

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#)' (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Criminal Justice Improvement and Recidivism Reduction through State, Local, and Tribal Justice Reinvestment Program. This program furthers the Department's mission by providing resources to state, local, and tribal governments to plan and implement policies and programs to generate savings through the reduction of prison and jail populations and reinvest a portion of these savings in community-based alternative criminal justice programs.

## **Criminal Justice Improvement and Recidivism Reduction through State, Local, and Tribal Justice Reinvestment FY 2010 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to national-scope private non-profit organizations and colleges and universities, both public and private.

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 9.)

All applications are due by 8:00 p.m. eastern time on June 10, 2010. (See "Deadlines: Registration and Application," page 1.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

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

**Grants.Gov number assigned to announcement: BJA-2010-2723**

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# **Criminal Justice Improvement and Recidivism Reduction through State, Local, and Tribal Justice Reinvestment (CFDA #16.751)**

## **Overview**

The Omnibus Consolidated Appropriations Act, 2010 (P.L. 111-117) authorized the Bureau of Justice Assistance (BJA) to provide funding for a Criminal Justice Reform and Recidivism Reduction Competitive Grant Program. This program focuses on a Justice Reinvestment model. “Justice reinvestment” refers to a data-driven model that: (1) analyzes criminal justice trends to understand what factors are driving the growth in jail and prison populations; (2) develops and implements policy options to manage the growth in corrections expenditures, generates savings in public revenues, and increases the effectiveness of current spending and investment to increase public safety and improve offender accountability; (3) reinvests a portion of the savings into the justice system to further reduce corrections spending and into the community to further prevent crime; and (4) measures the impact of the policy changes and reinvestment resources and holds policymakers accountable for projected results.

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on June 10, 2010. Please see the “How to Apply” section, page 9, for more details.

## **Eligibility**

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

## **Criminal Justice Improvement and Recidivism Reduction through State, Local, and Tribal Justice Reinvestment—Specific Information**

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

“Justice reinvestment” refers to a data-driven model that: (1) analyzes criminal justice trends to understand what factors are driving the growth in jail and prison populations; (2) develops and implements policy options to manage the growth in corrections expenditures, generates savings in public revenues, and increases the effectiveness of current spending and investment to increase public safety and improve offender accountability; (3) reinvests a portion of the savings into the justice system to further reduce corrections spending and into the community to further prevent crime; and (4) measures the impact of the policy changes and reinvestment resources and holds policymakers accountable for projected results.

A total of 2.5 million American adults are incarcerated in federal, state, and local prisons and jails, a rate of 1 out of every 100 adults. State spending on corrections has increased over the last 20 years from \$10 billion to more than \$50 billion a year, while local corrections spending

has increased from \$20 billion to over \$100 billion during the same time period. Annually, local governments spend over \$100 million on the justice system, accounting for half of all criminal justice spending (federal, state and local combined). According to “Public Safety, Public Spending: Forecasting America’s Prison Population 2007– 2011,” state and federal prison populations were expected to increase by nearly 200,000 at an additional cost of \$27.5 billion over that 5-year period. According to “Jail Inmates at Midyear 2008,” local jail populations increased by 3.3 percent per year from 2000 to 2007, and by 2008 were operating at about 95 percent of their capacity. Increasing jail populations have detrimental effects on safety both in the community and within the jail. There are over 3,200 jails throughout the United States, the vast majority of which are operated by county governments. Each year, these jails will release more than 13 million people back into the community. Local jails interact with a high volume of individuals with relatively short periods of confinement. Varied local government agencies are involved with diverse populations entering the jail and reentering the community. This connection of the local justice system with local community and social services systems provides potential alternatives that impact county government community safety and budget decisions. The number of persons on probation and parole has been increasing. Currently, approximately 5.1 million Americans, or 1 out of every 45 adults, are on probation or parole, an increase of nearly 300 per cent since 1980. State, local, and tribal policymakers have insufficient access to detailed, data-driven explanations about changes in crime, arrest, conviction, and jail and prison population trends. In the face of ever-increasing correctional costs, with bipartisan leadership, state and local leaders in Texas, Kansas, Michigan, Arizona, Rhode Island, Pennsylvania, Vermont and other states around the country have initiated data-driven criminal justice reinvestment strategies that increase public safety, hold offenders accountable, control corrections spending, and allow for the reinvestment of savings into community alternatives. Similar activities with similar bipartisan leadership and support are underway in three local jurisdictions—Alachua County, FL; Travis County, TX; and Allegheny County, PA—designed to impact growth in local jail populations and community investments.

