

Bureau of Justice Assistance (BJA)
**Second Chance Act Adult Offender Reentry Program for Planning and
Demonstration Grants**

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. The Second Chance Act Planning and Demonstration grants support the development and implementation of comprehensive and collaborative strategies that address the challenges posed by prisoner reentry and recidivism reduction. Within the context of this initiative, “reentry” is not envisioned to be a specific program but rather an evidence-based process that begins with initial incarceration and ends with successful community reintegration, evidenced by lack of recidivism. The reentry process should provide the offender with appropriate pre- and post-release evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.

2. What are the eligibility requirements under this program?

State and local government agencies and federally recognized Indian tribes are eligible to apply under this program.

3. What is the deadline for submitting an application?

All applications are due by 11:59 p.m. eastern time on April 24, 2012. Please refer to “How to Apply” on page 16 of the solicitation for more information.

4. 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.

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

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

6. Can agencies that received Second Chance Act demonstration grants in fiscal years 2009 and 2010 apply for funding again under the FY 2012 solicitation?

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

7. What are the Award Categories under this solicitation?

Applicants may apply under either Category 1 or Category 2, but not both.

Category 1: Supports Planning Projects. Applicants must demonstrate a commitment to establishing a reentry program, and progress toward completing the Mandatory Requirements referenced in question #9 of this FAQ, but may have not yet fully completed each step. Applications for Category 1 must specify the applicant’s strategies for meeting the Ten Mandatory Requirements.

In addition to funding, successful Category 1 applicants will receive targeted technical assistance to help them in the planning process. Grantees will be required to complete and submit a “Planning and Implementation Guide”, the format for which will be provided by the BJA technical assistance provider. A completed and BJA approved Planning and Implementation proposal based on the “Guide” will mark successful completion of the planning phase. Grantees may then be eligible to receive additional resources for the implementation of the proposed project based on the availability of funds.

Category 2: Supports Implementation Projects. Applications for Category 2 must meet all Ten Mandatory Requirements referenced in Question #14 of this FAQ.

8. What are the award amount and potential project length for Category 1 and Category 2 awards?

Category 1 (Planning) awards will provide up to \$50,000 for a project period of twelve (12) months. Category 2 (Implementation) awards will provide up to \$750,000 for a project period of twelve (12) months.

9. What is the selection process for grant awards under the 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. 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. Applications that meet basic minimum requirements 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.

Target Population

10. What is the target population for this program?

Each applicant must specify a target population that includes a subset of medium- to high-risk individuals 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, jurisdictions may choose to target specifically 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
- Assessed/classified as high risk

Applicants must provide their reason for selecting this target population and provide supporting documentation to justify their decision.

11. 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.

13. Are there any stipulations regarding offenders convicted of a sexually related crime (sex offenders), or funds being utilized for a sex offender reentry project?

There are no stipulations on sex-related crimes under this program so sex offenders may be served with awarded funds. In addition, a sex offender reentry project is allowable if a particular jurisdiction identifies returning sex offenders as part of their target population.

Program-Specific Requirements

14. Are there Mandatory Requirements for submitting an application?

Section 101 of the Second Chance Act establishes the following Mandatory Requirements for Demonstration Projects. Applicants under Category 1 (planning) must provide a strategy for meeting the following mandatory requirements by the end of their planning period. Applicants under Category 2 (implementation) must meet the following requirements prior to receiving a grant:

- A reentry strategic plan that describes the jurisdiction’s long-term reentry strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and reducing recidivism. One goal of the plan shall be a 50 percent reduction in the rate of recidivism over a 5-year period.
- A detailed reentry implementation schedule and sustainability plan for the program.
- Documentation reflecting the establishment of a Reentry Task Force comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The Task Force should examine ways to pool resources and funding streams and collect data and best practices in offender reentry from stakeholder agencies and organizations. BJA notes that this required task force and the strategic planning requirement above provide a key opportunity for local policymakers to work together to identify and address local barriers to effective reentry, including barriers that are policy or procedural in nature. The American Bar Association (ABA) National Study on the Collateral Consequences of Criminal Convictions provides a nationwide database of collateral consequences of criminal convictions for federal, state, and U.S. territories. This sophisticated database consists of statutes and administrative rules that contain a collateral consequence that will allow attorneys, policymakers, and the public to more easily identify what consequences follow from particular criminal offenses: <http://isrweb.isr.temple.edu/projects/accproject>.
- Discussion of the role of local governmental agencies, nonprofit organizations, and community stakeholders that will be coordinated by, and that will collaborate on, the offender reentry strategy of the applicant, and certification of the involvement of such agencies and organizations. Participants in the creation of the reentry strategy should include representatives from the fields of public safety, corrections, housing (including partnerships with public housing authorities), health, education, substance abuse, children and families, victims’ services, employment, and business.
- Extensive evidence of collaboration with state and local government agencies overseeing health, mental health, housing, child welfare, education, substance abuse, victims services, state child support, and employment services, and with local law enforcement agencies.
- An extensive discussion of the role of state corrections departments, community corrections

