

Bureau of Justice Assistance (BJA)
Second Chance Act Family-Based Adult Offender Substance Abuse Treatment Program
FY 2012 Competitive Grant Announcement
Frequently Asked Questions (FAQs)

General

1. What are the purposes and expectations for this program?

The Second Chance Act aims to assist people with successfully returning to their communities from prisons, jails and juvenile residential facilities. 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 pm eastern time on April 24, 2012. 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, 2012.

7. How quickly after receiving notice will a grant recipient be expected to launch their program?

Access to funding is dependent on final budget clearance. Award recipients should anticipate providing services no later than 90 days after receiving notice.

8. Can agencies that received Fiscal Year 2010 and/or Fiscal Year 2011 awards under the Second Chance Act (Section 201) also apply for funding again under the current Fiscal Year 2012 solicitation?

Yes, FY 2010 and FY 2011 award recipients can apply for funding under the FY 2012 solicitation.

9. How do I find out which agency is my state's Substance Abuse Authority?

To find your single state authority for substance abuse, please visit the website of the National Association of State Alcohol/ Drug Abuse Directors (NASADAD) at the following website locations:

- <http://nasadad.org/>
- <http://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.

12. What is the definition of a “high-risk” offender?

There is no official definition contained in the Second Chance Act for “high-risk” offenders. Individuals should be identified as high-risk through the use of a validated risk assessment tool that compares each individual’s risk of reoffending to the jurisdiction’s or agency’s overall population. Each applicant should identify the risk level of their target population and describe the eligibility criteria that will be used to select program participants.

Program-Specific Requirements

16. Are there specific requirements that must be adhered to for the program?

Yes, 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

Additional information on each of these six principles can be found in Appendix 1 of the solicitation.

Applicants are required to 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
 - Programs should require drug and alcohol testing for program participants while they remain in custody or under community supervision.

- Applicants must indicate how treatment will begin prior to release and be continued after participating offenders are released into the community.
- Family-based and Pharmacological Drug Treatment and Other Services
 - Applicants must indicate how minor children and family members of participant inmates will be identified, contacted, and engaged in service provision.
- Transition Planning Procedures
 - Treatment must begin prior to release and be continued after release into the community.
- Support of a Comprehensive Range of Recovery Support Services
 - Applicants must demonstrate partnerships with community-based substance abuse treatment programs.
- Provision of Sustained Aftercare, Case Planning/ Management in the Community
 - Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs. Post- release treatment and aftercare must be coordinated.
- Provision of Community Supervision Services which Follow Evidence-Based Practices

17. What are the Priority Considerations?

Programs that demonstrate the following will receive priority consideration for funding:

- Target population of medium to high-risk offenders, as identified through use of a validated risk and needs assessment instrument, who are the parents of minor children and have been diagnosed with drug dependence.
- Focus on target populations that include female offenders who are parents of minor children.
- 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 in the solicitation).
- 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.
- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.
- Incorporate a “Pay for Success” model into their projects. Pay for Success projects represent a new way to potentially achieve positive outcomes with the criminal justice population at a lower cost to governments. For more information, see page five and the Pay for Success Criteria in Appendix 3 of the solicitation. You can also find additional information at the following web sites:
 - www.whitehouse.gov/omb/factsheet/paying-for-success
 - www.whitehouse.gov/blog/2012/01/24/pay-success-new-results-oriented-federal-commitment-underserved-americans
 - www.payforsuccess.org

Note: A webinar was held on Tuesday, March 6th to explain the “Pay for Success” model. During the webinar, representatives from the Nonprofit Finance Fund provided background information on the Pay for Success concept, and BJA (DOJ) officials discussed how to tailor applications to include a Pay for Success component. For more information on this webinar and correlating Pay for Success FAQs relating to Second Chance Act projects, please visit the following web links:

- <http://payforsuccess.org/resources/pay-success-and-department-justices-second-chance-act-webinar-recording>
- <https://www.bja.gov/Funding/12PayforSuccessFAQ.pdf>

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 and the State Mental Health Authority.
- Applicants should provide official documentation that all collaborating service provider organizations are in compliance with all requirements for licensing, accreditation, and certification, including state, local, and tribal requirements, as appropriate. Official documentation is a copy of each service provider organization's license, accreditation and certification.
- Program shall integrate techniques to assess strengths and needs of immediate and extended family of the incarcerated parent to support a treatment plan of the incarcerated parents.
- 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.
- Program needs to be located in an area separate from the general population of the prison.

Performance Measures

19. What are the performance measures for this grant?

A preliminary list of performance measures for this grant program appears on pages 13-15 of 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. All applicants must demonstrate their methods for collecting data for performance measures.

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 tool training materials and sessions are provided to all grant recipients.

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 done semi-annually (6 month intervals), while Financial Status Reports and Performance Reports are completed quarterly (3 month intervals).

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 fifty percent (50%) over five years. Applicants are not required to achieve a 50 percent reduction in recidivism rates. The fifty percent (50%) reduction in recidivism goal will be applied to the target population identified in the application. This fifty percent (50%) 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:

- Development, implementation, and expansion of prison-based family treatment programs, which could include prison-based nursery programs.
- Development, implementation, and expansion of residential substance abuse treatment for parents which include outreach and services to minor children and family members in the community.
- Coordination between appropriate correctional facility representatives and the other governmental agencies including social services and substance abuse and mental health agencies, as well as community treatment providers.

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 DOJ-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?

Applicants that are selected to receive a grant award can apply for a no-cost extension if additional time is needed to spend awarded grant funds and complete the project.

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

Additional funding for grant programs is subject to the availability of funds within BJA's budget, which is based on the federal budget passed each year by Congress. Each applicant should have an implementation plan that provides sustainability for the project following the end of the grant period.

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 there have to be an in-custody and out-of-custody component to the program, or can funds go to one or the other?

Each program must have an in-custody and out-of-custody program component. Offenders in prison-based programs must be within 6-12 months of release. All programs must sustain post-release case management and supervision for a period of at least six months. Applicants are encouraged to make available a comprehensive range of programs.

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

Federal funds cannot be used to supplant existing services. Federal funds provided under the Second Chance Act are meant to be one of the sources of program funding. They may not be used to replace other funding sources.

33. Can funding be used to cover the costs of meetings, conferences, or events hosted by the grantee?

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

Updated DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Collaboration

34. 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.

35. 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

36. Does the budget narrative count against the 15 page application limit?

No.

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

BJA reviews applications to ensure applications submitted under this solicitation meet basic minimum requirements. Those applications that do are peer reviewed based on the solicitation requirements. The Assistant Attorney General makes all final grant award decisions.

38. 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.

39. 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.

40. 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.

41. Can one jurisdiction apply for two grants if they want to work with different populations, i.e. one for adults and one for juveniles?

Applicants are limited to applying to one award category per Second Chance Act section or solicitation.

Application Assistance

42. 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 (JIC) at 1-877-927-5657 or JIC@telesishq.com. 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.

43. 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 by going to <http://bj.ncjrs.gov/gwma/index.html>.

OJP also developed Grants 101, available at www.ojp.gov/grants101/. This resource includes sections on Before You Apply, Write the Proposal, and Submit Your Application.