "Half-way out" pre-release testing for inmates who need a more highly structured program than normal parole supervision.

(6) Vocational Guidance, job finding, and job referrals.

In addition to the community correctional centers, funds would be made available to expand the central office staff responsible for development of the community correctional centers projects as well as expanding community-based corrections operations.

It is anticipated that each community correctional center will accommodate fifty in residence. When fully operational, by July 1, 1973, from 200 to 250 offenders will be in residence at any given time. Assuming an average four month period in residence, from 600 to 750

offenders would be in residence in a year of full operations.

**SUBGRANT DATA**

The State Division of Correction and Parole, Department of Institutions and Agencies will be the only subgrantee. A maximum of \$25,000 will be available for expansion of central office staff responsible for community-based corrections, and \$400,000 for implementation of the community correctional centers.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ -0-	\$ -0-
(2) Part E Block Support	\$ 425,000	\$ 141,666
(3) Program Total	\$ 425,000	\$ 141,666
(4) Prior Funding	\$ 699,710	\$ 620,280
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

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**Program 3.2.2 REHABILITATION FOR ALCOHOLIC OFFENDERS  
(LEAA Category F)**

**OBJECTIVE**

To encourage the development of projects that will more effectively promote the rehabilitation of chronic alcoholic offenders through medical diagnosis and treatment.

In order to relieve the police, courts and corrections agencies of a portion of this load, and to provide more human and more effective treatment for intoxicated offenders, it is the objective of this program to establish detoxification and emergency care centers for public intoxicants, thus providing alternatives to the present procedure of arrest, conviction and jailing.

**IMPLEMENTATION**

Projects establishing diagnostic, detoxification and follow-up treatment for public intoxicants will be established to provide a source of treatment for persons taken into custody by the municipal police. Referral to the program will not constitute an arrest and will not be recorded as a crime. Drunkenness as a component of a criminal act may be treated as an arrest and the offender may be remanded to the detoxification center for treatment prior to appearing in municipal court for a pre-trial hearing.

Each proposed project should indicate the provision of services of the following kind:

1. A police officer brings the "intoxicated" person to the reception room.
2. Center personnel complete a medical examination of the patient.
3. The patient is showered, given clean clothing, and assigned a bed.

4. Special nursing care and diets are provided.
5. Therapeutic activities — films, group meetings, discussions and lectures — are provided.
6. Each patient is counseled individually.
7. The patient, when necessary, is referred to other social, health and governmental services for further help.

**SUBGRANT DATA**

Three grants of \$75,000 to \$100,000 will be awarded to cities of 50,000 population or more to establish, in cooperation with the municipal police department and municipal court, a detoxification and treatment center for public intoxicants.

One grant of \$50,000 will be awarded to the Center of Alcohol Studies at Rutgers, the State University of New Jersey, to survey and evaluate treatment programs for drunkenness offenders and to assess the number of chronic drunkenness offenders, the number in contact with the legal-law enforcement system, their characteristics and response to treatment, and the costs of various treatment methods and their effectiveness.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ -0- *	\$ -0-
(2) Part E Block Support	\$ -0-	\$ -0-
(3) Program Total	\$ 300,000	\$ 100,000
(4) Prior Funding	\$ 52,769	\$ 17,590
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

\*1971 Funds carried forward.

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**Program 3.2.3 EXPANSION OF CORRECTIONAL ADVISORY AND CONSULTIVE SERVICES (LEAA Category F)**

**OBJECTIVE**

The objective of this program is twofold: (a) to expand the capability of the State Division of Correction and Parole to raise standards of jails, penitentiaries and workhouses, detention centers and municipal lockups

through expanded inspection and consultive services as mandated by law and (b) to conduct a comprehensive survey of State corrections custodial needs and prepare a program for improvement.

In 1971, \$30,000 was provided to expand the State

Division of Correction and Parole, Bureau of Operations, from which the inspection of all facilities throughout the State charged with the custody of accused and convicted offenders takes place. In addition, partially as a result of recent inmate disturbances in the State correctional system, a need became apparent to comprehensively examine security capabilities in relationship to equipment, operations, and contingencies.

**IMPLEMENTATION**

Utilizing funds recently applied for from 1971 Part C, it is expected that all detaining facilities throughout the State will receive at least one annual inspection by the State Division of Correction and Parole, Bureau of Operations, and that all requests for consultive services will be fulfilled. It is further expected that by the end of 1972, a full survey of State level corrections institutional

security arrangements will be completed with suitable recommendations for action.

**SUBGRANT DATA**

The State Division of Correction and Parole is the only eligible applicant.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ -0- *	\$ -0-
(2) Part E Block Support	-0-	-0-
(3) Program Total	-0-	-0-
(4) Prior Funding	-0-	-0-

Applicable Federal-State/Local  
Contribution Ratio: 75% Federal 25% State/Local

\*Because the State Division of Correction and Parole has just completed application for the 1971 funds, no new funds are being included in 1972.

**Program 3.2.4 IMPROVEMENT OF COUNTY JAIL PRACTICES AND PROGRAMS  
(LEAA Category F)**

**OBJECTIVE**

To assist counties in instituting projects that will promote the rehabilitation of adults placed in custody pending municipal or county court disposition or serving sentences as a result of court commitments.

Each of the 21 counties in the State is responsible for operating detention facilities for adults placed in custody pending court action or other administrative determination, and for adults serving short-term sentences as a result of municipal or county court determination. A recent survey of county jail officials disclosed that little effort is being exerted to develop rehabilitation programs in the jails, or to assist releasees in becoming integrated as productive citizens in the community.

**IMPLEMENTATION**

Applications may include requests for staffing to provide remedial education, group therapy, social casework or psychological counseling. The purchase of professional services to supplement jail program activities can be included. Consideration will be accorded to the development of volunteer services to inmates. Counties might, for example, wish to employ a

director of volunteer services who would be responsible for stimulating citizen interest in the implementation of rehabilitation projects. The initiation or expansion of county work release programs including administrative and operational costs may be considered.

**SUBGRANT DATA**

It is anticipated that from three to four subgrants from \$50,000 to \$100,000 will be made to counties. Special consideration will be accorded to those counties with a population in excess of 200,000.

**BUDGET**

	LEAA	State, Local or Other
*(1) Part C Block Support	\$ 50,000	\$ 16,666
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 50,000	\$ 16,666
(4) Prior Funding	\$ 53,955	\$ 151,429

Applicable Federal-State/Local  
Contribution Ratio: 75% Federal 25% State/Local

\*The 1971 Part C action program designated \$300,000 for this program. An additional \$150,000 was allocated to this program from the 1971 Part E funds. Because more than \$300,000 remains in the program for 1971, only modest funds are included in 1972, adding to the existing funds.

**Program 3.2.5 EXPANSION OF DISPOSITION ALTERNATIVES AVAILABLE TO  
THE COURTS (LEAA Category F)**

**OBJECTIVE**

To provide additional alternatives to the courts in order to better meet the needs of the individual, while maintaining the safety of the community.

There is no doubt that the best opportunity for

rehabilitating offenders lies in community centered programming, avoiding where possible the negative experience of incarceration. Where reasonable and consistent with protection of person and property, the court should have available a range of alternatives to

meet situations as they arise. This program offers two kinds of alternatives. One is an approach that can culminate in termination of the court process itself for selected offenders who show promise of reformation. The other is a sentencing alternative to the juvenile court between probation and correctional commitment.

It is expected that two court diversionary projects, funded in 1971, will be continued and will result in up to 200 cases being discontinued from court processing under State Supreme Court rules. Under this program area, residential services in the community will also be provided for up to 300 juveniles who might otherwise be committed to State correctional institutions for persistent delinquency.

#### **IMPLEMENTATION**

The Newark Defendent's Employment Project, funded in 1970 with a discretionary grant and in 1971 with Part C block grant funds, is designed to give selected defendants appearing in Newark municipal court an opportunity to have the court process suspended for 90 days. During this period an attempt is made to resolve problems; employment, family disputes, etc., and if successful, the case is discontinued from further court action. In 1971, a similar project was begun in Hudson County, operating in Jersey City, under the direction of the State Administrative Office of the Courts. While over 1,500 defendants will be interviewed in both projects and services rendered to 700 or more, successful termination of court action will probably not result in more than 250 cases. Funds will be made available for continuing efforts in 1972.

The New Jersey Division of Correction and Parole instituted a residential treatment center for juveniles in Camden, funded with a 1970 discretionary grant. This project became operational in mid-1971 and will require refunding in 1972 to ensure its continuance. Two more projects are now under development and will shortly be implemented in northern New Jersey utilizing 1971 Part C action funds. It is anticipated that these three centers will serve up to 180 juveniles who are persistently delinquent and who would otherwise be committed to State institutions. It is possible that funds will be

sufficient to open a fourth center.

Essex County sponsored a project utilizing 1970 Part C block grant funds for implementing a residential treatment center for delinquent boys under the auspices of the Newark YM/YWCA. Funds will be provided to continue this project, serving approximately 80 youths per year, and to fund a similar project if funds permit in a jurisdiction of high population, high delinquency. Centers offer a range of social and remedial education services.

#### **SUBGRANT DATA**

One grant of \$250,000 will be available to the New Jersey Division of Correction and Parole to continue operation of the Camden residential treatment center for juveniles and, if funds permit, to start another such project in an area where delinquency is a significant problem.

A total of \$400,000 will be reserved for continuing the Newark Defendent's Employment Project, either under the sponsorship of the City of Newark or Essex County and the Pre-Trial Intervention project under sponsorship of Hudson County or the State Administrative Office of the Courts. (If under State Administration, local waivers will be required).

A total of \$300,000 will be available for funding residential centers operated by county or municipal public agencies or private agencies under contract to county or municipal units of government serving referrals from the county juvenile courts. Preference will be given to refunding the project now operating in Newark YM/YWCA and to other county jurisdictions with significant delinquency incidence. Two grants are anticipated at \$150,000 each.

#### **BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 950,000	\$ 316,666
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 950,000	\$ 316,666
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local Contribution Ratio: 75% Federal 25% State/Local		

### **Program 3.2.6 IMPROVEMENT OF PAROLE AND PROBATION PRACTICES (LEAA Category F)**

#### **OBJECTIVE**

**To improve parole and probation practices by expanding the range of services offered to the clients and by mobilizing citizen support and participation in the rehabilitation of offenders.**

It is anticipated that through this program in excess of 1,000 citizen volunteers will be actively engaged in the supervision of probationers and parolees, that two community probation service centers will be operational in high population counties, that special parole case

services will be inaugurated in the nine district parole offices, and that approximately 20 high school graduates from the Black and Spanish speaking community will be recruited for probation service as aides and be prepared to qualify for probation officer careers.

#### **IMPLEMENTATION**

The State Division of Correction and Parole will be offered funds to continue a project begun in 1971 to recruit and train lawyers as citizen volunteers to help

supervise parolees. This project is conducted in cooperation with the New Jersey Bar Association and is Statewide in scope. It is anticipated that 500 lawyers will participate, each one assigned to one parolee.

The State Division of Correction and Parole will institute special case loads throughout the nine district offices concentrating attention on cases with severe problems and high failure potential. Up to 150 parolees will be so assigned with the objective of reducing parole failure in the target group.

Funds will be provided to counties for a range of probation related projects initiated through the Administrative Office of the Courts. The following are examples of activities that will be considered.

A. Organization, recruitment and training of probation aides. It is anticipated that up to 20 black and Spanish speaking individuals will receive technical training, be placed in probation aide jobs, and enrolled in college for academic preparation for probation officer careers.

B. Volunteer programs. Volunteers will be recruited and trained for a variety of court or probation tasks. Included may be services to juvenile conference committees, probation supervision, vocational development, or any other appropriate activities.

C. Community Probation Centers. The concept of providing a wide range of social services to probationers in a setting apart from the Courthouse will be pursued. Consideration will be given to the continuation of the

Paterson project, funded with 1970 money.

D. Funds may be used for innovative approaches to probation supervision. Special caseloads, intensive treatment services, special vocational placement services, guided group interactions, etc.

**SUBGRANT DATA**

One grant will be available to the State Division of Correction and Parole, maximum \$70,000, for the continuation of the Volunteer Lawyers project.

A maximum of \$200,000 will be available to the State Division of Correction and Parole for instituting specialized caseloads.

A total of \$600,000 will be available for probation projects. Priority will be accorded to the urban, high crime counties. Projects funded under this program must be developed with the cooperation of the State Administrative Office of the Courts.

**BUDGET**

	LEAA	State, Local and Other
(1) Part C Block Support	\$ 600,000	\$ 200,000
(2) Part E Block Support	\$ 270,000	\$ 90,000
(3) Program Total	\$ 870,000	\$ 290,000
(4) Prior Funding	-0-	-0-

Applicable Federal-State/Local

Contribution Ratio: 75% Federal 25% State/Local

**Joint Part C and Part E Funding**

All of the Part E assurances and advanced practices will be applied to both Part C and Part E funds.

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**Program 3.2.7 VOCATIONAL PREPARATION FOR CONFINED OFFENDERS  
(LEAA Category F)**

**OBJECTIVE**

To establish projects that will prepare offenders in correctional confinement for employment skills that are in demand, and that command reasonable wages and offer career opportunity.

A common characteristic of the vast majority of young adults in correctional confinement is that of employment failure. In a society where acquisition of material goals is deemed a prime requisite for social status and self-respect, it is essential to acquire skills that may be used to legitimately compete for a degree of material success beyond mere survival.

There is a lack of vocational training in saleable skills in virtually all of the State and county correctional institutions. Initial investment for the facilities, equipment and material to establish vocational training programs congruent with the demand of the industrial marketplace has been beyond the scope of available resources.

**IMPLEMENTATION**

The State Division of Correction and Parole will

establish a vocational training program within one or more of the adult correctional institutions. Training will be in trades determined to be relevant to job vacancies after consultation with the labor leaders, and State and Federal employment specialists. Monies may be used for equipment, construction or renovation of facility, instructors, aptitude testing, counseling, vocational rehabilitation services, job developers. This program will coordinate with the community correction centers to be established (Program 3.2.1) whereby inmates with acquired vocational skills may test their employability prior to release in a residential setting close to major employment sources.

It is anticipated that by the end of 1972, a model vocational preparation program will be fully operational in at least one State correctional institution serving up to 300 inmates per year.

**SUBGRANT DATA**

The State Division of Correction and Parole will be the only eligible applicant for this program.

**BUDGET**

	LEAA	State, Local or Other	
(1) Part C Block Support	-0-	-0-	
(2) Part E Block Support	\$ 500,000	\$ 166,666	Applicable Federal-State/Local
(3) Program Total	\$ 500,000	\$ 166,666	Contribution Ratio: 75% Federal 25% State/Local
(4) Prior Funding	-0-	-0-	

**Program 3.2.8 IMPROVEMENT OF DIRECT TREATMENT SERVICES IN STATE  
CORRECTIONAL INSTITUTIONS (LEAA Category F)**

**OBJECTIVE**

To build a professional staff complement, Psychiatrists, Psychologists, Social Workers, within the correctional institutions to provide basic admission and departure case services, adequate emergency room psychotherapy, more effective continuing service for those returned from the state hospital following treatment, supportive contact for the less disturbed group, and the essential service of providing an outlet for riot producing tensions.

In 1971, there were 11 direct treatment professional positions available in the prisons to meet a demand of 6,100, or 1 position for every 555. The direct treatment staff time available in the prisons is more than exhausted by admission and departure case services alone. Not even the barest minimum of emergency room psychotherapy for those inmates expressing suicidal depressive reactions, severe assaultive episodes, and anti-psychiatric reactions has been provided. More than 100 inmates are transferred to State Psychiatric Hospitals each year.

