

**Bureau of Justice Assistance (BJA)
FY 2011 Second Chance Act Family-Based Prisoner Substance Abuse
Treatment Program
Frequently Asked Questions (FAQs)**

General

- 1. What are the purposes and expectations for this program?**
These grants provide resources to implement or expand treatment programs for re-entering offenders who have substance abuse disorders and are parents of minor children. By enhancing jurisdictions' abilities to provide necessary services to this population, the Second Chance Act anticipates a reduction in recidivism and better outcomes for re-entering offenders with substance abuse disorders and their minor children and families.
- 2. What are the eligibility requirements under this program?**
Applications are limited to states, units of local government, territories, and federally- recognized Indian tribes (as determined by the Secretary of the Interior).
- 3. What is the deadline for applying?**
All applications are due by 11:59 p.m. eastern time on June 23, 2011. Please remember that all applicants must register with Grants.gov prior to submitting an application. Please register with grants.gov several weeks prior to the application submission deadline.
- 4. What is the potential project length for an award?**
Awards under this grant period may be made for a period of up to 24 months.
- 5. What are the award amounts for projects?**
Awards of up to \$300,000 will be made, contingent upon the availability of funds and number of offenders projected to be served.
- 6. When will applicants be notified if they are successful?**
Awards will be announced prior to the end of the fiscal year on September 30, 2011.
- 7. How quickly after receiving notice will a grant recipient be expected to launch their program?**
Access to funds is dependent on final budget clearance and adherence to Special Condition requirements. Award recipients should anticipate providing services no later than 90 days after receiving notice.
- 8. Can agencies that received Fiscal Year 2010 awards under the Second Chance Act Section 201 also apply for funding again under the Fiscal Year 2011 solicitation?**
Yes, FY 2010 award recipients can apply for funding under the FY 2011 solicitation.
- 9. How do I find out which agency is my state's Single State Agency?**
To find your Single State Agency for substance abuse, please visit the following web site:
www.samhsa.gov/Grants/ssadirectory.pdf.
- 10. What documentation is considered certification that the program is "clinically appropriate?"**
Official documentation is a copy of each services provider organization's license, accreditation, and certification.
- 11. If we have to issue a competitive bid process when contracting for substance abuse treatment services, are we required to identify the treatment provider in the application?**
No. If a jurisdiction requires a competitive bid process for contracting with providers and services, please state that in the application and provide some discussion regarding the process and timeline for selecting providers and services.

Target Population

12. What is the target population for this program?

The target population should be incarcerated medium to high- risk adult parents with substance use disorders who are getting ready to return to their communities from prison or jail. The children of the incarcerated offenders targeted by the program must be minors. Services to this population must include the offenders' minor children and family members. Applicants must provide justification for selecting the target population and provide supporting documentation for their decision.

13. Is the target population the total number of offenders who are parents with substance use disorders, or the total able to be served through this project?

The target population as signified in this solicitation refers to the total number of people the jurisdiction is able to serve through the specific project.

14. Is there a recommended number of participants?

No. Jurisdictions should provide information around the estimated number of program participants and the reasoning behind the number of program participants.

15. What is the definition of a “higher-risk” offender?

There is no official definition contained in the Second Chance Act for “higher-risk” offenders. However, an applicant should use the definition adopted by their particular jurisdiction. Common definitions of “higher-risk” include assessing for criminogenic factors that increase the likelihood of recidivism unless addressed.

Program- Specific Requirements

16. What are the priority considerations?

Priority consideration will be given to applicants that can demonstrate the following considerations in their program design:

- Target population of medium- to high-risk offenders, as identified through use of a validated risk, and needs assessment instrument, who are the custodial parents of minor children and have been diagnosed with a drug dependency. Focus on geographic areas with high rates of offenders returning from prisons or jails.
- Clearly demonstrate how the six evidenced-based strategies are incorporated into the project program design (see Appendix 1).
- 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 and the services provided, including the community corrections approaches to supervision.

