



The [U.S. Department of Justice, Office of Justice Programs' \(OJP\) Bureau of Justice Assistance](#) and [Office of Juvenile Justice Delinquency and Prevention](#) are pleased to announce that they are seeking applications for funding for the Second Chance Act Adult and Juvenile Offender Reentry Initiative. This program furthers the Department's commitment to providing services and programs to help facilitate the successful reintegration of offenders as they return to their communities.

Second Chance Act Adult and Juvenile Offender Reentry Demonstration Projects FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to state and local government agencies and federally recognized Indian tribes (as determined by the Secretary of the Interior and published in the [Federal Register](#)). Applicants must adhere to all of the eligibility and funding requirements of the Second Chance Act. In order to be eligible to apply for funding, the jurisdiction preparing the application must have developed a reentry strategic plan, which includes a detailed implementation schedule as well as extensive evidence of collaboration with key public and private stakeholders. Applicants must also have established a Reentry Task Force comprised of specific justice system and community representation.

Section 101 of the Act authorizes grants to state and local governments and federally recognized Indian tribes that may be used for demonstration projects to promote the safe and successful reintegration into the community of individuals who have been incarcerated or detained.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission.

(See "How to Apply," page 10)

All applications are due by 8:00 p.m. eastern time on March 4, 2010.

(See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

For assistance with any other requirement of this solicitation, contact Dr. Gary L. Dennis, Senior Policy Advisor for Corrections, at 202-305-9059 or by e-mail gary.dennis@usdoj.gov.

For assistance with any juvenile-related requirements of this solicitation, contact Thomas Murphy, Grants Program Specialist, at 202-353-8734 or by e-mail at Thomas.murphy@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to AskBJA@usdoj.gov.

Release Date: December 22, 2009

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Second Chance Act Adult and Juvenile Offender Reentry Demonstration Projects CFDA #16.812

Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) provides a comprehensive response to the increasing number of people who are released from prison, jail, and juvenile residential facilities and returning to communities. There are currently over 2.3 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. There are approximately 94,000 youth in residential confinement within the juvenile justice system on any given day. Ninety-five percent of all offenders incarcerated today will eventually be released and will return to communities. The Second Chance Act will help ensure the transition individuals make from prison, jail, or juvenile residential facilities to the community is safe and successful.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on March 4, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on March 4, 2010. Please see the “How to Apply” section, page 10, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

Second Chance Act Adult and Juvenile Offender Reentry Demonstration Projects—Specific Information

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

The purpose of Section 101 of the Second Chance Act is to provide support to enable state, local, and tribal governments to develop and implement comprehensive and collaborative strategies that address the challenges posed by prisoner reentry and to reduce recidivism. Within the context of this initiative, “reentry” is not envisioned to be a specific program, but rather a process that begins when the offender is first incarcerated and ends with the offender’s successful community reintegration, evidenced by lack of recidivism. This process should provide the offender with appropriate evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.

For purposes of this initiative, recidivism is defined as a return to prison, jail and/or juvenile detention or correctional facility with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release. The Second Chance Act requires that recidivism be a measure of success in funded programs. Demonstration projects must aspire to reduce recidivism among their target population by 50 percent within a 5-year period.

The Bureau of Justice Assistance (BJA) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the Second Chance Act implementation to ensure that both adult and juvenile reentry efforts are supported. For the purposes of this solicitation, OJJDP will separately peer review Categories 4–6 applications (see page 6), and make awards separate from BJA. Similarly, both BJA and OJJDP are working with the National Institute of Justice in support of the research and evaluation activities called for in the Act. For more information on BJA’s implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit BJA’s Second Chance Act web page at www.ojp.usdoj.gov/BJA/grant/SecondChance.html.

