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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applicants for funding under the Second Chance Act to provide technology career training to incarcerated individuals. This program furthers the Department's mission by providing services and programs to help facilitate the successful reintegration of prisoners as they return to their communities.

## Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles FY 2014 Competitive Grant Announcement

### Eligibility

Eligible applicants are limited to states, units of local government, territories, and federally recognized Indian tribes (as determined by the Secretary of the Interior).

**Note:** BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

**Note:** Assessing the outcome of programs funded under the Second Chance Act is a major Department of Justice priority. Applicants should strongly consider not applying for funding if they cannot track unique identifiers for participants, gain access to recidivism data, and report recidivism data, particularly returns to incarceration during the period 1 year after release. Chief executives from applicant organizations will need to sign and submit an assurance that all participant recidivism indicator data will be collected and submitted. Inability or refusal to submit recidivism indicator data may impact the organization's ability to receive future BJA competitive grant funding.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 20.) All applications are due by 11:59 p.m. eastern time on March 17, 2014. (See "Deadlines: Registration and Application," page 3.)

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](mailto:support@grants.gov). The [Grants.gov](http://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 Justice Information Center below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at [JIC@telesishq.com](mailto:JIC@telesishq.com), or via live web chat at [www.justiceinformationcenter.us](http://www.justiceinformationcenter.us). 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 Technology Career Training Program for Incarcerated Adults and Juveniles (CFDA 16.812)

## Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and returning to communities. There are currently over 2.2 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. Ninety-five percent of all offenders incarcerated today will eventually be released and will return to communities. The coordination of reentry services for members of Native American tribes is even more complex given that they can return from federal, Bureau of Indian Affairs (BIA), state, local, and tribal facilities. Programs funded under the Second Chance Act help ensure that the transition individuals make from prison and jail to the community is successful and promotes public safety.

Securing employment can facilitate successful reentry for people leaving correctional facilities. However, there are many barriers people with criminal records encounter as they attempt to re-enter both the community and the workforce. Improving employment outcomes for this population can contribute to recidivism reductions and increased public safety.

Section 115 of the Second Chance Act authorizes federal awards to states, units of local government, territories, and federally recognized Indian tribes to provide technology career training to persons confined in state prisons, local jails, and juvenile residential facilities. This program supports the education, training, mentoring, support services, and job placement for incarcerated/detained adults and juveniles in a technology field.

## 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 March 17, 2014. See "How To Apply" on page 20 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on March 17, 2014, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on page 2 for more information about BJA's Justice Information Center).

## Eligibility

Refer to the title page for eligibility under this program.

# **Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles—Specific Information**

## **Goals, Objectives, and Deliverables**

The goal of this program is to increase the post-release employability of the incarcerated population in related technology-based jobs and career fields. The objective of the program is to establish and provide technology career training programs for incarcerated adults and juveniles during the 6-18 month period before release from a prison, jail, or juvenile facility.

Some examples of technology-based fields include, but are not limited to, the following:

- Computer-assisted design in engineering and construction.
- Information technology development and design.
- “Green-technology”-related projects.
- Wireless and broadband deployment.
- Computer science and programming.
- Engineering technology fields.

Other fields as justified by the eligible applicant based on the assessment of local demand for employees in the areas to which program participants are likely to return and that improve the likelihood of post-release employment.

## **Mandatory Requirements**

To receive an award under this announcement, applicants must clearly demonstrate their ability to comply with the following Mandatory Requirements:

- Applicants must demonstrate a partnership with an employer(s) with technology-related employment opportunities and training (that may include tribal, local, and small businesses and colleges) in the geographic areas to which targeted participants are likely to return, and provide documentation demonstrating the partnership, such as a memorandum of agreement (MOA).
- The target population must include medium to high-risk offenders as identified using a validated assessment tool. “High-risk offenders” are defined as individuals that score moderate to high risk based on a validated risk assessment tool. “Risk” is defined as the likelihood that a person will re-offend upon release from a facility. Applicants must identify the validated assessment tool used and the risk levels eligible for participation in the program.
- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.
- Restrict access to the Internet by incarcerated persons, as appropriate, to ensure public safety.
- Ensure all program participants receive individualized reentry plans and case management that link them to community-based services and supports post-release.

