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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for its Fiscal Year (FY) 2012 Second Chance Act Juvenile Offender Reentry Program for Demonstration Projects. This program furthers the Department's mission by providing services and programs to successfully reintegrate juvenile offenders as they return to their communities, families, schools, and the workforce.

## **OJJDP FY 2012 Second Chance Act Juvenile Offender Reentry Program for Demonstration Projects**

### **Eligibility**

Eligible applicants are limited to states, territories, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior). Applicants must adhere to the eligibility (See page 3) and funding requirements of the Second Chance Act (See pages 5-6) and any additional requirements that appropriations measures may establish.

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 16.) All applications are due by 11:59 p.m. eastern time on May 14, 2012. (See Deadlines: Registration and Application, page 3.)

### **Contact Information**

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

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](mailto: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-2012-3257

**Release Date: March 27, 2012**

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# OJJDP FY 2012 Second Chance Act Juvenile Offender Reentry Program for 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 incarcerated adults and juveniles who are released from jails, prisons, and juvenile residential facilities and are returning to communities. Approximately 71,000 youth are confined in juvenile residential facilities on any given day, and approximately 100,000 juvenile offenders are released from confinement each year. This program helps ensure that the transition the youth make from a secure juvenile residential facility to the community is successful and promotes public safety. A secure juvenile residential facility may include a juvenile detention center, juvenile correctional facility, or staff-secure facility. Juveniles must have been confined under juvenile court jurisdiction to be eligible under this initiative. This program is authorized by 42 USC 3797w and Public Law 110-199 (“Second Chance Act”).

## 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, applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 14, 2012. See How To Apply, page 16, for details.

## Eligibility

Eligible applicants are limited to states, territories, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior). Applicants must adhere to the eligibility and funding requirements of the Second Chance Act (See pages 5-6) and any additional requirements that appropriations measures may establish.

Under the Second Chance Act, 42 U.S.C. 3797w(l), any applicant that has received a prior Second Chance Act award must submit information that demonstrates that: (1) it has adopted a reentry plan that reflects input from nonprofit organizations where relevant input is available and appropriate to this application; (2) the reentry plan includes performance measures to assess its progress toward a 10 percent reduction in the rate of recidivism over a 2-year period; (3) it will coordinate with the Department of Justice, nonprofit organizations, and other experts regarding the selection and implementation of performance measures; and (4) it has made adequate progress toward reducing recidivism by 10 percent over a 2-year period.

The target population for the Second Chance Act Juvenile Offender Reentry Program are youth younger than 18 years old who currently reside in a secure juvenile residential facility, such as a juvenile detention center, juvenile correctional facility, or staff secure facility. However, award

recipients may continue to provide reentry services to these individuals beyond their 18<sup>th</sup> birthday. OJJDP does not set a timetable for when grant recipients must terminate these services; they may continue to provide services as long as is deemed therapeutically necessary.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

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

## **Project-Specific Information**

The grant program authorized under Section 101 of the Second Chance Act helps states, units of local government, and Indian tribal governments to develop and implement comprehensive and collaborative strategies to address the challenges that offender reentry and recidivism reduction pose. "Reentry" is not a specific program, but rather a research-driven process that starts when an offender is initially incarcerated and ends when the offender has been successfully reintegrated into his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of program services in both pre- and post-release settings to ensure that the offender safely and successfully transitions from a juvenile residential facility to the community.

**Recidivism Definition.** The Second Chance Act [42 U.S.C. 3797w(h)(3)] requires that recidivism be a measure of success in funded programs. For purposes of this solicitation, recidivism is defined as "a return to secure confinement with either a new adjudication or as the result of a violation of the terms of supervision within 12 months of initial release."

**Collaboration with Other Federal Agencies.** OJJDP and the Bureau of Justice Assistance (BJA) are collaborating 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 in support of the research and evaluation activities called for in the Second Chance Act. For more information on the implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit the National Reentry Resource Center at [www.nationalreentryresourcecenter.org](http://www.nationalreentryresourcecenter.org).

