



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for its Fiscal Year (FY) 2013 Second Chance Act Juvenile Reentry Program. This program furthers the Department's mission by providing services and programs to successfully reintegrate juvenile offenders as they return to their communities, families, schools, and the workforce.

OJJDP FY 2013 Second Chance Act Juvenile Reentry Program

Eligibility

Eligible applicants are limited to states, territories, and units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior). Applicants must adhere to the eligibility and funding requirements of the Second Chance Act and any additional requirements that appropriations measures may establish (See Eligibility, page 3).

OJJDP 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.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 26.) All applications are due by 11:59 p.m. eastern time on June 17, 2013. (See Deadlines: Registration and Application, page 3.)

Contact Information

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

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

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Program-Specific Information	4
Performance Measures	13
Project Evaluations	16
Notice of Post-Award FFATA Reporting Requirement	17
What an Application Is Expected To Include	17
1. Information to Complete the Application for Federal Assistance (SF-424)	18
2. Abstract	18
3. Program Narrative	19
4. Budget Detail Worksheet and Budget Narrative.....	21
5. Indirect Cost Rate Agreement (if applicable).....	22
6. Tribal Authorizing Resolution (if applicable).....	22
7. Additional Attachments	22
8. Other Standard Forms	24
Selection Criteria.....	24
Review Process	24
Additional Requirements	25
How To Apply.....	26
Provide Feedback to OJP on This Solicitation.....	29
Appendix A: Application Checklist.....	30

OJJDP FY 2013 Second Chance Act Juvenile Reentry Program (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 are returning to their communities. The FY 2013 Second Chance Act Juvenile Reentry Program helps ensure that the transition the youth make from secure confinement facilities to the community is successful and promotes public safety. A secure confinement facility may include a juvenile detention center, juvenile correctional facility, or staff-secure facility. Eligible juveniles must have been confined under juvenile court jurisdiction. This program is authorized by the Second Chance Act, Pub. L. 110-199, (42 U.S.C. § 3797w).

Deadlines: Registration and Application

Applicants must register with Grants.gov to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least **72 hours prior to the due date** of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 17, 2013. See How To Apply, page 26, for details.

Eligibility

Eligible applicants are limited to states, territories, and units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior). Applicants must adhere to the eligibility and funding requirements of the Second Chance Act (see pages 5-6) and any additional requirements that appropriations measures may establish.

Under the Second Chance Act, 42 U.S.C. 3797w(l), applicants that have received a prior Second Chance Act award must submit information that demonstrates that (1) they have adopted a juvenile reentry plan that reflects input from nonprofit organizations where relevant input is available and appropriate to this application; (2) the reentry plan includes performance measures to assess their progress toward a 10-percent reduction in the rate of recidivism over a 2-year period; (3) they will coordinate with the Department of Justice, nonprofit organizations, and other experts regarding the selection and implementation of the required performance measures; and (4) they have made adequate progress, as determined by the Department of Justice, toward reducing recidivism by 10 percent.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

OJJDP 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.

Program-Specific Information

Section 101 of the Second Chance Act authorizes the Department of Justice to make grant awards to state and local governments and federally recognized Indian tribes that they may use for demonstration projects to promote the safe and successful reintegration into the community of incarcerated or detained juveniles. Under this solicitation, applicants may apply for either planning or implementation projects but not both.

Collaboration with Other Federal Agencies

OJJDP and the Bureau of Justice Assistance (BJA) are collaborating closely on the Second Chance Act implementation to support both juvenile and adult reentry efforts. Similarly, BJA and OJJDP are working with the National Institute of Justice in support of the research and evaluation activities called for in the Act. For more information on the implementation of the Second Chance Act initiatives and frequently asked questions, visit the [National Reentry Resource Center](http://www.nationalreentryresourcecenter.org) at www.nationalreentryresourcecenter.org.

Note: For those interested in submitting applications to adult-related demonstration reentry projects, visit the BJA Web site at www.ojp.usdoj.gov/BJA

Goals, Objectives, and Deliverables

The goal of Section 101 of the Second Chance Act is to support eligible applicants who will develop and implement comprehensive and collaborative strategies to increase public safety and reduce recidivism and address the challenges that reentry poses. Within the context of this initiative, BJA and OJJDP do not envision reentry to be a specific program, but rather a process that begins when the juvenile is first incarcerated (pre-release) and ends with his or her successful community reintegration (post-release), evidenced by lack of recidivism.

