



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Second Chance Act for mentoring grants to nonprofit organizations and Indian tribes. This program furthers the Department's mission by providing services and programs to help facilitate the successful reintegration of formerly incarcerated individuals as they return to their communities.

Second Chance Act Comprehensive Community-Based Adult Reentry Program Utilizing Mentors FY 2014 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit organizations (including tribal nonprofit organizations) with a documented history of providing comprehensive, evidence-based reentry services, and federally-recognized Indian tribes. Nonprofit organizations with a history of providing evidence-based reentry services are encouraged to apply. Applicants may choose to partner with other community-based agencies for provision of some reentry services including the mentoring component.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 23.) All applications are due by 11:59 p.m. eastern time on June 2, 2014. (See "Deadlines: Registration and Application," page 4).

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center by telephone at 1-877-927-5657, by e-mail at JIC@telesishq.com, or by [live web chat](#). 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.

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Second Chance Act Comprehensive Community-Based Adult Reentry Program Utilizing Mentors (CFDA #16.812)

Overview

There are currently over 2.2 million individuals serving time in federal and state prisons, and millions of people cycle through local jails every year. Of those in state and federal prison, approximately, 95 percent will be released and return to communities across the nation. A majority of these individuals have needs that, if unaddressed in prison, during the reentry process, and after release, will negatively impact their ability to live productive, prosocial, crime-free lives in the community. These needs include housing and employment challenges, relationship and family issues, and substance abuse and mental health problems.

The Second Chance Act of 2007 (Pub. L. 110-199) helps to address these significant challenges by providing comprehensive responses to the significant number of incarcerated adults who are returning to communities from prison, jail, and juvenile residential facilities. Programs funded under the Second Chance Act help to promote public safety by ensuring that the transition individuals make from prison and jail to the community is successful. Section 211 of the Act authorizes grants to nonprofit organizations and federally recognized Indian tribes that may be used for comprehensive wrap-around services/programs which incorporate the use of trained mentors to promote the safe and successful reintegration into the community of adults who have been incarcerated.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 2, 2014. See “How to Apply” on page 23 for details.

Eligibility

Refer to the title page for eligibility under this program.

Second Chance Act Comprehensive Community-Based Adult Reentry Program Utilizing Mentors—Specific Information

The Second Chance Act grant programs are designed to help communities develop and implement comprehensive, evidence-based, and collaborative strategies that promote success and reduce the likelihood of recidivism of individuals returning from incarceration. “Reentry” is not a specific program, but rather a process that starts at jail or prison intake, and ends when formerly incarcerated individuals have been successfully reintegrated into their communities as law-abiding citizens. The reentry process includes the delivery of a variety of evidence-based services in both pre- and post-release settings designed to ensure that the transition to the community is successful, and to reduce the likelihood of recidivism. Mentoring of formerly incarcerated individuals can be an important element of reentry strategies that achieve these goals.

Goals, Objectives, and Deliverables

This solicitation is aimed at promoting more effective and successful reentry for formerly incarcerated individuals through the utilization of comprehensive, evidence-based wrap-around reentry plans which address the identified needs of the individuals and are supported by trained mentors. These needs are often related to housing, employment, substance abuse, and mental health.

A core component of programs supported under this solicitation is the utilization of trained mentors who are assigned to program participants. The assigned mentors then support the individuals' preparations for release and help to link them to programs and services in the community that address their identified needs. In addition, mentors provide emotional support and encouragement to individuals returning from incarceration, hold them accountable throughout the treatment process, and play active roles in promoting positive behavioral changes.