There are four stages in the Justice Reinvestment Model:

**(1) Analyze the prison and/or jail population and spending in the communities to which people often return after a period of incarceration.**

Justice reinvestment experts review prison admission data to determine what is driving increases in the jail and/or prison population. Using mapping technology, these experts provide geographic analyses to pinpoint which neighborhoods receive people released from prison and how public spending on programs may converge on the same families and communities.

**(2) Provide policymakers with options to generate savings and increase public safety.**

The justice reinvestment experts generate various options that recognize the uniqueness of each state, local, or tribe’s criminal justice system and tailor them to that jurisdiction to better manage the growth of prison or jail population and increase public safety. These options include strategies to reduce parole and probation revocations; focus supervision resources where they can have the greatest impact; and hold ex-offenders (and service providers) accountable for the successful completion of programs such as drug treatment and job training.

**(3) Quantify savings and reinvest in select high-stakes communities.**

State, local government, or tribal leaders work with the justice reinvestment team to determine how much they may save, and avoid spending, by adopting some (or all) of the options identified by the experts. Policymakers and the team’s experts develop plans for

reinvesting a portion of these savings in new or enhanced initiatives in the communities where the majority of people released from prisons and jails return. For example, officials can reinvest the savings and deploy existing resources in a high-stakes neighborhood to redevelop abandoned housing and better coordinate such services as substance abuse and mental health treatment, job training, and education. These efforts are viewed generally as benefiting everyone in the community, regardless of their involvement in the criminal justice system.

**(4) Measure the impact and enhance accountability.**

For each policy adopted, an appropriate state or tribal agency is charged with setting performance measures and projected outcomes, such as the amount of corrections costs saved or avoided, recidivism rates, and indicators of community capacity. The agency may also be charged with establishing systems that can span multiple agencies to collect and analyze data and provide periodic reports to policymakers. Policymakers can use these measures to determine whether agencies are implementing the new policies effectively, assess how closely the actual impact of these new policies corresponds to projections, and make any necessary adjustments.

**Implementation of the Justice Reinvestment Model**

The Justice Reinvestment Model will be implemented in two phases:

**Phase One**

Phase One will involve data analysis and policy development. Resources will be provided to units of state, local, and tribal governments to (A) conduct a comprehensive analysis of state, local, or tribal criminal justice data, including crime and arrest rates, conviction rates, probation, parole, prison and jail populations, and policies; (B) evaluate the cost-effectiveness of the state, local, or tribal spending on corrections and community corrections; and (C) develop data-driven policy options that can increase public safety and improve offender accountability.

This comprehensive analysis and evaluation shall include an analysis of reported crime and arrest data; an analysis of felony conviction data to understand the percent of offenders who are sentenced to prison for particular offenses; an analysis of jail and prison admission and length-of-stay data over a 3–5 year time period to determine which cohorts of offenders are driving the growth of the prison or jail population; the development of a prison or jail population projection using a simulation model to test the impact of various policy changes; an analysis of the current capacity and quality of institutional and community-based risk-reduction programs such as drug treatment, mental health, and other human services to reduce recidivism among offenders on community supervision; an analysis of criminal justice expenditures; and the development of practical, data-driven policy options that can increase public safety, improve offender accountability, reduce recidivism, and manage the growth of spending on corrections in the relevant criminal justice system.

