



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 Second Chance Act to mentoring grants to nonprofit organizations. This program furthers the Department's mission by providing services and programs to help facilitate the successful reintegration of offenders as they return to their communities.

Second Chance Act Adult Mentoring Grants to Nonprofit Organizations FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit organizations and federally recognized Indian tribes (as determined by the Secretary of the Interior). Applicants must adhere to all of the eligibility and funding requirements of the Second Chance Act and any additional requirements that may be established through appropriations measures.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 16.) All applications are due by 11:59 p.m. eastern time on April 21, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

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.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 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 or via email to JIC@telesishq.com. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, and 8:30 a.m. to 8:00 p.m. eastern time, Monday through Friday, on the solicitation close date.

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Second Chance Act Adult Mentoring Grants to Nonprofit Organizations (CFDA #16.812)

Overview

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

Section 211 of the Act authorizes grants to nonprofit organizations and federally recognized Indian tribes that may be used for mentoring projects to promote the safe and successful reintegration into the community of adults who have been incarcerated.

For more information on BJA implementation of the Second Chance Act initiatives and Frequently Asked Questions about this solicitation, visit BJA's Second Chance Act web page at www.ojp.usdoj.gov/BJA/grant/SecondChance.html. Also visit BJA's [National Reentry Resource Center](#).

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 11:59 p.m. eastern time on April 21, 2011. Please see the "How to Apply" section, page 16 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on April 21, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more information about BJA's Justice Information Center).

Eligibility

Please refer to the title page for eligibility under this program. Organizations that have current Second Chance Mentoring grants from BJA are eligible to apply for new, competitive funding under this solicitation. In making selection decisions, BJA/OJP will consider, among other possible factors, the extent to which additional funding is warranted (for existing projects) and will consider grantee performance within the current grant.

Second Chance Act Adult Mentoring Grants to Nonprofit Organizations—Specific Information

The Second Chance Act grant programs are designed to help communities develop and implement comprehensive and collaborative strategies that address the challenges posed by offender reentry and recidivism reduction. “Reentry” is not a specific program, but rather a research-driven process that starts when an offender is initially incarcerated and ends when the offender has been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of research- and evidence-based program services in both a pre- and post-release settings, designed to ensure that the transition from prison or jail to the community is safe and successful. Mentoring of offenders can be a significant element of a successful reentry strategy.

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Recidivism Definition

The Second Chance Act requires that recidivism be a measure of success in funded programs. For purposes of this solicitation, recidivism is defined as “a return to prison and/or jail with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release.”

Collaboration with Other Federal Agencies

BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the Second Chance Act implementation. BJA and OJJDP will continue to collaborate to ensure that both juvenile and adult reentry efforts are supported. Similarly, both BJA and OJJDP are working with the National Institute of Justice in support of the research and evaluation activities called for in the Act. For more information on BJA’s implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit BJA’s Second Chance Act web page at www.ojp.usdoj.gov/BJA/grant/SecondChance.html. Also visit BJA’s [National Reentry Resource Center](#).

For those interested in submitting applications for specific “juvenile” related mentoring reentry projects, please visit the OJJDP web site at www.ojjdp.gov.

Goals, Objectives, and Deliverables

The goal of this program is to promote more effective and successful reentry for offenders through the establishment and maintenance of pre- and post-release mentoring relationships. The objectives of this program are to establish or improve the administration of mentoring programs, including the expansion of mentoring strategies and program design; enhance and

improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies, and; improve outcomes for offenders in mentoring programs by establishing and strengthening collaborative community approaches.

“Mentoring” refers to a developmental relationship in which a more experienced person helps a less experienced person develop an enhanced sense of self-worth and specific knowledge and skills to increase the chance of successful reentry. Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional and personal development with the primary goal of preparing an offender (pre-release) for reentry and supporting him/her during the reentry process to enhance success. Mentoring involves communication and is relationship-based. Mentoring can take many forms: it may consist of a one-to-one relationship or can sometimes occur in a smaller group setting. Mentoring must be delivered/provided in both a pre-release and post-release environment for all participants.