Approved Uses for Award Funds

Approved uses for award funds include the following:

1. **Use Actuarial-Based Assessment Instruments for Reentry Planning**
There is strong evidence from the research literature that offender populations should be assessed to determine criminogenic risk and needs factors and determine supervision levels and services so that appropriate interventions can be delivered. Use of assessment instruments that are reliable, validated, and normed for a specific population increase the chances that individuals will be matched with the appropriate type of treatment and reentry services. Applicants are strongly urged to base reentry planning on fourth generation risk/needs assessment tools.
2. **Target Criminogenic Needs that Affect Recidivism**
While offenders reentering the community have a variety of treatment and behavioral needs, which are themselves risk factors for future offending, criminogenic needs are the dynamic risk factors mostly closely associated with offending behavior. Criminogenic risk and needs factors include history of anti-social behavior; anti-social personality pattern; anti-social cognition; anti-social associates; family and/or marital; school and/or work; leisure and/or recreation; and substance abuse. Behavioral change is possible if offenders are provided with tailored, sequential programming that addresses individual criminogenic needs that affect the risk of recidivism. Applicants are strongly urged to provide treatment interventions that target criminal thinking, especially for higher-risk offenders.
3. **Provide Sustained Case Planning/Management in the Community**
Reentry programs should ideally begin when the individual is first incarcerated and continue when the individual is released to the community. Since most offenders are at the highest risk of re-arrest the first few months after release, services should be most intensive at the time of release to the community. Applicants are strongly urged to use consistent pre- and post-release case management and supervision that is sustained over a period of at least 6 months and is especially responsive to the offender’s transition from incarceration to the community.
4. **Support a Comprehensive Range of Services for Offenders**
Based on an individual offender’s risk/needs assessment, applicants are encouraged to make available a comprehensive range of programs, including the following: treatment services that employ the cognitive, behavioral, and social learning techniques of modeling, role playing, reinforcement, resource provision, and cognitive restructuring; educational, literacy, vocational, and job placement services; substance abuse treatment (including alcohol abuse); housing, mental, and physical health care services; veteran-specific

services as applicable; programs that encourage safe, healthy, and responsible family and parent-child relationships and enhance family reunification, as appropriate; and, mentoring.

Target Population

The target population for the initiative must be a specific subset of the population of individuals convicted as an adult or adjudicated as a juvenile, and imprisoned in a state, local, or tribal prison, jail, or a juvenile detention/correctional facility, a juvenile camp, a juvenile community-based program, or a juvenile residential treatment facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local jail or juvenile detention facility pursuant to state or tribal law. Applicants must identify and define the specific subset of offenders, or combination of subsets, that are proposed to be the target population of their project. For example, jurisdictions may choose to target specifically offenders who are:

- A specific demographic or set of demographics (age, gender, etc.).
- Returning to a specific community or neighborhood or zip code.
- Housed in the same facility.
- Assessed/classified as high risk.

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

In applying for these grants, lead grantees and their sub-grantees agree to cooperate in any and all related research efforts and program evaluations by collecting and providing enrollment and participation data during all years of the project. Applicants also agree to provide detailed Individual-level data, in the format specified by OJP during this time period (and for the following five years for recidivism data). This may include *but will not be limited to* the following:

Participant characteristics:

- Age
- Gender
- Race/Ethnicity
- Criminal history
- Educational history
- Incarceration history
- Employment history
- Substance abuse history
- Mental health history
- Family history
- Social and personal history
- Post-release recidivism
- Post-release employment
- Post-release housing

Intervention information:

- Service history
- In-program services provided
- Program costs
- Duration of services
- Point of service (pre/post release)

Applicants further agree to implement random, or any other mode of participant assignment, required by the evaluation design; cooperate with all aspects of the evaluation project; and, provide comparable individual-level data for comparison group members.

