



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for the Second Chance Act Strengthening Relationships Between Young Fathers and Their Children Reentry Mentoring Project. This program furthers the Department's mission by supporting efforts to reduce recidivism and improve outcomes for young fathers returning to their families and communities.

OJJDP FY 2014 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project

Eligibility

Eligible applicants are limited to nonprofit organizations (including faith-based, tribal, and community nonprofit organizations) and federally recognized Indian tribes.

Applicants must submit letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old). Applicants may choose to partner with other community-based agencies to provide some reentry services, including the mentoring component. However, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 23.) All applications are due by 11:59 p.m. eastern time on July 17, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2014-3948

Release date: June 17, 2014

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OJJDP FY 2014 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project (CFDA #16.831)

Overview

The FY 2014 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project helps ensure that the transition young fathers make from secure confinement facilities back to their families and their communities is successful and promotes public safety. This solicitation will fund mentoring and comprehensive transitional services, emphasizing developing parenting skills, to offenders who are young fathers.

This program is authorized pursuant to Section 211 of the Second Chance Act, Pub. L. No. 110-199; and paragraph (22) under the State and Local Law Enforcement Assistance heading of the Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76; 128 Stat. 5, 63.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 17, 2014. See "How To Apply" on page 23 for details.

Eligibility

Eligible applicants are limited to nonprofit organizations (including faith-based, tribal, and community nonprofit organizations) and federally recognized Indian tribes.

Applicants must submit letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old). Applicants may choose to partner with other community-based agencies to provide some reentry services, including the mentoring component.

Award recipients must admit to the program targeted youth who were adjudicated prior to their 25th birthday. Further, applicants may continue to implement a reentry plan for these individuals beyond their 25th birthday. OJJDP does not have a set timeline for terminating these services; they can continue as long as is deemed therapeutically necessary.

OJJDP may elect to make awards for applications submitted under this competitive solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program as applicable.

Project-Specific Information

The growth in parental incarceration over the past two decades has significant implications for children and families. An estimated 1.7 million youth younger than 18 years old have at least one parent in prison in the United States, and millions more have a parent currently in jail¹ (Mumola, 2010). An estimated 30 percent of incarcerated teen males are fathers.² (Nurse, 2002). Incarcerated parents and their children are a heterogeneous group, and associations between parental incarceration and developmental outcomes are complicated. However, research has shown that having an incarcerated parent can present individual and environmental risks for the child and increase the likelihood of negative outcomes.³

The problem of father-absent homes has become more acute in American society and collaborative efforts involving families, faith-based and community organizations, and private and public agencies are needed to address the dynamic environment that young incarcerated fathers leave behind. Incarcerated young fathers have needs that, if not addressed while in custody, during the reentry process, and after release, will negatively impact their ability to live productive, prosocial, crime-free lives in the community. A mentoring program specifically for young fathers will help ensure they successfully transition from secure confinement to their communities.

Section 211 of the Second Chance Act (P.L. 110-199) authorizes grants to nonprofit organizations (including faith-based, tribal, and community organizations) to provide mentoring and other transitional services, family programming, and employment assistance to help juvenile ex-offenders transition successfully from incarceration to the community.

This program supports the implementation and delivery of transitional/reentry services that include one-to-one, group, and peer mentoring services to offenders who are young fathers. Transitional services include a broad range of activities, including providing case management, targeting offender needs that affect recidivism, supporting comprehensive services to promote responsible fatherhood, and implementing strategies that enhance the life skills and future of young fathers and their families. For the purpose of this solicitation, mentoring is a structured relationship between an adult or trained peer and one or more young fathers. Applicants should demonstrate a strong partnership between the mentoring organization and the responsible department/entity for the state/local/tribal secure confinement facility or facilities holding the identified target population.

¹ Maruschak, L.M., Glaze, L.E., and Mumola, C.J. 2010. Incarcerated parents and their children: Findings from the Bureau of Justice Statistics. In J.M. Eddy and J. Poehlmann (Eds.), *Children of incarcerated parents: A handbook for researchers and practitioners* (pp. 33–54). Washington, DC: Urban Institute Press.