While mentoring will not look the same across all programs, there are some underlying principles of quality mentoring that provide the foundation around which effective mentoring systems are built. They are:

- Program support and commitment to the mentoring process.
- Careful selection of qualified mentors, and processes to match mentors and offenders.
- Professional development for mentors.
- Mentoring content (i.e., resources, materials, training, etc.) based on recognized adult basic education instructional skills and knowledge, and content and strategies individualized to the needs of participants.
- Ongoing data collection and evaluation systems to foster continuous improvement

In FY 2011, two categories of mentoring programs are solicited. Category 1 solicits applications that propose to provide mentoring to adult offenders generally. Category 2 solicits applications that propose to focus on a specific subset of adult offenders who are also fathers and mothers, and particularly those non-custodial parents who may otherwise be disengaged from responsible parenting altogether. Applicants may apply under Category 1 or Category 2, but not both.

Category 1: Adult Offender Mentoring. Competition ID: BJA-2011-2936.

This category of the solicitation is open to applications meeting the requirements of the Second Chance Act and focusing on any type of offenders consistent with those requirements (described below). As opposed to Category 2 below, this category requires no “special emphasis” in terms of target population. To receive an award under Category 1, applicants must include the following program components:

1. Both pre- and post-release services that include mentoring offenders in a pre-release setting during incarceration, through transition back to the community, and post-release.

Applications that do not include both pre- and post-release components (i.e., post-release services only) will not be selected for funding. Applicants must demonstrate and document an established collaborative relationship with a correctional agency/facility/institution (a letter of commitment or memorandum of understanding must be included with the application).

The strength of this collaboration or relationship, as documented through this letter or MOU

among other things, is a key factor in assessing the strength of the application and its potential for success.

2. Transitional services to assist in the reintegration of offenders into the community. Applicant agencies/organizations are expected to demonstrate their capability to deliver or broker the provision of transitional services proposed to be offered in conjunction with the core mentoring component. Examples of “transitional services” designed to increase success in reentry and thus reduce recidivism might include the establishment of a pre-release mentoring relationship, housing, education, substance abuse treatment, mental health treatment, services to enhance family reunification, job training and readiness, and post-release case management.
3. Training of mentors: Training for mentors is essential in order to provide the necessary context for success. Projects **must** have a training component, which must be offered to potential and active mentors. The content should be designed to minimally address the following:
 - Enhance their knowledge of the criminal justice system as a whole, the corrections and reentry process, and of offender issues generally.
 - Acquaint them with appropriate governing policy and procedures of the correctional agencies/facilities referring clients.
 - Develop or improve skills such as interpersonal communication to enhance their effectiveness as mentors.
 - Increase awareness and sensitivity of victim-related issues. Applicants are encouraged to seek constructive methods of incorporating victims’ perspectives into the mentoring process, in close coordination with the corrections agency(ies) and community victim services agencies.
 - Provide information on available transitional services and referral procedures to other agencies/organizations.
 - Develop or enhance the level of professionalism and adherence to accepted ethical standards of practice.
 - Ensure the safety of mentors.

Target Population

The target population for the initiative must be a specific subset of the population of individuals aged 18 and older convicted as an adult and imprisoned in a state, local, or tribal prison or jail. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local jail pursuant to state or tribal law. Applicants must identify and define the specific subset of offenders, or combination of subsets, that are proposed to be the target population of their project. For example, applicants may choose to specifically target offenders who are:

- A specific demographic or set of demographics (age, gender, etc.).
- Returning to a specific community or neighborhood or zip code.

- Housed in the same facility.

Applicants must justify in the proposal the reason for selecting this target population and provide data to support its decision. Applicants should provide the likely minimum number of offenders the project will serve and provide evidence to show that they will have that many offenders released from prison/jail during the timeframe. **Applicants also must demonstrate and document an established collaborative relationship with a correctional agency/facility/institution (a letter of commitment or memorandum of understanding must be included with the application).**

The Second Chance Act requires applicants to respond to specific performance outcomes related to the long-term goal of stabilizing communities by reducing recidivism and reintegrating offenders into the community. Each grant recipient will be required to report on its progress toward achieving its strategic performance outcomes listed in the Performance Measures section below.