The objectives of this process are to provide the juvenile with appropriate evidence-based services—including addressing individual criminogenic needs—based on a juvenile reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that juvenile, in both a pre- and post-release setting.

Recidivism Definition. The Second Chance Act [42 U.S.C. 3797w(h)(3)] requires that recidivism be a measure of success in funded programs. For purposes of this solicitation, recidivism is defined as “a return to secure confinement with either a new adjudication or as the result of a violation of the terms of supervision within 12 months of initial release.”

Mandatory Requirements of a Comprehensive Reentry Program. Section 101 of the Second Chance Act outlines the following requirements that applicants must include in their applications (for either Category 1: Planning Projects or Category 2: Implementation Projects) to secure funding for a comprehensive reentry program. They are:

1. A juvenile reentry strategic plan that describes the jurisdiction’s long-term reentry strategy, including measurable annual and 5-year performance outcomes relating to the long-term

goals of increasing public safety and reducing recidivism. One goal of the plan shall be a 50 percent reduction in the rate of recidivism over a 5-year period.

2. A detailed juvenile reentry implementation schedule and sustainability plan for the program.
3. Documentation reflecting the establishment of a juvenile reentry task force comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The juvenile reentry task force should examine ways to pool resources and funding streams and collect data and best practices in juvenile reentry from stakeholder agencies and organizations. OJJDP notes that this juvenile reentry task force and the juvenile reentry strategic plan requirement above provide a key opportunity for policymakers to work together to identify and address local barriers to juvenile reentry, including policy or procedural barriers.
4. Discussion of the role of local government agencies, nonprofit organizations, and community stakeholders that the applicant will coordinate and will collaborate with on the juvenile reentry strategy and certification of the involvement of such agencies and organizations. Participants in the creation of the juvenile reentry strategy should include representatives from public safety, corrections, housing (including partnerships with public housing authorities), health, education, substance abuse, children and families, victims' services, employment, and business.
5. Extensive evidence of collaboration with state and local government health, mental health, housing, child welfare, education, substance abuse, victims services, child support, and employment services, and local law enforcement agencies.
6. An extensive discussion of the role of state corrections departments, community corrections agencies, and local secure confinement systems in ensuring successful reentry of juveniles into their communities. Applications must include letters of support from corrections officials at facilities or individuals to be served through this project (see What an Application Is Expected To Include on page 17).
7. Documentation that reflects explicit support of the chief executive officer of the applicant state, unit of local government, territory, or Indian tribe and how this office will remain informed and connected to the activities of the project.
8. A description of the evidence-based methodology and outcome measures that the applicant will use to evaluate the program and a discussion of how the applicant will use such measurements to assess the impact of the program. The primary objective of the Second Chance Act is to reduce recidivism.
9. A description of how the project could be broadly replicated if demonstrated to be effective.
10. A plan for the analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of juveniles into the community. (Note: this may be integrated into the juvenile reentry strategic planning requirement and guided by the local juvenile reentry task force discussed above.)

Target Population. Targeted youth must be admitted to the program prior to their 18th birthday. However, award recipients may continue to implement a juvenile reentry plan for these

individuals beyond their 18th birthday. OJJDP does not have a set timeline for terminating these services, but instead, they can continue as long as is deemed therapeutically necessary.

The target population for the initiative must be a specific medium- to high-risk subset of the population of individuals currently held in secure confinement facilities, such as a juvenile detention center, juvenile correctional facility, or staff-secure facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local detention center pursuant to state or tribal law. Applicants must identify and define the specific subset of juveniles or combination of subsets that they propose to be the target population of their project. For example, jurisdictions may choose to target specifically juveniles who are:

- a specific demographic or set of demographics (age, gender, etc.).
- returning to a specific community, neighborhood, or zip code.
- housed in the same facility.
- assessed/classified as high risk.

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

Target Population Data Collection and Local Research Partnerships. In applying for these grants, lead applicants and their sub-grantees agree to collect and provide enrollment and participation data during all years of the project in cooperation with any and all related research efforts and program evaluations. Applicants also agree to provide detailed individual-level data, in the format that OJP will specify during this time period (and for the following 5 years for recidivism data). This may include but will not be limited to the following:

Participant Characteristics:

- age
- gender
- race/ethnicity
- criminal history
- educational history
- incarceration history
- employment history
- substance abuse history
- mental health history
- family history
- social and personal history
- post-release recidivism
- post-release employment
- post-release housing

Intervention Information:

- service history
- in-program services provided

- program costs
- duration of services
- point of service (pre/post release)

Applicants further agree to implement random or other modes of participant assignment that the evaluation design requires, cooperate with all aspects of the evaluation project, and provide comparable individual-level data for comparison group members.