Mandatory Requirements

As required by the Second Chance Act, applications must provide the following:

- A reentry strategic plan that describes the long-term strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and reducing recidivism.
- The reentry strategic plan must incorporate a detailed reentry implementation schedule and sustainability plan for the program.
- Documentation reflecting the establishment of a Reentry Task Force comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The Task Force should examine ways to pool resources and funding streams and collect data and best practices in offender reentry from stakeholder agencies and organizations.
- Discussion of the role of local governmental agencies, nonprofit organizations, and community stakeholders that will be coordinated by, and that will collaborate on, the offender reentry strategy of the applicant, and certification of the involvement of such agencies and organizations. Participants in the creation of the reentry strategy should include representatives from the fields of public safety, corrections, housing, health, education, substance abuse, children and families, victims' services, employment, and business.
- Extensive evidence of collaboration with state and local government agencies overseeing health, mental health, housing, child welfare, education, substance abuse, victims services, and employment services, and with local law enforcement agencies.
- An extensive discussion of the role of state corrections departments, community corrections agencies, local jail, and/or juvenile corrections systems in ensuring successful reentry of offenders into their communities. Applications must include letters of support from corrections officials responsible for facilities or offenders to be served through this project (see "What an Application Must Include," page 11).
- Documentation that reflects explicit support of the chief executive officer of the applicant state, unit of local government, territory, or Indian tribe.
- A description of the evidence-based methodology and outcome measures that will be used to evaluate the program and a discussion of how such measurements will provide valid measures of the impact of the program.
- A description of how the project could be broadly replicated if demonstrated to be effective.

- A plan for the analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders into the community.

Priority Considerations

Priority consideration will be given to applicants that:

- Demonstrate a high degree of collaboration among a variety of public, private, and faith-based organizations.
- Focus their program on geographic areas with a disproportionate population of offenders released from prisons, jails, or juvenile detention facilities.
- Target higher-risk offenders, to include sex offenders, mentally ill offenders, or offenders who have been dually diagnosed with major mental health disorders and alcohol or substance addictions at the same time, for participation in the funded program using validated assessment tools.
- Include input from relevant nonprofit organizations, in any case where relevant input is available.
- Include consultation with crime victims and individuals who have been released from prisons, jails, and juvenile facilities.
- Include coordination with families of offenders.
- Demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:
 - Using an actuarial-based assessment instrument for reentry planning that targets the criminogenic needs of the offender that affect recidivism, and provide sustained case management and services during incarceration and for at least six months in the community;
 - pre-release planning and transition housing;
 - establishing pre-release planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release, and that individuals will obtain all necessary referrals for reentry services; and
 - delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.
- Use swift, certain, graduated and proportionate responses to violations of parole, probation, or supervision and effectively incorporate the use of community-based sanctions to respond to violation behavior.
- Provide for an independent evaluation of reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.
- Applicants who target a more serious offending population will be given priority, even if their overall target number of offenders is smaller. For those applicants not supporting a high-risk target group, the number of targeted offenders must be higher.

Award Categories, Amount, and Length

Applicants must apply in one of six categories, depending upon their jurisdictional status.

- Category 1: Units or components of state government agencies serving adult offenders
- Category 2: Units or components of county or city government agencies serving adult offenders
- Category 3: Federally recognized American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations serving adult offenders
- Category 4: Units or components of state government agencies serving juvenile offenders
- Category 5: Units or components of county or city government agencies serving juvenile offenders
- Category 6: Federally recognized American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations serving juvenile offenders.

Awards under the initiative will be for a period of 12 months with the ability for no-cost extensions. A grantee may be eligible for continued funding for an additional 2 years contingent upon the availability of funds and demonstration of adequate progress toward meeting established goals of the program. Contingent upon the availability of funds and the number of offenders projected to be served, awards of up to \$750,000 will be made.

Logic Model

A Second Chance Act Reentry Initiative Logic Model illustrating the interrelationship of national inputs, activities, outcomes, outcome measures, and expected long-term impacts is included as Appendix 1.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget. The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

Match Requirement:

As required by the Second Chance Act, a grant made under this program may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the budget and how match funds will be used. The recipient of a grant must provide 25 percent of the total project cost in cash match, and 25 percent of the total project cost may be matched by making in-kind contributions of goods or services that are directly related to the purpose for which the grant was awarded. Federal funds received and cash match provided by the grantee shall be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section.