Priority Considerations

Priority consideration will be given to applications that:

1. Include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of offenders (see www.nationalreentryresourcecenter.org) (as per the Second Chance Act, Section 211).
2. Include a plan/strategy for recruiting, training, and supervising/monitoring volunteer mentors. Applicants are strongly encouraged to consult www.mentoring.org as a resource to create a quality mentoring program. While focused primarily on youth mentoring, this web site may be a useful resource. It includes evidence-based standards addressing mentor and mentee recruitment; screening; training; matching; monitoring and support; and closure. In addition, mentoring.org provides a tool kit titled, *How to Build a Successful Mentoring Program Using the Elements of Effective Practice*. Available in both English and Spanish languages, the kit includes tools, templates and advice for implementing and adhering to the *Elements of Effective Practice*—rigorous guidelines that, when followed, will help to ensure quality mentoring.
3. Discuss the role of local governmental agencies, other nonprofit organizations, and community stakeholders that will collaborate on project implementation.
4. Provide a description of the research- or evidence-based methodology to be utilized in the delivery of mentoring and other proposed transitional services.
5. Provide a description of how the project could be broadly replicated if demonstrated to be effective.
6. Include a discussion of the role of state or local corrections departments, community corrections agencies, and/or local jail systems in ensuring successful reentry of offenders into their communities and how mentoring/transitional/training services provided under this project will be integrated into the overall reentry strategy of the state, local, or tribal prison or jail housing the target population.
7. Include a plan to promote the sustainability of the project once federal funding ceases.

8. Provides for an independent evaluation of the project that includes, to the maximum extent feasible, random assignment of offenders to program delivery and control groups (as per the Second Chance Act, Section 211).

Appendix 1 contains a list of additional resources that applicants may find helpful in designing specific reentry interventions as part of a comprehensive program proposal.

Category 2: Mentoring of Adult Offenders: Promoting Successful Reentry Through Responsible Fatherhood/Motherhood. Competition ID: BJA-2011-2937.

The growth in incarceration over the past two decades has significant implications for families and children of the formerly incarcerated. One clear consequence of imprisonment is that relationships with families and the broader community are strained. Most inmates are parents—about half of male inmates and two-thirds of female inmates leave at least one child behind when they enter a correctional facility. Incarcerated mothers and fathers typically have a different level of involvement with their children before incarceration, which affects the subsequent care giving arrangement, ongoing contact during imprisonment, and reunification upon release. There is also evidence to suggest that children of incarcerated parents are at high risk of future delinquency and/or criminal behavior. Research has also shown that in many cases, the successful reunification of ex-offenders with families is an indicator of success across the board, correlating with lower drug use, greater likelihood of finding jobs, and reduced criminal activity for newly released offenders. In fact, a recent study supported by the U.S. Department of Health and Human Services found that people who were married or in committed relationships were half as likely to use drugs or commit new crimes after they returned to their communities. Family connections—and responsible and engaged parenting—improve public safety. This special emphasis is consistent with and in furtherance of President Obama’s policy initiative on Responsible Fatherhood. This initiative, with leadership from the White House’s Office of Faith-based and Neighborhood Partnerships, serves to promote responsible fatherhood to strengthen families and support at-risk youth. More information on this initiative can be found at www.whitehouse.gov/administration/eop/ofbnp/policy/fatherhood. Additional information about national fatherhood programs can be found at the National Responsible Fatherhood Clearinghouse at www.fatherhood.gov.

Specific Requirements for Category 2:

1. Both pre- and post-release services that include mentoring offenders in a pre-release setting during incarceration, through transition back to the community, and post-release.
2. Applications that do not include both pre- and post-release components (i.e., post-release services only) will not be selected for funding. Applicants must demonstrate and document an established collaborative relationship with a correctional agency/facility/institution (a letter of commitment or memorandum of understanding must be included with the application). The strength of this collaboration or relationship, as documented through this letter or MOU among other things, is a key factor in assessing the strength of the application and its potential for success.
3. Transitional services to assist in the reintegration of offenders into the community. Applicant agencies/organizations are expected to demonstrate their capability to deliver or broker the provision of transitional services proposed to be offered in conjunction with the core mentoring component. Examples of “transitional services” designed to increase success in reentry and thus reduce recidivism might include the establishment of a pre-release

mentoring relationship, housing, education, substance abuse treatment, mental health treatment, assistance with accessing public benefits, parenting services to include nurse home visitation visits, parenting classes, financial counseling/child support payment counseling, services to enhance family reunification, job training and readiness, and post-release case management.

