

**U.S. Department of Justice**  
Office of Justice Programs  
*Office of Juvenile Justice and Delinquency Prevention*



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## **OJJDP FY 2019 Second Chance Act Youth Offender Reentry Program**

### **FY 2019 Competitive Grant Solicitation**

**CFDA #16.812**

**Grants.gov Solicitation Number:** OJJDP-2019-15036

**Solicitation Release Date:** April 23, 2019

**Application Deadline:** 11:59 p.m. eastern time (ET) on June 24, 2019

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for funding for states, local governments, territories or Indian tribes in partnership with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations for the purpose of strategic planning and implementation of juvenile offender reentry projects to provide comprehensive reentry services before, during, and after release from confinement. This program furthers the Department's mission by supporting state and local efforts to reduce recidivism and improve outcomes for youth returning to their communities after detention or out-of-home placement.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

#### **Eligibility** (Who may apply):

Eligible applicants are limited to states (including territories), local governments, or federally recognized Indian tribal governments as determined by the Secretary of the Interior in partnership with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the

entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) for more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

For additional information on eligibility, see "[Section C. Eligibility Information](#)."

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2019/FAQ/SCAYOR.pdf>.

A solicitation webinar will be held on May 20, 2019 at 2:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking [here](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than May 15, 2019. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as "Questions for OJJDP FY 2019 Second Chance Act Youth Offender Reentry Program webinar."

### Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

### Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. ET on June 24, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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# OJJDP FY 2019 Second Chance Act Youth Offender Reentry Program CFDA # 16.812

## A. Program Description

### Overview

In 2016, more than 45,000 juvenile offenders were held in residential placement facilities nationwide, with an additional 3,500 juveniles held in adult jails and nearly 1,000 held in adult prisons.<sup>1,2</sup> Although the rate of youth incarceration has continued to decline over the past 10 years<sup>3</sup>, the development of comprehensive approaches for reducing recidivism remains challenging for most state and local agencies. They require access to data, changes to service delivery, and coordination with multiple systems and organizations.

The Second Chance Act Youth Offender Reentry Program encourages collaboration between state agencies, local government, and community- and faith-based organizations to address the challenges that reentry and recidivism reduction pose for moderate to high-risk juvenile offenders returning to their communities from juvenile residential or correctional facilities. Section 101 of the Second Chance Act authorizes the Department of Justice to award grants to state, local, and tribal juvenile justice agencies to improve reentry outcomes for incarcerated youth.

**Statutory Authority:** This program is authorized pursuant to Section 101 of the Second Chance Act of 2007, Pub. L. No. 110–199; Pub. L. No. 115-391; 34 U.S.C. § 10631.

### Program-Specific Information

The Second Chance Act Youth Offender Reentry Program supports states, local governments, and tribal governments in partnership with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations to provide comprehensive reentry services for moderate to high-risk youthful offenders before, during, and after release from confinement. Within the context of this initiative, reentry is viewed as an evidence-based process that begins while the offender is still confined and ends with their successful reintegration into the community. Successful reintegration is denoted by no criminal behavior, to include but not be limited to rearrests, at 6-month increments for up to 24 months post-release.

This solicitation will support the development and implementation of a comprehensive reentry plan to promote the successful transition of youth as they return to the community following

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<sup>1</sup> Development Services Group, Inc. 2017. “Juvenile Reentry.” Literature review. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention. Available at <https://www.ojjdp.gov/mpg/litereviews/Aftercare.pdf>.

<sup>2</sup> Child Trends: Juvenile Incarceration. Available at <https://www.childtrends.org/indicators/juvenile-detention?search-indicators=youth+released+from+incarceration>.

<sup>3</sup> National Center for Juvenile Justice. Office of Juvenile Justice and Delinquency Prevention Statistical Briefing Book, Juveniles in Corrections. Available at <https://www.ojjdp.gov/ojstatbb/>.

release from a detention or residential facility. As part of program services within the facility, youth are expected to be screened and assessed for needs and risk of reoffending. Based upon results of risk and needs assessment, it is expected that appropriate community-based program services are identified and coordinated at least 90-days prior to release. During the post-release phase of the reentry program, youth should receive case management services and be connected to evidence-based programming designed to ensure continuity of services and a safe and successful transition from placement to the community. Case management services and evidence-based programming should begin during the pre-release phase.