17. What are the approved uses of funds for the program?

- Applicants are required to clearly articulate how the following six principles of evidence-based correctional practice are integrated into the program design:
 - Objectively Assess Criminogenic Risks and Needs
 - Enhance Intrinsic Motivation
 - Target Higher- Risk Offenders
 - Address Offenders' Greatest Criminogenic Needs
 - Use Cognitive-Behavioral interventions
 - Determine Dosage and intensity of Services
- Applicants should address the following program design elements in the proposal:
 - Use Actuarial-Based Assessment instruments for Reentry Planning
 - Target Criminogenic Needs that Affect Recidivism
 - Provision of Evidence-based Substance Abuse and Mental Health Treatment Services

- Family-based and Pharmacological Drug Treatment and Other Services
- Transition Planning Procedures
- Support of a Comprehensive Range of Recovery Support Services
- Provision of Sustained Aftercare, Case Planning/ Management in the Community
- Provision of Community Supervision, Services which Follow Evidence-Based Practices

Please review the solicitation for additional detailed information on each of the six principles evidence-based correctional practice, and the program design elements.

- 18. What are the Legal Requirements Applicants must Adhere to as part of the Grant?**
- Applicants must certify that any treatment program proposed in the application is clinically appropriate, will provide comprehensive treatment, and has been developed in coordination with the Single State Authority for Substance Abuse.
 - Applicants should also provide official documentation that all collaborating service provider organizations are in compliance with all requirements for licensing, accreditation, and certification, including state, local (city, county), and tribal requirements, as appropriate.
 - A program for which a grant is made shall comply with the following requirements: (1) the program shall integrate techniques to assess the strengths and needs of immediate and extended family of the incarcerated parent to support a treatment plan of the incarcerated parent; (2) the program shall ensure that each participant in that program has access to consistent and uninterrupted care if transferred to a different correctional facility within the state or other relevant entity; and (3) the program shall be located in an area separate from the general population of the prison.

Performance Measures

19. What are the performance measures for this grant?

All applicants must demonstrate their methods for collecting data for performance measures. All performance measures will help determine the program's effectiveness to increase public safety and reduce recidivism. More information on performance measures can be found on pages 12-14 in the solicitation.

Please note that performance measures are finalized after jurisdictions apply for funding. By applying for the solicitation, all applicants agree that they will report on these measures when they are released in their final form.

20. What software or tools should grantees use to track performance measures? Are these tools provided by BJA?

Applicants will be required to report their performance measures in BJA's Performance Measurement Tool (PMT). Performance measurement training, materials, and sessions will be provided to all award recipients at a later date.

21. How often are performance measures reported?

Grant recipients are required to submit three different types of reports to BJA: Financial Status Reports, Performance Reports, and Progress Reports. Progress reports are completed semi-annually, while Financial Status Reports and Performance Reports are completed quarterly.

22. Is there a specific amount of recidivism reduction as the goal for this project?

The Second Chance Act only requires applicants to include as a "goal" of their strategic reentry plan that they reduce recidivism by 50 percent over five years. Applicants are not required to achieve a 50 percent reduction in recidivism rates. The 50 percent reduction in recidivism goal will be applied to the target population identified in the application. This 50 percent reduction is a "goal" and not a requirement.

23. Are grantees required to interpret and evaluate the data collected through the performance measures?

Yes. Applicants are required to discuss their methods for collecting data for performance measures and describe how the program performance will be documented, monitored and evaluated, and identify the impact of the strategy once implemented. For more information, please refer to the solicitation.

Budget/ Allowable Uses

24. Is there a matching requirement for this grant?

No.

25. What are the approved uses for funds?

Funds may be used for the following purposes:

26. Are there any limitations on how award funds can be used for employee compensation?

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.

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.

27. Should grant applicants budget for any particular training or technical assistance?

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

28. Can the grant be extended beyond 24 months?

Jurisdictions can apply for a no-cost extension at the end of the grant period if additional time is needed to spend awarded grant funds.