4. Training of mentors: Training for mentors is essential in order to provide the necessary context for success. Projects **must** have a training component, which must be offered to potential and active mentors. The content should be designed to minimally address the following:
 - Enhance their knowledge of the criminal justice system as a whole, the corrections and reentry process, and of offender issues generally.
 - Acquaint them with appropriate governing policy and procedures of the correctional agencies/facilities referring clients.
 - Develop or improve skills such as interpersonal communication to enhance their effectiveness as mentors.
 - Increase awareness and sensitivity of victim-related issues. Applicants are encouraged to seek constructive methods of incorporating victims' perspectives into the mentoring process, in close coordination with the corrections agency (ies) and community victim services agencies.
 - Provide information on available transitional services and referral procedures to other agencies/organizations.
 - Develop or enhance the level of professionalism and adherence to accepted ethical standards of practice.
 - Ensure the safety of mentors.

Target Population

The target population for the initiative must be a specific subset of the population of individuals aged 18 and older convicted as an adult and imprisoned in a state, local, or tribal prison or jail **and who are also parents of minor children**. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local jail pursuant to state or tribal law. Applicants must identify and define the specific subset of offenders, or combination of subsets, that are proposed to be the target population of their project. Applicants may choose to specifically target offenders with special needs, such as parents who are:

- Pregnant or parenting a very young child (those with children under the age of 6 may require additional support services).
- Non custodial parents (those with child support obligations may require additional support services).
- Single parents with parental rights and responsibilities.
- Returning to a specific community or neighborhood or zip code that, because of economic or social conditions, may put offenders at higher-risk for reoffending.

Applicants must justify in the proposal the reason for selecting this target population and provide data to support its decision. Applicants should provide the likely minimum number of offenders the project will serve and provide evidence to show that they will have that many offenders released from prison/jail during the timeframe. **Applicants also must demonstrate and document an established collaborative relationship with a correctional agency/facility/institution (a letter of commitment or memorandum of understanding must be included with the application).**

Mentors

Applicants must identify and define the population of people that will serve as mentors. Mentors for Category 2 should ideally possess specific life experiences or skills that lend themselves to working with the specific needs of this population—offenders who are parents. This could include:

- Ex offenders who are parents and have successfully reentered society
- Parents
- Nurses
- Other volunteers

The Second Chance Act requires applicants to respond to specific performance outcomes related to the long-term goal of stabilizing communities by reducing recidivism and reintegrating offenders into the community. Each grant recipient will be required to report on its progress toward achieving its strategic performance outcomes listed in the Performance Measures section below.

Priority Considerations

Priority consideration will be given to applications that:

1. Include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of offenders (see www.nationalreentryresourcecenter.org) (as per the Second Chance Act, Section 211).
2. Include a plan/strategy for recruiting, training, and supervising/monitoring volunteer mentors. Applicants are strongly encouraged to consult www.mentoring.org as a resource to create a quality mentoring program. While focused primarily on youth mentoring, this web site may be a useful resource. It includes evidence-based standards addressing mentor and mentee recruitment; screening; training; matching; monitoring and support; and closure. In addition, mentoring.org provides a tool kit titled, *How to Build a Successful Mentoring Program Using the Elements of Effective Practice*. Available in both [English](#) and [Spanish](#) languages, the kit includes tools, templates and advice for implementing and adhering to the *Elements of Effective Practice*—rigorous guidelines that, when followed, will help to ensure quality mentoring.
3. Discuss the role of local governmental agencies, other nonprofit organizations, and community stakeholders that will collaborate on project implementation.
4. Provide a description of the research- or evidence-based methodology to be utilized in the delivery of mentoring and other proposed transitional services.

5. Provide a description of how the project could be broadly replicated if demonstrated to be effective.
6. Include a discussion of the role of state or local corrections departments, community corrections agencies, and/or local jail systems in ensuring successful reentry of offenders into their communities and how mentoring/transitional/training services provided under this project will be integrated into the overall reentry strategy of the state, local, or tribal prison or jail housing the target population.
7. Include a plan to promote the sustainability of the project once federal funding ceases.
8. Provides for an independent evaluation of the project that includes, to the maximum extent feasible, random assignment of offenders to program delivery and control groups (as per the Second Chance Act, Section 211).