## **Goals, Objectives, and Deliverables**

### **Goals**

Enhance the capacity of states, local government, and federally recognized Indian tribes to implement comprehensive evidence-based reentry programs that involve collaboration with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations to increase public safety and reduce recidivism of moderate to high-risk youth who are reentering communities from a residential placement facility.

For the purposes of this program, recidivism is defined as “a return to a residential placement facility, jail, or prison with either a new conviction or as the result of a violation of the terms of supervision within 24 months of initial release.”

### **Objectives**

- Increase public safety and reduce recidivism among moderate to high-risk youth before and following release from a juvenile residential facility.
- Develop information-sharing processes to carry out comprehensive case management plans that directly address the criminogenic risks and needs of young offenders as identified by validated risk and needs assessments.
- Convene a juvenile reentry task force with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations, juvenile justice, probation, behavioral health, social service, health providers, corrections, law enforcement, housing providers, agencies serving children and families, job training and employment services, and other state or local reentry stakeholders that provide reentry services to assist in the implementation and measurement of progress toward increasing public safety by reducing rates of recidivism and enabling returning youth to transition successfully to communities.
- Expand coordinated supervision and comprehensive services following release from confinement, including but not limited to, transitional and permanent housing and mental and physical healthcare provided by interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations, if practical.
- Integrate family strengthening practices that encourage returning youth to develop safe, healthy, and responsible family relationships and involve the entire family in a comprehensive reentry process.

- Improve transition planning procedures to ensure that linkages to needed services and benefits are available.
- Track data on recidivism rates, school-related behaviors, substance abuse treatment, family reunification progress, employment opportunities, pre-release planning, and post-release services and supervision, and identify other changes experienced by youth to measure implementation progress. These data should be shared with the reentry task force and used to guide and track implementation improvements.

## **Mandatory Requirements**

Section 101 of the Second Chance Act outlines the following mandatory requirements that applicants must include in their applications to be eligible to secure Section 101 funding. Applicants under this solicitation requesting funding must provide and demonstrate all of the following:

- Development of a comprehensive reentry strategic plan which describes the long-term strategy and incorporates a detailed implementation schedule, including the plans of the applicant to fund the program after Federal funding is discontinued. The comprehensive reentry strategic plan should contain a plan to assess inmate reentry needs and measurable annual as well as 3-year performance outcomes using, to the maximum extent possible, randomly assigned and controlled studies or rigorous quasi-experimental studies with matched comparison groups to determine the effectiveness of the funded program;
- Identifies the local government role and the role of governmental agencies and nonprofit organizations that will be coordinated by, and that will collaborate on, the offender reentry strategy of the applicant, and certifies the involvement of such agencies and organizations;
- Describes the evidence-based methodology and outcome measures that will be used to evaluate the program funded with a grant under this subsection, and specifically explains how such measurements will provide valid measures of the impact of that program and how the project could be broadly replicated if demonstrated to be effective;
- Documentation that reflects explicit support of the chief executive officer, or their designee, of the State, unit of local government, territory, or Indian tribe applying for a grant under this subsection;
- Discussion of the role of Federal corrections, State corrections departments, community corrections agencies, juvenile justice systems, and tribal or local jail systems will play in ensuring successful reentry of offenders into their communities;
- Provide evidence of collaboration with State, local, or tribal law enforcement agencies and government agencies overseeing health, housing, child welfare, education, substance abuse prevention and treatment, victims services, and employment services;
- Provide a plan for analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders into the community;

- Include the use of a State, local, territorial, or tribal juvenile reentry task force to carry out activities funded under the grant;
- Provide a plan for continued collaboration with a local evaluator, as necessary to meet the requirements under for evaluation under this grant program.
- Demonstrate that the applicant participated in the planning grant process or engaged in comparable planning for the reentry project.