- Be able to collect and report data on participant post-program employment outcomes and participant recidivism indicator data.

## **Priority Consideration**

Priority consideration will be given to applicants who:

- Propose programs through which participants receive industry-recognized certificates which demonstrate successful completion of training program, better preparing participants for job attainment upon release.
- Provide ongoing training to employers and potential employers on successful approaches to working with trainees/employees engaged through the program.
- Demonstrate the leveraging of private, local, state, tribal, or federal resources (cash or in-kind) to support and/or sustain the proposed project.

## **Target Population**

The target population is limited to moderate to high-risk incarcerated adults or juveniles within a 6-18 month period before release from a prison, jail, or juvenile facility. The target population for the initiative must be a specific subset of the population of individuals convicted as an adult or adjudicated as a juvenile, and incarcerated in a state, local, or tribal prison; jail or a juvenile detention/correctional facility; juvenile camp; juvenile community-based program; or a juvenile residential facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, federal, state, regional, county, or local jail facility pursuant to state or tribal law.

**Note:** In the Project Abstract, applicants must provide the target goal (number) of people to whom they expect to provide technology training and employment services under this project during the grant award period. This number will serve as the target number, and BJA will measure the applicant against this target number, if the applicant is selected to receive an award.

## **Allowable Uses for Award Funds**

Allowable uses for award funds under a comprehensive technology training application may include the following:

- Classroom occupational training.
- Training activities that lead to permanent employment in a technology-related field.
- Alignment with apprenticeship programs in the technology field.
- Basic skills training that includes:
  - Adult basic education
  - English as a Second Language (ESL)
  - Job readiness training

- Job search and placement assistance in the technology field.
- Career counseling, work-based learning, and other activities as justified by the applicant (where appropriate).
- Equipment or supplies necessary for participation and completion of the training program.
- Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.
- Training instructors with technology career experience.
- Recruiting, training, and supervising mentors, including peer mentors.
- Reentry planning, case management, and post-release services for a maximum 6-month period that provide support for program participants engaged in paths to technology-based careers.
- Collection, tracking and reporting performance measures data.
- Cognitive behavioral therapy that changes criminogenic thinking as a critical element for successful reentry.
- Resources for Civil Legal Aid - Civil legal assistance can often play a critical role in addressing barriers to successful reintegration. 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 other family law services that help stabilize individuals and families. This excludes the payment of fines or penalties associated with a driver's license suspension or the payment of child support. For more information, go to [www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf](http://www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf)

### **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

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](http://www.ojp.usdoj.gov/financialguide/index.htm).

### **Amount and Length of Awards**

BJA anticipates that it will make up to 10 awards of up to \$750,000 each for a 12-month project period to begin on October 1, 2014. It is anticipated that recruitment and service delivery will extend beyond 12 months and that projects will receive no-cost extensions.

All awards are subject to the availability of appropriated funds and any modifications

or additional requirements that may be imposed by law.

## **Integrated Reentry and Employment Strategies**

For a compilation of the latest research and for an understanding of how to target employment services for the reentry population, see: [\*\*Integrated Reentry and Employment Strategies: Reducing Recidivism and Promoting Job Readiness\*\*](#). This White Paper is written for policymakers and practitioners engaged in the corrections and workforce development fields who recognize the need for the two systems to collaborate more closely to improve public safety and employment outcomes for people who have been incarcerated or are on probation or parole. It promotes close collaborations with reentry service providers and provides guidance on prioritizing scarce resources to more effectively reduce rates of reincarceration and joblessness. The paper also outlines principles that should drive both supervision and service decisions—decisions that can help ensure that front-line personnel’s efforts are having the greatest positive effect.