² Nurse, A. (2002). *Fatherhood Arrested: Parenting from within the Juvenile Justice System*. Nashville, TN: Vanderbilt University Press.

³ Jarjoura, R., DuBois, D., Schlafer, R., and Haight, K. 2014. *Mentoring Children of Incarcerated Parents: A Synthesis of Research and Input from the Listening Session Held by the Office of Juvenile Justice and Delinquency Prevention and the White House Domestic Policy Council and Office of Public Engagement*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

Purpose

This initiative will support the successful and safe transition of young fathers from secure confinement back to their families and communities. To this end, OJJDP will provide grants to support mentoring and transitional services to offenders who are young fathers reintegrating into their communities. Mentoring and transition services should start during secure confinement and continue through transitioning back to the community and post-release.

Goals and Objectives

The goals of this solicitation are to reduce recidivism among young fathers; improve outcomes for young fathers, their children, and family members; and promote responsible fatherhood. The objectives of this project are to provide young fathers with supportive mentoring and transitional services in both confinement and in the community—based on and matched to their assessed risks and parenting needs—that support their successful reentry.

Transitional services should include a broad range of activities, such as providing case management, targeting offender needs that affect recidivism, and supporting comprehensive services, implementation of strategies that enhance the life skills and future of young fathers and their families to promote responsible fatherhood. These activities may be accomplished through a variety of approaches, such as program enhancement, improved data collection, and new training. As part of the transitional services, applicants should focus on strengthening and/or expanding mentoring services to improve parenting and develop life skills for young fathers. OJJDP expects successful applicants to integrate evidence-based mentoring principles into the mentoring services to respond to the needs of young fathers, with a focus on promoting responsible fatherhood. See a list of evidence-based mentoring practices in Appendix B on page 29.

Collaboration with Other Federal Agencies. OJJDP and the Bureau of Justice Assistance (BJA) are collaborating closely on the Second Chance Act implementation to support both juvenile and adult reentry efforts. Similarly, BJA and OJJDP are working with the National Institute of Justice to support the research and evaluation activities called for in the Act. For more information on the implementation of the Second Chance Act initiatives and frequently asked questions, visit the [National Reentry Resource Center](http://www.nationalreentryresourcecenter.org) at www.nationalreentryresourcecenter.org.

Note: For those interested in submitting applications to adult offender demonstration reentry projects, visit the BJA Web site at www.ojp.usdoj.gov/BJA.

Target Population. Targeted young fathers must be confined (held in secure confinement facilities, such as a juvenile detention center, juvenile correctional facility, staff-secure facility, jail, or prison of a local or state juvenile or adult correctional agency) and admitted to the program prior to their 25th birthday. However, award recipients may continue to implement a reentry plan for these individuals beyond their 25th birthday. OJJDP does not have a set timeline for terminating these services; they can continue as long as is deemed therapeutically necessary.

The target population for the initiative is individuals currently held in secure confinement facilities, such as a juvenile detention center, juvenile correctional facility, staff-secure facility, jail, or prison. For nonprofit organizations serving tribal members, individuals may be housed in a tribal, regional, county, or local detention or corrections center pursuant to state or tribal law.

Jurisdictions may choose to target specifically young fathers who are:

- assessed as high risk.
- returning to a specific community, neighborhood, or zip code.
- housed in the same facility.

Applicants must provide their reason for selecting this target population and supporting documentation to justify their decision.

Deliverables and Allowable Use of Funds

Successful applicants will develop a collaborative approach to providing mentoring and transition services to young fathers. OJJDP expects grantees to use their award to implement activities in alignment with the offender's reentry strategic plan and that advance the adoption, integration, and effective implementation of the principles and practices identified for reentry programs in Appendix A and mentoring programs in Appendix B of this solicitation.