The applicant must identify the source of the 25 percent non-federal cash portion of the budget and how both cash and in-kind match funds will be used. The Attorney General may waive the match requirement upon a determination of fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff or other similar documented actions which have resulted in severe budget reductions. Additional guidance will be available by contacting gary.dennis@usdoj.gov.

The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs}$$

$$\text{Recipient's share} \times \text{Adjusted Project Cost} = \text{required match}$$

Example: For a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{50\%} = \$1,000,000 \quad 50\% \times \$1,000,000 = \$500,000 \text{ match}$$

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Program Goal—Adults	Performance Measures	Data Grantee Provides
Increase public safety and reduce recidivism.	Percent decrease in recidivism rates for the target population (TP) since the beginning of the initiative.	<ul style="list-style-type: none"> • Number of new offenders added to the TP this quarter. • Total number of TP in the initiative. • Number of TP released this quarter. • Total number of TP released from jail or prison since the beginning of the initiative. • Number of TP resentenced to prison with a new conviction this

		<p>quarter.</p> <ul style="list-style-type: none"> Total number of TP resentenced to prison with a new conviction since the beginning of the initiative.
	Percent reduction in the crime rate in the target area.	<ul style="list-style-type: none"> Total number of crimes reported during this quarter. Total population for the area that the TP is returning to (i.e., statewide, county, city, neighborhood).* <p>*Requested to produce a crime rate.</p>
	Percent increase in employment among TP from the previous reporting period.	<ul style="list-style-type: none"> Number of TP who found employment this quarter. Total number of TP who are employed.
	Percent increase in TP enrolled in educational programs.	<ul style="list-style-type: none"> Number of TP who have enrolled in an educational program this quarter. Total Number of TP who are currently enrolled in an educational program.
	Percent reduction in the number of violations of conditions of supervised release.	<ul style="list-style-type: none"> Number of TP who have violated the conditions of their release this quarter. Total number of TP who have violated the conditions of their release since the beginning of this initiative.
	Percent of TP who fulfilled their child support obligations.	<ul style="list-style-type: none"> Total number of TP that are required to pay child support. Number of TP who paid their child support this quarter.
	Percent increase in the number of TP who have obtained housing.	<ul style="list-style-type: none"> Number of target population who found housing this quarter. Total Number of TP who have found housing since the beginning of this initiative.
	Percent increase in TP assessed as needing substance abuse health services who participate in those services.	<ul style="list-style-type: none"> Number of TP who were assessed as needing substance abuse services this quarter. Total number of TP who have been assessed as needing substance abuse services since the beginning of this initiative. Number of TP who enrolled in a substance abuse program this quarter. Total Number of TP enrolled in a substance abuse program since the beginning of this initiative.
	Percent increase in TP assessed as needing mental health services who participate in those services.	<ul style="list-style-type: none"> Number of TP who were assessed as needing mental health services this quarter. Total number of TP who have been assessed as needing mental health services since the beginning of this initiative. Number of TP who enrolled in a mental health program this

		<p>quarter.</p> <ul style="list-style-type: none"> Total number of TP enrolled in a mental health program since the beginning of this initiative.
	Percent reduction in drug usage among TP during the reporting period.	<ul style="list-style-type: none"> Total number of TP re-assessed regarding substance use during the reporting period. Total number of TP re-assessed as having <i>reduced</i> their substance use during this reporting period.
	Percent reduction in alcohol abuse and consumption among TP during the reporting period.	<ul style="list-style-type: none"> Total number of TP re-assessed regarding alcohol use during the reporting period. Total number of TP re-assessed as having <i>reduced</i> their alcohol use during this reporting period.