**IMPLEMENTATION**

The State Division of Correction and Parole will employ direct treatment professional staff to provide expanded services to the State adult correctional institutions. Psychiatric, psychological, and social services will be expanded at one or more of the following institutions: Trenton, Rahway, Leesburg prisons; Youth

Reception and Correction Center Bordentown or Annandale. Funds available in the program area are not sufficient to provide a comprehensive direct treatment program in all of the designated institutions. Staff in adequate numbers to implement a viable program in each target institution will be funded rather than spreading the staff among all institutions. The institutions benefitting from this project will be chosen by the State Division of Correction and Parole based on its estimate of critical need.

It is anticipated that comprehensive direct treatment services will be implemented in at least two institutions; that a minimum of 12 professional staff members will be employed; and that on the basis of at least three client contacts each working day, a minimum of 8,820 direct treatment service referrals will be handled.

**SUBGRANT DATA**

The State Division of Correction and Parole will be the only eligible applicant.

**BUDGET**

	LEAA	State, Local or Other	
(1) Part C Block Support	-0-	-0-	
(2) Part E Block Support	\$ 150,000	\$ 50,000	
(3) Program Total	\$ 150,000	\$ 50,000	
(4) Prior Funding	-0-	-0-	
			Applicable Federal-State/Local
			Contribution Ratio: 75% Federal 25% State/Local

**Program 3.2.9 IMPROVEMENT OF ACADEMIC EDUCATION IN STATE  
CORRECTIONAL INSTITUTIONS (LEAA Category F)**

**OBJECTIVE**

To provide the opportunity for academic education to all inmates of state adult correctional institutions who wish to participate. Emphasis is to be accorded to literacy training and basic education skills with college level study as a secondary goal.

Roughly half of the prison population or 1,600 inmates require basic education. A major increase in the number of teachers is required to meet basic educational objectives alone. Among prison admission 50 percent are age 30 or less, 59 percent are black, 50 percent have below average I.Q., 48 percent have completed 8th grade

or less, 50 percent read at 6th grade level or less.

It is anticipated that a complete basic education program will be implemented in State prisons, that the State corrections educational programming will be expanded to a twelve month basis, and that the college level program will be expanded in the State Prison System as funds will permit.

**IMPLEMENTATION**

The State Division of Correction and Parole may employ a variety of approaches in providing educational opportunity to inmates. The staff of the departments of

education at the three State Prisons may be increased to help fulfill the basic education needs. These staff positions would include people skilled in the area of reading and learning disabilities. It is expected that a minimum of 18 teachers and three assistant supervisors of education programs will be required to meet the needs of the prison system for an adequate basic education program. The Division may contract with universities or private agencies to provide guidance in developing and implementing a viable remedial education program for adults. Funds may be used to plan and/or commence implementation of a separate school district for corrections, in cooperation with the State Department of Education. Funds may be used to expand the media college level education program under way in the State Prison system utilizing college or university resources.

It is anticipated that a minimum of 800 prison inmates will directly benefit from this program.

**SUBGRANT DATA**

The State Division of Correction and Parole, Department of Institutions and Agencies will be the only eligible applicant.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 139,000	\$ 46,333
(2) Part E Block Support	\$ 271,000	\$ 90,333
(3) Program Total	\$ 410,000	\$ 136,666
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

**Joint Part C and Part E Funding**

All of the Part E assurances and advanced practices will be applied to both Part C and Part E funds.

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**Program 3.2.10 IMPROVEMENT OF STATE AND COUNTY CORRECTIONAL FACILITIES THROUGH RENOVATION AND NEW CONSTRUCTION (LEAA Category F)**

**OBJECTIVE**

To provide correctional facilities in counties, regional where feasible, that will promote the rehabilitation of detainees while maintaining security. To provide assistance to the State in planning new correctional facilities to meet expanding needs and to assist in construction as priorities and funding limitations permit.

**IMPLEMENTATION**

The 1971 Part E program presented a rationale for assisting Atlantic County in the construction of a new juvenile detention facility. This grant was approved and the project is currently under implementation. While there are other construction needs throughout the State, it is deemed of higher priority to develop and implement programs that will promote the rehabilitation of convicted offenders and to defer further construction assistance for attention in subsequent funding years.

It is expected, however, that one or more counties will require funds for architectural schematics or site studies. A modest sum of money is being assigned to accommodate such requests.

**SUBGRANT DATA**

One or two grants, as funds permit, will be made to counties to assist in developing architectural plans or site studies for new correctional facility construction. A prerequisite to grant award will be a commitment to construct following completion of the planning phase. Awards for this purpose will not infer a future commitment of State Law Enforcement Planning Agency action funds or other Law Enforcement Assistance Administration funds for construction.

**BUDGET**

	LEAA	State, Local or Other
(1) Part C Block Support	\$ 75,000	\$ 25,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 75,000	\$ 25,000
(4) Prior Funding	-0-	-0-
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

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**Program 4.1.1 EXPANDED INVESTIGATION AND PROSECUTION OF ORGANIZED CRIME (LEAA Category G)**

**OBJECTIVE**

To increase the capabilities of State law enforcement agencies in the investigatorial/prosecutorial functions of

organized crime control and to structure the control of organized crime into a continuous, cohesive enforcement effort.

The control of organized crime in the State of New Jersey has developed from a singular effort, for the most part at the State level to the inclusion of a local effort in two counties. Because organized crime exploits fragmentation in the levels of government, significant intergovernmental arrangements for its control must be strengthened and increased. When the local effort is increased, as is the situation in New Jersey, this criminal activity seeks out other operating areas where it is possible for the syndicate to control. This then calls for an increase in the State control effort to follow and expose these newly established crime havens, or bases of organized crime operations. To make a significant impact on the leaders of organized crime, it is vital that State agencies continue this intergovernmental structured strategy.

**IMPLEMENTATION**

To accomplish the program objectives three types of projects will be funded.

1) The first project planned for which funds are being allocated in 1972 is the continuation of the State-wide Organized Crime Intelligence Project instituted by the New Jersey State Police in 1970 and continued in 1971. These funds will enable the Division of State Police to continue the present project after September 30, 1972, and to expand the capabilities of the Intelligence Unit;

Specifically, the Intelligence Unit will up-date reporting procedures to provide a system that will allow investigators to remain in the field.

Funds will be provided to continue partial compensation of five detectives, five clerical employees and additional personnel. Funds will also be used for travel, transportation, office supplies, facilities, postage, printing, rentals, and the purchase of additional investigative equipment and supplies necessary to the continuance of the project.

2) The second project for which funds are being allocated, is a continuation of support for the Organized Crime Task Force of the New Jersey State Police, and the Organized Criminal Special Prosecutions Section of the Division of Criminal Justice.

Specifically, funds will be used to continue partial compensation for four attorneys, three secretaries, two fulltime law clerk trainees, two to four seasonal law interns, 25 State policemen, additional investigative personnel. Funds will also be used for travel and subsistence, office supplies, operating costs and replacement and addition of surveillance type vehicles to continue the project.

3) The third project for which funds are being allocated is a continuation of the series of training courses in specialized surveillance techniques and the methods of obtaining background data and intelligence on organized crime operations. Ten two-week courses will be scheduled for accountants, attorneys, tax investigators, State police personnel and other selected law enforcement personnel. In addition, four one-week Organized Crime Seminars will be scheduled for graduates of the two-week courses. It is anticipated that approximately 500 to 600 personnel will participate in

the training program during the period of this grant.

Specifically, funds will be used to compensate the training coordinator, subsistence for in-residence training, training manual, classroom supplies, postage and other operating costs and honorariums for resource leaders and training consultants in the Organized Crime Training School.

4) The fourth project for which funds are being allocated is the continuation of the resource pool of organized crime personnel and equipment which was made available to local law enforcement agencies and State agencies for the purposes of combating organized crime. This resource pool will remain under the control of the Attorney General of the State of New Jersey. Specialized, operative, technical, and prosecutorial personnel will continue to provide expert knowledge and assistance in such areas as accounting and finance, investigation of land transactions, surveillance gathering techniques, and specialized prosecution techniques. The central pool of technological investigative aids will continue to be made available to appropriate local and State agencies. These resources will be temporarily assigned to requesting agencies as approved by the Attorney General. The requesting agency must justify its need for these additional personnel and equipment resources in order to increase its investigative and prosecutive capabilities for a particular purpose at a particular time.

Specifically, funds will be provided for additional training and compensation of two accountant-finance specialists, one statistician and one land title searcher. Funds will also be used for travel and subsistence expenditures for the personnel in the resource pool and the purchase of additional supportive equipment.

**SUBGRANT DATA**

1. \$198,000 will be awarded to the New Jersey Department of Law and Public Safety, Division of State Police, to meet the objectives of Implementation No. 1.

2. \$345,000 will be awarded to the New Jersey Department of Law and Public Safety, Division of State Police and Division of Criminal Justice to meet the objectives of Implementation No. 2.

3. \$42,000 will be awarded to the New Jersey Department of Law and Public Safety, Division of State Police, to meet the objectives of Implementation No. 3.

4. \$80,000 will be awarded to the New Jersey Department of Law and Public Safety, Division of Criminal Justice, to meet the objectives of Implementation No. 4.

**BUDGET**

		State, Local or Other
(1) Part C Block Support	\$ 665,000	\$ 221,700
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 665,000	\$ 221,700
(4) Prior Funding	\$ 1,031,067	\$ 342,049
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

**Program 4.1.2 EXPANDED COUNTY PROSECUTION OF ORGANIZED CRIME  
(LEAA Category G)**

**OBJECTIVE**

To expand and improve the operations of selected county prosecutors' offices in the investigation and prosecution of organized crime, and to make all such operations compatible with the work of the Division of Criminal Justice in the State Department of Law and Public Safety.

**IMPLEMENTATION**

SLEPA will provide funds to selected county prosecutors' offices for the recruitment and training of special investigative personnel, the development of special prosecutive capabilities in the area of organized crime, and the purchasing of technical investigative and detection equipment.

The local cohesive effort envisioned in this program will utilize the legal and investigative staff of the county prosecutor and the investigative arm of the police to form a unit exclusively dedicated to investigation and prosecution of organized crime figures. This county-city unit will be directed by the county prosecutor in conjunction with the city police or public safety director, and be assisted by and work in harmony with the State Department of Law and Public Safety through that Department's Divisions of Criminal Justice and State Police.

The desired results are the improvement of local capability against organized crime in major metropolitan areas, and the development of model county-city programs for other metropolitan jurisdictions in the State.

**SUBGRANT DATA**

There will be two grants of \$200,000 each for the continuation of the "Essex-Newark Strike Force to Combat Organized Crime" and "Mercer County-Trenton Organized Crime Task Force".

In the future this Program will be instituted into the nine most populous counties having full-time prosecutors.

**BUDGET**

	<b>LEAA</b>	<b>State, Local or Other</b>
(1) Part C Block Support	\$ 400,000	\$ 133,350
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 400,000	\$ 133,350
(4) Prior Fundings*		
Applicable Federal-State/Local		
Contribution Ratio: 75% Federal 25% State/Local		

\*Amount included in program 4.1.1.

**Program 5.1.1 STATE SPECIAL SERVICES BUREAU  
(LEAA Category H)**

**OBJECTIVE**

To expand a comprehensive and coordinated civil disorders technical assistance capability at the State level, in order to provide greater assistance to local jurisdictions in building local response capabilities to civil disorders, riots, campus and school disorders, and related emergencies.

The establishment of the "Special Services Bureau" within the New Jersey State Police has reflected the need for special technical assistance to all requesting agencies on a state and local level. This technical assistance is being rendered in the areas of civil disorders, riots, campus and school disorders and other related emergency operations. The Bureau is being operated under a three phase format: Prevention, Detection, and Control, with special emphasis being placed on the Prevention phase. It is apparent that coordination efforts on the part of local and state agencies are beginning to emerge. Recognition of these efforts was shown through the participation in the "Operation Combine Seminar"

programmed and presented by the Special Services Bureau Staff.

In view of the recent civil disorders, school disruptions and prison disorders throughout the State of New Jersey which have a direct bearing on community tensions between police and the citizenry and the fact that funds have been granted to local governments for the establishment and training of community relations units, it is consistent that this effort be increased on a Statewide basis.

**IMPLEMENTATION**

Funds will be provided for expanding the functions of the New Jersey State Police Community Relations Unit of the Special Services Bureau to provide a more meaningful coordination of the local effort. The Unit could provide this type of service which, undoubtedly, will broaden and improve the efficiency and effectiveness of the SLEPA-funded local units. The Community Relations Unit would greatly assist local units in meeting the objectives and goals stated in this Plan and

ultimately reduce the incidence of civil disorder within the State.

**SUBGRANT DATA**

A single grant of \$21,000 will be awarded to the New Jersey, Department of Law and Public Safety and administered by that Department's Division of State Police.

**BUDGET**

	<b>LEAA</b>	<b>State, Local or Other</b>
(1) Part C Block Support	\$ 21,000	\$ 7,000
(2) Part E Block Support	-0-	-0-
(3) Program Total	\$ 21,000	\$ 7,000
(4) Prior Funding	-0-	-0-

Applicable Federal-State/Local  
Contribution Ratio: 75% Federal 25% State/Local

## GENERAL INFORMATION FOR APPLICANTS

### 1. Types of Grants:

#### A. Grants administered directly by SLEPA

**Planning:** No more than 90% of the total project will be paid for by Federal funds. Depending on the Governing Board's decision for each fiscal year, the remaining 10% of the project cost may be made available through State funds.

**Action:** The following types of action projects will be funded to State agencies and local units of government as listed below. Additional eligibility requirements will be found in the New Jersey Plan for Criminal Justice.

1. Projects intended to reduce juvenile delinquency.
2. Projects intended to increase the efficiency and effectiveness of the Criminal Justice System.
3. Projects intended to reduce the need and desire to commit crime.
4. Projects intended to reduce organized crime.
5. Projects intended to reduce riots and civil disorders.

#### B. Other LEAA Programs

1. Law Enforcement Education Program (LEEP).
2. Law Enforcement Assistance Administration Discretionary Grants.
3. National Institute for Law Enforcement and Criminal Justice Research Grants.

### 2. Criteria:

**Planning:** The intent of awarding planning grants in New Jersey is to develop within local units of government a comprehensive planning ability for the entire Criminal Justice System and thereby serve as an input to the State Comprehensive Plan for Criminal Justice. In addition, the development of Comprehensive Plans at the local level will facilitate application for action funds by presenting needs, problems, and priorities in a rational manner.

**Action:** The intent of awarding action grants is to meet the needs and problems in the areas concerning law enforcement and the administration of justice encompassing the functional categories of prevention, apprehension, adjudication and rehabilitation.

### 3. Eligibility:

**Planning:** The eligibility for planning grants is based on the State Law Enforcement Planning Agency's determination of local eligibility for each calendar year based on a weighted system of criteria which includes population density, crime rate, law enforcement activity intensity, presence of organized crime, proven planning ability, proness to riots or civil disorders, and crime centers within a region.

To qualify for planning funds an otherwise eligible locality must do the following:

1. The locality must form a Criminal Justice Planning Board.
2. The local unit of government must designate a

full time Criminal Justice Planner.

3. The unit of government must designate a project director and fiscal officer.

4. The unit of local government must furnish the Agency with an application for funds in a form approved by the Governing Board.

5. The application itself must fully explain the methodology to be used in achieving the objective of the planning program.

6. Four copies of the application will be made out by the local unit of government and submitted to SLEPA.

**Action:** Any State agency or local unit of government eligible under the current year programs for action grants may apply for action funds if they meet the following qualifications:

1. Within the State Comprehensive Plan are program approaches aimed at controlling or reducing criminal behavior or improving and upgrading the criminal justice system and its personnel. Only applications for action funds designed to implement and carry out projects which fall within the objectives of these programs will be considered by SLEPA for funding.

2. The applicant, if not a State agency or local unit of government, must be represented and supported by a State agency or local unit of government before application for action funds can be submitted. The signature of the State Department Head, Mayor, or Freeholder-Director is required on all applications as an endorsement and evidence of support for the projects.