Applicants should address the following:

Provide mentoring programs for young fathers. A key component of the reentry services for young fathers, should include mentoring. In many cases the role of a "mentor" who works with a high risk mentee requires a major commitment of time on the part of the mentors. While many "volunteer" mentors make the time to go above and beyond investing in the lives and addressing the needs of their mentees, they often do not have the time to complete intensive training and invest the significant time required to be optimally effective in their role. Applicants may consider expanding the traditional role of a "mentor" to a combination of a "Friend/Case Manager/Coach/Advocate." In such cases where the role of mentors is expanded, grant funds may be used to compensate these individuals either as part or full time staff of the project. Mentoring services should support the structured relationship between an adult or trained peer and one or more young fathers. While mentoring will not look the same across all programs, there are some underlying principles of quality mentoring that provide the foundation around which effective mentoring systems are built. These principles include:

- **screens mentors and matches with young fathers.** Screening and matching appropriate mentors with mentees has been associated with positive outcomes for youth. This involves both background screening and assessing young fathers and mentors to determine the most appropriate match.
- **structures the match to last for a year.** Research has indicated that youth who participated in mentoring relationships that lasted a year or longer improved in academic, psychosocial, and behavioral measures, while those youth in mentoring relationships that lasted between 3 months and 1 year had fewer indications of positive effects. Additionally, youth who had been in a mentoring relationship that lasted fewer than 3 months reported decreases in measures of self-worth and perceived scholastic competence.

- **provides pre- and post-release mentoring services.** Provide both pre- and post-release services that include connecting mentors and mentees prior to release from the correction facility through transition back to their community and post release.
- **provides mentor training.** Research indicates that training for mentors is a moderator of program effectiveness. For the purposes of this solicitation, OJJDP defines training as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees. Training should include offender and victim issues.
- **provides mentor support.** Providing program coordinators, match specialists, program liaisons, etc., who support and guide mentors has been associated with positive outcomes for youth.
- **designs the mentoring relationship for consistency.** Regular and ongoing contact is necessary to establish a mentor-mentee relationship. Regular meetings have also been linked to positive outcomes. While OJJDP does not provide specific guidelines on a minimum amount of time mentors must meet with mentees, this program supports those mentoring programs that provide services on an ongoing and consistent basis.

Provide targeted transitional and reentry services to support young fathers and responsible fatherhood. Applicants should address the practices identified in Appendix A as well as:

- **target needs that affect recidivism.** While young fathers reentering the community have a variety of treatment and behavioral needs, applicants should focus especially on addressing the dynamic risk factors that are most closely associated with reoffending behavior. Examples include history of antisocial behavior, having delinquent peers, gang involvement, and problems with substance abuse. OJJDP urges applicants to use the results of needs and risk assessments to identify the most urgent needs to address.
- **provide sustained case planning/management in the community.** Reentry programs for young fathers should ideally begin when the individual is first incarcerated and continue when the individual is released to the community. Since most young fathers are at the greatest risk of rearrest the first few months after release, services should be most intensive at the time of release to the community. OJJDP strongly urges applicants to use consistent pre- and post-release case management and supervision sustained over at least 6 months to respond especially to the young father's transition from incarceration to the community.
- **support a comprehensive range of services for young fathers.** Based on a young father's risk/needs assessment, OJJDP urges applicants to make available a comprehensive range of programs and a process for addressing the needs of individuals. Besides mentoring activities, funding can be used to provide job training and job placement activities, job referrals, basic skills remediation, educational services, occupational skills training, on-the-job training, and work experience. OJJDP expects the applicant to coordinate with other programs and entities to provide substance abuse treatment services, mental health services, or housing services to the eligible young fathers.

- **provide staff training.** Reentry programs should provide adequate staff training on the appropriate use of cognitive-behavioral interventions and strategies as part of evidence-based programs and practices.

Priority Considerations

OJJDP will give priority consideration to all applicants who address the following. Applicants are not required to address all of the priority considerations.

- include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of offenders.
- provides for an independent evaluation of the project that includes, to the maximum extent feasible, random assignment of offenders to program delivery and control groups.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

For information on specific program models, OJP's CrimeSolutions.gov Web site and OJJDP's [Model Programs Guide](#) Web site are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Based upon reliable research findings, there are eight fundamental principles and practices that are demonstrated to reduce recidivism and improve positive outcomes for youth in the juvenile justice system. These eight principles and practices are outlined in Appendix A on page 27).