Program Goal— Juveniles*	Performance Measures	Data Grantee Provides
<p>To increase public safety and reduce recidivism among the target population (reentry youth).</p> <p>To increase employment opportunities for the target population.</p> <p>To increase educational opportunities for the target population.</p> <p>To increase housing opportunities for the target population.</p> <p>To increase participation in substance abuse/alcohol services among the target</p>	<p>For the full (cumulative) grant period (since beginning of initiative):</p> <p>Number of program youth (hereafter “youth”) released.</p> <p>Number of youth served by the reentry program.</p> <p>Percent of youth who reoffend.</p> <p>Percent of youth recommitted to a juvenile facility for a new offense.</p> <p>Percent of program youth sentenced to adult prison.</p> <p>Percent of youth who violated conditions of their release.</p> <p>Percent of youth who are employed.</p> <p>Percent of youth who are enrolled in an educational program.</p> <p>Percent increase in the number of youth who found housing.</p> <p>Percent of youth assessed as needing substance/alcohol abuse services.</p>	<p>For the reporting period:</p> <ul style="list-style-type: none"> Number of youth released. Number of youth served by the reentry program. Number of program youth who reoffend. Number of program youth recommitted to a juvenile facility for a new offense. Number of program youth sentenced to adult prison. Number of youth who violated the conditions of their release. Number of youth who are employed. Number of youth who are enrolled in an educational program. Number of youth who found housing. Number of youth assessed as needing substance/alcohol abuse services.

population.	Percent of youth assessed as needing substance/alcohol abuse services enrolled in a substance/alcohol abuse program.	<ul style="list-style-type: none"> • Number of program youth enrolled in a substance/ alcohol abuse program.
To increase participation in mental health services among the target population.	Percent of youth assessed as needing mental health services.	<ul style="list-style-type: none"> • Number of program youth assessed as needing mental health services.
To improve prosocial behaviors among the target population.	Percent of youth enrolled assessed as needing mental health services in a mental health program.	<ul style="list-style-type: none"> • Number of youth enrolled in a mental health program.
To increase community connectivity among the target population.	Percent of youth who exhibited a desired change in the targeted behavior (e.g., anti-social behavior, family functioning).	<ul style="list-style-type: none"> • Number of youth who exhibited a desired change in the targeted behavior (e.g., anti-social behavior, family functioning).
To increase use of evidence-based programs for target population.	Percent of youth involved in community activities.	<ul style="list-style-type: none"> • Number of youth involved in community activities.
	Number of evidence-based reentry programs/practices implemented.	<ul style="list-style-type: none"> • Number of evidence-based reentry programs or practices implemented.

* For more information about the juvenile performance measures, contact OJJDP's Research Coordinator, Janet Chiancone at janet.chiancone@usdoj.gov.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday, from 7:00 a.m.-9:00 p.m. eastern time. Applicants can also contact OJP staff listed on page ii. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. Search for the Funding Opportunity on GMS. After you log-in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select BJA and the Second Chance Act Adult and Juvenile Offender Reentry Demonstration Projects.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.
6. **Select the Apply On-line Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply On-line button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA or OJJDP staff (refer to page ii) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA or OJJDP staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted as well as contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424.

Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and the Selection Criteria (1-3, 5-6) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)

Applicants must have a detailed budget (Selection Criteria 4). A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Applicants must budget funding to travel to Department of Justice-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington D.C.

Project Timeline, Position Descriptions, Strategic Plans, and Letters of Support (Attachment 3)

Attach a *Project Timeline* that includes each project goal, related objective, activity, expected completion date, responsible person, or organization; *Position Descriptions* for key positions; *Reentry Strategic Plan*; and *Letters of Support* from all key partners, detailing the commitment to work with Prisoner Reentry Initiative partners to promote the mission of the project.