OJJDP encourages applicants to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluations.

Priority Considerations. OJJDP will give priority consideration to applicants who:

- focus their program on geographic areas with a disproportionate population of juveniles released from a secure confinement. A secure confinement facility may include a juvenile detention center, juvenile correctional facility, or staff-secure facility.
- target high-risk juveniles as determined through use of a validated risk/needs assessment instrument, to include sex offenders, mentally ill individuals, or those who have been dually diagnosed with major mental health disorders and alcohol or substance addictions at the same time, for participation in the funded program.
- clearly demonstrate how the six evidence-based strategies are incorporated into the project program design.
- provide for an independent evaluation of juvenile reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.
- include input from relevant nonprofit organizations (in cases where relevant input is available); crime victims; individuals who have been released from secure confinement; and families of juveniles.
- demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:
 - using an actuarial-based assessment instrument for reentry planning that targets the criminogenic needs of the juvenile that affect recidivism and provide sustained case management and services during incarceration and for at least 6 months in the community.
 - prerelease planning and transition housing.
 - establishing prerelease planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release and those individuals will obtain all necessary referrals for reentry services.
 - delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.

- review the process by which the applicant adjudicates violations of parole, probation, or supervision following incarceration, taking into account public safety and the use of swift, certain, graduated, and proportionate responses.
- provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.
- have received an OJJDP Second Chance Act Juvenile Offender Reentry Program planning grant and who can demonstrate progress made in their planning activities.
- focus on improving the quality of education programs in juvenile justice facilities (to include detention facilities; secure and non-secure placements) and prioritize linking youth to education programs and/or job training post-release.

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 juvenile 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. For more information, go to www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf.

Evidence-based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policymaking and program development 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 and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

For an in-depth look at a framework for major juvenile justice reform, integrating a forward-looking administrative model with evidence-based programming, see: "Improving the

Effectiveness of Juvenile Justice Programs: A new Perspective on Evidence-Based Practices.”
cjjr.georgetown.edu/pdfs/ebp/ebppaper.pdf.

Attorney General’s National Task Force on Children Exposed to Violence

OJJDP is committed to facilitating identification, screening, assessment, and treatment to promote the recovery and well-being of children, youth, and families who have been exposed to violence. In December 2012, the Attorney General’s National Task Force on Children Exposed to Violence published a report with more than 50 recommendations to improve the nation’s response to children exposed to violence. The report can be found at www.justice.gov/defendingchildhood/cev-rpt-full.pdf. OJJDP encourages applicants to review the report and, when appropriate, include the use of trauma-informed care and training in the project design of programs serving youth and families.

Amount and Length of Awards

OJJDP is soliciting for two categories of juvenile reentry programs. Category 1 supports planning projects, and Category 2 supports implementation projects. Applicants may apply under Category 1 or Category 2 but not both. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

CATEGORY 1: Planning Projects. OJJDP anticipates awarding up to 10 grants for up to \$50,000. Project period: 12 months. **Competition ID: OJJDP-2013-3620.**

Complying with the above 10 mandatory requirements requires significant resources and time. Category 1 applicants will constitute jurisdictions that have demonstrated a commitment to establishing a juvenile reentry program and have made progress on the 10 requirements but have not yet fully completed each step. In addition to funding, successful Category 1 applicants will receive targeted technical assistance to help them in the planning process. Applications for Category 1 must include specific strategies for meeting the 10 requirements referenced above.

Approved Uses for Award Funds. Approved uses for award funds under Category 1 include the following:

- **continue establishment of a juvenile reentry task force** comprised of state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The juvenile reentry task force should examine ways to pool resources and funding streams and collect data and best practices in juvenile reentry from stakeholder agencies and organizations. The juvenile reentry task force should be the primary resource for development of a juvenile reentry strategic plan.
- **continue development of a juvenile reentry strategic plan** that describes the long-term strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and reducing recidivism. The juvenile reentry strategic plan must:
 - incorporate a detailed juvenile reentry implementation schedule and sustainability plan for the program.