Additional Resources

This demonstration project is consistent with and in furtherance of President Obama's policy initiative on Responsible Fatherhood. OJJDP, with guidance from the DOJ Center for Faith-based and Neighborhood Partnerships and the White House Office of Faith-based and

Neighborhood Partnerships, collaboratively seek to promote responsible fatherhood, strengthen families, and support young fathers, their children, and families. Find more information on this initiative at www.whitehouse.gov/administration/eop/ofbnp/policy/fatherhood. Find additional information about national fatherhood programs at the National Responsible Fatherhood Clearinghouse at www.fatherhood.gov. Applicants are encouraged to review the White House report on Promoting Responsible Fatherhood, www.whitehouse.gov/sites/default/files/docs/fatherhood_report_6.13.12_final.pdf

OJJDP also encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence, www.justice.gov/defendingchildhood/cevrpt-full.pdf, and the recommendations of the National Research Council's *Reforming Juvenile Justice: A Developmental Approach*, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications, where applicable.

Amount and Length of Awards

OJJDP will make as many as four awards under this program for as much as \$400,000 each. The initial award period will be 24 months with the possibility of no-cost extensions for completion of the project, if necessary. Grantees may take as long as 6 months to complete their project planning. During the planning phase, grantees will have access to \$50,000 for activities related to addressing the mandatory requirements and planning phase deliverables.

Once they complete the planning phase and OJJDP has approved satisfactory progress toward or completion of all deliverables, grantees will gain access to the remaining award balance of as much as \$350,000. Grantees may then proceed into the implementation phase and complete project activities.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation, Waiver. With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/pay-leave. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs. OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants who receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Further, section 211(d) of the Second Chance Act on “Strategic performance outcomes” requires that applicants “identify specific performance outcomes related to the long-term goal of stabilizing communities by reducing recidivism (using a measure that is consistent with the research undertaken by [BJS] under [42 USC 17551(b)(6)] and reintegrating offenders into the community.” OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column.

Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Establish/improve administration of mentoring programs for young fathers.	Percent increase in number of program mentors recruited.	During the reporting period: Number of mentors at beginning of program. Number of mentors at close of reporting period. Number of mentors.
Enhance/improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training/ technical assistance and other strategies.	Percentage of program mentors successfully completing training.	Number of trained program mentors. Number of mentors successfully completing training.
	Percentage of trained program mentors with increased knowledge of the program area.	Number of trained mentors demonstrating increased knowledge of the program area.
	Program mentor retention rate.	Number of mentors who left the program.
Improve outcomes for young fathers in mentoring programs by establishing and strengthening collaborative community approaches.	Number of grantees implementing an evidence- based program/practice as determined by OJJDP.	Evidence-based programs/ practices implemented by grantee.
	Percentage increase in young fathers enrolled since the beginning of the program (grant period).	Number of young fathers enrolled at the beginning of the program. Number of young fathers currently enrolled.
	Percentage of mentoring programs with active partners.	Number of mentoring programs. Number of mentoring programs with active partners, including nonprofit service organizations, faith-based organizations, private industry, secondary and post-secondary education providers, vocational training providers, and other active partners.
	Number of program young fathers served.	Number of young fathers carried over from the previous reporting period, plus new admissions during the current period.
	Percentage of program young fathers completing program requirements.	Number of young fathers who exited the program, successfully and unsuccessfully. Number of young fathers who exited the program having completed program requirements.
	Percentage of program young fathers who offend/reoffend.	Number of young fathers with a new offense.
	Percentage of program young fathers exhibiting desired change in the targeted behavior, which will depend on	Number of young fathers exhibiting a desired change in targeted behavior.

specific program goals and activities and may include academic achievement, school attendance, social competence, etc.	
Percentage of young fathers with whom an evidence-based practice was used.	Number of young fathers served using an evidence-based practice.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include” on page 14 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F. R. § 46.102(d)). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative and letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old).