Appendix 1 contains a list of additional resources that applicants may find helpful in designing specific reentry interventions as part of a comprehensive program proposal.

Amount and Length of Awards

Awards under this program will be made for a period of 24 months with the possibility of no-cost extensions. Contingent upon the availability of funds and the number of offenders projected to be served, awards of up to \$300,000 will be made.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Pending the outcome of the FY 2011 appropriations process anticipated in March 2011, BJA may make as few as no awards or make multiple awards this fiscal year under this program.

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 OJP. 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 the applicant to adjust and resubmit its budget.

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

Match Requirement: This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Establish or improve the administration of mentoring programs, including the expansion of mentoring strategies and program design.	Number of program mentors recruited.	Number of mentors at beginning of program. Number of new mentors recruited during the reporting period.
Enhance and improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies.	Percent of program mentors successfully completing training.	Total number of mentor candidates trained during the reporting period. Number of successfully trained mentor candidates during the reporting period.
Improve outcomes for offenders in mentoring programs by establishing and strengthening collaborative community approaches.	Percent of trained program mentors with increased knowledge of the program area.	Total number of successfully trained mentor candidates during the reporting period. Number of trained mentors with increased knowledge of the program area during the reporting period.
	Percent of mentors retained.	Total number of mentors in the program during the reporting period. Number of mentors who left the program during the reporting period.
	Number and percent of mentoring programs with active partners.	Number of mentoring programs with partners. Number of mentoring programs. Types of mentoring partners: <ul style="list-style-type: none"> • Housing providers • Mental health service providers • Substance use service providers • Educational/ vocational skills providers • Employment service providers • No partners identified at this time • Other types

	Number of offenders enrolled.	<ul style="list-style-type: none"> • Number of pre-release offenders in the program at the beginning of the reporting period. • Number of NEW pre-release offenders ADDED during the reporting period. • Number of post-release offenders in the program at the beginning of the reporting period. • Number of NEW post-release offenders ADDED during the reporting period.
	Percent of offenders completing program requirements.	<ul style="list-style-type: none"> • Total number of offenders who exited the program for any reason during the reporting period). • Number of offenders successfully completing program requirements during the reporting period. • Number of offenders in the program. • Number of offenders no longer in program services due to: <ul style="list-style-type: none"> a. Moving out of area (can no longer provide services). b. Reincarceration. c. Technical violation(s) of supervised release. d. Failure to meet program requirements. e. Other reasons. (please list).
	Number and percent of program participants exhibiting desired change in education (GED or High School Diploma).	<p>A. Total number of participants who received services for the identified need during the reporting period.</p> <p>B. Of those in A, the number of participants that had the desired change during the reporting period.</p>
	Number and percent of program participants exhibiting a desired change in substance use .	<p>A. Total number of participants who received services for the identified need during the reporting period.</p> <p>B. Of those in A, the number of participants that had the desired change during the reporting period.</p>

	Number and percent of program participants exhibiting a desired change in pro-social activities .	<p>A. Total number of participants who received services for the identified need during the reporting period.</p> <p>B. Of those in A, the number of participants that had the desired change during the reporting period.</p>
	Number and percent of program participants exhibiting a desired change in financial responsibility (Restitution, Child Support).	<p>A. Total number of participants who received services for the identified need during the reporting period.</p> <p>B. Of those in A, the number of participants that had the desired change during the reporting period.</p>
	Number and percent of program participants exhibiting a desired change in family relationships .	<p>A. Total number of participants who received services for the identified need during the reporting period.</p> <p>B. Of those in A, the number of participants that had the desired change during the reporting period.</p>
	Number and percent of program participants exhibiting a desired change in employment .	<p>A. Total number of participants who received services for the identified need during the reporting period.</p> <p>B. Of those in A, the number of participants that had the desired change during the reporting period.</p>
	<p>Rate of recidivism for offenders receiving services following initial release.</p> <p>**BJA requires that all offenders are followed for a period of 12 months following initial release.</p>	<p>A. Total number of post-release offenders in the program during the reporting period.</p> <p>B. Number of post-release offenders who were reincarcerated during the reporting period following a new conviction.</p> <p>C. Number of post-release offenders who were reincarcerated during the reporting period following revocation of the terms of supervised release.</p>
	<p>Number of technical violations experienced by post-release offenders following initial release while in the program.</p> <p>**BJA requires that all offenders are followed for a period of 12 months following initial release.</p>	<p>A. Total number of post-release offenders who had technical violations of the terms of supervised release during the reporting period.</p> <p>B. Total number of technical violations experienced by all post-release offenders in the program for violation of the terms of supervised release during the</p>