### **Priority Consideration**

Priority consideration will be given to grant applications that best:

- Demonstrate a commitment to partner with a local evaluator to identify and analyze data that will enable the grantee to target the intended offender population and serve as a baseline for purposes of the evaluation;
- Demonstrate a focus initiative on geographic areas with a disproportionate population of offenders released from prisons, jails, and juvenile facilities;
- Include input from nonprofit organizations, in any case where relevant input is available and appropriate to the grant application; consultation with crime victims and offenders who are released from prisons, jails, and juvenile facilities; input and coordination with families of offenders; the juvenile justice coordinating council of the region; the reentry coordinating council of the region; or from other interested persons;
- Demonstrate effective case assessment and management abilities in order to provide comprehensive and continuous reentry, including planning for prerelease transitional housing and community release that begins upon admission for juveniles and jail inmates, and, as appropriate, for prison inmates, depending on the length of the sentence;
- Establishing prerelease planning procedures to ensure that the eligibility of an offender for Federal, tribal, or State benefits upon release is established prior to release, subject to any limitations in law, and to ensure that offenders obtain all necessary referrals for reentry services, including assistance identifying and securing suitable housing;
- Delivery of continuous and appropriate mental health services, drug treatment, medical care, job training and placement, educational services, vocational services, and any other service or support needed for reentry;
- Review the process by which the applicant adjudicates violations of parole, probation, or supervision following release from prison, jail, or a juvenile facility, taking into account public safety and the use of graduated, community-based sanctions for minor and technical violations of parole, probation, or supervision (specifically those violations that are not otherwise, and independently, a violation of law);
- 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; or

- Target moderate and high-risk offenders for reentry programs through validated assessment tools; or target offenders with histories of homelessness, substance abuse, or mental illness, including prerelease assessment of the housing status of the offender and behavioral health needs of the offender with clear coordination with mental health, substance abuse, and homelessness services systems to achieve stable and permanent housing outcomes with appropriate support service.

## **Deliverables**

Applicants will be required to address the following mandatory requirements in their proposal.

- Grantees will be expected to submit a **Planning and Implementation Guide** to OJJDP for approval at the end of the 6-month planning phase. A comprehensive report assessing the effectiveness of implementation of collaborative efforts, services provided, summary findings of performance measures, and data collected will be submitted to OJJDP at the end of the program.
- **Report on implementation progress at least annually, including data on recidivism rates and other youth outcomes.** The lead agency will provide the task force with a minimum of annual reports and an in-person presentation that details progress made on the key deliverables of the implementation plan along with recidivism rates and other outcomes for the target population.
- **Convene or draw upon an existing statewide or local task force** to manage the implementation of the reentry strategic plan. This task force should be composed of state or local government partners as warranted such as but not limited to local or state mental health, child welfare, and educational agencies; state and local corrections; service providers; and nonprofit organizations. The task force will participate in the implementation of the strategic plan and should review progress reports, at least annually, on recidivism rates and other youth outcomes.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

## **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled “Information Regarding Potential Evaluation of Programs and Activities.”

## Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones)

Under this program, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZ).<sup>4</sup> In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

### B. Federal Award Information

Maximum number of awards OJJDP expects to make:	9
Estimated maximum dollar amount for each award:	\$750,000
Total amount anticipated to be awarded under solicitation:	\$7,000,000
Period of performance start date:	October 1, 2019
Period of performance duration:	36 months

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

#### Type of Award

OJJDP expects to make any award under this solicitation in the form of a grant. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

#### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>5</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Budget Information

##### Cost Sharing or Match Requirement

This solicitation requires a **match based on federal award amount**. As required by the Second Chance Act, federal award funds require a 50 percent match from nonfederal sources; for each federal dollar awarded, the recipient must provide 50% of the total costs toward the project. If a successful applicant's proposed match exceeds the required match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind

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<sup>4</sup> See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

<sup>5</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

services. See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

### **Preagreement Costs (also known as Preaward Costs)**

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide (Postaward Requirements) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the [OJP Grant Application Resource Guide](#) for information.