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Abstracts should be—

- written for a general public audience.

- submitted as a separate attachment with “Project Abstract” as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the abstract will **not** count against the page limit for the program narrative.

The abstract should include a brief description of the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Project Evaluations on page 13.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and

implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative.

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: Enroll 40 young fathers in prerelease services, enroll 40 young fathers in post-release services.)

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Section 211(e) of the Second Chance Act states: "[a]n entity that receives a grant under [section 211] during a fiscal year shall, not later than the last day of the following fiscal year, submit to the Attorney General a report that describes and assesses the uses of that grant during that fiscal year and that identifies the progress of the grantee toward achieving its strategic performance outcomes." For the application, applicants should indicate an understanding of these requirements and discuss how they will gather and report the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should

describe how they will complete the deliverables stated in the Deliverables and Allowable Use of Funds section on pages 7 to 9. OJJDP encourages applicants to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 20.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 20. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 4, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percentage of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. **Budget Narrative.** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

- c. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, contact the Customer Service Center at

1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants who cannot submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of their applications (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- the federal agency that currently designated the applicant as high risk.
- date the applicant was designated high risk.
- the high risk point of contact name, phone number, and email address, from that federal agency.
- reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- a. Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.
- the solicitation name/project name.
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

- b.** logic model (see Logic Model, page 17)

- c. timeline or milestone chart (see Timeline, page 17)
- d. résumés of all key personnel
- e. job descriptions outlining roles and responsibilities for all key positions
- f. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 17)
- g. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

9. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (30 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴ (5 percent)

See What an Application Is Expected To Include, page 14, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)

Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.831, titled “Children of

Incarcerated Parents Demonstration Grants,” and the funding opportunity number is OJJDP-2014-3948.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must describe the technical difficulties and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- failure to follow each instruction in the OJP solicitation.

- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Appendix A: Adapted from the Second Chance Act Grantees: What You Need to Know To Ensure Your Program Is Built on Principles of Effective Practice

The following has been adapted from research-based principles recommended for juveniles.

- 1. Target Higher Risk Offenders.** Prioritize supervision and services for juvenile/young adult offenders who are at higher risk to reoffend. Consistent findings from research show that supervision and services focused on lower risk offenders produce little if any positive effect on recidivism and can even increase recidivism. Maximum benefit is gained only when resources are directed to higher risk offenders.
- 2. Address Offenders' Greatest Criminogenic Needs.** Youth and young adults' criminogenic needs—dynamic risk factors that are the primary drivers behind offending behaviors, such as antisocial tendencies, negative peer groups, dysfunctional families, and substance use, have proven to exert the most significant impact on recidivism. Supervision and services that address individual youth's/young adult's specific criminogenic needs and are tailored to the youth's/young adult's strengths and address their barriers to learning and motivation to change are likely to produce the largest recidivism reductions.
- 3. Objectively Assess Risks and Needs.** The use of validated assessment instruments has proven the most reliable, objective way to identify risk of recidivism, criminogenic needs, and responsivity to treatment. The results from risk and needs assessments, in conjunction with mental health and substance abuse screening and assessments, should be the primary contributing factor in determining how to match offenders to the supervision levels and specific services most likely to reduce recidivism.
- 4. Employ Effective Services.** Cognitive behavioral interventions that help youth/young adults change the thinking patterns that contribute to delinquency and to develop the skills to make more prosocial decisions have proven to substantially improve youth outcomes. Effective service approaches for youth/young adults also seek to strengthen parenting skills and youth-family interactions and to connect youth to other positive adults, peers, and activities in their schools and communities.
- 5. Coordinate Services Across Systems.** The majority of youth and young adults in the juvenile and criminal justice systems have significant mental health, substance use, education, and/or child welfare needs and are already involved in one or more of these service systems. Reentry initiatives can work in partnership with these other systems to assess and comprehensively address criminogenic needs and improve service access, quality, and efficiency.
- 6. Engage Families and Youth/Young Fathers.** Families are critical to youth's success. Justice systems should engage youth's families and other positive adults in case planning, supervision, and services while youth are in confinement and throughout the reentry process. In addition, youth are more likely to comply with supervision and services if they have opportunities for expression and meaningful participation in shaping case plans, decisions, and services.