		reporting period.
	Rate of recidivism for program graduates. **BJA requires that all program graduates are followed for a period of 12 months following initial release.	A. Total number of program graduates followed during the reporting period for reincarceration due to a new conviction or as the result of revocation of the terms of supervised release. B. Number of program graduates who were reincarcerated during the reporting period following a new conviction. C. Number of program graduates who were reincarcerated during the reporting period following revocation of the terms of supervised release.
	Number of technical violations for program graduates. **BJA requires that all program graduates are followed for a period of 12 months following initial release.	A. Number of program graduates who had technical violations of the terms of supervised release during the reporting period. B. Total number of technical violations experienced by all program graduates for violation of the terms of supervised release during the reporting period.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Web site (www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of New Post-Award Reporting Requirements

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

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

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) 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 Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the 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 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is BJA-2011-2935.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. The 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 an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow 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, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should 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 be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program abstract, program narrative, budget detail worksheet including a budget narrative, project timeline, and position descriptions will neither proceed to peer review nor receive further consideration.

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

For examples of successful FY 2010 applications, go to:
www.ojp.usdoj.gov/BJA/funding/Example_Applications_2010.html.

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Abstract

The abstract must provide an overall summary of the project and include the project's purposes, goals, and deliverables. The Abstract may be single or double-spaced, but should use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and should not exceed 2 pages.

The abstract must include the following clearly labeled and delineated information: category under which the applicant is applying; target population characteristics; geographic location; projected number of offenders to be serviced; whether the agency/correctional facility is a state, local, or tribal entity; description of both the pre- **and** post-release services to be provided; description of the transitional services to be used to assist in the reintegration of

offenders into the community; and description of the training regarding offender and victims issues.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and should not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Impact/Outcomes, Evaluations, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

Further information is available under the Selection Criteria section, page **x**.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included. For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may

include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

7. Additional Attachments: Project Timeline, Position Descriptions, and Letters of Commitment/ Memoranda of Understanding

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

8. Other Standard Forms

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

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any

award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).

- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

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

1. Statement of the Problem (20 percent out of 100)

- Describe the problems with returning offenders to the community.
- Indicate the jurisdiction or tribal community to be served, include details on the target population and the number of offenders returning to the community, and describe the number and type of offenders in facilities.
- Summarize the basic components of the state, local, or tribal reentry initiative as currently being implemented.
- Describe the existing continuum or menu of services (pre- and post-release) available to offenders corresponding to the individual's risk and need assessment, job development, cognitive behavioral therapy, life skills (including financial training), education, mental health and substance abuse treatment, and family counseling; transitional and permanent housing links; ongoing offender behavior assessments; and data collection and analysis for future efforts.
- Describe how the mentoring program proposed in this project application will interface with the existing reentry process.

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

- Describe in detail how the **Specific Requirements** for the category for which you are applying specified on pages 5-6 and 8-9 of this solicitation have been met.
- Describe in detail how the **Priority Considerations** for the category for which you are applying specified on pages 7-8 and 10-11 of this solicitation have been met.

3. Capabilities and Competencies (30 percent out of 100)

- Describe the organizational structure, capabilities, and competencies of the applicant nonprofit organization/agency. This should include a historical perspective on how the organization is positioned to provide mentoring and transitional services throughout the entire reentry process from pre-release to post-release community support.

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. BJA strongly encourages applicants to hire a full-time coordinator with a documented history of working with offenders. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project implementation plan.