### **Costs Associated With Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

## **C. Eligibility Information**

Eligible applicants are limited to states (including territories), local governments, and federally recognized Indian tribal governments (as determined by the Secretary of Interior) in partnership with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations.

A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will

be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Please note that in order to be eligible for funding under this solicitation, applicants must have a documented plan in place for providing comprehensive reentry program services for youth developed in close collaboration with interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations. The plan should address the mandatory requirements and be submitted as an attachment to the application.

Attach with the application a memorandum of understanding (MOU) that clearly demonstrates a collaborative relationship between the applicant, interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations. The MOU should specify how the applicant will coordinate with community and faith-based organizations and other stakeholders to address significant issues facing youth as they reenter the community. Describe the roles and responsibilities of the youth reentry task force members and the extent to which the applicant will have access to youth participants within residential facilities prior to release.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and an MOU that clearly demonstrates a collaborative relationship between the applicant, interested persons (including Federal corrections and supervision agencies), service providers, and nonprofit organizations.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

### **1. Complete the Application for Federal Assistance (Standard Form (SF)-424)**

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

### **2. Project Abstract**

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

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

The abstract should briefly describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 15. All project abstracts should follow the detailed template available at [www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

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

### 3. Program Narrative

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

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, recidivism rates, 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. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. 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 their understanding of its causes and potential solutions. While OJJDP

expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

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

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

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: for example, to expand comprehensive case management services to 50 youth returning from commitment, to increase the percentage of youth who do not recidivate after 2 years from 15 to 30, to increase the number of family members who successfully reunite following release from commitment from 30 to 45.)

- c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. OJJDP strongly encourages applicants to select evidence-based practices for their programs.

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

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

**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" [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 18. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or

magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility on page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

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

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

- e. **Plan for Collecting the Data Required for This Solicitation's Performance Measures.** OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide relevant data by submitting semi-annual performance metrics through OJJDP's online Performance Measurement Tool located at [ojjdpmt@usdoj.gov](mailto:ojjdpmt@usdoj.gov).

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

#### **4. Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

#### **5. Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

#### **6. Tribal Authorizing Resolution (if applicable)**

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

#### **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

#### **9. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

## 10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>6</sup> (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

## 11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## 12. Additional Attachments

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

### a. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- (3) If yes to either:
  - Please provide a copy of each law or policy.
  - Please describe each practice.
  - Please explain how the law, policy, or practice complies with 8 U.S.C. § 1373.

Note: Responses to these questions must be provided by the applicant as part of the application. Further, the requirement to provide this information applies to all tiers of

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<sup>6</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

funding and for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

OJP will not deny an application for an FY 2019 award for failure to submit these required responses by the application deadline, but a recipient will not receive award funds (and its award will include a condition that withholds funds) until it submits these responses.

- b. Logic model (see page 14).
- c. Timeline or milestone chart (see page 14).
- d. Résumés of all key personnel.
- e. Job descriptions outlining roles and responsibilities for all key positions.
- f. Memoranda of understanding from partner organizations (see page 11).
- g. **Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

### **How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA #16.812.
- OJJDP-2019-15036

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (5%)
2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (40%)
4. Capabilities and Competencies (25%)
5. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
6. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup> Cost sharing will be considered.

### Review Process

OJP is committed to ensuring a fair and open process for making awards. 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. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as "critical elements."