The Letter of Support from the lead organization responsible for the operational aspects of the project must include (1) certification that the lead agency has consulted with other local parties, and (2) the following statement: "The agency agrees to provide individual criminal history information for all participants to evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance of this project to capture both criminal history prior to the program enrollment and subsequent recidivism."

Tribal Authorizing Resolution (Attachment 4, if applicable)

If an application is being submitted by either 1) a tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant.

Selection Criteria

1. Statement of the Problem/Problem (10 percent out of 100)

- Describe the problems with returning adult or juvenile offenders to the community.
- Indicate the jurisdiction or tribal community to be served, include details on the target population, the number of offenders returning to the community, and describe the number and type of offenders in facilities.
- Summarize the basic components of the current reentry process in the jurisdiction, including:
 - how risk and need assessments are currently utilized;
 - transition plans;
 - pre- and post-release programs and services; and
 - data collection and analysis.

2. Project/Program Design and Implementation (30 percent out of 100)

- Describe in detail how the 10 **Mandatory Requirements** specified on page 4 of this solicitation have been met.
- Describe proposed activities that fall within one or more of the **Approved Uses of Award Funds** for grant funds specified on page 2-3 of this solicitation.
- Describe aspects of your initiative that fulfill one or more of the **Priority Considerations** listed on page 5 of this solicitation.

3. Capabilities/Competencies (25 percent out of 100)

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator.

- Demonstrate the capability of the Reentry Task Force and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, and evaluating the program. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.

4. Budget (10 percent out of 100)

- Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable.
- The budget must indicate how the 50 percent federal funds and the 50 percent in-kind match will be allocated in the overall budget.

5. Impact/Outcomes, Evaluation, Sustainability, and Plan for Collecting Data for Performance Measures (15 percent out of 100)

- Describe the process for assessing the initiative's effectiveness through the collection and reporting of the required performance metrics data (see "Performance Measures," page 7).
- Identify goals and objectives for program development, implementation, and outcomes.
- Describe how performance will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.
- Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.
- Discuss how this effort will be integrated into the state and local justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.
- Describe the strategy/methodology for tracking offenders assigned to the reentry process for a period of up to 3 years after their release from prison, jail, or juvenile detention facility.

6. Collaboration (10 percent out of 100)

- Describe how the proposed project will be integrated with other offender reentry efforts in the same jurisdiction (state, local county/city, tribe).
- Describe how the project has worked collaboratively with partners from multiple disciplines, and describe how the proposed project will use this prior experience to enhance the project's overall goal of reducing recidivism.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance and Office of Juvenile Delinquency and Prevention review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance and Office of Juvenile Justice and Delinquency Prevention may use either internal peer reviewers, external peer reviewers or a combination to review the applications under this solicitation. An external peer reviewer is an

expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance and the Office of Juvenile Justice and Delinquency Prevention, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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 grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to 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. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- 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
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 Second Chance Act Adult and Juvenile Offender
Reentry Demonstration Projects

This application checklist has been created to aid you in developing your application.

Eligibility

- Federally Recognized Tribe
- The Federal Request is within Allowable Limits (\$750,000)
- Verify that the application has been submitted in the correct category.

The application contains:

- Program Narrative
- Budget Detail Worksheet
- Budget Narrative

Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1" standard margins
- Abstract is 1 page or less
- Narrative is 15 pages or less

Other Required Components:

- Standard 424 Form
- DUNS number
- Project Timeline
- Position Descriptions
- Strategic Plan
- Authorizing Tribal Resolution (if applicable)
- Letters of Support

Appendix 1
Second Chance Act Reentry Initiative Logic Model

Goal(s): *Increase Public Safety and Reduce Recidivism by 50 percent over 5 years*