29. Will there be an opportunity to renew this funding to extend the program?

BJA does not offer supplemental funding. Additional funding for grant programs is subject to the availability of funds within BJA's budget.

30. Will there be future opportunities to apply for funding under this program?

All future BJA funding opportunities will be based on congressional approved appropriations.

31. Does the project have to include both pre- and post-release components, or can funds be used for one or the other?

The reentry process includes the delivery of a variety of evidence-based program services in both a pre- and post-release setting designed to ensure that the transition from prison or jail to the community is safe and successful. Such programs should provide substance abuse treatment and parenting services for offenders with minor children, and also include outreach to families and provision of treatment and other services to children and other family members of participant offenders. These components should include both pre- and post-release services to incarcerated parents and their families.

32. Can projects be used to enhance existing reentry projects, or are funds limited to new programs?

Federal funds cannot be used to supplant existing services. The objective of this program is to provide comprehensive responses through planned, expanded, or implemented family-based substance abuse treatment programs.

Collaboration

33. Can a collaboration of entities apply as one applicant?

Yes. Please note that only one state, unit of local government, territory or federally recognized Indian tribe must be designated as the “official” lead applicant. Priority consideration will be given to those applicants who demonstrate a high degree of collaboration among a variety of public, private, and faith-based organizations, to include at a minimum the state Substance Abuse Authority and a provider organization for direct client integrated substance abuse treatment services appropriate to the proposed project.

34. Some important volunteer and non-profit agencies in rural areas provide services that do not require licenses. Can these wrap around services be included in grant?

Applicants are encouraged to include a wide range of comprehensive services to returning offenders and their minor children and families. For specific questions regarding whether or not a service will require documentation to certify that it is clinically appropriate, please contact the BJA Justice Information Center at 1-877-927-5657.

Technical Application Questions

35. Does the budget narrative count against the 20 page application limit?

No.

36. What is the selection process for grant awards under this program?

OJP is committed to ensuring a fair and open process for awarding grants. BJA 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. The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity, financial capability of applicants, and other areas. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

37. If the state is not applying, can more than one local jurisdiction apply in that state?

Yes, it is possible for several cities, counties and the state to apply since all are independent jurisdictions.

38. Is there a percentage breakdown for allocation to state versus local governments?

No. BJA is cognizant of the need for geographical distribution as well as some level of equity among states, localities and tribes.

39. How are submissions from multiple jurisdictions in the same state viewed?

Submissions from multiple jurisdictions in the same state will be viewed on the individual merit of each application that meets solicitation requirements.

40. Can one applicant apply for two grants if they want to work with different populations?

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

- Category 1, Competition ID BJA-2011-3033: Units or components of state and local government agencies serving incarcerated adults.
- Category 2, Competition ID BJA-2011-3034: Federally recognized American Indian tribes and Alaska Native tribes and/or tribal organizations serving incarcerated adults.

Application Assistance

41. Is there someone specific to contact with questions about the process or program?

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or via e-mail to support@grants.gov. 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 the BJA Justice Information Center at 1–877–927–5657. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

42. What resources are available to assist me with submitting a competitive grant application?

BJA has several resources for assisting you with developing a competitive grant application. The BJA Grant Writing and Management Academy provides several training modules, including Before Applying for BJA Funds and Applying for BJA funds. These training modules assist you with developing an application and provide information on what steps to take prior to submitting an application. Those and additional modules can be found at <http://bja.ncjrs.gov/gwma/index.html>, or by going to <http://bja.ncjrs.gov/gwma/index.html>.

BJA also developed a Guide to Grants FY10 edition Grant Manual. This manual assists with successful grant writing and includes information on topics such as Developing a Plan, Project Strategy and Design, To Apply or Not To Apply, Writing the Proposal, Submitting the Application and Grant Writing Tips. You can access the manual at www.ojp.usdoj.gov/BJA/resource/GrantWritingManual.pdf.

Additional FAQs and informational resources for grant applicants can be found at www.grants.gov/applicants/resources.jsp.