"Mentoring" refers to a developmental relationship in which a more experienced person helps a less experienced person develop specific knowledge and skills to increase the likelihood of successful reentry. Mentoring is a process that includes the informal transmission of knowledge, social capital, and psychosocial support that are perceived by the recipient as relevant to work, career, and/or professional and personal development. The primary goal of the mentoring process is preparing an individual (pre-release) for reentry, and supporting him/her during the reentry process to enhance success and promote public safety (post-release). Mentoring involves communication and is relationship-based, and can take many forms. It may consist of a one-to-one relationship in which a designated mentor works directly with a formerly incarcerated individual. Mentoring can also occur in a small group setting, where a designated mentor works with a group of formerly incarcerated individuals.

While mentoring approaches and programs will not look the same across jurisdictions, there are a number of key characteristics of high quality mentoring that provide a solid foundation upon which effective mentoring approaches and programs are built. These characteristics include:

- Strong, formalized partnership between the mentoring organization, the department/entity responsible for the state/local/tribal correctional facility, and the individual correctional facility/facilities that are releasing the mentoring program participants.
- Demonstrated support for and commitment to the mentoring process on the part of the department/entity responsible for the state/local/tribal correctional facility and other stakeholders who share responsibility for the reentry process.
- Clear policies and procedures which define the content of the mentoring program (which should be based on adult learning theory and tailored to the needs of individuals), the roles of mentors in promoting successful reentry, the qualifications and requirements associated with serving as a mentor, and objective processes to screen and select mentors, and to match selected mentors to individuals.
- Formal pre-service and in-service training for mentors on topics such as evidence-based offender management practices, methods to link individuals returning from incarceration to needed programs and services in the community, criminogenic needs and their relationship to the likelihood of recidivism, strategies to help hold individuals accountable in the community

while supporting their participation in treatment, methods to promote behavior change (e.g., motivational interviewing, cognitive-behavioral intervention strategies such as Thinking for a Change), the roles and responsibilities of other partners/stakeholders involved in the reentry process (e.g., community corrections agencies), the importance of ongoing collaboration with other partners/stakeholders involved in the reentry process, and specific collaboration strategies.

- Ongoing data collection and evaluation systems that guide strategic continuous quality improvement efforts of the mentoring program. Examples of outcomes that such systems track include, but are not limited to, the following:
 - Number of mentoring program participants who successfully complete treatment
 - Number of mentoring program participants who find and maintain employment
 - Number of mentoring program participants who find and maintain stable housing
 - Number of mentoring program participants who successfully complete post-release supervision
 - Number of mentoring program participants who have not recidivated (e.g., rearrested, charged for a new offense, reincarcerated, etc.) at specific intervals following release (e.g., 3 months, 6 months, 1 year, 2 years, 3 years, etc.)
 - Number of mentoring program participants who have recidivated (e.g., rearrested, charged with a new offense, reincarcerated, etc.)

Mandatory Requirements

To be eligible to receive an award under this solicitation, applicants must demonstrate compliance with the following seven mandatory program components:

1. Demonstrate a cost-effective program strategy which provides mentoring and other services to a minimum of 250 individuals returning from incarceration during the 3-year project period.
2. Include a Memorandum of Agreement or Understanding (MOA or MOU), or another form of documentation more binding than a letter of support, that clearly demonstrates an established collaborative relationship between the applicant, the correctional agency, and the specific facility or facilities in which the applicant proposes to work. This documentation should describe the nature of the partnership, discuss the correctional facility access that will be granted to mentors to enable mentors to work effectively with individuals prior to release, and identify the data elements and performance measures that the correctional agency will provide—or assist the grantee in obtaining—for the purpose of measuring the impact of grant activities. The documentation must also clearly describe the empirically-validated assessment tool or tools used by the correctional agency to determine the risk level and identify the criminogenic needs of the individuals to receive mentoring services. **The extent to which the applicant is able to demonstrate a collaborative partnership with the correctional agency, access to mentees within facilities prior to release, if applicable, and the ability and willingness of the correctional agency to share data for performance measurement purposes will be key factors in assessing the strength of applications. Applications that do not include an MOA or other acceptable form of documentation will not be selected for funding.**
3. Provide both pre- and post-release mentoring services to individuals. For the purpose of this solicitation, applicants must propose to provide services to mentees prior to release, during the transition phase when individuals reenter the community, and after release has occurred. Applicants that do not include both pre- and post-release mentoring components for each

mentee will not be chosen for funding. For example, applicants that propose to provide pre-release services only will not be selected for funding. Some correctional facilities are located far from jurisdictions to which formerly incarcerated individuals may be returning and where applicant organizations and mentees are located. In these circumstances it is acceptable that prerelease services are limited to screening, assessment, and transition planning including identification of eligibility for benefits and benefits enrollment.