**Note:** For those interested in submitting applications to adult-related demonstration reentry projects, visit the BJA Web site at [www.ojp.usdoj.gov/BJA/](http://www.ojp.usdoj.gov/BJA/).

## **Evidence-based Programs or Practices**

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. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) and OJJDP's [Model Programs Guide](#)

Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Purpose, Goals, and Objectives**

Section 101 of the Second Chance Act supports state, local, and tribal governments as they develop and implement comprehensive and collaborative strategies that address the challenges that offender reentry pose 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 confined and ends with the offender's successful community reintegration, evidenced by a lack of recidivism. See 42 USC 3797w(h).

The objective of this program is to provide juvenile offenders 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.

### **Approved Uses for Award Funds**

Approved uses for award funds include the following:

- **Use Evidence-Based Assessment Instruments for Reentry Planning.** The research literature provides strong evidence that offender populations should be assessed to determine their risk and needs factors and supervision levels and services so that they can receive appropriate interventions. Use of reliable, validated, and normed assessment instruments for a specific population increase the chances that individuals will be matched with the appropriate type of treatment and reentry services.
- **Target Risk Factors that Affect Recidivism.** While juvenile offenders reentering the community have a variety of treatment and behavioral needs, special focus should be given to address the dynamic risk factors most closely associated with reoffending behavior. Examples include a history of anti-social 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 services should begin when the individual is first incarcerated and continue when the individual is released into the community. Since most offenders 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 urges applicants to use consistent and sustained pre- and post-release case management and supervision that responds to the offender's transition from incarceration to the community for at least 6 months.
- **Support a Comprehensive Range of Services for Offenders.** Based on an individual offender's risk/needs assessment, OJJDP encourages applicants to make available a comprehensive range of programs targeted to the needs of individual offenders, including treatment services that employ age appropriate cognitive, behavioral, and social learning techniques; educational, literacy, vocational, and job placement services; mentoring services; substance abuse treatment (including alcohol abuse); housing; mental and physical health care services; and programs that encourage safe, healthy, and responsible family and parent-child relationships that enhance family reunification, as appropriate.

## **The 10 Requirements of a Comprehensive Reentry Program**

Section 101 of the Second Chance Act outlines the following 10 requirements that an application must meet to secure funding for a comprehensive reentry program.

1. A plan that describes the jurisdiction's long-term reentry strategy, including measurable annual and 5-year performance outcomes relating to the goals of increasing public safety and reducing recidivism. One goal of the plan shall be a 50-percent reduction in the rate of recidivism over a 5-year period.
2. A detailed reentry implementation schedule and sustainability plan for the program.
3. Documentation reflecting the establishment of a reentry task force, consistent with the requirements set forth at 42 USC 3797w(i) and 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. The required task force and the strategic planning requirement above provide a key opportunity for local policymakers to work together to identify and address local barriers to effective reentry, including barriers that are policy-related or procedural in nature.
4. 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.
5. 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 local law enforcement agencies.
6. An extensive discussion of the role of state corrections departments, community corrections agencies, and local jail 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 Is Expected To Include*, on page 18).
7. Documentation that reflects explicit support of the chief executive officer of the applicant state, unit of local government, territory, or Indian tribe and how this office will remain informed and connected to the activities of the project.
8. A description of the methods and outcome measures that the applicant will use to evaluate the program and a discussion of how such measurements will provide a valid assessment of the impact of the program. The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental strategies of evidence-based correctional practice that are widely accepted as efficacious in reducing future criminal behavior. These six strategies are outlined in the Appendix A: Second

Chance Act Grantees: What You Need to Know to Ensure Your Program Is Built on Principles of Effective Practice. Applicants must clearly articulate how they have integrated these evidence-based strategies into their program design.

9. A description of how the project could be broadly replicated if demonstrated to be effective.
10. A plan for the analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders into the community. (Note: this may be integrated into the strategic planning requirement and guided by the local task force discussed above).

### **Target Population**

Targeted youth must be admitted to the program prior to their 18<sup>th</sup> birthday. However, award recipients may continue to implement a reentry plan for these individuals beyond their 18<sup>th</sup> birthday. OJJDP does not have a set timeline for terminating these services, but instead, they can continue as long as is deemed therapeutically necessary.