4. Impact/Outcomes, Evaluation, and Sustainment, and Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10 percent out of 100)

- Describe the process for assessing the project’s effectiveness (see Performance Measures, page 12).
- Identify goals and objectives for program development, implementation, and outcomes.
- Describe how performance will be documented, monitored, and evaluated, and identify the impact of each strategy once implemented.
- Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.
- Discuss how this project will be integrated into the state and local justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.
- Describe the strategy/methodology for tracking offenders assigned to the project for as long as they are actively involved.

5. Budget (10 percent out of 100)

Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable.

Review Process

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. BJA 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 DOJ employee. An internal reviewer is a current DOJ 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, geographic diversity, strategic priorities, past performance, and available funding.

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 and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (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.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Checklist

FY 2011 Second Chance Act Adult Mentoring Grants to Nonprofit Organizations

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

Eligibility Requirements:

- Applicant agency meets eligibility requirements (see title page)
- The proposed budget is within the allowable limits (\$300,000) (see page 11)
- Federally recognized tribe (if applicable)

What an Application Should Include:

- SF 424 Form (see page 18)
- Abstract* (see page 18)
- Program Narrative* (see page 19)
 - Statement of the Problem/Program
 - Project Design and Implementation
 - Capabilities/Competencies
 - Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures
- Budget Detail Worksheet* (see page 19)
- Budget Narrative* (see page 19)
- Indirect Cost Rate Agreement (if applicable) (see page 20)
- Tribal Authorizing Resolution (if applicable) (see page 20)
- Project Timeline* (see page 20)
- Position Descriptions* (see page 20)
- Letters of Commitment/Memoranda of Understanding (see page 20)
- Other Standard Forms as applicable, including: (see page 20)
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

Appendix 1: Resources

Mentoring as a Component of the Ready4Work program:

Over 60 percent of Ready4Work participants received mentoring as part of their services. Participants who met with a mentor at least once showed stronger outcomes than those who did not participate in mentoring in a number of ways:

- Mentored participants remained in the program longer than un-mentored participants (10.2 months versus 7.2 months).
- Mentored participants were *twice as likely to obtain a job*. After the first encounter, an additional month of meetings between the participant and mentor increased the former's likelihood of finding a job by 53 percent.
- Meeting with a mentor increased a participant's odds of getting a job the next month by 73 percent over participants who did not take advantage of mentoring. An additional month of meetings increased a participant's odds of finding a job by another 7 percent.
- Those who met with a mentor were 56 percent more likely to remain employed for three months than those who did not. An additional month of meetings with a mentor increased the participant's odds of remaining employed three months by 24 percent.

Reference: Bauldry, Shawn and Wendy McClanahan. September 2008. "Ready4Work: Final Research Report." Philadelphia: Public/Private Ventures. Submitted to the Department of Labor: Washington, DC.

www.michpri.com/uploads/uploads/eNews_Documents/MPRI%20eNews%202009_03/Ready4Work%20Final%20Research%20Report.pdf

Mentoring as a Component of the InnerChange Freedom Initiative (IFI) program:

Mentoring was a core program area for all 3 phases of the InnerChange Freedom Initiative and each participant was assigned a mentor for all 3 phases of the initiative. The findings from the evaluation of the IFI showed that:

- IFI graduates were two times less likely to be rearrested. The two-year post-release rearrest rate among InnerChange Freedom Initiative program graduates in Texas was 17.3 percent, compared with 35 percent of the matched comparison group.
- IFI graduates were two-and-a-half times less likely to be re-incarcerated. The two year post-release reincarceration rate among InnerChange Freedom Initiative program graduates in Texas was 8 percent, compared with 20.3 percent of the matched comparison group.
- Contact with a mentor was associated with *lower rates of recidivism*.
- According to the evaluator of the InnerChange Freedom Initiative, Dr. Johnson, mentors were "absolutely critical" to the IFI participant results.
- The IFI participants that *did not* maintain their relationship with the mentors had higher recidivism rates than those who did maintain contact.
- Support and accountability provided by mentors often made the difference between a successful return to society and re-offending.

Reference: Johnson, Byron R. and David B. Larson. 2003. "The InnerChange Freedom Initiative: A Preliminary Evaluation of a Faith-Based Prison Program." Philadelphia: Center for Research on Religion and Urban Civil Society, University of Pennsylvania.

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Resource References to assist Second Chance: Section 211 Mentoring Applicants

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