4. Describe a comprehensive menu of transitional programs and services to be offered to individuals participating in the mentoring program to support their community reintegration. Applicants are expected to demonstrate their capability to deliver or broker evidence-based programs and services for individuals that will be offered in conjunction with the core mentoring component, and are designed to increase the likelihood of successful reentry and reduce recidivism. Such programs and services often include cognitive-behavior approaches, and address the following individual needs and issues: lack of viable housing options, educational deficits, substance abuse problems, mental health needs, anger management problems, family dysfunction, and absence of employment/job skills.
5. State the number of mentors who will be recruited, provide a timeline for recruiting mentors, and list the community partners the applicant will engage in recruiting mentors. If awarded a grant, BJA will measure performance against this number.
6. Provide outlines of the pre-service and in-service training curricula that will be provided to all mentors. The following topics should, at a minimum, be covered in the mentor training curricula:
 - a. Characteristics of the criminal justice system as a whole, with a specific focus on institutional and community corrections, and the reentry process.
 - b. Relevant policies and procedures of the correctional agencies/facilities referring individuals to the proposed mentoring program.
 - c. Interpersonal communication skills that enhance mentor effectiveness and promote individual success in the community following release. Specific issues to be addressed include strategies (e.g., motivational interviewing, use of cognitive behavioral interventions such as Thinking for a Change) to help hold formerly incarcerated individuals accountable in the community while supporting their participation in treatment, and promoting positive behavioral changes. Characteristics of evidence-based offender management practices and strategies mentors can use to support such practices.
 - d. Criminogenic needs, their relationship to the likelihood of recidivism, and strategies that mentors can use to help monitor and address them, if needed.
 - e. Awareness of the specific treatment programs and services available to individuals in the community.
 - f. Procedures and methods to link/refer individuals to needed programs and services in the community
 - g. The roles and responsibilities of other partners/stakeholders involved in the reentry process (e.g., community corrections agencies).
 - h. The importance of ongoing collaboration with other partners/stakeholders involved in the reentry process and specific collaboration strategies.
 - i. Awareness of and sensitivity to 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 and community-based victim services organizations.
 - j. Ethical standards related to serving as a mentor, including boundary issues and upholding an appropriate mentor/mentee relationship.
 - k. Promoting safety while serving as an effective mentor.

7. Articulate a clear plan to track mentoring program participant outcomes for at least 12 months following release. This plan must describe the process for obtaining information about recidivism from the relevant corrections and/or community corrections agencies. As described in the Performance Measures section below, grantees will also be required to provide the number of program participants who are re-incarcerated within the 12-month period following their initial release.
8. Provide a baseline recidivism rate for the proposed target population, including documentation to support the development of the rate. All grantees will be required to provide a baseline recidivism rate upon award.

Priority Considerations

Priority consideration will be given to applicants who:

1. Propose a plan/strategy for determining which program participants may be newly eligible for healthcare insurance coverage under the Patient Protection and Affordable Care Act (PPACA), facilitating enrollment and continuity of care for primary healthcare and behavioral health treatment services.
2. Provide for an independent evaluation of the project that includes, to the maximum extent feasible, random assignment of individuals to program delivery and control groups, as per the Second Chance Act, Section 211(c).