- discuss the role of local governmental agencies, nonprofit organizations, and community stakeholders that the applicant will coordinate and will collaborate with on the juvenile reentry strategy, its supporting evidence base, and certification of the involvement of such agencies and organizations.
- include extensive evidence of collaboration with state and local government health, mental health, housing, child welfare, education, substance abuse, victims' services, employment services, and law enforcement agencies.
- discuss the role of juvenile corrections systems in ensuring successful reentry of juveniles into their communities. Applications must include letters of support from corrections officials responsible for facilities or juveniles to be served through this project.
- provide a clear and comprehensive description of the evidence-based methodology and outcome measures that the applicant will use to evaluate the program and a discussion of how the applicant will collect, maintain, and report performance measurement and recidivism data.

During this planning stage, grantees will receive intensive technical assistance and will be required to complete and submit a *Planning and Implementation Guide*, the format for which the technical assistance provider will provide. A completed and OJJDP-approved planning and implementation proposal based on the guide will mark successful completion of the planning phase.

CATEGORY 2: Implementation Projects. OJJDP anticipates awarding up to 6 grants for up to \$750,000. Project period: 12 months. **Competition ID: OJJDP-2013-3621.**

The initial award period will be for a period of 12 months, with the possibility of no-cost extensions to allow for a 24-month project period. Applications for Category 2 must include specific strategies for implementing the 10 Mandatory Requirements of a Comprehensive Reentry Program, referenced above.

Approved Uses for Award Funds. Approved uses for award funds under Category 2 include the following:

- **Use Evidence-Based Assessment Instruments for Juvenile Reentry Planning.** Strong evidence can be found in the research literature that juvenile populations should be assessed to determine risk and needs factors and supervision levels and services so that they can receive appropriate interventions. Use of assessment instruments that are reliable, validated, and normed for a specific population increase the chances that individuals will be matched with the appropriate type of treatment and reentry services.
- **Target Needs that Affect Recidivism.** While juveniles reentering the community have a variety of treatment and behavioral needs, special focus should be given to addressing the dynamic risk factors that are mostly closely associated with reoffending behavior. Examples include history of anti-social behavior, having delinquent peers, gang involvement, and problems with substance abuse. OJJDP urges applicants to use the results of needs and risk assessments (described above) to identify the most urgent needs to address.

- **Provide Sustained Case Planning/Management in the Community.** Juvenile reentry programs should ideally begin when the individual is first incarcerated and continue when the individual is released to the community. Since most juveniles are at the greatest risk of re-arrest the first few months after release, services should be most intensive at the time of release to the community. OJJDP strongly urges applicants to use consistent pre- and post-release case management and supervision sustained over at least 6 months to respond especially to the juvenile's transition from incarceration to the community.
- **Support a Comprehensive Range of Services for Juveniles.** Based on a juvenile's risk/needs assessment, OJJDP urges applicants to make available a comprehensive range of programs and a process for addressing the needs of individuals, including treatment services that employ age appropriate cognitive, behavioral, and social learning techniques; educational, literacy, vocational, and job placement services; substance abuse treatment (including alcohol abuse); housing, mental, and physical health care services; programs that encourage safe, healthy, and responsible family and parent-child relationships and enhance family reunification, as appropriate; and, mentoring.

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 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. 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. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request them to adjust and resubmit their budgets.

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.

Minimization of Conference Costs. OJP encourages applicants to review the guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients who propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility

space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages. OJP may make exceptions to the general prohibition on using OJP funding for food and beverages but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

For awards made under this solicitation, food and/or beverage expenses are deemed reasonable and allowable only to the extent that such costs are (1) directly related to a juvenile reentry activity, (2) specifically included in the budget that OJP approves, and (3) consistent with threshold cost limits that DOJ has established for conference activity. Award recipients may not expend grant funds for food and/or beverage expenses that are related to conferences, trainings, or meetings that don't involve the direct provision of juvenile reentry services without separate prior approval from OJP.

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

Match Waiver. The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, the applicant must submit with the

application a letter of request signed by the authorized representative that defines the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff, or other similar documented actions that have resulted in severe budget reductions.

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

The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient’s Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 50% match requirement: for a federal award amount of \$750,000, calculate match as follows:

$$\frac{\$750,000}{50\%} = \$1,500,000 \quad 50\% \times \$1,500,000 = \$750,000 \text{ match}$$

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. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
To provide the juvenile with appropriate evidence-based services based on a reentry plan.	Number of released youth served by a reentry program.	<p>The intent of this indicator is to measure the change in the number of youth who are enrolled in reentry services.</p> <p>The number of youth enrolled represents the number of youth who actually end up in the program.</p> <p>Program records are the preferred data source.</p>	Number of youth enrolled in the reentry program during the reporting period.