To be eligible to receive assistance to implement Phase One data analysis and policy development, an eligible entity shall submit an application for participation in the justice reinvestment initiative to BJA. Once assigned a technical assistance provider by BJA, the jurisdiction may be required to provide additional application materials to determine its readiness for participation.

Priority consideration will be given to applications for assistance that: (A) demonstrate a commitment from the Governor/Tribal Council Chair, legislature, judicial branch, law enforcement, prosecutors, and other key stakeholders to work together in a collaborative

bipartisan approach to analyze the data and develop criminal justice policy options; (B) demonstrate access to data from across the criminal justice system, including crime and arrest, court and conviction, jail, prison, community corrections data, and standards for analysis; (C) identify agency or consultant capacity to objectively analyze data, utilize simulation models for prison population projections, and develop concise written reports and policy options for policymakers to review; or (D) establish or designate a multi-branch, bipartisan interagency task force of elected and appointed officials to address the criminal justice and public safety challenges facing the jurisdiction.

## **Phase Two**

Phase Two involves policy/program implementation and assessment of results. Resources will be provided to units of state, local, and tribal governments to implement policies and programs designed to help their jurisdiction manage the growth in spending on corrections and increase public safety. This assistance will enable the eligible entity to (A) fund programs that provide training and technical assistance, support the delivery of risk-reduction programs, or otherwise enhance public safety and improve ex-offender accountability by strengthening the criminal justice system; (B) reinvest averted prison costs, identified by prior data analysis and policy development, into programs that enhance public safety by strengthening the criminal justice system or high-risk communities and individuals; and (C) provide the capacity to measure performance of policies and programs enacted or established as a result of Phase One activities.

To be eligible to receive assistance to enter Phase Two policy/program implementation and assessment of results an eligible entity (state, local, or tribal government) must have completed the data analysis and policy development as a participant in Phase One. Resources, both fiscal and technical assistance, will be provided to an eligible entity that shall be required to submit an application for participation in the justice reinvestment initiative to BJA. Once assigned a technical assistance provider by BJA, the jurisdiction may be required to provide additional application materials to determine its readiness for participation.

Priority consideration will be given to applications for assistance that: (A) provide training of corrections and community corrections, judicial, behavioral health staff and other key staff on evidence-based practices for reducing recidivism and training to assist jurisdictions in implementing and validating new risk and needs assessment tools; (B) establish risk-reduction programs including substance abuse or mental health treatment, job placement counseling and assistance, and intermediate sanction programs and facilities, including day reporting centers and electronic monitoring; (C) reduce the number of re-arrests, reconvictions, and revocations of people currently on probation and parole and increase the number of successful completions of probation and parole; and (D) establish policies and practices that will avert growth in the prison population and, as a result, avert the need to appropriate funds for the construction or operation of a new correctional facility.

All requests for state, local, and tribal participation in the justice reinvestment initiative shall be made to BJA. BJA will assign technical assistance providers to support a jurisdiction's participation in the justice reinvestment initiative.

## **Award Categories, Amount, and Length**

Applicants may apply in any of the three categories; however, an applicant may receive an award in only one of three categories.

**Category 1: Program Oversight, Coordination, and Outcome Assessment (OCA).**  
**Competition ID: BJA-2010-2726**

BJA expects to make one award under Category 1 for up to \$1 million to a national-scope non-profit organization or college or university. The project period is up to 18 months and the project start date should be on or after October 1, 2010. The successful OCA provider will be expected to:

- Assist BJA in overall coordination and assessment of the justice reinvestment initiative;
- Provide logistical support for a Justice Reinvestment Advisory Group composed of federal partners, private sector funders, state, local, and tribal policy-makers, and key stakeholders representing various sectors of the criminal justice system impacted by justice reinvestment.
- Provide technical assistance, in conjunction with BJA, to Justice Reinvestment Resource Providers (Providers) funded under this solicitation to ensure adherence to the fidelity and basic principles of the Justice Reinvestment Model.
- Review recommendations from Justice Reinvestment Resource Providers funded under this solicitation, in direct consultation with BJA, with respect to acceptance into Phase One and entrance into Phase Two.
- Prepare a report which includes information concerning: (1) the number and identity of the jurisdictions who have received Phase One and Two assistance; (2) the progress of the jurisdictions in conducting analyses, developing policy/programs, and in implementing criminal justice reinvestment strategies; and (3) the reporting of relevant data from jurisdictions implementing Justice Reinvestment strategies/programs including the reduction, if any, in the number of re-arrests, reconvictions, and revocations of people currently on probation and parole; the reduction, if any, in the number of successful completions of probation and parole; the reduction, if any, in the growth of the prison population; the portion of averted costs that has been or will be reinvested, how it was proposed and subsequently used to target high-risk communities and individuals to reduce the rate of re-arrest, reconviction, and revocation to increase public safety; and the reduction, if any, in re-arrest rates by people under the supervision of the criminal justice system. The OCA provider will also work with the Phase I and Phase II sites to assess the effectiveness of the reinvestment strategy wherever possible (i.e., outcomes as a result of the reinvestment).
- Provide a plan for collecting the data necessary to complete the required report to the Attorney General and Congress

**Category 2: State-level Justice Reinvestment Program Implementation. Competition ID: : BJA-2010-2727**

BJA expects to make two awards under Category 2 of up to \$2.25 million each to two national-scope entities to implement both phases of justice reinvestment with state governments. The project period is up to 18 months and the project start date should be on or after October 1, 2010. Category 2 grantees are expected to pass through at least 50 percent of the funds awarded to jurisdictions that have fully completed Phase One. Pass through funding recipients and amounts must be approved by BJA before being committed. The successful applicant will be expected to:

- Develop and disseminate to state-level government officials and policy-makers, in consultation with BJA and the OCA provider, a single BJA request for applications to participate in Phase One of the Justice Reinvestment process.
- Conduct an in-depth review and assessment of each application and proposed jurisdiction consistent with BJA guidance, including site visits if deemed appropriate, and make recommendations to BJA relative to appropriate candidates to participate in Phase One.

- Provide technical assistance to successful applicants to complete the required Phase One data analysis and policy development.
- Provide to BJA recommendations as to which jurisdictions are ready to advance to Phase Two.
- Provide technical assistance to Phase Two jurisdictions in the development and implementation of key policies or programs informed by the Phase One data analysis.
- Make appropriate sub-award grants to Phase Two jurisdictions, in consultation with BJA and the OCOA provider, to implement key strategies and programs which advance the justice reinvestment goals and priorities.
- Work with BJA and the OCOA Provider to collect appropriate evaluation/assessment data from program participants to determine the effectiveness of the policies and programs implemented with Phase Two resources.

**Category 3: Local and Tribal Justice Reinvestment Program Implementation. Competition ID: BJA-2010-2728**

BJA expects to make two awards under Category 3 of up to \$2.25 million each to two national-scope entities to implement both phases of justice reinvestment with local and tribal governments participating in comprehensive criminal justice reform and recidivism efforts by states. The project period is up to 18 months and the project start date should be on or after October 1, 2010. Category 3 grantees are expected to pass through at least 50 percent of the funds awarded to jurisdictions that have fully completed Phase One. Pass through funding recipients and amounts must be approved by BJA before being committed. The successful applicant will be expected to:

- Develop and disseminate to local and tribal government officials and policymakers, in consultation with BJA and the OCOA provider, a single BJA request for applications to participate in Phase One of the Justice Reinvestment process.
- Conduct an in-depth review and assessment of each application and proposed jurisdiction (consistent with BJA guidance), including site visits if deemed appropriate, and make recommendations to BJA relative to appropriate candidates to participate in Phase One.
- Provide technical assistance to successful applicants to complete the required Phase One data analysis and policy development.
- Provide to BJA recommendations as to which jurisdictions are ready to advance to Phase Two.
- Provide technical assistance to Phase Two jurisdictions in the development and implementation of key policies or programs informed by the Phase One data analysis.
- Make appropriate sub-award grants to Phase Two jurisdictions, in consultation with BJA and the OCOA provider, to implement key strategies and programs which advance the justice reinvestment goals and priorities.
- Work with BJA and the OCOA Provider to collect appropriate evaluation/assessment data from program participants to determine the effectiveness of the policies and programs implemented with Phase Two resources.

BJA will enter into a cooperative agreement with the successful applicants. In furtherance of the specific tasks described in Categories 1–3 above, BJA’s role will include the following:

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- Reviewing and approving major project-generated documents and materials used in the provision of project services.
- Providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.
- Reviewing and approving any proposed solicitations prior to release or publication.
- Reviewing and approving any proposed sub-awards for implementation projects.

## ***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 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

## **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required 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)   | Data Grantee Provides  |
|---|--|--|
| <p>Increase the knowledge of criminal justice practitioners through in-person training.</p>               | <p>Percentage of trainees who successfully completed the in-person training.</p> <p>Percentage of trainees who completed the in-person training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the in-person training whose post-test indicated an improved score over their pre-test.</p>  | <p><b>For the current reporting period:</b><br/> Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended each training.</li> <li>• Completed the training.</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Rated the training as satisfactory or better.</li> <li>• Completed a pre- and post-test.</li> <li>• Had an improved post-test score,</li> </ul>   |
| <p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices</p> | <p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of a onsite visit.</p> <p>Percentage of requesting agencies that implemented one or more of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that implemented one or more policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p> | <p><b>For the current reporting period:</b><br/> Number of onsite visits completed.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number who rated the services as satisfactory or better.</p> <p>Number of requesting agencies that implemented one or more of the report recommendations six months after onsite visit.</p> <p>Number of peer-to-peer visits completed.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Number of peer visitors who implemented one or more policies or practices six months after the peer-to-peer visit.</p> <p>Number of other onsite services provided.</p> <p>Number of reports submitted to requesting agencies following other on-site services.</p> <p>Number of requesting agencies who completed an evaluation of other onsite services.</p> <p>Number who rated the other onsite services as satisfactory or better.</p> |

## 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 grants 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 you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 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. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their 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 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
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 Central Contractor Registration (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. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS Number 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 Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of

Federal Domestic Assistance (CFDA) number for this solicitation is 16.751, titled "Edward Byrne Memorial Competitive Grant Program" and the funding opportunity number is BJA-2010-2723.

6. **Select the Correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of your application.
7. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application 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."

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

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

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

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

This section describes what an application is expected to include and sets out a number of elements. 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 nevertheless be made to make an award, 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 not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

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

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Abstract (Attachment 1)**

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying. The abstract must include the goals of the project, a description of the strategies to be used, and a numerical listing of key/major deliverables. The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 1 page.

### **Program Narrative (Attachment 2)**

The program narrative must respond to the solicitation and the Selection Criteria (1, 2, 3, and 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc.

### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet.

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

### **Project Timeline, Position Descriptions, and Letters of Commitment or Memoranda of Agreement (Attachment 4)**

Attach a Project Timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization; Position Descriptions for key positions; and Letters of

Commitment or Memoranda of Understanding from all key partners, detailing the commitment to work with the applicant organization/agency/tribe to promote the mission of the project.

### **Tribal Authorizing Resolution (Attachment 5, if applicable)**

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

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

## **Selection Criteria**

### **1. Vision Statement (5 percent of 100)**

Provide a clear, concise statement of why the applicant believes that the justice reinvestment model is a significant initiative that has the potential for impacting prison and jail populations. Include the applicant's perception of their organization's overarching role in implementing the justice reinvestment model. Clearly articulate why the applicant believes it is uniquely positioned to implement the justice reinvestment model.