National Reentry Resource Center (NRRC)

BJA and the Office of Juvenile Justice and Delinquency Prevention are also collaborating on the oversight of the [National Reentry Resource Center \(NRRC\)](#). The NRRC, funded by BJA, provides training and technical assistance to states, tribes, territories, local governments, service providers, nonprofit organizations, and correctional agencies and institutions working on reentry, including Second Chance Act grantees. The NRRC hosts a funding page that lists all reentry-related federal funding opportunities. All successful applicants will receive intensive technical assistance from the NRRC.

Resources for Civil Legal Aid

In May 2012, new guidance was issued to inform Second Chance Act grantees that expenditures on a wide range of legal services for individuals returning from incarceration may be an appropriate use of grant funds, where such services further the Second Chance Act's purpose to "break the cycle of criminal recidivism, increase public safety and help states, local units of government, and Indian tribes, better address the growing population of criminal offenders who return to their communities."

Civil legal assistance can play a critical role in addressing barriers to successful reintegration. The guidance clarifies that an allowable use of Second Chance Act funds for reentry services includes referral to and payment of legal services related to the purpose of the grant, such as:

- Securing a driver's license;
- Expunging criminal records;
- Litigating inappropriate denials of housing or employment, and violations of the Fair Credit Reporting Act;
- Creating and/or modifying child support orders; and
- Providing other family law services that help stabilize individuals and families impacted by incarceration.

This guidance is available at www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf.

Target Population

The target population for mentoring programs supported under this solicitation 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 formerly incarcerated individuals, or combination of subsets, that are proposed to be the target population of their project. For example, applicants may choose to specifically target individuals who:

- Represent a specific demographic or set of demographics (age, gender, etc.);
- Are returning to a specific community or neighborhood or zip code; and/or
- Are housed in the same facility.

Applicants must justify in the proposal the reason for selecting their identified target population and provide data to support this selection. In addition, applicants must provide the total number of formerly incarcerated individuals the project expects to serve during the grant period and provide evidence demonstrating that they will have that many individuals released from prison/jail during the timeframe.

Regardless of the specific characteristics (e.g., demographics, location to which they will be returning, whether or not they are housed in the same facility) of the selected target population, individuals who comprise this population must be moderate to high risk of re-offending, based upon the results of one or more empirically-validated risk assessment instruments utilized by the partnering correctional agency.

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 formerly incarcerated individuals 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.

Note: In the Project Abstract, applicants must provide the projected number of formerly incarcerated individuals to be served. If awarded, grantee performance will be measured, in part, against this number.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and programming in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

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. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Award Amount and Length

Contingent upon the number of individuals projected to be served, awards of up to \$1,000,000 will be made. Awards under this program will be made for a period of 36 months.

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

Budget Information

Unallowable Uses for Award Funds

In addition to the unallowable costs identified in the [OJP Financial Guide](#), award funds may not be used for the following:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage
- Costs that do not support approved project activities

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

Compensation Waiver request must be submitted as a separate attachment and entitled “Waiver: Employee Compensation.”

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Post award, recipients will be required to submit quarterly performance metrics through BJA’s online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review the complete list of this program’s performance measures at: www.bjaperformancetools.org/help/scamentoringquestionnaire.pdf.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 for additional information.

Note on Project Evaluations

Applicants 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 regulations. 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 “Other Requirements for OJP Applications” web page (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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and Memorandum of Agreement. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP’s Grants Management System (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).

Applicants also should:

- Ensure that all information is correct, check spelling, and pay careful attention to the legal name, award amount, address, and the points of contact.
- Select the appropriate Point of Contact (POC) and the Authorized Representative (Note: These two contacts should not be the same individual).
 - The Authorized Representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official.

- The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports. Ensure that the name, contact information, title, and solicitation is correct.
- Include the full amount requested for the entire 36-month project period on the SF-424.