## **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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.

## **Collaboration with Other Federal Agencies**

### OJP Reentry Programs (Adults and Juveniles)

BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the Second Chance Act implementation. BJA and OJJDP will continue to collaborate to ensure that both juvenile and adult reentry efforts are supported. Similarly, both BJA and OJJDP are working with the National Institute of Justice (NIJ) in support of the research and evaluation activities called for in the Act. For more information on BJA’s implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit BJA’s Second Chance Act web page at [www.bja.gov/ProgramDetails.aspx?Program\\_ID=90](http://www.bja.gov/ProgramDetails.aspx?Program_ID=90).

- BJA and OJJDP are also collaborating on oversight of the [National Reentry Resource](#)



[Center \(NRRC\)](#) for the provision of training and technical assistance (TTA) to Second Chance Act grantees. The NRRC, funded by BJA, provides education and TTA to states, tribes, territories, local governments, service providers, nonprofit organizations, and corrections institutions working on reentry.

- For those interested in submitting applications for specific “juvenile” related mentoring reentry projects, please visit the OJJDP web site at [www.ojjdp.gov](http://www.ojjdp.gov).
- In the area of reentry of tribal members, BJA and the Federal Workgroup on Corrections completed the “**Tribal Law and Order Act (TLOA) Long Term Plan to Build and Enhance Tribal Justice Systems** (Tribal Justice Plan), which offers recommendations and action steps to support the successful reentry of tribal members. The Tribal Justice Plan can be located at [www.bja.gov/Publications/FinalTLOATribalJusticePlan.pdf](http://www.bja.gov/Publications/FinalTLOATribalJusticePlan.pdf).

#### Federal Partners Reentry Funding Opportunities

Applicants are encouraged to be cognizant of other federal agencies that provide reentry funding for different activities other than those administered by BJA. If possible, examine these agencies’ web sites and use as many resources as possible to fill gaps and address different needs. Some examples of these additional federal agencies include the following:

- U.S. Department of Labor (DOL): reentry employment resources, including awards to faith-based and community organizations (FBCOs) - [www.doleta.gov/grants/find\\_grants.cfm](http://www.doleta.gov/grants/find_grants.cfm)
- U.S. Department of Substance Abuse and Mental Health Services Administration (SAMHSA): substance abuse and mental health resources - [www.samhsa.gov](http://www.samhsa.gov)
- U.S. Department of Housing and Urban Development (HUD) : housing resources - [portal.hud.gov/portal/page/portal/HUD](http://portal.hud.gov/portal/page/portal/HUD)
- U.S. Department of Health and Human Services (HHS): general health, child support resources, etc. - [www.hhs.gov/](http://www.hhs.gov/)
- U.S. Department of Education: correctional education resources - [www2.ed.gov/about/offices/list/ovae/pi/AdultEd/correctional-education.html](http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/correctional-education.html)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP): juvenile related resources - [www.ojjdp.gov/](http://www.ojjdp.gov/)
- National Institute of Corrections (NIC): training, technical assistance, information services, and other resources - [nicic.gov/](http://nicic.gov/)

## **Budget Information**

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, 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/pay-leave](http://www.opm.gov/pay-leave). 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.

The waiver request must be submitted as a separate attachment and titled as the "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](http://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](http://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.

For more information on matching or cost sharing requirements, go to the OJP Financial Guide, Chapter III: [www.ojp.usdoj.gov/financialguide/PDFs/OCFO\\_2013Financial\\_Guide.pdf](http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf).

## **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 regularly

provide data to 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](http://www.bjaperformancetools.org). Applicants should review the complete list of SCA Technology Career Training program performance measures at: [www.bjaperformancetools.org/help/scatechnologycareersquestionnaire.pdf](http://www.bjaperformancetools.org/help/scatechnologycareersquestionnaire.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. Please refer to the section "What an Application Should Include" on page 11 for additional information.