- 7. Supervise Youth/Young Fathers in a Developmentally Appropriate Manner.** Supervision officers who motivate and support youth to change through cognitive behavioral and motivational approaches can play a key role in addressing their criminogenic needs. Supervision and accountability practices should also emphasize incentives and restitution, employ graduated responses to noncompliance, and ensure swift, certain, and proportional consequences, when needed.

- 8. Prioritize Implementation Quality and Evaluation.** Close fidelity to evidence-based programs and practices produces the largest effects on recidivism while poor fidelity can result in limited or even negative effects. A system of implementation standards, the ongoing assessment of program quality, including ensuring individuals receive the proper “dosage” of services; improvement processes, such as ongoing training and coaching; and data collection and outcome evaluation activities can facilitate high implementation quality and achieve expected results.

Appendix B: Evidence-Based Mentoring Practices

Under this solicitation, OJJDP supports the provision of mentoring services to adjudicated young fathers. Applicants should address how their mentoring program has the following practices in place that are likely to enhance the quality of the mentoring relationship:

- **screens mentors and matches with young fathers.** Screening and matching appropriate mentors with mentees has been associated with positive outcomes for youth. This involves both background screening and assessing youth/young father's and mentors to determine the most appropriate match.
- **structures the match to last over a substantial period of time.** Research has indicated that youth who participated in longer relationships improved in academic, psychosocial, and behavioral measures, while those youth in mentoring relationships that ended prematurely had fewer indications of positive effects and some negative effects.
- **provides mentor training.** Research demonstrates that initial and ongoing training for mentors is a moderator of program effectiveness. For the purposes of this solicitation, OJJDP defines training as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees.
- **provides clear mentor expectations and follow-up monitoring and support.** Providing program coordinators, match specialists, program liaisons, etc., who clearly communicate expectations and support and guide mentors has been associated with positive outcomes for youth.
- **designs the mentoring relationship for consistency.** Regular and ongoing contact is necessary to establish a mentor-mentee relationship. Regular meetings have also been linked to positive outcomes. While OJJDP does not provide specific guidelines on a minimum amount of time mentors must meet with mentees, this program supports those mentoring programs that provide services on an ongoing and consistent basis.

Enhanced mentoring services to implement additional research- and evidence-based practice(s).

While research has indicated that the following practices have been associated with program effectiveness, they are less commonly implemented and may require more innovative designs in practice. In addition to providing mentoring services to at-risk, high-risk or underserved youth, applicants should identify one or more of the following strategies they will use to enhance the mentoring services they provide.

- **match mentors and mentees based on interests and skills.** Under this enhancement, applicants will assess and redesign their matching process to improve the matching based on youth's needs and interests and a mentor's experiences, skills, and interests (as opposed to being based on demographic features). Research has shown that taking into account a youth's interests when matching him/her with a mentor was associated with the overall success of the mentoring program.