agencies, and local jail corrections systems in ensuring successful reentry of offenders into their communities. Applications must include letters of support from corrections officials responsible for facilities or offenders to be served through this project (see “What an Application Should Include,” on page 18 of the solicitation).

- Documentation that reflects explicit support of the chief executive officer of the applicant state, unit of local government, territory, or Indian tribe and how this office will remain informed and connected to the activities of the project.
- A description of the evidence-based methodology and outcome measures that will be used to evaluate the program and a discussion of how such measurements will provide a valid assessment of the impact of the program. The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental strategies of evidence-based correctional practice that are widely accepted as efficacious in reducing future criminal behavior. These six strategies are outlined in **Appendix 1: Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice**, located on page 29 of the solicitation. Applicants are required to clearly articulate how these evidence-based strategies are integrated into their program design.
- A description of how the project could be broadly replicated if demonstrated to be effective.
- A plan for the analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders into the community. (Note: this may be integrated into the strategic planning requirement and guided by the local task force discussed above.)

15. Are there any priority considerations that will be given when evaluating applications for awards?

Priority consideration will be given to applicants who:

- Focus their program on geographic areas with a disproportionate population of offenders released from prisons or jails.
- Target high-risk offenders as determined through use of a validated risk/needs assessment instrument, to include sex offenders, mentally ill offenders, or offenders who have been dually diagnosed with major mental health disorders and alcohol or substance addictions at the same time, for participation in the funded program.
- Clearly demonstrate how the six evidence-based strategies are incorporated into the project program design (see Appendix 1 on page 29 of 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.
- Include input from relevant nonprofit organizations (in any case where relevant input is available); crime victims; individuals who have been released from prisons, jails, and juvenile facilities; and families of offenders.
- Demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:
 - Using an actuarial-based assessment instrument for reentry planning that targets the criminogenic needs of the offender that affect recidivism, and provide sustained case management and services during incarceration and for at least 6 months in the community.

- Pre-release planning and transition housing.
- Establishing pre-release planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release and those individuals will obtain all necessary referrals for reentry services.
- Delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.
- Review the process by which the applicant adjudicates violations of parole, probation, or supervision following incarceration, taking into account public safety and the use of swift, certain, graduated and proportionate responses.
- 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.

16. What is the Pay for Success model?

Pay for Success projects represent a new way to potentially achieve positive outcomes with the criminal justice population at a lower cost to governments. Under a typical Pay for Success model, service providers either directly or through an intermediary organization secure capital to fund their operations and achieve specified outcomes for a predefined target population. The funding organizations only recoup their investment at such time that the outcomes for the target population have been achieved and that achievement has been verified via an evaluation methodology mutually agreed upon by the government participant and the investors. BJA is offering priority consideration for applicants proposing to incorporate a Pay for Success model into their offender reentry program. Under this priority, Second Chance grants may be used (1) to fund operations if a state, local or other organization will pay for outcomes after they are achieved; or (2) to pay for outcomes achieved within the grant period. Note that all standard financial and administrative restrictions will apply (for example, grant funds will be unavailable to promote or fund separate financial instruments such as bonds).

For more information, see the Pay for Success Criteria in Appendix 2 of the solicitation and 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>

Performance Measurement

17. 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.

18. 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.

19. 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 must be submitted semi-annually, while Financial Status Reports and Performance Reports must be submitted quarterly.

20. 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 50% reduction is a "goal" and not a requirement.

21. What is the definition of "recidivism"?

The Second Chance Act requires that recidivism be a measurement of success in funded programs. For purposes of this solicitation, recidivism is defined as: "A return to prison 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."