For a list of the critical elements for this solicitation, see "What an Application Should Include" under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. 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. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

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<sup>7</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **Statutory and Regulatory Requirements; Award Special Conditions**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with award conditions, as well as all applicable requirements of federal statutes and regulations. OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

Individual FY 2019 awards made pursuant to this solicitation will, as appropriate and to the extent consistent with law, include conditions that will require the recipient (and any

subrecipient) that accepts the award to do various things, with respect to the “program or activity” that would receive federal financial assistance thereunder. **Although the specific terms of each of those conditions are what will govern the awards**, included among such conditions will be some that, **generally speaking**, will require the recipient (and any subrecipient) that accepts the award to do some or all of the following:

- Not to impede the exercise of the authority of the federal government under 8 U.S.C. § 1226(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government “shall take into custody” certain criminal aliens “when the alien is released”) or 8 U.S.C. § 1231 (relating to removal from the United States of aliens after detention/confinement at the federal, state, and local level), specifically by requiring such recipients to provide (where feasible) at least 48 hours’ advance notice to DHS regarding the scheduled release date and time of an alien in the recipient’s custody when DHS requests such notice in order to take custody of the alien pursuant to the Immigration and Nationality Act. (Note: This condition will apply only with respect to alien adult detainees and only in jurisdictions where law enforcement is assisting in implementing this program.)
- Not to impede the exercise by DHS agents, “anywhere in or outside the United States” (8 C.F.R. § 287.5(a)(1)), of their authority under 8 U.S.C. § 1357(a)(1) to “interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States,” specifically by requiring such recipients to permit DHS agents to have access to any correctional facility in order to meet with an alien (or an individual believed to be an alien) and inquire as to his right to be or remain in the United States. (Note: This condition will apply only with respect to alien adult detainees and only in jurisdictions where law enforcement is assisting in implementing this program.)

The reasonable costs (to the extent not reimbursed under any other federal program) of complying with these conditions, including honoring any duly authorized requests from DHS that is encompassed by these conditions, will be allowable costs under the award.

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

## Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
Increase public safety and reduce recidivism among moderate- to high-risk youth before and following release from a juvenile residential facility.	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 enrolled in reentry services.</p> <p>The number of youth enrolled represents the number of youth who actually end up in the program. Program records are the preferred data source.</p>	Number of youth enrolled in the Reentry Program during the reporting period.
	Number of program youth served during the reporting period.	An unduplicated count of the number of youth served by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	<p>A. Number of program youth carried over from the previous reporting period.</p> <p>B. New admissions during the reporting period.</p>
	Number and percent of youth served with whom an evidence-based best practice model was used.	Number and percent 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>A. Number of youth served using an evidence-based best practice model or program during the reporting period.</p> <p>B. Number of youth served during the reporting period (auto fill from 1A).</p> <p>C. Percent (A/B).</p>
	Number of services provided to youth.	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>A. Number of youth assessed as needing substance use counseling/services during the reporting period.</p> <p>B. Number of youth enrolled in substance use counseling/services during the reporting period.</p> <p>C. Number of youth assessed as needing mental health services during the reporting period.</p>

			<p>D. Number of youth enrolled in mental health services during the reporting period.</p> <p>E. Number of youth assessed as needing housing services during the reporting period.</p> <p>F. Number of youth who successfully found housing during the reporting period.</p> <p>G. Number of youth who received civil legal services during the reporting period.</p> <p>H. Number of youth successfully matched with a mentor during the reporting period.</p> <p>I. Other.</p>
	Number of drug/alcohol tests performed (MANDATORY for co-occurring only).	Number of drug and alcohol tests performed on juveniles served by the program during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug and alcohol testing. Report the number of TESTS conducted, rather than the number of people tested (it is understood that one person may be tested several times or tested using several methods during a reporting period).	<p>A. Number of drug and alcohol tests performed during the reporting period.</p> <p>B. Of A, the number of positive tests recorded.</p>
	Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).	Number and percent of program youth who exhibited a desired change in the targeted behavior during the reporting period or up to 24 months after exiting the program.	<p>A. Number of program youth served during the reporting period or who exited the program up to 24 months ago with the noted behavioral change (behavior targeted will depend on specific program goals and activities and may include family relationships, gang resistance/involvement, substance abuse, etc.).</p> <p>B. Total number of youth receiving services for the targeted behavior during the reporting period or who exited the program up to 24 months ago.</p> <p>C. Percent (A/B).</p>