The target population for the initiative must be a specific medium- to high-risk subset of the population of individuals currently confined in juvenile residential facilities, such as a juvenile detention center, juvenile correctional facility, or staff-secure facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local detention center pursuant to state or tribal law. Applicants must identify and define the specific subset of offenders, or combination of subsets, that they propose to be the target population of their project. For example, jurisdictions may choose to target offenders who are:

- A specific demographic or set of demographics (age, gender, etc.).
- Returning to a specific community, 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 supporting documentation to justify their decision.

### **Data Collection and Local Research Partnerships**

In applying for these grants, lead applicants and their sub-grantees agree to collect and provide enrollment and participation data during all years of the project to support all related research efforts and program evaluations. Applicants also agree to provide detailed individual-level data, in the format that OJP specifies during this time period (and for the following 5 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 other modes of participant assignment that the evaluation design requires, cooperate with all aspects of the evaluation project, and provide comparable individual-level data for comparison group members.

OJP encourages applicants to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluations. One resource that applicants may use is the e-Consortium for University Centers and Researchers for Partnership with Justice Practitioners. The e-Consortium provides a resource to local, state, federal, and other groups who seek partnerships with nearby (or other) university researchers and centers on projects that are mutually beneficial to the criminal justice community. The e-Consortium can be found online [www.gmuconsortium.org/](http://www.gmuconsortium.org/).

## Priority Considerations

Priority consideration may be given to applicants who:

- Focus their program on geographic areas with a disproportionate population of offenders released from prisons or jails.
- Target high-risk offenders, as determined through use of a validated risk/needs assessment instrument, 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.
- Clearly demonstrate how the six evidence-based strategies are incorporated into the project program design (see appendix A).
- 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.
- Include input from relevant nonprofit organizations (in any case where relevant input is available); crime victims; individuals who have been released from prisons, jails, and juvenile facilities; and families of offenders.
- Use an evidence-based assessment instrument for reentry planning that targets the needs of the offender that affect recidivism and provide sustained case management and services during incarceration and for at least 6 months in the community.
- Demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:
  - Prerelease planning and transition housing.
  - Establishing prerelease 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.
  - 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.
- Review the process by which the applicant adjudicates violations of probation or supervision following incarceration, taking into account public safety and the use of swift, certain, graduated and proportionate responses.
- Have received an OJJDP FY 2011 Second Chance Act Juvenile Offender Reentry Program for Planning grant and who can demonstrate progress made in their planning activities.

## Amount and Length of Awards

OJJDP expects to make approximately six awards of as much as \$750,000 for a project period of 12 months, with the possibility of no-cost extensions to allow for a 24-month project period. In no event shall any project period exceed 24-months, in total. 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, federal funds may not 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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 for OJP. An applicant requesting a waiver should 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 the applicant to adjust and resubmit its 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 to be done.

**Minimization of Conference Costs.** No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

For awards made under this solicitation, food and/or beverage expenses are deemed reasonable and allowable only to the extent that such costs are: (1) directly related to a youth reentry activity, (2) specifically included in the budget that OJP approves, and (3) consistent with threshold cost limits that DOJ has established for conference activity. Award recipients may not expend grant funds for food and/or beverage expenses that are related to conferences, trainings, or meetings that don't involve the direct provision of youth reentry services without separate prior approval from OJP.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**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 by individuals with limited English proficiency may be allowable costs. 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 ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement.** The Second Chance Act requires that a grant made under this program may not cover more than 50 percent of the total costs of the project being funded. Applicants must identify the source of the 50 percent nonfederal portion of the budget and how they will use match funds. 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 directly related to the purpose for which the grant was awarded. Federal funds received and cash match that the grantee provides shall be used to supplement, not supplant, nonfederal funds that would otherwise be available for the activities funded under this section. **Applicants must identify the source of the 25 percent nonfederal cash portion of the budget and how they will use both cash and in-kind match funds.**

**Match Waiver.** The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, applicants must submit with their applications a letter of request signed by the Authorized Representative that defines the 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 that have resulted in severe budget reductions.