22. Will successful applicants be required to track and report recidivism only for those offenders participating in the program, or for the agency's whole population?

Grantees will be required to report regularly on recidivism and other outcomes for all program participants, not for the larger population of individuals incarcerated or supervised by the grantee.

23. Regarding the requirement to reduce recidivism by 50% in five years, would a cohort study pertaining to this be acceptable, or must it be 50% of the current target population?

Every effort will be made to determine a "baseline" recidivism rate for the initial target population so that changes in the baseline rate will reflect successful movement toward the overall goal of a 50% reduction in the baseline rate within five years. Applicants who provide a baseline recidivism rate for the proposed target population and documentation to support the development of the rate will receive priority consideration.

24. Will the baseline time period be considered the period when the agency first began reentry/risk reduction efforts, or specifically from the time the federal grant begins?

The baseline should reflect the current recidivism rates for the target population at the time of award of the grant.

Budget/Allowable Uses

25. What are the approved uses for funds awarded under Category 1 (Planning Projects)?

Approved uses for award funds under Category 1 include the following:

- Continue establishment of a Reentry Task Force comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The Task Force should examine ways to pool resources and funding streams and collect data and best practices in offender reentry from stakeholder agencies and

organizations. The Task Force should be the primary resource for development of a reentry strategic plan.

- Continue development of a reentry strategic plan that describes the long-term strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and reducing recidivism. The reentry strategic plan must:
 - Incorporate a detailed reentry implementation schedule and sustainability plan for the program;
 - Include discussion of the role of local governmental agencies, nonprofit organizations, and community stakeholders that will be coordinated by, and that will collaborate on, the offender reentry strategy of the applicant and its supporting evidence base, and certification of the involvement of such agencies and organizations;
 - Include extensive evidence of collaboration with state and local government agencies overseeing health, mental health, housing (including partnerships with public housing authorities), child welfare, education, substance abuse, victims' services, and employment services, and with local law enforcement agencies; and
 - Discuss of the role of state corrections departments, community corrections agencies, local jail, and/or juvenile corrections systems in ensuring successful reentry of offenders into their communities. Applications must include letters of support from corrections officials responsible for facilities or offenders to be served through this project.
 - Include a baseline recidivism rate for the target population.

26. What are the approved uses for funds awarded under Category 2 (implementation)?

Approved uses for award funds under Category 2 include the following:

- **Use Actuarial-Based Assessment Instruments for Reentry Planning.** There is strong evidence from the research literature that offender populations should be assessed to determine criminogenic risk and needs factors and determine supervision levels and services so that appropriate interventions can be delivered. Use of assessment instruments that are reliable, validated, and normed for a specific population increase the chances that individuals will be matched with the appropriate type of treatment and reentry services.
- **Target Criminogenic Needs that Affect Recidivism.** While offenders reentering the community have a variety of treatment and behavioral needs, which are themselves risk factors for future offending, criminogenic needs are the dynamic risk factors mostly closely associated with offending behavior. Criminogenic risk and needs factors include history of anti-social behavior; anti-social personality pattern; anti-social cognition; anti-social associates; family and/or marital; school and/or work; leisure and/or recreation; and substance abuse. Behavioral change is possible if offenders are provided with tailored, sequential programming that addresses individual criminogenic needs that affect the risk of recidivism. Applicants are strongly urged to provide treatment interventions that target criminal thinking, especially for higher-risk offenders.
- **Provide Sustained Case Planning/Management in the Community.** Reentry programs should ideally begin when the individual is first incarcerated and continue when the individual is released to the community. Since most offenders are at the highest risk of re-arrest the first few months after release, services should be most intensive at the time of release to the community. Applicants are strongly urged to use consistent pre- and post-release case management and supervision that is sustained over a period of at least 6 months and is especially responsive to the offender's transition from incarceration to the community.
- **Support a Comprehensive Range of Services for Offenders.** Based on an individual offender's risk/needs assessment, applicants are encouraged to make available a comprehensive range of programs and a process for addressing the dosage needs of individual offenders, including the following: treatment services that employ the cognitive, behavioral, and social learning techniques of modeling, role playing, reinforcement, resource provision, and cognitive restructuring; educational, literacy, vocational, and job placement services; substance abuse

treatment (including alcohol abuse); housing, mental, and physical health care services; veteran-specific services as applicable; programs that encourage safe, healthy, and responsible family and parent-child relationships and enhance family reunification, as appropriate; and, mentoring.