2. Project Abstract

Applications must include a high-quality project abstract that summarizes the proposed project in two pages or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

Include the following clearly labeled and delineated information:

- Legal name of the grant recipient and the title of the project
- Project’s purposes, goals, and deliverables
- Target population characteristics
- Projected number of participants to be serviced through the project
- Geographic location
- Projected number of mentors to be recruited, trained and matched to mentees
- Projected number of mentees to be matched to mentors
- 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 service(s) to be used to assist in the reintegration of participants into the community
- Description of the training regarding formerly incarcerated individuals and victims issues
- Confirmation that an official MOA has been obtained from the correctional agency and/or facility
- Summarization of how each individual Mandatory Requirement is met
- Summarization of each individual Priority Consideration that has been met
- Plan for establishing a baseline recidivism rate
- Name of the validated risk assessment tool used

As a separate attachment, the abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf. BJA suggests that the abstract be submitted as a Word document.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public.

Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

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

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

The following sections should be included as part of the program narrative. See "Selection Criteria" at page 18 for more information about what each section should include.

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

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. Applicants that submit their budget in a different format should include a budget summary page and utilize the following approved budget categories to label the requested expenditures:

- Personnel
- Fringe Benefits
- Travel, Equipment
- Supplies
- Consultants/Contracts
- Other Costs
- Indirect Costs

The budget detail worksheet must show all computations and provide itemized breakdowns of all costs. If the computations do not show sufficient detail or are incorrect, the budgets will be returned for corrections.

The budget categories and amounts included in the budget detail worksheet should mirror the amounts in the budget narrative.

Applicants must budget funding for travel to DOJ-sponsored grant meetings and/ or events. Applicants should estimate the total costs of staff travel and accommodations. All expenses must be reasonable, allowable and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem rate. The established FY14 federal per diem rates can be found at <http://gsa.gov>.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm. See "Selection Criteria" on page 18 for more detail on what a budget for this program should include.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance 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 an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Additional Attachments

- a. **Project Timeline** with each project goal, related objective, activity, expected completion date, and responsible person or organization.
- b. **Position Descriptions** for key positions and **Resumes** for personnel in those positions, including Research Partner position(s).
- c. **Letters of Support** from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.
- d. **Memorandum of Agreement (MOA)** from all key partners, detailing the commitment to work with the applicant to promote the mission of the project (see page 6).
- e. **Applicant Disclosure of Pending Applications**
Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

f. Research and Evaluation Independence and Integrity

Regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts

of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Accounting System and Financial Capability Questionnaire

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 must download, complete, and submit this [form](#).

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 below after each individual criteria. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire application in the review process.

1. Statement of the Problem (15 percent)

- Describe the problems formerly incarcerated individuals in the target population face when returning to the community.
- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.
- Indicate the jurisdiction or tribal community to be served, include details on the target population and the number of individuals returning to the community, and describe the number and type of individuals 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 individuals 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 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. Project Design and Implementation (35 percent)

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.

- Describe the project implementation plan including: the process the applicant will use to identify potential mentees and mentors; the mentor training curriculum components and delivery; any continual mentor professional development opportunities and supports that will be provided, how mentors and mentees will be matched, and the intended ratio between mentors and mentees; and the intended length of the formal mentor/mentee relationship.
- Identify the number of mentors who will be recruited and provide a timeline for recruiting mentors and a list of the community partners the applicant will engage in recruiting mentors.
- Describe how the proposed project will provide both pre- and post-release services that include connecting mentors and mentees prior to release from the correctional facility, through transition back to the community, and post-release.
- Describe the transitional services, in addition to mentoring, that will be provided to assist in the reintegration of formerly incarcerated individuals into the community. Applicant agencies/ organizations must demonstrate their capability to deliver or broker the provision of transitional services proposed to be offered in conjunction with the core mentoring component.
- Provide an outline of the training curriculum that will be provided to all mentors, which should include, at a minimum, the following components which are designed to build/increase/enhance mentor:
 - Knowledge of the criminal justice system as a whole, the corrections and reentry process;
 - Knowledge about relevant governing policies and procedures of the correctional agencies/facilities referring mentees;
 - Interpersonal communication skills so as to enhance mentor effectiveness;
 - 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;
 - Awareness of available transitional services and referral procedures to other agencies/ organizations;
 - Ethical standards and the nature of the mentor/mentee relationship; and
 - Safety.
- Demonstrate how the proposed project activities incorporate proven effective correctional practices in facilitating the successful reentry of individuals. Provide a description of the research- or evidence-based methodology to be utilized in the assessment and delivery of mentoring and other proposed transitional services. See Appendix 1 for additional information.