**Note:** Once incorporated into the approved budget, the match becomes mandatory and subject to audit. This becomes mandatory even if the match amount that the applicant states exceeds the match requirement of the solicitation.

The formula for calculating match is:

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

$$\text{Required recipient's share percentage} \times \text{Adjusted project cost} = \text{Required match}$$

**Example:** For a federal award amount of \$750,000, match would be calculated as follows:

$$\frac{\$750,000}{50\%} = \$1,500,000 \quad 50\% \times \$1,500,000 = \$750,000 \text{ match}$$

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, 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:

Objective	Performance Measure(s)	Description	Data Grantee Provides
To provide juvenile offenders 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.	Number of released youth served by reentry program.	<p>The intent of this indicator is to measure the change in the number of offenders who are <b>enrolled</b> in reentry services.</p> <p>The number of youth <b>enrolled</b> represents the number of youth who actually end up in the program.</p>	Number of youth <b>enrolled</b> in the reentry program during the reporting period.
	Number of program youth served.	An unduplicated count of the number of youth that the program <b>served</b> during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from a previous reporting period <b>plus</b> new admissions during the reporting period.	<p>Number of youth served during the reporting period.</p> <p>New admissions during the reporting period.</p>
	Percentage of youth served with whom an evidence-based best practice model was used.	The number of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP’s Model Programs Guide, SAMHSA’s Model Programs, state model program resources, etc.).	<p>Number of youth served using an evidence-based best practice model or program during the reporting period.</p> <p>Number of youth enrolled in the program at the beginning of the reporting period.</p>

	<p>Number of services (by type) provided to youth.</p>	<p>This measure is designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period and also the number of youth who actually receive various services during the reporting period.</p>	<p>Number of youth assessed as needing substance use counseling/services.</p> <p>Number of youth enrolled in substance use counseling/services.</p> <p>Number of youth assessed as needing mental health services.</p> <p>Number of youth enrolled in mental health services.</p> <p>Number of youth assessed as needing housing services.</p> <p>Number of youth who successfully found housing.</p>
	<p>Number of program youth who were adjudicated.</p>	<p>The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion. This does NOT include technical violations and is appropriate for any youth-serving program.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p> <p>Official records (police, juvenile court) are the preferred data source.</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication.</p> <p>Number of youth sentenced to adult prison as a result of a new adjudication.</p> <p>Number of youth given some other sentence as a result of a new adjudication.</p> <p>Number of program youth tracked for adjudications.</p>
	<p>Number of program youth who had technical violations (short and long term).</p>	<p>The number of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a technical</p>

		<p>the reporting period or 6-12 months post program completion.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p>	<p>violation.</p> <p>Number of youth who were sentenced to adult prison as a result of a technical violation.</p> <p>Number of youth who received some other sentence as a result of a technical violation.</p> <p>Number of program youth tracked for technical violations.</p>
Percentage of youth completing program requirements.	The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion.	<p>Number of program youth who exited the program having completed all program requirements during the reporting period.</p> <p>Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).</p> <p>Number of program youth enrolled in the program at the beginning of the reporting period.</p>	
Percentage of program youth exhibiting desired change in the targeted behavior.	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion.	<p>Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.) as reported in a pre and post survey tool.</p> <p>Number of youth enrolled in the program at the beginning of the reporting period.</p>	
Number and percentage of program youth who are revictimized.	The revictimization measure counts the number of youth who experienced	Number of program youth tracked for re-victimization.	

		<p>subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for re-victimization. Ideally this number should be all youth served by the program during the reporting period or 6-12 months post program completion.</p>	<p>The number of program youth who were re-victimized.</p>
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Submission of performance measures data is not required for the application. 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 18 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 designed 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 most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended 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](http://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 specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to "generalizeable knowledge" or if they intend to use the information solely for the purpose of 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov), 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 up to several weeks for first-time registrants to receive confirmation and a user

password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

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 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 Dun and Bradstreet at 866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.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/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 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 there can be more than one AOR for the organization.
- 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 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is OJJDP-2012-3257.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit an 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 validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). 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.”