### **Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection 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](http://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 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: Project Abstract, Program Narrative, and Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Detail Worksheet and Budget Narrative 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 of appropriately descriptive file names (e.g.,

“Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. OJP recommends that resumes be included in a single file.

## 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, select “For-Profit Organization” or “Small Business” (as applicable).

- The applicant should include the full amount requested for the 12-month project period on the SF-424.
- When selecting “type of applicant,” if the applicant is a for-profit entity, please select “For-Profit Organization” or “Small Business” (as applicable).
- Applicants 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.
- Applicants should 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. Please make sure that the name, contact information, title, and solicitation is correct.

## 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

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

As a separate attachment, the project 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](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

**The abstract must include the following clearly labeled and delineated information:**

- Target population characteristics (e.g., adult or juvenile, etc.)
- Target goal for the target population (number of participants to be served)
- Technology field(s) selected and/or technology training type
- Geographic location

- Name of the validated risk assessment tool used
- Whether the agency/correctional facility is a state, local, or tribal entity
- Names of collaborative public and private partners and correctional facilities
- Summarize how each of the individual Mandatory Requirements has been met
- If applicable, summarize how individual Priority Considerations have been met
- Plan for collecting and reporting key data elements. Make sure to address the applicant's ability to track unique identifiers for participants, gain access to recidivism data, report recidivism data, particularly returns to incarceration during the period 1 year after release.

### 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:

- a. Statement of the Problem
- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Impact/Outcomes, Evaluations, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures

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.

Further information is available under the Selection Criteria section, page 16.

### 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](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included. Applicants should utilize the following approved budget categories to label the requested expenditures:

- Personnel
- Fringe Benefits
- Travel, Equipment
- Supplies
- Consultants/Contracts

- Other Costs, and
- Indirect Costs

Applicants must show all computations. The budget summary page must reflect the amounts in the budget categories as included in the budget detail worksheet. These amounts should mirror the amounts in the budget narrative.

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

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

**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. Assurance to Collect and Submit Participant Recidivism Indicator Data**

Applications must include an assurance signed by the applicant organization's chief executive (see Appendix 1 for Assurance form) that all participant recidivism indicator data will be collected and submitted upon the end of the grant period. Inability or refusal to submit data will impact the organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

**6. 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. 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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

## **7. 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.

## **8. Additional Attachments**

### **a. Project Timeline, Position Descriptions, and Letters of Support**

Ensure that the following documents are completed and attached:

- Project Timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization;
- Position Descriptions for key positions; and
- Letters of Support/Memoranda of Understanding from all key training/education partners, signaling commitment to the project. Memorandum of Agreement with employer(s) with technology-related employment opportunities in the geographic areas to which targeted participants are likely to return, detailing the commitment to provide jobs to successful program completers.

### **b. 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.”).

### 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 after each individual criteria. For example, the first criteria, “Statement of the Problem,” is worth 20 percent of the entire score in the application review process.

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

- Describe the problems of providing technology career-based training for offenders returning to the community. The applicant must provide a clear and concise statement on why the applicant deems important the need to establish a technology career training program to train incarcerated persons for technology-based jobs and careers from prisons, jails, or juvenile facilities.
- Provide an assessment of the local demand for employees trained in the targeted technology field, in the geographic areas to which the program participants are likely to return, to improve the likelihood of post-release employment.
- Indicate the jurisdiction or tribal community to be served including information about the correctional facility where programming is proposed to occur.
- Summarize the status and job placement outcomes of any existing job training



initiatives.

- Provide information on the target population (i.e., size and make-up of the target population, etc.) to receive the technology training, the number of offenders returning to the community, and a description of the number and type of offenders in the correctional facilities.
- Provide justification and support documentation for selecting the target population.
- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate. If the applicant does not have a baseline recidivism rate for the proposed target population, they should provide a recidivism rate for a similar population.
- Describe the equipment, facility, security, and personnel needs required to successfully the proposed training program.