3. The applicant must provide assurance that the legal matching requirement percentage of the total project cost will be supplied by the applicant.

### 4. Application Procedures:

Funding decisions for all grants will be made solely on the basis of the formal application submission prepared on the official agency forms (SLEPA 101). A resolution of the local governing body approving the applicant's participation with the State of New Jersey in the SLEPA programs must accompany the application.

The decision process will begin for each group of formal applications immediately following their submission. SLEPA staff will review all applications and make recommendations to the SLEPA Governing Board. Staff recommendations will be based upon the relative merits of applications, within any one program category, in contributing to the goal under which submitted, and with due regard for a distribution of funds that will assist those jurisdictions with the most serious crime problems. The Governing Board or a designated Committee of the Board will then make the grant decisions.

When a decision is reached, the applicant is so notified by letter. If the decision is favorable, a Subgrant Award (SLEPA 103) form is executed. The applicant is also sent appropriate State forms to release funds and is

requested to complete the Cash Request section of SLEPA Form 107.

Subgrantees will be required to file periodic narrative reports and fiscal statements per instruction on Form 107.

## 5. Appeal Procedures:

Upon receipt of notification of denial, the applicant has twenty (20) days after receipt to request in writing that an appeal be held on the denial. SLEPA Form 104 (Notice of Appeal) is forwarded to the applicant for the signature of the Mayor, Freeholder-Director or State Department Head.

The Board Chairman of SLEPA or any authorized officer thereof, will convene the Governing Board to hold a hearing at the next regularly scheduled Board meeting providing at least thirty (30) days have elapsed after the SLEPA Form 104 has been returned to the SLEPA offices. Such hearings or investigations will be held at such times and places as designated following appropriate written notice to such applicant or subgrantee.

The hearing shall not be bound by the rules of evidence whether statutory, common law, or adopted by Rules of Court. The Governing Board may in their discretion exclude any evidence if they find that its probative value is substantially outweighed by the risk that its admission will either (1) necessitate undue consumption of time, or (2) create substantial danger or undue prejudice or confusion. In that event, they will accept for filing a written offer or proof which may also argue relevancy to the issue at hand.

The Governing Board will render its decision and so inform the appellant immediately following the hearing. There shall be ten (10) days after the hearing to file written exceptions, objections and replies to the findings of the Governing Board.

The findings of fact and determinations made by the Governing Board of SLEPA shall be final and conclusive, unless the Governor shall, within thirty (30) days of Governing Board decision, reverse that decision.

## 6. Suspension or Termination of Grant:

Determination for suspension or termination of funds will initiate with SLEPA and will be based upon the subgrantee's inability to perform in accordance with the conditions of the grant award; upon the unsatisfactory or non-filing of cost statements and/or the unsatisfactory or non-filing of quarterly reports as required under the grant conditions.

SLEPA will notify the subgrantee by letter to the Mayor/Freeholder/Director/ or State Department Head advising of SLEPA's initial determination and citing the reasons for such termination or suspension of funds. This will be followed immediately by a letter to the subgrantee, with copies to the Project Director and the Financial Officer, detailing the exact discrepancies with regard to the grant award.

Reinstatement of funding may be approved by

SLEPA after satisfactory compliance by the subgrantee.

## 7. Staff Screening:

a. Every application received will be dated and logged into the incoming mail book. Action grant applications will then be referred to the Operations Unit of SLEPA; Planning Grant Applications to the Planning Unit.

b. The Project controller assigns each application a project number and this number is logged in the project control log. Two copies of the application are filed in the Administration file, and two more copies are referred to the appropriate Assistant Director.

c. The Assistant Director completes a preliminary screening process, and if the application is not within the purview of the Comprehensive Plan, the applicant is so advised in a letter of acknowledgement. Any deficiencies are itemized and the application is assigned to a unit staff member to follow through with the applicant until the application is technically correct.

d. A technically correct application is then forwarded to the Application Review Committee composed of the Executive Director, the Assistant Director-Planning, the Assistant Director-Operations, and the Assistant Director-Administration. The Committee meets for the final review of the application to determine the staff recommendations to the SLEPA Governing Board.

e. SLEPA Governing Board or its designated Committee makes the final decision.

## 8. Application Review:

a. The Governing Board or a designated Committee of the Board will review each action grant application which has been recommended for funding.

b. The Board will approve action grants at a regularly scheduled meeting based on the following criteria:

1. Conformity to the purposes of the Act and its regulations and guidelines, i.e. LEAA Financial Guide, Federal Circulars contained in Appendix of this document, etc.
2. Compliance and coordination with New Jersey's current comprehensive law enforcement plan.
3. The estimated impact on the support of the state's priority programs.
4. The degree of probable constructive contribution to the improvement of the State of New Jersey's criminal justice system.
5. The likelihood of achieving stated grant objectives.
6. The amount of estimated benefit derived versus the cost incurred as compared to similar projects and to those other action grant applications being considered.
7. The degree of innovation displayed.

c. The applicant will be notified promptly of any decision made by the Governing Board on their application.

## 9. Reporting Procedures:

a. **Quarterly Narrative Reports:** Subgrantees are

required to submit quarterly narrative reports for the duration of the project period to SLEPA describing the project activities and progress which has been made during each quarter of the subgrant period.

b. **Final Narrative Reports:** Upon termination or completion of a subgrant, a final narrative report, in addition to the scheduled quarterly report, will be required by SLEPA and will be submitted within 30 days of the termination or completion date of the project. This report should contain a complete description of the project including goals, problems, results, recommendations, and an evaluation of effectiveness. If this information is contained in sufficient detail in the publication normally the result of a planning grant, this may suffice as the final narrative report. Subgrantees should remember that this report will be one of the criteria upon which any application for an action grant, based on or related to the planning grant, will be judged.

c. **Interim Evaluation Report:** Should a subgrantee wish to reapply for a continuation action grant, an interim evaluation report will be required by SLEPA to be submitted after the third quarter of the project period along with four copies of the Grant Application. This interim report will replace the third quarter narrative report and will include a complete evaluation both narrative and fiscal on the progress of the project up to that point. Upon review of this interim evaluation report and the application, SLEPA will decide on the refunding of any continuation action grant for the next project period. This process will alleviate funds from expiring, and will keep the flow and progress of a project continuing from one project period to another.

## 10. Encouragement of Grants:

a. SLEPA will, through its staff and periodic newsletter inform potential applicants of fund availability and will encourage them to apply for these funds.

b. One secondary objective of SLEPA is to develop within local units of government the capability and expertise necessary to develop sound projects and apply for subgrants. However SLEPA, through the type of assistance given, will not be so supportive as to negate the need for this capability and expertise to develop.

## 11. Nature of Contributions:

a. Because the SLEPA staff is available for technical assistance and through them others with additional expertise, subgrantees must show that persons whose salary is used as a local contribution (matching share) are providing a service mandatory for the successful completion of the project. Supervision of or work on the project by a person whose salary is significantly greater than that needed to hire a qualified person will be discouraged. If this person does supervise or work on the project, the credit to the matching share will be limited to what a sufficiently qualified person spending the same amount of time could be hired for, either as an employee or a consultant. Volunteered services where no cost to the contributor of these services can be shown are not allowable.

b. It is anticipated that local units of government may have numerous services available which can be utilized as local matching contribution. As long as these services are necessary to the project and conform to LEAA Guidelines they are acceptable.

c. In all cases local contributions to the project must be itemized, verified and treated in the same manner as bills and invoices presented for payment from funds awarded.

## 12. Timing of State and/or Local Contributions:

State and local contributions need not be made in exact proportion with and time concurrence of withdrawal and expenditure of Federal funds. During the first months of program or project operation, for example, the subgrantee may spend a greater proportion of its matching funds to meet program expenses than may be required by the applicable statutory ratio, or it may spend a larger proportion of Federal funds. However, the full grantee matching share must be contributed by the end of the period that Federal funds are available for obligation or expenditure under a given subgrant and in no event later than the date at which the complete Federal award has been expended.

## 13. Subgrantee Fiscal Responsibility:

The subgrantee shall be responsible to Federal and state regulations for maintaining a bookkeeping system, records and files to properly account for all grant monies spent and local/state services contributed as cash.

SLEPA is in no way specifying a definite system, but it will expect subgrantees to develop one that conforms to good accounting practices.

SLEPA has members of its staff with fiscal responsibility who will be available to subgrantees to provide technical assistance with respect to fiscal administration of the subgrants.

a. Special consideration should be given to the following general conditions pertaining to the administration of subgrants:

1. **Fiscal Control and Fund Accounting.** Procedures will be established which assure proper disbursement of, and accounting for, grant funds and required non-federal expenditures that meet the requirement of the State of New Jersey to the federal government as specified in the Act.
2. **Accounting Procedures.** Accounting procedures provide for an accurate and timely recording of receipt of funds by source of expenditures made from such funds, and of unexpended balances. Controls will be established which are adequate to ensure that expenditures charged to subgrant activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate. All required records will be maintained until an audit is completed and all questions arising therefrom are resolved, or five (5) years after completion of a project, which-

ever is sooner.

3. **Fund Payment.** All payments made to the subgrantee under this grant will be recorded by the subgrantee in accounting records separate from all other fund accounts, including funds derived from other grant awards. Amounts paid shall be available for expenditure by the subgrantee in accordance with the provisions of the subgrant throughout the project period subject to such conditions as the State Law Enforcement Planning Agency may prescribe.
4. **Use of Grant Funds.** Funds granted may be used only for the purposes required to carry out the approved project and identified in the approved project budget. Except when specifically approved in writing by the State Law Enforcement Planning Agency, funds transferred between budgetary categories may not exceed 10 percent of total allowable expenditures.
5. **Project Income.** All interest or other income earned by the grantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, etc.) must be accounted for. Refer to Circular-A-102 in Appendix for a complete discussion of this topic.
6. **Income From Other Sources.** All income from other sources, such as contributions, donations or funds from other grant programs, must be accounted for and reported to the Agency.
7. **Obligation of Grant Funds.** Grant funds may not, without advance written approval by SLEPA, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the grant period.
8. **Return of Unobligated Funds.** Funds that remain unobligated at the end of the fiscal budget period shall be returned to SLEPA within sixty (60) days after the end of such budget period.
  - b. Consideration should also be given to the following Agency policies concerning budgetary and payment procedures.
    1. Grants are awarded for a one year period or a part thereof.
    2. The starting date for the grant period is established by SLEPA at the time of approval of the application.
    3. No later than three months prior to the expiration of a grant period the applicant must submit a continuation application to SLEPA for the subsequent year if additional funds are being requested.
  - c. **Cost Allowability.** Refer to Office of Management and Budget Circular, A-87 in the Appendix.
  - d. **Fiscal Reporting Requirements.** The grantee must maintain a generally accepted accounting system which provides, as a minimum:
    1. A separate account for the grant project (this

means a separate appropriation account for State agencies) with separate accountability of receipts, expenditures, and balances for each Fiscal Budget Period.

2. Itemization of all supporting records of grant receipts, expenditures and State/local contributions in sufficient detail to show exact nature for each Fiscal Budget Period.
3. Provision of data and information for each expenditure and State/local contributions with proper reference to a supporting voucher or bill properly approved.
4. Maintenance of payroll authorizations and vouchers.
5. Maintenance of a time-reporting system for personnel charged to the grant and also covering State/local contributed services. (If your present system of reporting does not adequately provide for this, obtain copies of SLEPA Form 105 from the Agency.)
6. Maintenance of adequate records supporting charges for fringe benefits.
7. Maintenance of adequate supporting records for equipment bought, rented and contributed.
8. Provisions for payment by check.

All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or five years after completion of a project, whichever is sooner.

The grantee's accounting records concerning the grant project must be made available for inspection or audit by SLEPA at any reasonable time.

#### **14. Consultants:**

The use of consultants (see definition) by subgrantees will be governed by the following conditions in addition to LEAA regulations and Office of Management and Budget Circular A-87.

- a. The use of a consultant must be included in the subgrant application. The proposed contract between the consultant and the subgrantee, or potential subgrantee, must be reviewed by SLEPA prior to its signing.

- b. Each consultancy requested in a subgrant application will be reviewed on the following points:

1. Has the work requested of the consultant been outlined in sufficient detail to insure satisfactory performance?
2. Has the method and frequency of evaluation by the subgrantee been specified?
3. Is the work requested of the consultant within his capability?
4. Have the final products or out-put of the consultant been specified clearly enough?
5. Is the proposed contract between the subgrantee and the consultant acceptable and fair, in addition to the above items? (The contract will be included as a portion of the subgrant application if not already approved by SLEPA.)
6. Does the subgrantee demonstrate adequate cap-

ability to utilize a consultant?

c. Most reliable consultants do not charge for the costs of estimating the project, proposal preparation and other similar pre-agreement costs; however, consultants performing work prior to the award of the subgrant who do charge may be reimbursed with Federal funds or be considered as a matching cost only if the following conditions are satisfied.

1. Pre-agreement costs generally, and consultants working prior to the subgrant award specifically, must be defined and budgeted separately in the subgrant application. (Refer to Attachment B, Section C of Circular A-87.)
2. Payment of the consultant from Federal funds or as a matching share is contingent upon the award

of the subgrant.

d. The method of payment of the consultant will be specified in the contract. It is strongly recommended that funds not be advanced prior to the commencement of the work and that between 20% and 35% of the total fee paid be withheld until 30 days after the receipt of the final product from the consultant.

e. Because there may be many consultants competing for work involved in subgrants, SLEPA will need a means of evaluating them in its application process. Subgrantees will prepare as a separate portion of their final report or at the completion of a consultant's contract an objective evaluation of the consultant and his work.

## SLEPA FORMS IN USE

SLEPA Form #	Title	Use
101	GRANT APPLICATION (submit 4 copies, 2 with original signatures)	Applicants use to request a grant for any project.
102	RESOLUTION FORM (submit 2 copies with original signatures)	Applicant unit of local government must pass resolution in this form and submit with application or prior to release of funds.
103	SUBGRANT AWARD (Both copies should be returned after being signed)	Contract form executed by SLEPA and mailed to subgrantee for signatures.
104	NOTICE OF APPEAL (Complete one copy and return to SLEPA)	Provided to an applicant who wishes to appeal a denial for funding.
105	INDIVIDUAL TIME AND SALARY REPORT (Kept on file by subgrantee per instructions)	Provided to subgrantee upon request for use.
107	DETAILED COST STATEMENT, CASH REPORT, CASH REQUEST (Combined form. Submit in triplicate with original signatures)	<ol style="list-style-type: none"> <li>1. Cash Request section is completed to obtain initial cash to begin project.</li> <li>2. Succeeding periods, per instructions, all three sections must be completed.</li> </ol>

**STATE OF NEW JERSEY**  
**STATE LAW ENFORCEMENT PLANNING AGENCY**  
**GRANT APPLICATION**  
 (UNDER PUBLIC LAW 90-351 AS AMENDED)  
 Four copies required; two with original signatures

**For SLEPA Use Only**

PROJECT NUMBER	DATE RECEIVED
FUNDING SECTION NUMBER	FUNCTIONAL CATEGORY
GRANT NUMBER	DATE APPROVED

**SECTION A**

- 1. Type of Grant  Planning  Action
- 2. Type of Application  Initial  Revision of Grant or Project # \_\_\_\_\_  Continuation of Grant # \_\_\_\_\_
- 3. Short, Descriptive Project Title \_\_\_\_\_
- 4. Applicant Unit of Government \_\_\_\_\_  
(STATE AGENCY, COUNTY OR MUNICIPALITY)
- 5. Implementing Agency \_\_\_\_\_
- 6. Project Address \_\_\_\_\_
- 7. Project Duration From \_\_\_\_\_ To \_\_\_\_\_  
(REQUESTED STARTING AND CONCLUDING DATES)
- 8. Program Area (Number and Title) \_\_\_\_\_  
(FOR ACTION GRANTS ONLY)
- 9. SLEPA Plan year under which this application is being made: 19\_\_\_\_.
- 10. Project Director (Person directly responsible for project operations)  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone Number \_\_\_\_\_
- 11. Financial Officer of Unit of Government (if other, specify)  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone Number \_\_\_\_\_
- 12. Description of Project (describe in detail on ATTACHMENT ONE)
- 13. Budget (see instructions – provide itemization as called for on ATTACHMENT TWO)

TOTAL BUDGET COSTS SUMMARY		
Source of Funds	%	Amount
SLEPA (Federal)		
State, Local or other/in kind		
State, Local or other/cash		
State Buy-In (Starting FY 1973)		
<b>TOTAL</b>	<b>100%</b>	

- 15. Estimate below the amount of SLEPA funds which will be required to continue this project for the next two years. (This assumes a satisfactory evaluation and that funds will be available and should not be construed as a commitment for future funding).  
 1st continuation \$ \_\_\_\_\_  
 2nd continuation \$ \_\_\_\_\_

## ATTACHMENT ONE

### Section A – Item 12 DESCRIPTION OF PROJECT

Include, following this sheet, the details as outlined below: (Note: If this is not an initial application for this project, see the information at the bottom before continuing.)