INPUTS	ACTIVITIES	OUTCOMES	OUTCOME MEASURES	LONG TERM OUTCOMES/IMPACT*
<ul style="list-style-type: none"> ■ Support of the Chief Executive officer of the state, unit of local government, territory, or Indian Tribe ■ Extensive description of the role of state corrections departments, community corrections agencies, juvenile justice systems, and/or local jail systems – that will ensure successful reentry ■ Extensive evidence of collaboration with state and local government agencies, as well as stakeholder groups. ■ Analysis plan for: statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders ■ Target Population (TP): High-Risk Offenders ■ Risk and Needs Assessments ■ Reentry Task Force membership ■ 5-year Reentry Strategic Plan ◇ Plan to follow and track TP 	<ul style="list-style-type: none"> ■ Develop and coordinate a Reentry Task Force ■ Administer validated assessment tools to assess the risk factors and needs of returning inmates ■ Establish pre-release planning procedures ■ Provide offenders with educational, literacy, and vocational services ■ Provide substance abuse, mental health, and health treatment and services ■ Provide coordinated supervision and comprehensive services for offenders upon release from prison or jail ■ Connect inmates with their children and families ■ Provide victim appropriate services 	<ul style="list-style-type: none"> ■ A reduction in recidivism rates for the target population ■ Reduction in crime ■ Increased employment opportunities 	<ul style="list-style-type: none"> Number of new offenders added to the TP this quarter Total number of TP in the initiative Number of TP released this quarter Total number of TP released since the beginning of the initiative Number of TP resentenced to prison with a new conviction this quarter Total Number of TP resentenced to prison with a new conviction since the beginning of the initiative Total number of crimes reported during this quarter Total population for the area that the TP is returning to (i.e., statewide, county, city, neighborhood) Number of TP who found employment this quarter Total Number of TP who are employed Number of TP who have enrolled in an educational program this quarter 	<ul style="list-style-type: none"> ■ Increase public safety ■ Reduce Recidivism by 50 percent over 5 years

<ul style="list-style-type: none"> ◇ Sustainability Plan ◇ Plan to collect and provide data for performance measures ■ Pre- and post-release programming ■ Mentors ■ Provide a 50 percent match [only 25 percent can be in-kind] 	<ul style="list-style-type: none"> ■ Deliver continuous and appropriate drug treatment, medical care, job training and placement, educational services, and housing opportunities ■ Examine ways to pool resources and funding streams to promote lower recidivism rates ■ Collect and provide data to meet performance measurement requirements 	<ul style="list-style-type: none"> ■ Increased education opportunities ■ Reduction in violations of conditions of supervised release ■ Increased payment of child support ■ Increased housing opportunities ■ Increased participation in substance abuse services ■ Increased participation in mental health services 	<p>Total number of TP who are currently enrolled in an educational program</p> <p>Number of TP who have violated the conditions of their release this quarter</p> <p>Total number of TP who have violated the conditions of their release</p> <p>Total number of TP that are required to pay child support</p> <p>Number of TP who paid their child support this quarter</p> <p>Number of target population who found housing this quarter</p> <p>Total number of TP who have housing</p> <p>Number of TP who were assessed as needing substance abuse services this quarter</p> <p>Total number of TP who have been assessed as needing substance abuse services</p> <p>Number of TP who enrolled in a substance abuse program this quarter</p> <p>Total number of TP enrolled in a substance abuse program</p> <p>Number of TP who were assessed as needing mental health services this quarter</p> <p>Total number of TP who have been assessed as needing mental health services</p> <p>Number of TP who enrolled in a mental health program this quarter</p> <p>Total number of TP enrolled in a mental health program</p>	
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		<ul style="list-style-type: none"> ■ Reduction in drug abuse ■ Reduction in alcohol abuse 	<p>Total number of TP re-assessed regarding substance use during the reporting period</p> <p>Total number of TP re-assessed as having <i>reduced</i> their substance use during this reporting period</p> <p>Total number of TP re-assessed regarding alcohol use during the reporting period</p> <p>Total number of TP re-assessed as having <i>reduced</i> their alcohol use during this reporting period</p>	
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