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

### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **The request does not automatically constitute approval by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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 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](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Is Expected To Include**

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP 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, and Budget Narrative.

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

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

The SF-424 is a standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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). Instructions on completing the SF 424 are available at [www.grants.gov/assets/SF424Instructions.pdf](http://www.grants.gov/assets/SF424Instructions.pdf).

## 2. 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 project abstract, 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, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (a) project abstract; (b) statement of the problem; (c) goals, objectives, and performance measures; (d) project design and implementation; and (e) capabilities and 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. **Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see Goals, Objectives, and Performance

Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

**Permission to Share Abstract and Contact Information with Private Funders.** It is unlikely that OJJDP will be able to fund all competitive applications the Office receives, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

- b. Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., lack of reentry services, high recidivism rates, youth employment, school performance, etc.). 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.

- c. 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: to provide school-based and/or community services for 40 youth returning to the community; to increase the percentage of youth who successfully complete their current academic goals; or to expand counseling services to cover an additional 50 delinquent youth.)

**Performance Measures.** OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 11) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather 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.

- d. 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 are encouraged 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.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

**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](http://www.ojjdp.gov/grantees/pm/logic_models). The logic model should be submitted as a separate attachment, as stipulated in Additional Attachments, page 23.

**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 [ojjdp.gov/grantees/timelines.html](http://ojjdp.gov/grantees/timelines.html)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 23. On receipt of an award, the award recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- e. Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors 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.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility, page 3, 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 percent of time that the partner will devote to the planning and operation of the project.

### 3. 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.

OJJDP expects applicants to include travel to Washington, DC, for as many as two occasions during the project period, to attend a 2.5 day Second Chance Act grantee conference.

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](http://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](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides 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.

### 4. Indirect Cost Rate Agreement

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.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### 5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should 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 should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

## **6. Additional Attachments**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. 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 the project timeline when assessing project design and implementation and 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.

- project timeline that includes each project goal, related objective, activity, expected completion date, responsible person, or organization (See page 21)
- reentry strategic plan (See page 6)
- logic model (See page 21)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 21).

## **7. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

- a. [Standard Assurances](#). Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#). Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#). (Required for 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; this form must be downloaded, completed, and submitted.)

## Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (10 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (20 percent)
5. Budget (complete; reasonable and allowable; cost-effective; and necessary for project activities) (10 percent)

See What an Application Is Expected To Include, page 18, 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 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 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. Applications that meet basic minimum requirements 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of 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 also may 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. OJP strongly 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm)

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- 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 (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Appendix A: Second Chance Grantees: What You Need to Know to Ensure Your Program Is Built on Principles of Effective Practice

## Fundamental Principles of Evidence-Based Correctional Practice

The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental principles of evidence-based correctional practice that are widely accepted as strategies to reduce future criminal behavior.

- 1. Objectively Assess Criminogenic Risks and Needs:** Maintain a comprehensive system to establish risk screening and needs assessment. The actuarial assessment of offenders—in a reliable and valid manner—is essential for the effective supervision and treatment of people returning from prisons, jails, and juvenile facilities (Andrews and Bonta, 1998). The levels of supervision and services for individual offenders must be matched to individual risk and need.
- 2. Enhance Intrinsic Motivation:** Staff must be able to relate to offenders in interpersonally sensitive and constructive ways in order to enhance intrinsic motivation in offenders. Research findings suggest that motivational interviewing or other cognitive-behavioral communication techniques can effectively enhance the offender's desire to initiate and maintain behavior changes (Miller and Rollnick, 2002; Miller and Mount, 2001).
- 3. Target Higher-Risk Offenders:** Prioritize primary supervision and treatment resources for offenders who are at higher risk to re-offend. Consistent findings from a wide variety of recidivism studies show that supervision and treatment resources focused on lower-risk offenders produce little if any positive effect on the rates of subsequent criminal behavior (McGuire, 2001, 2002) and can at times increase the risk level of low-risk offenders. Maximum benefit is gained only when intervention resources are directed to moderate- and high-risk offenders.
- 4. Address Offenders' Greatest Criminogenic Needs.** The greatest emphasis must be placed on addressing those needs which are most closely associated with criminal behavior. When the factors that lead the offender to commit crimes are effectively addressed, that person is less likely to commit crime (Elliot, 2001).
- 5. Use Cognitive-Behavioral Interventions:** These strategies are focused on changing the offender's thinking patterns in order to change future behavior. The most effective interventions provide opportunities for participants to practice new behavior patterns and skills with feedback from program staff.
- 6. Determine Dosage and Intensity of Services:** Higher-risk offenders require significantly more structure and services than lower-risk offenders. High-risk offenders should receive a minimum of 300 hours of cognitive-based interventions, moderate-risk offenders should receive a minimum of 200 hours, and low-risk offenders should receive a minimum of 100 hours of cognitive-based interventions. Additionally, during the initial three to nine months post-release, 40 percent to 70 percent of high-risk offenders' free time needs to be occupied with delineated routine and appropriate services (Bourgon and Armstrong, 2006; Latessa, 2004; Gendreau and Goggin, 1995).