- a. **The Problem.** Describe the nature and scope of the existing problem, including the present status of activities by the applicant or other law enforcement agencies, regarding the problem. This section should clearly justify the reasons why the project is needed.
- b. **Goals and Objectives.** This section should be limited to a precise statement of the specific project goals, objectives, and accomplishments sought that will help to solve or overcome the problem(s) described above.
- c. **Project Activities.** Show a clear, detailed statement of the proposed step-by-step project activities, broken down into phases or tasks. Where appropriate, include a "work schedule chart", showing the amount of time necessary to complete each task.
- d. **Project Management.** Describe the proposed duties and responsibilities of the Project Director (if appropriate). Indicate to whom the Director reports and the manner in which project accountability will be maintained.
- e. **Personnel.** If the project requires the employment of full or part-time personnel, indicate the positions to be filled and the duties or responsibilities of each. If training is involved, indicate the number of persons (by position) to be trained.
- f. **Brief Personnel Biographies or Job Specifications.** Include a detailed resume or biography for each person selected to work on the project. If personnel are not selected at time of submission, describe position qualifications.
- g. **Participating Agencies.** List all State or local jurisdictions, agencies or organizations directly participating in the project. Describe the responsibilities of each and include letters of intent.
- h. **Project Evaluation.** Describe the method by which the project will be evaluated at the end of the first year of operation (or at the end of the project, whichever is earlier) to determine if goals and objectives (above) have been attained.
- i. **Alternative Methods.** List any alternative methods that could be used for solving the problem and the reason(s) for selecting the method proposed in this application.
- j. **Assumption of Costs.** If the project will last more than one year, describe how the applicant agency plans to eventually assume the total costs of the program (after a limited period of SLEPA assistance).

**CONTINUATION APPLICATIONS.** In the case of a continuation application, the applicant must present an overview of the activities funded with the previous year's grant, and an assessment of project results supported by data. This overview should be developed in line with the stated goals and objectives of the previous project. Continuation applications should be submitted approximately three months prior to expiration of the preceding project.

## INSTRUCTIONS FOR ATTACHMENT TWO

### BUDGET DETAIL/BUDGET EXPLANATION

Estimated cost details of the project's budget should be itemized on Attachment 2. If additional space is needed, use Budget Explanation. Costs should be broken down as indicated in the column headings. Some costs may be 100% SLEPA, while others may be part SLEPA and part State and/or local.

#### CASH OR IN-KIND MATCH

The applicant's cash match is defined as: monies that can be *identified* as appropriated specifically for project purposes. The method of determining values for the in-kind match should be explained fully on the Budget Explanation form.

The allowability of charges made to funds granted under the Act shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in Office of Management and Budget Circular No. A-87 entitled, "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Government" dated May 9, 1968 and LEAA Financial Guide. Except where inconsistent with SLEPA regulations or Circular A-87 and LEAA, local procedures and practices will apply to local grant funds, and State procedures and practices will apply to State grant funds.

Accounts and records of the State and local subgrantees must be accessible to authorized Federal and State officials for the purpose of audit and examination. The principles are set forth in Office of Management and Budget Circular A-73, "Audit of Federal Grants-In Aid to State and Local Governments", dated August 4, 1965. Circular A-73 is reproduced in the SLEPA Action Guide.

a. **Salaries and Wages.** List each position that will be involved, indicating the percent of time and annual salary of each. Employee benefits, such as retirement, FICA, health insurance, vacation, should be shown separately.

The project staff should be divided into two categories. First, is all sworn police officers and other regular law enforcement personnel at the operational level, including probation, parole, and correction officers, etc. The total cost of compensating this group out of federal (SLEPA) funds may not exceed one-third of the *total* SLEPA grant. Cost in excess of the one-third must be carried as part of the applicant's match. (This requirement may be waived by SLEPA if written authorization is granted prior to submission.)

The second group would include all other personnel costs "whose primary responsibility is to provide assistance, maintenance or auxiliary services or administrative support to the regular operational components." p. 28, Financial Guide (December 1971). There is no limitation placed on the proportion of these salary costs.

To illustrate this requirement: Salaries for police and other regular law enforcement personnel on a project for which an applicant requests \$60,000 of SLEPA funds may not exceed \$20,000 (1/3 of \$60,000). However,

salaries for other personnel may be in addition to the \$20,000.

Another major concern involves ongoing SLEPA funded projects. SLEPA funds may be used to provide no more than 50% of any salary increase from one grant period to another. To illustrate: a project director is paid a salary of \$10,000 for a grant lasting the full calendar year 1971. If the project is continued during 1972 and his salary is raised to \$12,000, the maximum that may be funded out of the SLEPA share would be \$11,000 (\$10,000 base from 1971 plus 50% of the increase of \$2,000).

b. **Consultants.** List by name or type the consultant to be selected, and show the total estimated costs. A detailed cost estimate should be shown in ATTACHMENT 2, Budget Explanation, including the scope of services to be performed and the basis for calculating fees including the estimated number of man days required, rate travel, overhead, profit charges, etc. As a general rule, a maximum of \$135 per day including fringe benefits may be charged.

SLEPA reserves the right to approve or disapprove consultant services prior to commitment for such services.

The Act requires that no more than one-third of total planning funds be utilized for consultant services. This limitation will be administered on a statewide, total planning program basis. This means that a local subgrantee could exceed one-third if SLEPA determines that the total statewide average is still below one-third. For that reason, more than one-third consultant services should not be included in a planning grant application unless permission from SLEPA in writing is received in advance.

c. **Travel.** Show travel costs by estimating the number of trips, multiplied by the estimated cost per trip. If possible, show the proposed destination or purpose of the trip(s). Use State rates for travel and subsistence, e.g., ten cents per mile, maximum of \$9.00 per day for three meals, maximum of \$21.00 per day room costs, etc. (Full details should be obtained from the "State of New Jersey Travel Regulations").

d. **Office Supplies.** Estimate the cost of materials directly required by the project, such as office supplies, postage, printing, and other expendable materials needed during the course of normal operation of the project.

e. **Facilities, Office Space.** Estimate the cost of construction, office space rental, furniture or equipment rental, maintenance costs, utilities, telephone, etc. Show the cost per square foot for office space.

Note that rent may not be charged for the use of public buildings, however, actual costs (depreciation, maintenance, etc.) that can be accounted for may be used.

f. **Equipment.** Office of Management and Budget Circular A-87 prohibits the purchase of automatic data pro-

cessing equipment without specific approval by LEAA. SLEPA may approve the purchase of equipment deemed appropriate to programs included in the State Plan. Show the type of equipment, quantity and estimated cost. Also note that the State of New Jersey requires that any item in excess of \$2,500 may be acquired only through a formal bidding process. For full details, refer

to N.J. Chapter 198, PL 1971 for information concerning local public contracts law.

g. **Indirect Costs.** These costs are limited to the applicant's match and are not chargeable for SLEPA funds. Refer to item "S" in Section B for a more complete discussion of limitations.

ATTACHMENT TWO

SECTION A - ITEM 13. BUDGET DETAIL (Estimate)

(IF ADDITIONAL SPACE IS NEEDED USE BUDGET EXPLANATION PAGE)



COST ELEMENT	SLEPA (FEDERAL) SHARE	IN-KIND	CASH MATCH		PROJECT TOTAL
		STATE/LOCAL OTHER	STATE/LOCAL OTHER	STATE BUY-IN PROVISION (Starting FY 1973)	
A. Salaries and wages					
1. Regular law enforcement personnel (see instructions)					
Position	% of time	Current Annual Salary			
2. All other staff:					
Position	% of time	Current Annual Salary			
Sub-Total Salaries			\$ _____	\$ _____	\$ _____
Fringe Benefits @ _____%			\$ _____	\$ _____	\$ _____
Total Salaries			\$ _____	\$ _____	\$ _____

ATTACHMENT TWO (Continued)

**SECTION A - ITEM 13. BUDGET DETAIL (Estimate)**  
 (IF ADDITIONAL SPACE IS NEEDED USE BUDGET EXPLANATION PAGE)

COST ELEMENT	SLEPA (FEDERAL) SHARE	IN-KIND	CASH MATCH		PROJECT TOTAL
		STATE/LOCAL OTHER	STATE/LOCAL OTHER	STATE BUY-IN PROVISION (Starting FY 1973)	
<b>B. Consultants</b>					
1. Individual consultants (list by individual or type with fee basis and amount of time devoted).					
2. Contracting or Service Organizations and Associations (list each by type with fee basis and amount of time devoted.)					
Total Consultants	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>C. Travel, Transportation, Subsistence (itemize)</b>					
Total Travel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**SECTION A - ITEM 13. BUDGET DETAIL (Estimate)**  
 (IF ADDITIONAL SPACE IS NEEDED USE BUDGET EXPLANATION PAGE)

COST ELEMENT	SLEPA (FEDERAL) SHARE	IN-KIND	CASH MATCH		PROJECT TOTAL
		STATE/LOCAL OTHER	STATE/LOCAL OTHER	STATE BUY-IN PROVISION (Starting FY 1973)	
D. Office Supplies, Postage, Printing, Etc. (Itemize)					
Total Office Supplies	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
E. Facilities, Office Space, Utilities, Equipment Rental (Itemize)					
Total Facilities	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
F. Equipment (Itemize)					
Total Equipment	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
G. Indirect Costs					
Total Indirect	\$ 	\$ _____	\$ _____	\$ 	\$ _____
Total Projects Costs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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BUDGET EXPLANATION (Use if additional space needed)

ATTACHMENT 3

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STATE OF NEW JERSEY  
SLEPA  
NON-SUPPLANTING CERTIFICATION  
(Instructions on Back)

Name and Address of Sub-Grantee \_\_\_\_\_ Date: \_\_\_\_\_

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The \_\_\_\_\_ herewith certifies that Federal funds (will be) (have been) used to increase State and/or local funds that would, in the absence of such (strike out one) federal aid, be made available for law enforcement and administration of criminal justice, and that expenditures for law enforcement and administration of criminal justice, for the period \_\_\_\_\_ to \_\_\_\_\_ will be or were at least as great as for the preceding year plus the average annual increment in such expenditures for the past ( ) two ( ) three ( ) four ( ) five years.

(Detail below the prior annual expenditures and the current budgeted amounts for law enforcement and administration of criminal justice. Use the number of base years checked above)

19 \_\_\_\_\_ 19 \_\_\_\_\_ 19 \_\_\_\_\_ 19 \_\_\_\_\_ 19 \_\_\_\_\_ Current  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

By \_\_\_\_\_  
Signature

Title \_\_\_\_\_

## NON-SUPPLANTING CERTIFICATION INSTRUCTIONS

Federal regulations require certification to the effect that federal funds have been used to increase State or local funds that would, in the absence of such federal aid, be made available for law enforcement and criminal justice. Certifications are required at the commencement and conclusion of the grant period.

- (1) Complete top section by filling in date and name and address of grantee.
- (2) Insert in the first blank in the body of the text, the title of the certifying body or individual, e.g., Freeholder, Director of \_\_\_\_\_ County, Mayor of \_\_\_\_\_, etc.
- (3) Insert the dates of the grant period in the second set of blanks.
- (4) Check the appropriate boxes, "two", "three", "four", or "five" years, depending upon the length of the averaging period selected by the subgrantee.

Where the certification cannot be made and there is a projected or actual, reduced, or unchanged local investment in law enforcement and criminal justice, enter in the space provided on the form an explanation demonstrating that the sub-grantee's reduced or unchanged commitment would have been necessitated even if federal financial support under Title I of the Act had not been made available.

Subgrantee records in support of the certification should contain estimates of total funds annually made available for law enforcement and criminal justice for the year of certification and the years used to determine average annual increment. These records should identify the source or basis of such estimates.

Where subgrantees are "combinations of local units" certifications should cover the combined law enforcement and criminal justice expenditures of the participating units.

## SECTION B

(To be completed by the official responsible for project — see instructions).

1. Authorization to proceed with this law enforcement project is requested.
2. Acceptance of conditions — The undersigned agrees, on behalf of the applicant agency, that:
  - a. It is expressly agreed that this project will meet the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 (P.L. 90-351, Stat. 197) as amended by the Omnibus Crime Control Act of 1970 (P.L. 91-644, 84 Stat. 1880) hereafter referred to as the Act, and all administrative regulations established by the Federal Law Enforcement Assistance Administration (LEAA) and the New Jersey State Law Enforcement Planning Agency (SLEPA).
  - b. The subgrant award shall be subject to and will be administered in conformity with the (i) General Conditions Applicable to Administration of Grants under the Act, (ii) Conditions Applicable to the Fiscal Administration of Grants under the Act and (iii) Any Special Conditions contained in the grant award.
  - c. The subgrant award may be terminated or fund payment discontinued by the State Law Enforcement Planning Agency when in its opinion a substantial failure to comply with the provisions of the Act or any regulations (SLEPA or Federal) promulgated thereunder, including these subgrant conditions has occurred.
  - d. In addition, the subgrant may be cancelled under the following conditions:
    - (i) If a project has not commenced within 60 days after the acceptance of the grant award, the subgrantee will report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date.
    - (ii) If, after 90 days after acceptance of the award the project is not operational, a further statement on implementation delay will be submitted by the subgrantee to SLEPA. Upon the receipt of the 90-day letter SLEPA may cancel the project, and redistribute the funds to other project areas. SLEPA, where warranted by extenuating circumstances, may request approval from the LEAA Regional Office to extend the implementation date of the project past the 90 day period.
  - e. Reports shall be submitted at such times and in such form as may be prescribed by SLEPA including monthly financial reports, quarterly narrative reports, interim evaluation reports and final financial and narrative reports.
  - f. Applicants will make available and expend from non-federal sources as needed, adequate resources for meeting matching requirements as specified in the Act.
  - g. Where activities supported by this grant produce original books, manuals, films or other copyrightable material, the grantee may copyright such, but SLEPA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so. SLEPA also reserves the right to require the grantee not to publish, and the grantee thereupon shall refrain from publishing, any material, whether copyrighted or not, that SLEPA shall designate. However, such right shall not be exercised unreasonably. Any publication by the grantee shall include, on the title page, a standard disclaimer of responsibility by SLEPA for any opinions or conclusions contained therein.
  - h. If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, the grantee shall refer the discovery or invention to the SLEPA, which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the Presidential Memorandum of October 10, 1963, on Government Patent Policy.
  - i. Discrimination will be prohibited in that:
    - (1) No person shall, on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under grants awarded pursuant to the Act or under any project, program or activity supported by this grant. The grantee must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice and the Law Enforcement Assistance Administration thereunder as a condition of award of federal funds and continued grant support. As required by Section 518 (b) of the Act, this grant condition shall not be interpreted to require the imposition in grant-supported projects of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency.
    - (2) There shall be no discrimination against any employee engaged in the work required to produce the services covered by this subgrant or against any applicant for such employment because of sex, race, creed, color, national origin or ancestry. This provision shall include, but not be limited to the following: employment upgrading; demotion; transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.
    - (3) The parties to this subgrant do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4, dealing with discrimination in employment on public contracts, and the Rules and Regulations promulgated pursuant thereto, are hereby made a part of this sub-grant and are binding upon them.
  - j. Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall vest in the grantee subject to divestment at the option of SLEPA (to the extent of LEAA contribution toward the purchase thereof) exercisable only upon notice within 90 days after the end of the grant period or termination of the grant. Grantees shall exercise due care in the use, maintenance, protection and preservation of such property during the period of project use.
  - k. No contract or agreement may be entered into by the grantee for execution of project activities or provision of services to a grant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by SLEPA. Any such arrangements shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the contractor or subgrantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project.
1. Except as specifically approved in writing by the State Law Enforcement Planning Agency, expenditures for planning services and assistance by non-governmental agencies under contract may not exceed 33 1/3 percent of total allowable project expenditures and will comply with ap-

plicable State policy and procedures concerning contract procurement.