- **provide ongoing training.** Research indicates that ongoing training (beyond providing a single, initial orientation or training) and support for mentors is a moderator of program effectiveness. Under this enhancement, applicants will improve training and support for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth. It may also include training staff to be more effective trainers of mentors.
- **provide additional mentor support.** Providing structured support to mentors has been identified as a key program characteristic associated with improved effectiveness and longer lasting mentoring matches. Under this enhancement, applicants will outline how they will improve the ongoing support that program coordinators, match specialists, etc., offer mentors. This includes, but is not limited to, increasing the frequency of and improving the program communication with mentors or providing additional support regarding activities, issues, questions, or plans.
- **incorporate advocacy/teaching roles for mentors.** Research has shown that advocacy/teaching roles for mentors have been associated with program effectiveness. Under this enhancement, advocacy or teaching roles or functions are defined as those in which the mentor offers active guidance to the youth and seeks to facilitate the youth's relationships with peers and/or other supportive adults and to support engagement with appropriate activities and resources. This should not be confused with an overly directive or authoritarian approach, which has evidence of potential harmful outcomes in youth mentoring. It is also not a therapeutic, counseling, informational/instructional, or explicit skill-building approach (i.e., such as job skills).
- **engage parents.** Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes. Under this enhancement, family and parental involvement includes, but is not limited to, creating specific activities in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts, or additional outreach to parents. Parents include both official and unofficial caretakers.
- **use a youth-centered developmental approach.** Under this enhancement, programs will incorporate a youth-centered approach that allows the mentor and mentee to establish and achieve a mutually agreed upon set of goals. Research demonstrates that this approach, focused on providing structured support to the developmental needs of the youth, can increase the effectiveness of the mentoring program.
- **assess and serve mentee risk.** Research has identified that the risk profile of the target population appears to be associated with variations in the effectiveness of mentoring programs. Under this enhancement, programs will institute an assessment that considers both individual and environmental risk and adjust the mentoring services accordingly.
- **improve closure.** There are indications that while longer mentor-mentee match duration positively influences the effectiveness of mentoring programs, the key feature may actually be that the mentoring match lasted the full expected duration, regardless of the time period. Under this enhancement, programs will review and revise procedures for and guidance to mentors and mentees in setting expectations, preventing premature endings, and working to effectively close a match at its end.

- **provide structured activities.** Structured activities are the result of planning, curriculum development, and program design that the mentor and mentees can engage in together. Research has indicated that providing this type of structured support to mentors and mentees is associated with improved outcomes. Under this enhancement, examples of structured activities can include, but are not limited to, community involvement/engagement projects, job skills, and career-path related activities, recreational and educational games, and cultural-specific programs.
- **establish external partnerships.** Research has indicated that collaboration with other organizations involved in providing services or resources to support mentees and their families has been associated with better outcomes for the youth. Under this enhancement, applicants will identify and enter into additional partnerships to best serve the needs of the mentored youth and families.
- **structure the mentoring relationship to support bonding or emotional connection between the mentee and mentor.** Research has demonstrated that having a strong emotional connection or bond between the mentee and mentor has been associated with stronger relationships and better outcomes. This bond can be supported via various ways, such as providing activities or resources for mentors and mentees that can help facilitate conversations.
- **encourage the mentor to think of him/herself as a role model.** Research has highlighted that mentors who demonstrate healthy behaviors (such as those around eating, exercising, relationships, and academics) have been associated with better outcomes for youth. Under this enhancement, the mentor will receive clear expectations and guidance around serving as a role model.

Appendix C: Application Checklist

OJJDP FY 2014 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project

This application checklist has been created to assist you in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS number (see page 24)
- Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 24)
- Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:

- Search for the funding opportunity on Grants.gov (see page 24)
- Download Funding Opportunity and Application Package
- Sign up for Grants.gov e-mail notifications (optional) (see page 23)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- Review "[Other Requirements](#)" Web page

Scope Requirement:

- The federal amount requested is within the allowable limit of \$400,000.

Eligibility Requirement:

- Nonprofit organization, including faith-based organization or tribal nonprofit organization
- Federally recognized tribal government
- Applicants must submit letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old).

What an Application Is Expected To Include:

- Application for Federal Assistance (SF-424) (see page 14)
- Project Abstract (see page 14)
- Program Narrative (see page 15)
- Budget Detail Worksheet (see page 18)
- Budget Narrative (see page 18)
 - Employee Compensation Waiver request and justification (see page 10)
 - Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 11)

- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 18)
- _____ Tribal Authorizing Resolution (if applicable) (see page 19)
- _____ Applicant Disclosure of High Risk Status (see page 19)
- _____ Additional Attachments (see page 20)
 - _____ Applicant Disclosure of Pending Applications
 - _____ logic model (see page 17)
 - _____ timeline or milestone chart (see page 17)
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding (see page 17)
 - _____ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
 - _____ Accounting System and Financial Capability Questionnaire (see page 21)