### **2. Program Design and Implementation (40 percent of 100)**

Based upon the category under which the application is submitted, address in detail how the applicant proposes to undertake and accomplish each of the tasks reflected in the appropriate bulleted points. A detailed implementation plan with key benchmarks must be submitted. Describe how the proposed management structure and staffing of the project will facilitate the delivery of the required services as reflected in the implementation plan. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the implementation plan. Detailed information contained in Attachment 4 (project timeline, job descriptions of key project staff, and appropriate letters of commitment) will contribute significantly to the assigning of points relative to this criterion.

### **3. Capabilities/Competencies (30 percent of 100)**

Based upon the category under which the application is submitted, provide a detailed description of the capacity of the organization to deliver the required services and perform the key tasks required to maintain fidelity to the justice reinvestment model and, for Categories 2 and 3, provide the required technical assistance and project oversight that will ensure successful application of the resources available through both Phase One and Two of the justice reinvestment implementation strategy. Clearly articulate the organization's

history of involvement with national scope reentry and correctional resource management projects. Discuss the staffing resources, either permanent full-time staff or proposed consultants, to effectively implement the program, including the applicant's ability to or experience with managing pass-through funding with appropriate accountability.

**4. Budget (20 percent of 100)**

Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable (as Attachment 3). The budget must clearly address the portion of the award which will be dedicated to accomplishing the two core tasks of technical assistance and site-based implementation subgrants. While it is important that the applicant organization have the capacity to deliver the services required in Phase One, Category 2 and 3 grantees are expected to pass through at least 50 percent of the funds awarded to jurisdictions that have completed Phase One. Pass-through funding recipients and amounts must be approved by BJA before being committed. Phase I applicants are not expected to receive pass-through funding, but will be awarded substantial technical assistance throughout Phase I and Phase II.

**5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (5 percent of 100)**

Describe a process for assessing the initiative's effectiveness (see Performance Measures). Describe how performance metrics will be documented, monitored, and evaluated. For Category I applicants only: provide a plan for collecting the data necessary to complete the required report to the Attorney General and Congress

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance 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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [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 and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

**Application Checklist**  
**FY 2010 Criminal Justice Improvement and Recidivism Reduction through**  
**State, Local, and Tribal Justice Reinvestment**

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

**Eligibility Requirement:**

\_\_\_\_\_ National-scope private non-profit organizations and colleges and universities, both public and private

**The Application Components:**

\_\_\_\_\_ Program Abstract  
\_\_\_\_\_ Program Narrative:  
    \_\_\_\_\_ Vision Statement  
    \_\_\_\_\_ Program Design and Implementation  
    \_\_\_\_\_ Capabilities/Competencies  
    \_\_\_\_\_ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures  
\_\_\_\_\_ Budget Narrative and Budget Detail Worksheet  
\_\_\_\_\_ Project Timeline  
\_\_\_\_\_ Position Descriptions  
\_\_\_\_\_ Letters of Support or Memorandum of Understanding  
\_\_\_\_\_ Tribal Authorizing Resolution (if applicable)

**Abstract Format:**

\_\_\_\_\_ Indicates application category  
\_\_\_\_\_ Double-spaced  
\_\_\_\_\_ 12-point standard font  
\_\_\_\_\_ Not less than 1" margins  
\_\_\_\_\_ One page or less

**Program Narrative Format:**

\_\_\_\_\_ Double-spaced  
\_\_\_\_\_ 12-point standard font  
\_\_\_\_\_ Not less than 1" margins  
\_\_\_\_\_ Narrative is 20 pages or less

**Other:**

\_\_\_\_\_ Standard 424 form  
\_\_\_\_\_ DUNS number  
\_\_\_\_\_ Central Contractor Registration (CCR)