- Provide a description of how the project could be broadly replicated if demonstrated to be effective.
- Describe in detail how the **Priority Considerations** specified on page 8 of this solicitation have been met.

3. Capabilities and Competencies (25 percent)

- 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 formerly incarcerated individuals. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project implementation plan.
- Discuss the role of local governmental agencies, other nonprofit organizations, and community stakeholders that will collaborate on project implementation.

4. Impact/Outcomes, Performance Measures, Evaluation, and Sustainment (15 percent)

- 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.
- Describe the process for assessing the project's effectiveness through the collection and reporting of the required performance metrics data (see "Performance Measures," page 11).
- 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.
- 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 formerly incarcerated individuals 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.
- Provide a plan for tracking participant outcomes for at least 12 months following release, and describe the process for obtaining information about recidivism from the relevant corrections and/or supervision agencies. As described in the Performance Measures section, grantees will also be obligated to provide the number of participants who are re-incarcerated within the 12-month period following their initial release.
- Describe the process for assessing the project's effectiveness (see Performance Measures, page 11), including the strategy/methodology for tracking formerly incarcerated individuals assigned to the project for as long as they are actively involved.

5. Budget (10 percent)

- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹
- Include an appropriate percent of the total grant award for research, data collection, performance measurement, and performance assessment.
- Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for teams of three to attend two meetings for three days each in Washington D.C. to include representatives from the community supervision agency and the research partner.
- Consultant rates in excess of \$450 per day or \$56.25 per hour must receive prior approval from BJA post-award through a Grant Adjustment Notice (GAN).
- Sole source contracts in excess of \$100,000 must receive prior approval from BJA post-award through a GAN. The justification must demonstrate that the item or service is available only from a single source; a true public exigency or emergency exists; or after competitive solicitation, competition is considered inadequate.
- Note: An approved award budget is not prior approval; prior approval must be received post-award through the GAN process.

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 internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, in consultation with BJA, reviews 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.

¹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider 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 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
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.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. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is BJA-2014-3877.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit a valid 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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then

receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2014 Second Chance Act Comprehensive Community-Based Adult Reentry Program Utilizing Mentors

This application checklist has been created to assist in developing an application.-

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 24)
- _____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 24)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 24)
- _____ Download Funding Opportunity and Application Package (see page 24)
- _____ Sign up for Grants.gov email notifications (optional) (see page 23)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- _____ Review "[Other Requirements](#)" web page

Scope Requirement:

- _____ The federal amount requested is within the allowable limit of up to \$1,000,000

Eligibility Requirement:

- _____ Applicant agency meets eligibility requirements (see title page)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Project Abstract (see page 13)
- _____ *Program Narrative (see page 14)
- _____ *Budget Detail Worksheet and Budget Narrative (see page 14)
 - _____ Employee Compensation Waiver request and justification (if applicable) (see page 10)
 - _____ Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 11)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 24)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 16)
- _____ Additional Attachments
 - _____ Project Timeline (see page 16)
 - _____ Position Descriptions and Resumes (see page 16)
 - _____ Letters of Support (see page 16)
 - _____ *Memorandum of Agreement (MOA) (see page 16)
 - _____ Applicant Disclosure of Pending Applications(see page 16)
 - _____ Research and Evaluation Independence and Integrity (see page 17)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 18)

*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

Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice

Fundamental Principles of Evidence-Based Correctional Practice

The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental principles of evidence-based correctional practice that are widely accepted as strategies to reduce future criminal behavior.