27. Is there a match requirement for this program?

The Second Chance Act requires a match for all applications submitted under either Category 1 or Category 2. A grant made under this program may not cover more than 50% of the total costs of the project being funded. The applicant must identify the source of the 50% non-federal portion of the budget and how match funds will be used. The recipient of a grant must provide a minimum of 25% of the total project cost in cash match, and 25% of the total project cost may be matched by making in-kind contributions of goods or services that are directly related to the purpose for which the grant was awarded. Federal funds received and cash match provided by the grantee shall be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section. The applicant must identify the source of the 25% non-federal cash portion of the budget and how both cash and in-kind match funds will be used.

Match Waiver:

The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff or other similar documented actions which have resulted in severe budget reductions.

Note: Once incorporated into the OJP-approved budget, the match becomes mandatory and subject to audit. Further, if a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into its OJP approved budget is mandatory and subject to audit.

28. What is acceptable as a cash match? If an applicant receives other federal funds that support components of their reentry strategy (such as employment or substance abuse treatment programs), do those other federal funds constitute an acceptable cash match?

Federal funds received and cash match provided by the grantee must supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section. The 25% hard cash match required for demonstration projects must be either state general fund dollars or, perhaps private foundation match dollars.

29. Is the cash match an up-front payment or due by the end of the period?

When the grant is submitted the budget will have to reflect the 25% cash match requirement and that money will need to be allocated in the budget to indicate specific services that it will support. Money commitment needs to be upfront and the budget needs to reflect how that 25% cash match and 25% in-kind is allocated.

30. Can program funds be used for to hire staff, such as Release Planning and Reentry Coordinators or Parole Officers?

Grant funds can be used to employ staff, but they cannot be used to supplant existing services. In addition, the employed staff positions must be in the context of the overall program or project.

31. 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.

- 32. 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.
- 33. Can the grant be extended beyond twelve 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.
- 34. Will there be an opportunity to renew this funding to extend the program, or apply for funding for new projects in the future?**
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.
- 35. If grantees cannot hire new employees to fill the aforementioned positions, can program funds be used to outsource these positions?**
Yes, grant funds can be used to subcontract or outsource personnel positions or services for offenders.
- 36. 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 Department of Justice 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.
- 37. May program funds be used to employ an outside evaluator?**
Program funds may be used to employ an outside evaluator, but BJA will not require each individual grantee to provide for an independent evaluation.
- 38. Will there be an evaluation component to this grant?**
The National Institute of Justice (NIJ) may select a subset of FY2012 Implementation grantees to participate in an in-depth evaluation at a later date.

Collaboration

- 39. What does the "Reentry Task Force" consist of?**
Each applicant must establish or empower a Reentry Task Force as a condition of receiving funding. Some of the purposes of the reentry task force will be to:
- Examine ways to pool resources and funding streams to reduce recidivism rates.
 - Minimize harmful effects of offenders' time incarcerated or detained upon their families and communities.
 - Collect data and information on best practices in offender reentry from demonstration grantees and other agencies.

- The task force shall be comprised of government leaders and agency representatives from relevant state, tribal, territorial, or local entities; service providers; nonprofit organizations; and other key stakeholders.

40. Are units of local government applying for funds required to collaborate with the state's Reentry Task Force? If so, what type of support is required by the state Reentry Task Force (i.e., letter of support, letter of commitment, etc.)?

Local government agencies are encouraged to collaborate with any existing state-level Reentry Task Forces, particularly if the local agency's target population includes individuals returning from state-run facilities. In those cases, a letter of support from the executive of the appropriate state agency is sufficient.

41. May a collaboration of entities apply as one applicant?

The Second Chance Act encourages collaboration, but one specific government or tribal agency must be designated as the official applicant. Priority consideration will be given to applications that reflect a high degree of collaboration.

Technical Application Questions

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

No.

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

The Bureau of Justice Assistance 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.

44. 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.

45. 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.

46. 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.

47. Can one jurisdiction apply for two grants if they want to work with different populations, i.e. one for men and one for women?

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

Application Assistance

48. 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.

49. 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://bja.ncjrs.gov/gwma/index.html>.

The Office of Justice Programs 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.