- m. Procedures will be established which assure proper disbursement of, and accounting for grant funds and required non-federal expenditures (if any) that meet the requirement of the State of New Jersey to the federal government as specified in the Act.
- n. Accounting procedures provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls will be established which are adequate to ensure that expenditures charged to subgrant activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate. All required records will be maintained until an audit is completed and all questions arising therefrom are resolved, or five (5) years after completion of a project, whichever is sooner.
- o. All payments made to the sub-grantee under this grant will be recorded by the subgrantee in accounting records separate from all other fund accounts, including funds derived from other grant awards. Amounts paid shall be available for expenditure by the sub-grantee in accordance with the provisions of the subgrant throughout the project period subject to such conditions as the State Law Enforcement Planning Agency may prescribe.
- p. Funds granted may be used only for the purposes required to carry out the approved project and identified in the approved project budget. Except when specifically approved in writing by the State Law Enforcement Planning Agency, funds transferred between budgetary categories may not exceed 10 percent of total allowable expenditures.
- q. All interest or other income earned by the grantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, etc.) must be accounted for. Interest on grant funds must be returned to LEAA by check payable to the United States Treasury, and other income should be applied to project purposes or in reduction of project costs; *provided, however*, that if the grantee is a unit of government, the grantee shall not be accountable for interest earned on grant funds pending their disbursement or actual application for project purposes.
- r. All income from other sources, such as contributions, donations or funds from other grant programs, must be accounted for and reported to the Agency.
- s. With respect to indirect costs charged by local government subgrantee, as an in-kind match, no charges on the basis of previously established fixed rates or negotiated lump sum amounts may be allowed without prior submission to and approval by LEAA, except that flat amounts not in excess of 10% of direct labor costs or 5% of total projects costs may be allowed by SLEPA as a predetermined rate based on general experience with respect to minimum overhead support levels required for governmental agency operation. (Where flat rates are accepted in lieu of actual indirect costs, subgrantees may not also charge expenses

normally included in overhead pools, e.g., accounting services, legal services, building occupancy and maintenance, etc., as direct costs.)

- t. Grant funds may not, without advance written approval by the SLEPA be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the grant period.
- u. Funds that remain unobligated at the end of the Fiscal Budget Period shall be returned to SLEPA within sixty (60) days after the end of such budget period.
- v. SLEPA or any of its duly authorized representatives, shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of sub-grantees and contractors, as provided in Section 521 of the Act.
- w. Subgrant expenditures must be reduced by applicable credits which refer to those receipts or reduction of expenditure-type transactions which offset or reduce expense items allocable to grants as direct or indirect costs. Examples of such transactions are: purchase discounts; rebates or allowances, recoveries or indemnities on losses; sale of publications, equipment and scrap; income from personal or incidental services; and adjustments of overpayments or erroneous charges.  
Applicable credits may also arise when Federal funds are received or are available from sources other than the grant program involved to finance operations or capital items of the grantee. This includes costs arising from the use or depreciation of items donated or financed by the Federal Government to fulfill matching requirements under another grant program. These types of credits should likewise be used to reduce related expenditures in determining the rates or amount applicable to a given grant.
- x. Prior written approval will be obtained from SLEPA for major project changes. These include:
  - (a) changes of substance in project activities, designs or research plans set forth in the approved application.
  - (b) changes in the project director or key professional personnel identified in the approved application.
  - (c) changes in the approved project budget as specified in the preceding condition.
- y. The applicable sections of the Hatch Act (Title V, Chapter 15, Section 1501) pertaining to the political activities of certain State and local employees shall be adhered to.
- z. The conditions for grant assistance to any applicant, when an award is made and grant funds are accepted thereunder, will become a binding contractual commitment of the sub-grantee. The applicant should satisfy itself that it has read, understands, and is willing to comply with these grant conditions and the rules and regulations incorporated therein concerning administration of grants established by the Law Enforcement Assistance Administration and the State Law Enforcement Planning Agency.

3. This application consists of the following attachments in addition to this form:

Attachment 1: Description of Project  
Attachment 2: Project Budget

Attachment 3: Non-Supplanting Certification  
"This certifies that the undersigned has read and understands the above conditions."

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Mayor, Freeholder-Director, State Department Head

RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN A STATE LAW ENFORCEMENT PLANNING AGENCY PROGRAM

WHEREAS, the State Law Enforcement Planning Agency (SLEPA) is responsible for implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968, (as amended) in New Jersey; and

WHEREAS, the \_\_\_\_\_ wishes to apply to SLEPA for funds in connection with a project entitled \_\_\_\_\_; and  
(LOCAL AGENCY RESPONSIBLE FOR PROJECT)  
(SHORT DESCRIPTIVE TITLE FROM ITEM 3, SLEPA FORM 101)

WHEREAS, the \_\_\_\_\_ has reviewed said application and finds approval thereof to be in the best interests of the municipality/county; and  
(GOVERNING BODY/BOARD OF FINANCE OF GOVERNMENT UNIT)

WHEREAS, said project is a joint project between the State of New Jersey (SLEPA) and \_\_\_\_\_ for the purposes therein described;  
(NAME OF UNIT OF GOVERNMENT)

NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_  
(GOVERNING BODY/BOARD OF FINANCE OF GOVERNMENT UNIT)

(1) that as a matter of public policy \_\_\_\_\_ wishes to participate with the State of New Jersey (SLEPA) to the greatest extent possible; (2) that the Executive Director of SLEPA be and he is requested to accept said application on behalf of the municipality/county; and (3) that the appropriate fiscal officer will accept the funds in connection with said project from SLEPA and make disbursements in accordance with said application.  
(UNIT OF GOVERNMENT)

CERTIFICATION OF RECORDING OFFICER

This is to certify that the foregoing Resolution is a true and correct copy of a resolution finally adopted at the meeting of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ and duly recorded in my office; that all requirements of law pertaining to the conduct of said meeting and the passage of this resolution were observed; and that I am duly authorized to execute this certificate.  
(GOVERNING BODY/BOARD OF FINANCE OF UNIT OF GOVERNMENT)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE OF CERTIFYING OFFICER)

SEAL

\_\_\_\_\_  
(TITLE OF CERTIFYING OFFICER)

**NEW JERSEY STATE LAW ENFORCEMENT PLANNING AGENCY**

447 Bellevue Avenue  
Trenton, New Jersey 08618

**SUBGRANT AWARD**

PROJECT TITLE	PROJECT NUMBER
IMPLEMENTING AGENCY/PROJECT DIRECTOR	SUBGRANT AMOUNT
SUBGRANTEE UNIT OF GOVERNMENT	DATE OF AWARD

In accordance with the provisions of Part B, Title I, of the Omnibus Crime Control Act (P.L. 90-351) as amended and based on the appended application, the State Law Enforcement Planning Agency hereby awards to the above named Subgrantee a \_\_\_\_\_ subgrant in the amount specified, for the purposes set forth in the approved application.

This subgrant is subject to the General Conditions set forth in the Federal Office of Management and Budget Circulars A-73 and A-87; the General Conditions for \_\_\_\_\_ subgrants promulgated by the State Law Enforcement Planning Agency (copy of which is attached hereto); all applicable Statutes of the State of New Jersey; the requirements of the federal government (U.S. Department of Justice) and the State Law Enforcement Planning Agency; and the requirements of the State of New Jersey for State and local financial accounting. It is subject also to any special conditions attached to this subgrant.

This Subgrant Award incorporates all conditions and representations contained or made in applicant's application form 101 hereto attached.

The subgrant shall become effective, as of the date of the award, upon return of the duplicate copy of this award, duly executed by the Chief Executive (Mayor, Freeholder-Director, or State Department Head) of the Subgrantee unit of government.

**FOR THE SUBGRANTEE:**

**FOR THE STATE OF NEW JERSEY  
STATE LAW ENFORCEMENT PLANNING AGENCY**

\_\_\_\_\_  
SIGNATURE OF MAYOR/FREEHOLDER DIRECTOR,  
STATE AGENCY HEAD (SIGNATURE INDICATES  
AGREEMENT TO ATTACHED CONDITIONS, IF ANY)

\_\_\_\_\_  
EXECUTIVE DIRECTOR, SLEPA

\_\_\_\_\_  
TYPED NAME OF OFFICIAL AND TITLE

**SUBGRANT AWARD DATA**

This award is subject to special conditions (attached)

Subgrant Number : \_\_\_\_\_

Date Application Received: \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
SUBGRANT PERIOD

STATE LAW ENFORCEMENT PLANNING AGENCY

NOTICE OF APPEAL

Unit of Government: \_\_\_\_\_

Title of Application: \_\_\_\_\_

\_\_\_\_\_ Project Number \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

SLEPA Program Number: \_\_\_\_\_

It is hereby requested that a formal hearing be held pertinent to the denial of funding of the above identified application, in accord with the established procedures for appeal.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

MAYOR, FREEHOLDER-DIRECTOR, STATE DEPARTMENT HEAD

Date: \_\_\_\_\_

**STATE LAW ENFORCEMENT  
PLANNING AGENCY  
Trenton, New Jersey 08618**

**INDIVIDUAL TIME AND SALARY REPORT**

1. Applicant			2. Report Period (Month)		
3. Project Title			4. Grant No.		
5. Name		6. Employee No.		7. Social Security No.	
8. Title		9. Project Assignment			

**DAILY TIME RECORD**

DATE OF MONTH	TOTAL HOURS WORKED	HOURS WORKED ON PROJECT	DATE OF MONTH	TOTAL HOURS WORKED	HOURS WORKED ON PROJECT	DATE OF MONTH	TOTAL HOURS WORKED	HOURS WORKED ON PROJECT
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		
						31		

<b>10. Salary</b>	HOURLY RATE	WEEKLY RATE	<b>11. Monthly Total</b>	TOTAL HOURS WORKED	HOURS WORKED ON PROJECT

**APPORTIONMENT OF COMPENSATION**

Charged to	Salary	Benefits	Total
State/ Local			
Federal (SLEPA)			

CERTIFIED AND SUBMITTED AS TRUE AND CORRECT

\_\_\_\_\_  
12. Individual's Signature

\_\_\_\_\_  
13. Supervisor Project Director's Signature

## INDIVIDUAL TIME AND SALARY REPORT INSTRUCTIONS

This form is to be used for personnel involved in funded grant projects and is to be held by the subgrantee with other accounting records until an audit is completed and all questions arising therefrom are resolved, or three years after completion of a project, whichever is sooner.

An individual must use this Form 105

if the agency does not regularly use a standard time record and the individual is paid full-time with FEDERAL funds.

if the individual is paid part-time with FEDERAL funds.

if the individual's time is recorded as part-time in kind local share.

if the individual's time is recorded as full-time in kind local share.

### ITEM NUMBER

1. Name of agency, city or town which received the grant award.
2. Month for which the daily time is reported.
3. Title of awarded project.
4. Designated Grant number.
5. Employee's name whose daily time record appears on the form.
6. Employee's identification number (if appropriate).
7. Employee's social security number.
8. Employee's regular title or job position.
9. Employee's job assignment as directly related to project activities.

### DAILY TIME RECORD

Each work day should show the total number of hours worked in the first column and in the second column the total number of hours worked on project activities, e.g., a full-time project assignment would show 8 hrs. and 8 hrs., a part-time project assignment would show 8 hrs. and 4 hrs. or 8 hrs. and 2 hrs., etc.

10. Employee's salary should be designated as either the hourly or weekly rate.
11. Designate the hours worked for the whole month as total hours worked and total hours worked on project.

### APPORTIONMENT OF COMPENSATION

This will summarize the monthly salary and fringe benefits dollar value for use in gathering information for the regular quarterly narrative report.

12. Employees whose time records are recorded on this form must sign and certify the correctness of the report.
13. The employee's supervisor should also sign to verify the accuracy of the report.

# INSTRUCTIONS FOR DETAILED COST STATEMENT, CASH REPORT, CASH REQUEST SLEPA FORM 107

The purpose of these instructions is to explain the procedures to be followed by each subgrantee in reporting to SLEPA on:

- The funds required in the immediate future to begin, continue or complete the approved activities under each subgrant.
- The expenditure of funds in connection with the activities under each subgrant.

The subgrantees are to use a revised, three-part form in reporting to SLEPA. The sections of this report are:

- Detailed Cost Statement
- Cash Report
- Cash Request

The procedure for completing each section is covered in these instructions.

## I FREQUENCY AND DATES FOR REPORTING

The required frequency of reporting on each subgrant will depend on the subgrant section, as determined by SLEPA. The subgrantee will be informed of the Section to which each subgrant has been assigned. Briefly, the basis for assignment is as follows:

*Section I*—subgrants with a single or limited payment funding plan.

*Section II*—subgrants that do not fit the Section I definition and with a total grant amount in excess of \$10,000.

*Section III*—subgrants that do not fit the Section I definition and with a total grant amount of \$10,000 or less.

Reports are required on each subgrant as follows:

<i>Subgrant Section</i>	<i>Reporting Frequency</i>
I and III	Each quarter
II	Each month

All reports are due *5 working days* after the end of the reporting period (quarter or month).

Reports *must* be submitted for each active subgrant, even if additional funds are not being requested.

## II DETAILED COST STATEMENT

The purpose of the Detailed Cost Statement is to provide SLEPA with necessary information on the expenditure of federal funds and matching state or local funds in connection with each subgrant. This report also is to provide SLEPA with necessary information on expenditures by approved cost categories and to compare expenditures to the approved project budget.

The information submitted in the Detailed Cost Statement, as well as the supporting accounting records, is subject to both federal and state audit for accuracy, completeness and compliance with the terms of the subgrant award.

The following explanations are to assist in the preparation of the Detailed Cost Statement.

1. The Approved Project Budget amounts must agree with the budget application approved by SLEPA. Any pending requests for budget modification are not to be included until they are approved in writing by SLEPA.

2. Budget categories for reporting expenditures are

the same as those on the project budget.

3. This report must show the expenditure in each category of SLEPA funds, subgrantee funds and the in-kind match by the subgrantee.

4. The section on cumulative expenditures should show all expenditures, by cost category and by source of funds, since the beginning of the project.

## III CASH REPORT

The purpose of the cash report is to provide SLEPA with necessary information on the receipt and disbursement of funds and on existing cash balances.

Cash balances must be kept as close as possible to actual cash needs for the succeeding period.

The following explanations refer to items on the Cash Report form.

1. Cash on hand—beginning of the period. This amount must agree with the SLEPA cash on hand (item #6) on the previous report.