## 2. Program Design and Implementation (40 percent out of 100)

- Identify goals and objectives for program development, implementation, and outcomes.
- Describe the process or plan for identifying, referring, and assessing potential participants into the training program.
- Describe in detail the public and/or private partner(s) with which the applicant will work collaboratively to train and place participants in technology-related jobs. **The applicant must demonstrate technology industry-related employers that can provide resources or expertise to the project, are willing to support high-risk offenders through the learning and job training process AND hire these participants post release. Applicants should also detail any partnerships with educational organizations (such as community or technical colleges) which will assist in the training program.**
- Include evidence of the partnership(s) by attaching memoranda of agreement or other evidence of the strength and commitment to the project.
- Include a curriculum that helps participants acquire and develop skills needed to build potentially successful careers in technology-related fields. The training curriculum must identify necessary skills and competencies, provide real-world work experience, teach transferable job skills and soft skills to help prepare for post-release reentry and employment, and provide resources to support training in technology areas.
- Incorporate the following activities: address skills and competencies demanded by the targeted technology career; support participants' advancement along a defined career pathway; and, where applicable, result in a recognized certificate, degree, or license that indicates a level of mastery and competence in a given technology based on the type of training completed.
- Highlight, when at all possible, the incorporation of evidence-based programs or practices.
- Describe in detail how the **Mandatory Requirements** specified on page 5 of this solicitation have been met.
- Describe in detail how the **Priority Considerations** specified on page 6 of this solicitation have been met.

- Describe in detail how proposed activities fall within the **Allowable Uses of Award Funds** specified on page 6 of this solicitation.

### **3. Capabilities and Competencies (20 percent out of 100)**

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator.
- Demonstrate the capability of the lead organization and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, evaluating the program, and resumes for key personnel.
- Describe how the project would be organized and staffed to meet each of the requirements. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.

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

- Describe the process for assessing the project's effectiveness through the collection and reporting of the required performance metrics data. (See "Performance Measures" on page 10 for more information).
- 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. Specifically, address the system for collecting unique participant identifiers, obtaining court and criminal involvement (recidivism) data, including relationships with local or state entities that have been or will be established to gain access to this data.
- Describe how performance metrics will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.
- Identify what data elements and information will be collected and a description of how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.
- Discuss how this effort will be integrated into the applicant's justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.

### **5. Budget (10 percent out of 100)**

- Provide a proposed budget for the entire project period 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 the goals of the project.<sup>1</sup>
- Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.

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<sup>1</sup> 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.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. 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, 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, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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](http://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](http://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 following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contain any other characters. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).**

**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](http://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](http://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](http://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.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is BJA-2014-3771.
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](http://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](mailto: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](mailto: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 Technology Careers Training Program for Incarcerated Adults and Juveniles**

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

#### **What an Applicant Should Do:**

##### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNs Number (see page 21)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 21)

##### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 22)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 22)

##### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 22)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 22)
- \_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 21)
- \_\_\_\_\_ 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(s) of \$750,000.

#### **Eligibility Requirement:**

- \_\_\_ Applicant agency meets eligibility requirements (see page 1)
- \_\_\_ Federally recognized Indian tribe (if applicable)

#### **What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)
- \_\_\_\_\_ \*Project Abstract (see page 12)
- \_\_\_\_\_ \*Program Narrative (see page 13)
- \_\_\_\_\_ \*Budget Detail Worksheet (see page 13)
- \_\_\_\_\_ \*Budget Narrative (see page 14)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 9)
- \_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 10)
- \_\_\_\_\_ Chief Executive Assurance to Collect and Submit Participant Recidivism Indicator Data
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Additional Attachments



- \_\_\_\_\_ Project Timeline, Position Descriptions, and Letters of Support/ (see page 15)
- \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 15)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable) (see page 16)

\* NOTE: 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

### Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under the Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles, my organization will collect unique identifiers for each program participant, will collect recidivism indicator performance data, and will submit all such data upon the end of the grant period via the Performance Measurement Tool. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

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Signature

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Title

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Date