## **Important Things to Understand From the Research:**

- Correctional staff needs to work with offenders to ensure they have the tools needed for success in the community.
- Correctional and community staff must understand the importance of working with **moderate- and high-risk** offenders rather than low-risk offenders to demonstrate that their program can decrease recidivism.
- The most effective organizational-change strategies involve supervision and coaching of staff to reinforce the expected way of doing business—training alone is not sufficient.

## **Questions to Ask As You Launch Your Program:**

- Who are you targeting for your program?
- Do the risk and needs of your target population match the services and supports you've funded through your Second Chance grant?
- When and how are the risks and needs of your target population assessed?
- Following the risk/need assessment, are the services, supervision, and interventions recommendations developed with the offender?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How are services coordinated for your target population as they move from the institutional phase, to the reentry phase, to the community phase?
- How is programming that is begun in prison linked to the programming that the offender receives in the community?
- How are supervision and treatment resources prioritized for moderate and high risk offenders?
- Are your interventions cognitive-behavioral based?
- What data is collected on individuals?
- Do you collect case-level data on which of your program participants have (1) housing, (2) employment, (3) substance abuse treatment [if necessary], mental health treatment [if necessary], and (5) social support?

## **References:**

Andrews, D.A., and J. Bonta (1998). *The Psychology of criminal conduct*. Cincinnati: Anderson Publishing Co.

Bourgon, G., and B. Armstrong (2006). Transferring the Principles of Effective Treatment into a "Real World" Setting. *Criminal Justice*, 32(1), 3-25.

Elliott, D. (2001). Youth violence: A report of the Surgeon General.

Gendreau, P. and C. Goggin (1995). Principles of effective correctional programming with offenders. Center for Criminal Justice Studies and Department of Psychology, University of New Brunswick, New Brunswick.

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## Appendix B: Application Checklist

### OJJDP FY 2012 Second Chance Act Juvenile Offender Reentry Program for Demonstration Projects

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

#### Eligibility Requirement:

- State
- Territory
- Unit of local government
- Federally recognized Indian tribal government
- The federal amount requested is within the allowable limits of \$750,000

#### What an Application Should Include:

- Disclosure of Lobbying Activities, (SF-LLL) (see page 17)
- Application for Federal Assistance (SF 424) (see page 19)
  
- Program Narrative (see page 19)
  - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - Abstract
  - Statement of the Problem
  - Goals, Objectives, and Performance Measures
  - Project Design and Implementation
  - Capabilities/Competencies
  
- Budget Detail Worksheet and Budget Narrative (see page 22)
- Indirect Cost Rate Agreement (see page 22)
- Tribal Authorizing Resolution (see page 22)
  
- Additional Attachments (see page 23)
  - timeline or milestone chart
  - logic model
  - reentry strategic plan
  - résumés of all key personnel
  - job descriptions for all key positions
  - letters of support/memoranda of understanding from partner organizations
  
- Other Standard Forms, Certifications, and Other Components, (see page 23) including:
  - DUNS number
  - CCR registration
  - Certifications
  - Accounting System and Financial Capability Questionnaire