2. SLEPA cash disbursed during the period. This amount must agree with the reported expenditure of SLEPA funds on the accompanying Detailed Cost Statement.

3. Unpaid obligations and encumbrances (item #7). These represent signed purchase orders or contracts and outstanding accounts payable expected to be paid during the next period, as well as required deposits covering purchase orders and contracts.

## IV CASH REQUEST

The Cash Request is the basis for SLEPA disbursement of funds to subgrantees. To insure that adequate funds are provided to cover the needs of the project, but that cash balances are not in excess of the project needs, subgrantees must report to SLEPA on their anticipated expenditure of funds. This information, after cash on hand is deducted, will be the basis for cash disbursements from SLEPA.

It is necessary that all subgrantees estimate their expenditures of SLEPA funds in the following way:

### 1. Section I and III subgrants

A. *Initial fundings*—Expenditures should be estimated through one month past the end of the current

(Continued on back)

report period. For example, if a project is being funded initially in May, expenditures should be estimated for the balance of May, June and July.

B. *Follow-on fundings*—Expenditures should be estimated through one month past the end of the next report period. For example, on a Cash Request submitted by July 5, as part of the reporting for the second quarter, expenditures should be estimated for July, August, September and October.

## 2. Section II subgrants

A. *Initial fundings*—Expenditures should be estimated for the first two months of the project. That is, for a project initially funded in June, expenditures should be estimated for June and July.

B. *Follow-on fundings*—Expenditures should be estimated for the next two months. For example, on the Request submitted by July 5, which covers June activity, expenditures should be estimated for July and August.

Similarly, the August 5 request would have expenditures estimated for August and September.

3. The unobligated cash on hand is to be deducted from the anticipated expenditures.

## V CERTIFICATION

Each report is to be certified by the Project Director and by the Fiscal Officer. This certification covers all three sections of the report.

## VI ADDRESS FOR SUBMITTING REPORTS

The report is to be sent to the following address:

FISCAL OFFICER  
SLEPA  
447 Bellevue Avenue  
Trenton, New Jersey 08618

(SUBMIT IN TRIPLICATE)

1. Unit of Government \_\_\_\_\_  
 2. Implementing Agency \_\_\_\_\_  
 3. Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 4. Subgrant # \_\_\_\_\_  
 5. Project Duration:  
 From \_\_\_\_\_  
 To \_\_\_\_\_

6. Date of this Report: \_\_\_\_\_  
 7. Report # \_\_\_\_\_  
 8. Report Period:  
 a. For Month of \_\_\_\_\_  
 b. For Quarter  
 January 1 to March 31  
 April 1 to June 30  
 July 1 to September 30  
 October 1 to December 31  
 c. Other period \_\_\_\_\_

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DETAILED COST STATEMENT

BUDGET CATEGORIES	APPROVED PROJECT BUDGET			THIS REPORT PERIOD'S EXPENDITURES			CUMULATIVE EXPENDITURES			
	SLEPA (Federal)	SUBGRANTEE Cash	SUBGRANTEE In-kind	SLEPA (Federal)	SUBGRANTEE Cash	SUBGRANTEE In-kind	SLEPA (Federal)	SUBGRANTEE Cash	SUBGRANTEE In-kind	TOTAL (SLEPA and Subgrantee)
A. Salaries & Wages										
1. Regular law enforcement personnel										
2. Other Staff										
Fringe Benefits										
B. Consultants										
C. Travel, etc.										
D. Office Supplies, etc.										
E. Facilities, etc.										
F. Equipment										
G. Indirect Costs										
<b>TOTALS</b>										



# APPENDIX

**STATE OF NEW JERSEY**  
**EXECUTIVE DEPARTMENT**  
**Executive Order No. 45**

WHEREAS, the 90th Congress of the United States has enacted, and on June 19, 1968, the President has signed into law, legislation popularly referred to as the "Omnibus Crime Control and Safe Streets Act of 1968;" and

WHEREAS, Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" authorizes grants to the states for creation of comprehensive statewide plans for improvement of law enforcement and the administration of criminal justice, and upon federal approval of such plans authorizes implementation grants to carry out their provisions; and

WHEREAS, modern, efficient, and fair law enforcement and criminal justice are of vital importance to the citizens of New Jersey; and

WHEREAS, the public interest of the citizens of New Jersey requires that the State fully implement the provisions of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" to strengthen local and State law enforcement procedures, facilities, personnel and techniques; and

WHEREAS, the "Omnibus Crime Control and Safe Streets Act of 1968" requires the Governor to designate a State agency having a specific composition of representatives empowered to apply for, receive, and administer federal grants thereunder;

NOW THEREFORE, I, Richard J. Hughes, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the statutes of this State do hereby ORDER and DIRECT:

1. (a) There is hereby created the New Jersey State Law Enforcement Planning Agency, in the Executive Office of the Governor, and subject to the jurisdiction of the Governor.

(b) The New Jersey State Law Enforcement Planning Agency (hereinafter referred to as the "Agency") shall consist of two parts, to wit, a Governing Board, and a staff under the supervision of an Executive Director (who shall also be the Administrator).

(c) The Governing Board shall consist of members chosen by the Governor to be representative of the police, prosecutive, corrections, and court functions on the State level; the police, prosecutive, corrections, and general government functions on the local level; and the public other than law enforcement personnel. Members of the Board shall serve without compensation, but within the limits of funds available therefor, shall be entitled to reasonable reimbursement for all necessary expenses incurred in the discharge of their duties.

(d) The Attorney General of New Jersey shall be Chairman of the Governing Board.

2. (a) The Agency shall be responsible to the Governor for the implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in the State of New Jersey.

(b) The Agency shall, at regular intervals, inform the Governor and the Legislature in writing as to developments regarding implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in the State of New Jersey.

(c) The Agency shall twice during each year summarize progress made in implementation of Title I of the "Omnibus Crime Control and Safe Streets Act of 1968" in written progress reports to the Governor, the Legislature, the Courts, and the chief executives of local government units within the State of New Jersey.

(d) The Governing Board shall maintain general oversight, review, evaluation, and approval of the law enforcement improvement activities of the Executive Director and staff pursuant to Title I of the "Omnibus Crime Control and Safe Streets Act of 1968," including development and revision of the State law enforcement plan, establishment of priorities for law enforcement improvement in the State, correlation with units of local government and law enforcement, and implementation of subgrants or allocations thereto.

(e) The Governor shall appoint the Executive Director, who shall serve at the pleasure of the Governor. Between meetings of the Governing Board, the Executive Director shall be available to the Governor for consultations or information relating to any matters concerning the work of the Agency.

(f) The Executive Director is hereby authorized, on behalf of the Agency, to call upon any department, office, division or agency of the State to supply such data, information, or assistance as shall be necessary to the discharge of the responsibilities of the Agency under this Order. Each department, office, division or agency of the State is hereby authorized and directed, to the extent not inconsistent with law, to provide such data, information or assistance to the Agency.

(g) The Executive Director may attend Cabinet conferences at the pleasure of the Governor.

(h) The Agency shall, relative to the subject matter of this Order, have the power to promulgate all necessary rules, regulations, and guidelines for local law enforcement planning applications, and for the administration of grants to local law enforcement agencies.

3. The New Jersey Council Against Crime, created under Executive Order No. 37, January 4, 1968, shall act in an advisory, a consulting, and a fact-finding capacity to the Agency, and shall, immediately after each of the Agency's said progress reports, be consulted for the advice and sense of the broader community represented by the Council Against Crime as to the prospective work of the Agency during the next ensuing report period.

4. This Order shall take effect immediately.

GIVEN, under my hand and seal this  
13th day of August, in the  
year of our Lord, one thousand  
nine hundred and sixty-eight,  
and of the Independence of  
the United States, the one  
hundred and ninety-third.

signed — Richard J. Hughes  
GOVERNOR

Attest:  
Acting Secretary to the Governor

## APPLICABILITY OF HATCH ACT PROVISIONS TO LOCAL AGENCY OFFICERS AND EMPLOYEES

The original Hatch Act ("an act to prevent pernicious political activities"), enacted in 1939, did not include state or local agency officers or employees. 53 Stat. 1147. The 1940 amendment, 54 Stat. 767, extended the Act to cover these individuals. In 1966, the laws relating to the organization of the United States Government, including the Hatch Act, were revised, codified, and enacted as Title 5 of the United States Code. Public Law 89-554. Hatch Act provisions thus reenacted in Title 5 were repealed, 80 Stat. 632, so that the appropriate statutory reference today is no longer to the Hatch Act, but to the applicable sections of said Title 5.

The political activities of certain state and local employees are the subject of chapter 15, beginning at section 1501. Chief among proscribed activities, pursuant to section 1502, are the influencing of elections, the coercive solicitation of political contributions and the taking of an active part in political management or in political campaigns.

The statute is violated only when the proscribed activities are engaged in by a "state or local officer or employee" which term is defined in section 1501 (4) as

"An individual employed by a state or local agency whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency, but does not include—

(A) an individual who exercises no functions in

connection with that activity; or

- (B) an individual employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a state or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization."

It is thus clear that, with some exceptions, officers and employees of a local government agency engaged in a LEAA financed activity are subject to chapter 15 if their principal employment is in connection with such activity. It has been held that a person's part time position may be his "principal employment" within the meaning of chapter 15. *Smyth v. United States Civil Service Commission*, 291 F. Supp. 568 (1968).

If the United States Civil Service Commission after a hearing determines that a violation of section 1502 has occurred warranting the dismissal of the officer or employee, it notifies him and his agency of such determination. If within 30 days after such notice the offending officer or employee has not been dismissed or, though dismissed, has been reappointed within 18 months, LEAA will be required to withhold from its grants to the agency to which notice was given an amount equal to 2 years' pay at the rate the officer or employee was receiving at the time of violation. Sections 1504 thru 1506. Details of procedure will be found in sections 1507 and 1508.

### OFFICE OF MANAGEMENT AND BUDGET (BUREAU OF THE BUDGET) CIRCULAR A-73

#### EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET  
WASHINGTON, D.C. 20503

August 4, 1965

CIRCULAR NO. A-73

TO THE HEADS OF EXECUTIVE  
DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Audit of Federal grants-in-aid to State and local governments

1. **Purpose.** This Circular sets forth policies to be followed in the audit of Federal grants-in-aid to State and local governments. The primary objectives of this Circular are to promote improved audit practices, and to achieve more efficient use of manpower through improved coordination of the efforts of Federal, State, and local government audit staff. To the extent appropriate, the policies should also be applied to contracts with, and loans to, State and local governments.

2. **Coverage.** This Circular applies to all Federal agencies responsible for administering programs that involve grants-in-aid to State and local governments.

3. **Audit policies.** Federal agencies are responsible for providing adequate audit coverage of grant programs, as a constructive aid in determining whether Federal funds have been applied effectively and in a manner that is consistent with related Federal laws, program objectives, and underlying agreements.

a. **Determination of audit requirements.** Each Federal agency conducting grant programs will establish audit policies for guidance of its internal or independent auditors. For this purpose, the agency will review its individual grant programs to determine the coverage, frequency, and priority of audit required for each program. Such review should include consideration of the following factors:

(1) The dollar magnitude and duration of the grant program.

(2) The extent of Federal matching requirements.

(3) The Federal management needs to be met, as developed in consultation with the responsible program officials.

(4) Prior experience in auditing the program, including the adequacy of the financial management system and controls.

The audit policies of Federal agencies will provide for relying, to the maximum extent feasible, on internal or independent audits performed at the State and local levels and for appropriate use of the principles of statistical sampling.

b. **Scope of individual audits.** To assist in deciding on the scope of Federal audit required for each grant program, determinations will be made of the adequacy of the internal management control system employed by the grantee — including consideration of whether the accounting records are maintained, and reports are prepared, in accordance with generally accepted accounting principles, and whether audits are carried out in accordance with generally accepted auditing standards. This involves an evaluation of the grantee's organizational arrangements, financial systems, and facilities for audit and other reviews. The aim is to determine whether the management controls provide an effective system that promotes efficient administration and satisfies governing laws and regulations, the audit service is provided on a timely basis by qualified staff, and the auditors have sufficient independence of operations to permit a comprehensive and objective service to management.

Where grantee practices are considered to be acceptable under such standards, Federal audits will be oriented toward establishing the adequacy of the system and controls in operation, supported by a testing of transactions to verify the reliability of the system.

Where the grantee's internal management control system does not meet these standards, Federal agencies will encourage the grantee to review existing practices and bring about necessary improvements, and will cooperate by lending such assistance as may be feasible in developing an appropriate system and orienting grantee staff.

Each Federal agency will make available — on request from another Federal agency — the results and findings of previous audits that identify the adequacy of a grantee's system of financial management and control as well as such other information as will assist in establishing audit requirements and the scope of audit.

c. **Arrangements for conduct of audits.** In order to conserve manpower, promote efficiency, and minimize the impact of required audits on the operations of grantee organizations, the audit of all grant programs administered under the jurisdiction of a single Federal department should be coordinated in all cases where related authorities and responsibilities are delegated to constituent organizations.

In addition, each grantor agency will give full consideration to establishing cross-servicing

arrangements under which one Federal agency would conduct audits for another — whenever such arrangements are in the best interests of the Federal Government and the grantee. This is particularly applicable where two or more Federal agencies are auditing programs in the same State agency or local unit, or in offices located within the same geographical area. Under such circumstances, it will be the responsibility of the Federal agencies involved to collaborate in determining the feasibility of one of the agencies conducting audits for others, and to work out mutually agreeable arrangements for carrying out the required audits on the most efficient basis. To the extent that problems are encountered which cannot be resolved through such collaboration, the Bureau of the Budget will lend assistance as required.

d. **Coordination of Federal, State, and local audits.** Federal agencies responsible for conducting audits of grant operations will foster close cooperation and coordination among the auditors of the respective jurisdictions. Continuous liaison, including the exchange of audit standards and objectives, should be maintained among the Federal, State, and local audit groups involved. As a minimum, these groups will collaborate in the development of audit schedules to minimize the amount of effort required, as well as the impact on operations of the grantee offices. While the Federal Government cannot automatically accept audits performed by a representative of the grantee, maximum use should be made of audits performed by the grantee's internal or independent auditors, so as to avoid unnecessary duplication by Federal auditors.

4. **Implementation action.** Federal agencies administering grants to State and local governments are requested to make a critical review of policies and practices currently followed in the audit of grant programs, and to take such action as is necessary to comply with the policies set forth in this Circular. For this purpose, the head of each agency should designate a central point in the agency to be responsible for seeing that this is done expeditiously.

Each Federal agency subject to this Circular will submit a report (original and one copy) to the Bureau of the Budget by March 31, 1966, as to the actions taken and progress made toward: (a) establishing and publishing statements of audit requirements; (b) coordination of audits within the agency; (c) establishing cross-servicing arrangements; and (d) coordinating Federal audit work with that of the State and local governments concerned.

CHARLES L. SCHULTZE  
*Director*

**OFFICE OF MANAGEMENT AND BUDGET**  
**(BUREAU OF THE BUDGET)**  
**CIRCULAR A-87**

**EXECUTIVE OFFICE OF THE PRESIDENT**

BUREAU OF THE BUDGET  
WASHINGTON, D.C. 20503

May 9, 1968

CIRCULAR NO. A-87

**TO THE HEADS OF EXECUTIVE  
DEPARTMENTS AND ESTABLISHMENTS**

**SUBJECT:** Principles for determining costs applicable to grants and contracts with State and local governments

1. **Purpose.** This Circular promulgates principles and standards for determining costs applicable to grants and contracts with State and local governments. They are designed to provide the basis for a uniform approach to the problem of determining costs and to promote efficiency and better relationships between grantees and their Federal counterparts.