- 1) **Objectively Assess Criminogenic Risks and Needs:** Maintain a comprehensive system to establish risk screening and needs assessment. The actuarial assessment of offenders—in a reliable and valid manner—is essential for the effective supervision and treatment of people returning from prisons, jails, and juvenile facilities (Andrews and Bonta, 2010). The levels of supervision and services for individual offenders must be matched to individual risk and need.
- 2) **Enhance Intrinsic Motivation:** Staff must be able to relate to offenders in interpersonally sensitive and constructive ways in order to enhance intrinsic motivation in offenders. Research findings suggest that motivational interviewing or other cognitive-behavioral communication techniques can effectively enhance the offender's desire to initiate and maintain behavior changes (Miller and Rollnick, 2002; Miller and Mount, 2001).
- 3) **Target Higher-Risk Offenders:** Prioritize primary supervision and treatment resources for offenders who are at higher risk to re-offend. Consistent findings from a wide variety of recidivism studies show that supervision and treatment resources focused on lower-risk offenders produce little if any positive effect on the rates of subsequent criminal behavior (McGuire, 2001, 2002) and can at times increase the risk level of low-risk offenders. Maximum benefit is gained only when intervention resources are directed to moderate- and high-risk offenders.
- 4) **Address Offenders' Greatest Criminogenic Needs.** The greatest emphasis must be placed on addressing those needs which are most closely associated with criminal behavior. When the factors that lead the offender to commit crimes are effectively addressed, that person is less likely to commit crime (Elliot, 2001).
- 5) **Use Cognitive-Behavioral Interventions:** These strategies are focused on changing the offender's thinking patterns in order to change future behavior. The most effective interventions provide opportunities for participants to practice new behavior patterns and skills with feedback from program staff. (Andrews and Bonta, 2010)
- 6) **Determine Dosage and Intensity of Services:** Higher-risk offenders require significantly more structure and services than lower-risk offenders. High-risk offenders should receive a minimum of 300 hours of cognitive-based interventions, moderate-risk offenders should receive a minimum of 200 hours, and low-risk offenders should receive a minimum of 100 hours of cognitive-based interventions. Additionally, during the initial three to nine months post-release, 40%–70% of high-risk offenders' free time needs to be occupied with delineated routine and appropriate services (Bourgon and Armstrong, 2006; Latessa, 2004; Gendreau and Goggin, 1995).

Important Considerations from the Research:

- Correctional staff members need to work with offenders to ensure they have the tools needed for success in the community.
- Correctional and community staff members must understand the importance of working with ***moderate- and high-risk*** offenders rather than low-risk offenders in order to demonstrate that their program can decrease recidivism.
- The most effective organizational-change strategies involve supervision and coaching of staff to reinforce the expected way of doing business—training alone is not sufficient.

Questions to Ask as You Launch Your Program:

- Who are you targeting for your program?
- Do the risk and needs of your target population match the services and supports you have funded through your Second Chance grant, or you are proposing to fund through your Second Chance grant application?
- When and how are the risks and needs of your target population assessed?
- Following the risk/need assessment, are the services, supervision, and interventions recommendations developed with the offender?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How are services coordinated for your target population as they move from the institutional phase, to the reentry phase, to the community phase?
- How is programming that is begun in prison linked to the programming that the offender receives in the community?
- How are supervision and treatment resources prioritized for moderate and high risk offenders?
- Are your interventions cognitive-behavioral based?
- Have staff members been trained to appropriately use cognitive-behavioral interventions and strategies?
- What data is collected about offenders reentering communities?
- Do you collect case-level data on which of your program participants have (1) housing, (2) employment, (3) substance abuse treatment [if necessary], (4) mental health treatment [if necessary], and (5) social support?

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