	<p>Number and percent of program youth who were adjudicated during the reporting period (short and long term).</p>	<p>Number and percent of participating program youth who were adjudicated for a new delinquent offense during the reporting period or up to 24 months after exiting the program. This does not include technical violations and is appropriate for any youth-serving program. 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. Official records (police, juvenile court) are the preferred data source.</p>	<p>A. Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication during the reporting period or up to 24 months after exiting the program.</p> <p>B. Number of youth sentenced to adult prison as a result of a new adjudication during the reporting period or up to 24 months after exiting the program.</p> <p>C. Number of youth given some other sentence as a result of a new adjudication during the reporting period or up to 24 months after exiting the program.</p> <p>D. Number of program youth tracked for adjudications during the reporting period or up to 24 months after exiting the program.</p> <p>E. Percent <math>((A+B+C)/D)</math>.</p>
	<p>Percent of program youth who had technical violations during the reporting period (short and long term).</p>	<p>Number and percent of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period or up to 24 months after exiting the program. 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. Program records are the preferred data source.</p>	<p>A. Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period or up to 24 months after exiting the program.</p> <p>B. Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period or up to 24 months after exiting the program.</p> <p>C. Number of youth who received some other sentence as a result of a technical violation during the reporting period or up to 24 months after exiting the program.</p> <p>D. Number of program youth tracked for technical violations during the reporting period or up to 24 months after exiting the program.</p> <p>E. Percent <math>((A+B+C)/D)</math>.</p>

	<p>Number and percent of youth completing program requirements (short term).</p>	<p>Number and percent 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. The total number of youth (the "B" value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.</p>	<p>A. Number of program youth who exited the program having completed all program requirements during the reporting period.</p> <p>B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).</p> <p>C. Percent (A/B).</p>
	<p>Number and percent of program youth who are victimized (short and long term).</p>	<p>Number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth who are followed or monitored for victimization. Ideally this number should be all youth served by the program during the reporting period or up to 24 months after exiting the program.</p>	<p>A. Total number of program youth served.</p> <p>B. Number of program youth tracked for victimization during the reporting period or up to 24 months after exiting the program.</p> <p>C. Of B, the number of program youth who were victimized.</p> <p>D. Percent victimized (C/B).</p>
	<p>Number and percent of program youth who are revictimized (short and long term).</p>	<p>Number of youth who experienced subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth who are followed or monitored for revictimization. Ideally this number should be all youth served by the program during the reporting period or up to 24 months after exiting the program.</p>	<p>A. Number of program youth tracked for revictimization during the reporting period or up to 24 months after exiting the program.</p> <p>B. Of A, the number of program youth who were revictimized during the reporting period.</p> <p>C. Percent revictimized (B/A).</p>

## Appendix B: Application Checklist

### OJJDP FY 2019 Second Chance Act Youth Offender Reentry Program

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

##### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 17)
- \_\_\_\_\_ Access Funding Opportunity and Application Package(see [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)

##### *After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) Application has been received
- \_\_\_\_\_ (2) Application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

##### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ Contact the Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) regarding experiencing technical difficulties (see page 2)

#### Overview of Post-Award Legal Requirements:

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

#### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$750,000.

## Eligibility Requirement:

\_\_\_\_\_ For eligibility, see "[Section C. Eligibility Information.](#)"

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- a. Program Narrative (see page 13)
- b. Budget Detail Worksheet and Budget Narrative (see page 15)
- c. Memorandum of Understanding (see page 11)
- d. Documented plan for providing reentry program services (see page 11)

- Application for Federal Assistance (SF-424) (see page 12)
- Project Abstract (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 16)
- Financial Management and System of Internal Controls Questionnaire (see page 16)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 16)

### Additional Attachments

- Applicant Disclosure of Pending Applications (see page 16)
- Applicant Disclosure and Justification—DOJ High Risk Grantees (if applicable) (see page 16)
- Résumés of all key personnel
- Job descriptions outlining roles and responsibilities for all key positions.
- Research and Evaluation Independence and Integrity (see page 16)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 11)
- Logic Model (see page 14)
- Timeline (see page 14)
- Memoranda of Understanding (see page 11)
- Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) (see page 17)
- Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) (see page 10)