2. **Coverage.** This Circular applies to all Federal agencies responsible for administering programs that involve grants and contracts with State and local governments. However, it does not apply to grants and

contracts with (a) publicly financed educational institutions subject to Bureau of the Budget Circular No. A-21, and (b) publicly owned hospitals and other providers of medical care subject to requirements promulgated by the sponsoring Federal agencies. Any other exceptions will be approved by the Bureau of the Budget in particular cases where adequate justification is presented.

3. **Cost principles.** The principles to be followed in determining costs are set forth in Attachment A. Standards with respect to the allowability of selected items of cost are set forth in Attachment B.

4. **Effective date.** The principles will be applied at the earliest practicable date but not later than January 1, 1969, with respect to State governments and January 1, 1970, with respect to local governments. This arrangement will permit prompt implementation in programs where that is possible, but also allow time for study and development of necessary procedures in more complex programs.

PHILLIP S. HUGHES  
*Acting Director*

**PRINCIPLES FOR DETERMINING  
COSTS APPLICABLE TO GRANTS  
AND CONTRACTS  
WITH STATE AND LOCAL GOVERNMENTS**

ATTACHMENT A  
Circular No. A-87

**A. Purpose and scope.**

1. **Objectives.** This Attachment sets forth principles for determining the allowable costs of programs administered by State and local governments under grants from and contracts with the Federal Government. The principles are for the purpose of cost determination and are not intended to identify the circumstances or dictate the extent of Federal and State or local participation in the financing of a particular grant. They are designed to provide that federally assisted programs bear their fair share of costs recognized under these principles, except where restricted or prohibited by law. No provision for profit or other increment above cost is intended.

2. **Policy guides.** The application of these principles is based on the fundamental premises that:

a. State and local governments are responsible for the efficient and effective administration of grant and contract programs through the application of sound management practices.

b. The grantee or contractor assumes the responsibility for seeing that federally assisted program funds have been expended and accounted for consistent with underlying agreements and program objectives.

c. Each grantee or contractor organization, in recognition of its own unique combination of staff facilities and experience, will have the primary responsibility for employing whatever form of organization and management techniques may be necessary to assure proper and efficient administration.

3. **Application.** These principles will be applied by all Federal agencies in determining costs incurred by State and local governments under Federal grants and cost reimbursement type contracts (including subgrants and subcontracts) except those with (a) publicly financed educational institutions subject to Bureau of the Budget Circular A-21, and (b) publicly owned hospitals and other providers of medical care subject to requirements promulgated by the sponsoring Federal agencies.

**B. Definitions.**

1. **Approval or authorization of the grantor Federal agency** means documentation evidencing consent prior to incurring specific cost.

2. **Cost allocation plan** means the documentation identifying, accumulating, and distributing allowable costs under grants and contracts together with the allocation methods used.

3. **Cost**, as used herein, means cost as determined on a cash, accrual, or other basis acceptable to the Federal

grantor agency as a discharge of the grantee's accountability for Federal funds.

4. **Cost objective** means a pool, center, or area established for the accumulation of cost. Such areas include organizational units, functions, objects or items of expense, as well as ultimate cost objectives including specific grants, projects, contracts, and other activities.

5. **Federal agency** means any department, agency, commission, or instrumentality in the executive branch of the Federal Government which makes grants to or contracts with State or local governments.

6. **Grant** means an agreement between the Federal Government and a State or local government whereby the Federal Government provides funds or aid in kind to carry out specified programs, services, or activities. The principles and policies stated in this Circular as applicable to grants in general also apply to any federally sponsored cost reimbursement type of agreement performed by a State or local government, including contracts, subcontracts and subgrants.

7. **Grant program** means those activities and operations of the grantee which are necessary to carry out the purposes of the grant, including any portion of the program financed by the grantee.

8. **Grantee** means the department or agency of State or local government which is responsible for administration of the grant.

9. **Local unit** means any political subdivision of government below the State level.

10. **Other State or local agencies** means departments or agencies of the State or local unit which provide goods, facilities, and services to a grantee.

11. **Services**, as used herein, means goods and facilities, as well as services.

12. **Supporting services** means auxiliary functions necessary to sustain the direct effort involved in administering a grant program or an activity providing service to the grant program. These services may be centralized in the grantee department or in some other agency, and include procurement, payroll, personnel functions, maintenance and operation of space, data processing, accounting, budgeting, auditing, mail and messenger service, and the like.

### C. Basic guidelines.

1. **Factors affecting allowability of costs.** To be allowable under a grant program, costs must meet the following general criteria:

a. Be necessary and reasonable for proper and efficient administration of the grant program, be allocable thereto under these principles, and, except as specifically provided herein, not be a general expense required to carry out the overall responsibilities of State or local governments.

b. Be authorized or not prohibited under State or local laws or regulations.

c. Conform to any limitations or exclusions set forth in these principles, Federal laws, or other governing limitations as to types or amounts of cost

items.

d. Be consistent with policies, regulations, and procedures that apply uniformly to both federally assisted and other activities of the unit of government of which the grantee is a part.

e. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.

f. Not be allocable to or included as a cost of any other federally financed program in either the current or a prior period.

g. Be net of all applicable credits.

### 2. Allocable costs.

a. A cost is allocable to a particular cost objective to the extent of benefits received by such objective.

b. Any cost allocable to a particular grant or cost objective under the principles provided for in this Circular may not be shifted to other Federal grant programs to overcome fund deficiencies, avoid restrictions imposed by law or grant agreements, or for other reasons.

c. Where an allocation of joint cost will ultimately result in charges to a grant program, an allocation plan will be required as prescribed in section J.

### 3. Applicable credits.

a. Applicable credits refer to those receipts or reduction of expenditure-type transactions which offset or reduce expense items allocable to grants as direct or indirect costs. Examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; sale of publications, equipment, and scrap; income from personal or incidental services; and adjustments of overpayments or erroneous charges.

b. Applicable credits may also arise when Federal funds are received or are available from sources other than the grant program involved to finance operations or capital items of the grantee. This includes costs arising from the use or depreciation of items donated or financed by the Federal Government to fulfill matching requirements under another grant program. These types of credits should likewise be used to reduce related expenditures in determining the rates or amounts applicable to a given grant.

### D. Composition of cost.

1. **Total cost.** The total cost of a grant program is comprised of the allowable direct cost incident to its performance, plus its allocable portion of allowable indirect costs, less applicable credits.

2. **Classification of costs.** There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the grant or other ultimate cost objective. It is essential therefore that each item of cost be treated consistently either as a direct or an indirect cost. Specific guides for determining direct and indirect costs allocable under grant programs are provided in the

sections which follow.

## **E. Direct costs.**

1. **General.** Direct costs are those that can be identified specifically with a particular cost objective. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged. Direct costs may also be charged to cost objectives used for the accumulation of costs pending distribution in due course to grants and other ultimate cost objectives.

2. **Application.** Typical direct costs chargeable to grant programs are:

a. Compensation of employees for the time and effort devoted specifically to the execution of grant programs.

b. Cost of materials acquired, consumed, or expended specifically for the purpose of the grant.

c. Equipment and other approved capital expenditures.

d. Other items of expense incurred specifically to carry out the grant agreement.

e. Services furnished specifically for the grant program by other agencies, provided such charges are consistent with criteria outlined in Section G. of these principles.

## **F. Indirect costs.**

1. **General.** Indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. The term "indirect costs," as used herein, applies to costs of this type originating in the grantee department, as well as those incurred by other departments in supplying goods, services, and facilities, to the grantee department. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect cost within a grantee department or in other agencies providing services to a grantee department. Indirect cost pools should be distributed to benefiting cost objectives on bases which will produce an equitable result in consideration of relative benefits derived.

2. **Grantee departmental indirect costs.** All grantee departmental indirect costs, including the various levels of supervision, are eligible for allocation to grant programs provided they meet the conditions set forth in this Circular. In lieu of determining the actual amount of grantee departmental indirect cost allocable to a grant program, the following methods may be used:

a. **Predetermined fixed rates for indirect costs.** A predetermined fixed rate for computing indirect costs applicable to a grant may be negotiated annually in situations where the cost experience and other pertinent facts available are deemed sufficient to enable the contracting parties to reach an informed judgment (1) as to the probable level of indirect costs in the grantee

department during the period to be covered by the negotiated rate, and (2) that the amount allowable under the predetermined rate would not exceed actual indirect cost.

b. **Negotiated lump sum for overhead.** A negotiated fixed amount in lieu of indirect costs may be appropriate under circumstances where the benefits derived from a grantee department's indirect services cannot be readily determined as in the case of small, self-contained or isolated activity. When this method is used, a determination should be made that the amount negotiated will be approximately the same as the actual indirect cost that may be incurred. Such amounts negotiated in lieu of indirect costs will be treated as an offset to total indirect expenses of the grantee department before allocation to remaining activities. The base on which such remaining expenses are allocated should be appropriately adjusted.

### **3. Limitation on indirect costs.**

a. Federal grants may be subject to laws that limit the amount of indirect cost that may be allowed. Agencies that sponsor grants of this type will establish procedures which will assure that the amount actually allowed for indirect costs under each such grant does not exceed the maximum allowable under the statutory limitation or the amount otherwise allowable under this Circular, whichever is the smaller.

b. When the amount allowable under a statutory limitation is less than the amount otherwise allocable as indirect costs under this Circular, the amount not recoverable as indirect costs under a grant may not be shifted to another federally sponsored grant program or contract.

## **G. Cost incurred by agencies other than the grantee.**

1. **General.** The cost of service provided by other agencies may only include allowable direct costs of the service plus a prorata share of allowable supporting costs (section B.12.) and supervision directly required in performing the service, but not supervision of a general nature such as that provided by the head of a department and his staff assistants not directly involved in operations. However, supervision by the head of a department or agency whose sole function is providing the service furnished would be an eligible cost. Supporting costs include those furnished by other units of the supplying department or by other agencies.

2. **Alternative methods of determining indirect cost.** In lieu of determining actual indirect cost related to a particular service furnished by another agency, either of the following alternative methods may be used provided only one method is used for a specific service during the fiscal year involved.

a. **Standard indirect rate.** An amount equal to ten percent of direct labor cost in providing the service performed by another State agency (excluding overtime, shift, or holiday premiums and fringe benefits) may be allowed in lieu of actual allowable indirect cost for that

service.

b. *Predetermined fixed rate.* A predetermined fixed rate for indirect cost of the unit or activity providing service may be negotiated as set forth in section F.2.a.

#### H. Cost incurred by grantee department for others.

1. **General.** The principles provided in section G. will also be used in determining the cost of services provided by the grantee department to another agency.

#### J. Cost allocation plan.

1. **General.** A plan for allocation of costs will be required to support the distribution of any joint costs related to the grant program. All costs included in the plan will be supported by formal accounting records which will substantiate the propriety of eventual charges.

2. **Requirements.** The allocation plan of the grantee department should cover all joint costs of the department as well as cost to be allocated under plans of other agencies or organizational units which are to be included in the costs of federally sponsored programs. The cost allocation plans of all the agencies rendering services to the grantee department, to the extent feasible, should be presented in a single document. The allocation plan should contain, but not necessarily be limited to, the following:

a. The nature and extent of services provided and their relevance to the federally sponsored programs.

b. The items of expense to be included.

c. The methods to be used in distributing cost.

3. **Approval of cost allocation plan.** The allocation plan for a given cost area or objective will serve all the Federal agencies involved.

a. At the State level, the Department of Health, Education, and Welfare will be responsible for the negotiation and approval of the cost allocation plans for central support services to grant programs. The approved plans will be accepted by other Federal agencies, unless an agency determines that the approved plan would result in significant inequitable or improper charges to programs for which it is responsible. The Department of Health, Education, and Welfare will collaborate with the other Federal agencies concerned in the development of guidance material concerning the cost allocation plan and in the negotiation and approval of the plan. It will also collaborate with the States concerning procedures for the administration of the cost allocation plan. The Department of Health, Education, and Welfare will be responsible for the audit of costs resulting from the cost allocation plan, the results of which will be accepted by other Federal agencies.

b. At the grantee department level in a State, and for local governments, Federal agencies will work towards the objective of designating a single Federal agency, the one with predominant interest, which will have responsibility similar to that set forth in a. above for the negotiation and approval of the cost allocation plan and for the audit of costs.

## STANDARDS FOR SELECTED ITEMS OF COST

ATTACHMENT B  
Circular No. A-87

#### A. Purpose and applicability.

1. **Objective.** This Attachment provides standards for determining the allowability of selected items of cost.

2. **Application.** These standards will apply irrespective of whether a particular item of cost is treated as direct or indirect cost. Failure to mention a particular item of cost in the standards is not intended to imply that it is either allowable or unallowable, rather determination of allowability in each case should be based on the treatment of standards provided for similar or related items of cost. The allowability of the selected items of cost is subject to the general policies and principles stated in Attachment A of this Circular.

#### B. Allowable costs.

1. **Accounting.** The cost of establishing and maintaining accounting and other information systems required for the management of grant programs is allowable. This includes cost incurred by central service agencies for these purposes. The cost of maintaining central accounting records required for overall State or local government purposes, such as appropriation and

fund accounts by the Treasurer, Comptroller, or similar officials, is considered to be a general expense of government and is not allowable.

2. **Advertising.** Advertising media includes newspapers, magazines, radio and television programs, direct mail, trade papers, and the like. The advertising costs allowable are those which are solely for:

a. Recruitment of personnel required for the grant program.

b. Solicitation of bids for the procurement of goods and services required.

c. Disposal of scrap or surplus materials acquired in the performance of the grant agreement.

d. Other purposes specifically provided for in the grant agreement.

3. **Advisory councils.** Costs incurred by State advisory councils or committees established pursuant to Federal requirements to carry out grant programs are allowable. The cost of like organizations is allowable when provided for in the grant agreement.

4. **Audit service.** The cost of audits necessary for the administration and management of functions related to grant programs is allowable.

5. **Bonding.** Costs of premiums on bonds covering employees who handle grantee agency funds are allowable.

6. **Budgeting.** Costs incurred for the development, preparation, presentation, and execution of budgets are allowable. Costs for services of a central budget office are generally not allowable since these are costs of general government. However, where employees of the central budget office actively participate in the grantee agency's budget process, the cost of identifiable services is allowable.

7. **Building lease management.** The administrative cost for lease management which includes review of lease proposals, maintenance of a list of available property for lease, and related activities is allowable.

8. **Central stores.** The cost of maintaining and operating a central stores organization for supplies, equipment, and materials used either directly or indirectly for grant programs is allowable.

9. **Communications.** Communication costs incurred for telephone calls or service, telegraph, teletype service, wide area telephone service (WATS), centrex, telpak (tie lines), postage, messenger service and similar expenses are allowable.

10. **Compensation for personal services.**

a. *General.* Compensation for personal services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under the grant agreement, including but not necessarily limited to wages, salaries, and supplementary compensation and benefits (section B.13.). The costs of such compensation are allowable to the extent that total compensation for individual employees: (1) is reasonable for the services rendered, (2) follows an appointment made in accordance with State or local government laws and rules and which meets Federal merit system or other requirements, where applicable; and (3) is determined and supported as provided in b. below. Compensation for employees engaged in federally assisted activities will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the State or local government. In cases where the kinds of employees required for the federally assisted activities are not found in the other activities of the State or local government, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the employing government competes for the kind of employees involved. Compensation surveys providing data representative of the labor market involved will be an acceptable basis for evaluating reasonableness.

b. *Payroll and distribution of time.* Amounts charged to grant programs for personal services, regardless of whether treated as direct or indirect costs, will be based on payrolls documented and approved in accordance with generally accepted practice of the State or local agency. Payrolls must be supported by time and attendance or equivalent records for individual employees. Salaries and wages of employees chargeable

to more than one grant program or other cost objective will be supported by appropriate time distribution records. The method used should produce an equitable distribution of time and effort.

11. **Depreciation and use allowances.**

a. Grantees may be compensated for the use of buildings, capital improvements, and equipment through use allowances or depreciation. Use allowances are the means of providing compensation in lieu of depreciation or other equivalent costs. However, a combination of the two methods may not be used in connection with a single class of fixed assets.

b. The computation of depreciation or use allowance will be based on acquisition cost. Where actual cost records have not been maintained, a reasonable estimate of the original acquisition cost may be used in the computation. The computation will exclude the cost or any portion of the cost of buildings and equipment donated or borne directly or indirectly by the Federal Government through charges to Federal grant programs or otherwise, irrespective of where title was originally vested or where it presently resides. In addition, the computation will also exclude the cost of land. Depreciation or a use allowance on idle or excess facilities is not allowable, except when specifically authorized by the grantor Federal agency.

c. Where the depreciation method is followed, adequate property records must be maintained, and any generally accepted method of computing depreciation may be used. However, the method of computing depreciation must be consistently applied for any specific asset or class of assets for all affected federally sponsored programs and must result in equitable charges considering the extent of the use of the assets for the benefit of such programs.

d. In lieu of depreciation, a use allowance for buildings and improvements may be computed at an annual rate not exceeding two percent of acquisition cost. The use allowance for equipment (excluding items properly capitalized as building cost) will be computed at an annual rate not exceeding six and two-thirds percent of acquisition cost of usable equipment.

e. No depreciation or use charge may be allowed on any assets that would be considered as fully depreciated, provided, however, that reasonable use charges may be negotiated for any such assets if warranted after taking into consideration the cost of the facility or item involved, the estimated useful life remaining at time of negotiation, the effect of any increased maintenance charges or decreased efficiency due to age, and any other factors pertinent to the utilization of the facility or item for the purpose contemplated.

12. **Disbursing service.** The cost of disbursing grant program funds by the Treasurer or other designated officer is allowable. Disbursing services cover the processing of checks or warrants, from preparation to redemption, including the necessary records of accountability and reconciliation of such records with related cash accounts.

13. **Employee fringe benefits.** Costs identified under a.

and b. below are allowable to the extent that total compensation for employees is reasonable as defined in section B.10.

a. Employee benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, if they are: (1) provided pursuant to an approved leave system, and (2) the cost thereof is equitably allocated to all related activities, including grant programs.

b. Employee benefits in the form of employers' contribution or expenses for social security, employees' life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, pension plans, severance pay, and the like, provided such benefits are granted under approved plans and are distributed equitably to grant programs and to other activities.

14. **Employee morale, health and welfare costs.** The costs of health or first-aid clinics and/or infirmaries, recreational facilities, employees' counseling services, employee information publications, and any related expenses incurred in accordance with general State or local policy, are allowable. Income generated from any of these activities will be offset against expenses.

15. **Exhibits.** Costs of exhibits relating specifically to the grant programs are allowable.

16. **Legal expenses.** The cost of legal expenses required in the administration of grant programs is allowable. Legal services furnished by the chief legal officer of a State or local government or his staff solely for the purpose of discharging his general responsibilities as legal officer are unallowable. Legal expenses for the prosecution of claims against the Federal Government are unallowable.

17. **Maintenance and repair.** Costs incurred for necessary maintenance, repair, or upkeep of property which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable.

18. **Materials and supplies.** The cost of materials and supplies necessary to carry out the grant programs is allowable. Purchases made specifically for the grant program should be charged thereto at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the grantee. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing consistently applied. Incoming transportation charges are a proper part of material cost.

19. **Memberships, subscriptions and professional activities.**

a. **Memberships.** The cost of membership in civic, business, technical and professional organizations is allowable provided: (1) the benefit from the membership is related to the grant program, (2) the expenditure is for agency membership, (3) the cost of the membership is reasonably related to the value of the services or benefits received, and (4) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.

b. **Reference material.** The cost of books, and subscriptions to civic, business, professional, and technical periodicals is allowable when related to the grant program.

c. **Meetings and conferences.** Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the grant program and they are consistent with regular practices followed for other activities of the grantee.

20. **Motor pools.** The costs of a service organization which provides automobiles to user grantee agencies at a mileage or fixed rate and/or provides vehicle maintenance, inspection and repair services are allowable.

21. **Payroll preparation.** The cost of preparing payrolls and maintaining necessary related wage records is allowable.

22. **Personnel administration.** Cost for the recruitment, examination, certification, classification, training, establishment of pay standards, and related activities for grant programs, are allowable.

23. **Printing and reproduction.** Cost for printing and reproduction services necessary for grant administration, including but not limited to forms, reports, manuals, and informational literature, are allowable. Publication costs of reports or other media relating to grant program accomplishments or results are allowable when provided for in the grant agreement.

24. **Procurement service.** The cost of procurement service, including solicitation of bids, preparation and award of contracts, and all phases of contract administration in providing goods, facilities and services for grant programs, is allowable.

25. **Taxes.** In general, taxes or payments in lieu of taxes which the grantee agency is legally required to pay are allowable.

26. **Training and education.** The cost of in-service training, customarily provided for employee development which directly or indirectly benefits grant programs is allowable. Out-of-service training involving extended periods of time is allowable only when specifically authorized by the grantor agency.

27. **Transportation.** Costs incurred for freight, cartage, express, postage and other transportation costs relating either to goods purchased, delivered, or moved from one location to another are allowable.

28. **Travel.** Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business incident to a grant program. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in nonfederally sponsored activities. The difference in cost between first-class air accommodations and less-than-first-class air accommodations is unallowable except when less-than-first-class air accommodations are not reasonably available.

### **C. Cost allowable with approval of grantor agency**

1. **Automatic data processing.** The cost of data processing services to grant programs is allowable. This cost may include rental of equipment or depreciation on grantee-owned equipment. The acquisition of equipment, whether by outright purchase, rental-purchase agreement or other method of purchase, is allowable only upon specific prior approval of the grantor Federal agency as provided under the selected item for capital expenditures.

2. **Building space and related facilities.** The cost of space in privately or publicly owned buildings used for the benefit of the grant program is allowable subject to the conditions stated below. The total cost of space, whether in a privately or publicly owned building, may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. The cost of space procured for grant program usage may not be charged to the program for periods of nonoccupancy, without authorization of the grantor Federal agency.

a. **Rental cost.** The rental cost of space in a privately owned building is allowable.

b. **Maintenance and operation.** The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations and the like, are allowable to the extent they are not otherwise included in rental or other charges for space.

c. **Rearrangements and alterations.** Cost incurred for rearrangement and alteration of facilities required specifically for the grant program or those that materially increase the value or useful life of the facilities (section C.3.) are allowable when specifically approved by the grantor agency.

d. **Depreciation and use allowances on publicly owned buildings.** These costs are allowable as provided in section B.11.

e. **Occupancy of space under rental-purchase or a lease with option-to-purchase agreement.** The cost of space procured under such arrangements is allowable when specifically approved by the Federal grantor agency.

3. **Capital expenditures.** The cost of facilities, equipment, other capital assets, and repairs which materially increased the value or useful life of capital assets is allowable when such procurement is specifically approved by the Federal grantor agency. When assets acquired with Federal grant funds are (a) sold, (b) no longer available for use in a federally sponsored program, or (c) used for purposes not authorized by the grantor agency, the Federal grantor agency's equity in the asset will be refunded in the same proportion as Federal participation in its cost. In case any assets are traded on new items, only the net cost of the newly acquired assets is allowable.

#### **4. Insurance and indemnification.**

a. Costs of insurance required, or approved and maintained pursuant to the grant agreement, is allowable.

b. Costs of other insurance in connection with the general conduct of activities is allowable subject to the following limitations:

(1) Types and extent and cost of coverage will be in accordance with general State or local government policy and sound business practice.

(2) Costs of insurance or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property is unallowable except to the extent that the grantor agency has specifically required or approved such costs.

c. Contributions to a reserve for a self-insurance program approved by the Federal grantor agency are allowable to the extent that the type of coverage, extent of coverage, and the rates and premiums would have been allowed had insurance been purchased to cover the risks.

d. Actual losses which could have been covered by permissible insurance (through an approved self-insurance program or otherwise) are unallowable unless expressly provided for in the grant agreement. However, costs incurred because of losses not covered under nominal deductible insurance coverage provided in keeping with sound management practice, and minor losses not covered by insurance, such as spoilage, breakage and disappearance of small hand tools which occur in the ordinary course of operations, are allowable.

e. **Indemnification** includes securing the grantee against liabilities to third persons and other losses not compensated by insurance or otherwise. The Government is obligated to indemnify the grantee only to the extent expressly provided for in the grant agreement, except as provided in d. above.

5. **Management studies.** The cost of management studies to improve the effectiveness and efficiency of grant management for ongoing programs is allowable except that the cost of studies performed by agencies other than the grantee department or outside consultants is allowable only when authorized by the Federal grantor agency.

6. **Pregreement costs.** Costs incurred prior to the effective date of the grant or contract, whether or not they would have been allowable thereunder if incurred after such date, are allowable when specifically provided for in the grant agreement.

7. **Professional services.** Cost of professional services rendered by individuals or organizations not a part of the grantee department is allowable subject to such prior authorization as may be required by the Federal grantor agency.

8. **Proposal costs.** Costs of preparing proposals on potential Federal Government grant agreements are allowable when specifically provided for in the grant agreement.

### **D. Unallowable costs.**

1. **Bad debts.** Any losses arising from uncollectible accounts and other claims, and related costs, are

unallowable.

2. **Contingencies.** Contribution to a contingency reserve or any similar provision for unforeseen events are unallowable.

3. **Contributions and donations.** Unallowable.

4. **Entertainment.** Costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation, and gratuities, are unallowable.

5. **Fines and penalties.** Costs resulting from violations of, or failure to comply with Federal, State and local laws and regulations are unallowable.

6. **Governor's expenses.** The salaries and expenses of the Office of the Governor of a State or the chief executive of a political subdivision are considered a cost of general State or local government and are

unallowable.

7. **Interest and other financial costs.** Interest on borrowings (however represented), bond discounts, cost of financing and refinancing operations, and legal and professional fees paid in connection therewith, are unallowable except when authorized by Federal legislation.

8. **Legislative expenses.** Salaries and other expenses of the State legislature or similar local governmental bodies such as county supervisors, city councils, school boards, etc., whether incurred for purposes of legislation or executive direction, are unallowable.

9. **Underrecovery of costs under grant agreements.** Any excess of cost over the Federal contribution under one grant agreement is unallowable under other grant agreements.

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## UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

Office of Mgt. Budget Circular No. A-102

### ATTACHMENT E

#### PROGRAM INCOME

1. Federal grantor agencies shall apply the standards set forth in this Attachment in requiring State and local government grantees to account for program income related to projects financed in whole or in part with Federal grant funds. For the purpose of this Attachment, program income means gross income earned by the grant-supported activities.

2. In accordance with Section 203 of the Intergovernmental Cooperation Act of 1968 (Public Law 90-577), the States and any agency or instrumentality of a State shall not be held accountable for interest earned on grant-in-aid funds, pending their disbursement for program purposes.

3. Units of local government shall be required to return to the Federal Government interest earned on advances of grant-in-aid funds in accordance with a decision of the Comptroller General of the United States (42 Comp. Gen. 289).

4. Proceeds from the sale of real and personal property, either provided by the Federal Government or purchased in whole or in part with Federal funds, shall be handled in accordance with the Attachment to this Circular pertaining to Property Management, to be issued at a later date.

5. Royalties received from copyrights and patents during the grant period shall be retained by the grantee

and, in accordance with the grant agreement, be either added to the funds already committed to the program or deducted from total project costs for the purpose of determining the net costs on which the Federal share of costs will be based. After termination or completion of the grant, the Federal share of royalties in excess of \$200 received annually shall be returned to the Federal grantor agency in the absence of other specific agreements between the grantor agency and the grantee. The Federal share of royalties shall be computed on the same ratio basis as the Federal share of the total project cost.

6. All other program income earned during the grant period shall be retained by the grantee and, in accordance with the grant agreement, shall be:

a. Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives, or

b. Deducted from the total project costs for the purpose of determining the net costs on which the Federal share of costs will be based.

7. Federal grantor agencies shall require the grantees to record the receipt and expenditure of revenues (such as taxes, special assessments, levies, fines, etc.) as a part of grant project transactions when such revenues are specifically earmarked for a grant project in accordance with grant agreements.

## DEFINITIONS

**Act** — Omnibus Crime Control and Safe Streets Act of 1968 (P.L. 90-351, 82 Stat. 197) as amended by Omnibus Crime Control Act of 1970 (P.L. 91-644, 84 Stat. 1880)

**Action** — a program which has as a product some material improvement in the position of criminal justice. This could be training, research, education, techniques, services to people, etc.

**Agency** — the State Law Enforcement Planning Agency (SLPEA)

**Calendar Year** — refers to the standard calendar year, January 1 to December 31.

**Cash Match** — monies that can be identified as appropriated specifically for project purposes.

**Consultant** — a person, group or firm who gives professional advice or services for remuneration.

**Fiscal Year** — refers to the Federal fiscal year, July 1 of one year to June 30 of the next.

**Governing Board** — a group of approximately 16 appointed persons who have responsibility for reviewing, approving and maintaining general oversight of the State Plan and its implementation of action priorities, of sub-grants or allocations to localities, and of other planning agency functions.

**H.E.W.** — the United States Department of Health, Education and Welfare.

**Inkind Match** — services or facilities devoted to project operation. The method of determining values should be explained fully.

**Justice Department** — the United States Department of Justice.

**Juvenile Delinquency Act** — the Juvenile Delinquency Prevention and Control Act of 1968 (Public Law 90-445)

**Law Enforcement** — it is used to describe the entire Criminal Justice System (police, courts, corrections, etc.). The phrases "Criminal Justice" or "Criminal Justice System" are synonymous with "Law Enforcement".

**Law Enforcement Assistance Administration (LEAA)** — the division of the Justice Department that administers the provisions of the Omnibus Crime Control Act of 1970.

**Local Units of Government** — consists of the 21 counties, the 567 municipalities, and combinations of one or more of the preceding.

**Part B Funds** — applies to planning funds available to local planning units.

**Part C Funds** — action funds available for implementing projects throughout the criminal justice system.

**Part E Funds** — action funds for use in corrections projects only.

**Planning** — to develop comprehensive plans for orderly, realistic and effective improvements in existing law enforcement and crime control systems. Planning grants are available to support the development of sound plans for additional or expanded projects. *They do not pay for program operation.* Research will be considered action except when it is only a portion of a genuine planning effort.

**Private Nonprofit Agency or Organization** — any accredited institution of higher education, and any other agency, organization, or institution no part of the net earnings of which inures, or may inure, to the benefit of any private shareholder or individual, or which is owned and operated by one or more such organizations, but only if such agency, organization, or institution was in existence at least two years before the date of an application for funds administered by the Governing Board. Said agency, organization, or institutions shall also hold a valid Federal tax exemption certificate.

**Program Year** — refers to the approved period for operation of your project.

**Public Agency** — a duly elected political body or subdivision thereof and includes any agency emanating from such political body or subdivision thereof.

**State Agency** — a public agency having as its jurisdiction the entire state.

**State Comprehensive Law Enforcement Plan** — the plan that is required by the various Federal agencies. This is one document which includes all activities pertaining to crime prevention or reduction and enforcement of the criminal law.

**State Law Enforcement Planning Agency (SLEPA)** — the staff of the New Jersey State Planning Agency.

**Subgrantee** — Any local unit of government or State office or agency awarded Title I funds by a State planning agency for planning programs under Part B of the Act or action programs under Part C or Part E of the Act, whether as a subgrant or by other means of fund transfer or allocation. Also includes private organizations, agencies or institutions directly awarded subgrants by State planning agencies from funds that are not required to be made available to local units of government or combinations of local units (i.e., 60 % of planning grant funds and 25% of action grant funds with appropriate exceptions).