Objective	Performance Measure	Description	Data Grantee Provides
	Number of program youth served during the reporting period.	<p>An unduplicated count of the number of youth served by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from previous reporting period and new admissions during the reporting period.</p> <p>Program records are the preferred data source.</p>	<p>Number of program youth carried over from the previous reporting period.</p> <p>New admissions during the reporting period.</p>
	Percentage of youth served with whom an evidence-based best practice model was used.	<p>The number and percentage of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).</p>	<p>Number of youth served using an evidence-based best practice model or program during the reporting period.</p> <p>The number of youth served during the reporting period.</p>
	Number of services provided to youth.	<p>This measure assesses both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period, and also the number of youth who actually receive various services during the reporting period.</p>	<p>Number of youth assessed as needing substance use counseling/services.</p> <p>Number of youth enrolled in substance use counseling/services.</p> <p>Number of youth assessed as needing mental health services.</p> <p>Number of youth enrolled in mental health services.</p> <p>Number of youth assessed as needing housing services.</p> <p>Number of youth who successfully found housing.</p>

Objective	Performance Measure	Description	Data Grantee Provides
	Number of program youth who were adjudicated (short and long term).	<p>The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion. This does NOT include technical violations and is appropriate for any youth-serving program.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p> <p>Official records (police, juvenile court) are the preferred data source.</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication.</p> <p>Number of youth sentenced to adult prison as a result of a new adjudication.</p> <p>Number of youth given some other sentence as a result of a new adjudication.</p> <p>Number of program youth tracked for adjudications.</p>
	Number of program youth who had technical violations (short and long term).	<p>The number and percentage of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period or 6-12 months post program completion.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a technical violation.</p> <p>Number of youth who were sentenced to adult prison as a result of a technical violation.</p> <p>Number of youth who received some other sentence as a result of a technical violation.</p> <p>Number of program youth tracked for technical violations.</p>
	Percentage of youth completing program requirements (short term).	<p>The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion.</p>	<p>Number of program youth who exited the program having completed all program requirements during the reporting period.</p> <p>Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).</p>

Objective	Performance Measure	Description	Data Grantee Provides
	Percentage of program youth exhibiting desired change in the targeted behavior (short and long term).	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion.	Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.).

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 Is Expected To Include” on page 17 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F. R. § 46.102(d)). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from

whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Notice of Post-Award FFATA Reporting Requirement

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

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

What an Application Is Expected To 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 OJJDP decide 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 some application elements are so critical that applications that do not meet the eligibility requirements, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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 GMS take information from the applicant's profile to populate the fields on this form. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable), when selecting "type of applicant."

2. Abstract

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

The abstract should include a brief description of the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in the Project Evaluations section on page 16. The abstract should indicate what category the applicant is applying for. All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP 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 Web page available to the public. This public posting would allow other possible funders to become aware of such proposals.

The project abstract template asks applicants 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

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be clearly linked to the problem identified in the preceding section and

measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment.)

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 13) are included as an alert that OJJDP 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.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 4. OJJDP encourages applicants to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 22.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 22. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of the organizational chart showing how their organization operates,

including who manages the finances; how the applicant manages subawards, if there are any; and detailing the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

The budget must indicate how the match requirement will be allocated in the overall budget. Match funds must be clearly identified in the budget showing all calculations/computations. 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. All expenses must be reasonable, allowable, and necessary to the project.

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.

- 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 the budget categories listed in the sample budget worksheet.
- 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 the applicant could use technology and collaboration with outside organizations 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.

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. If DOJ is the cognizant federal agency, 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, 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, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/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 that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing "capabilities/competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- a. Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federal assistance that include requests for funding to

support the same project being proposed under this solicitation and that 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 applications they have 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] does not have pending applications submitted within the last 12 months for federally funded assistance 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.”)

- b. logic model** (see Logic Model, page 20)
- c. timeline or milestone chart** (see Timeline, page 20)
- d. résumés** of all key personnel
- e. job descriptions** outlining roles and responsibilities for all key positions
- f. letters of support/memoranda of understanding** from partner organizations (see Letters of Support/Memoranda of Understanding, page 21).

8. Other Standard Forms

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

- a. [Standard Assurances](#).^{*} Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#).^{*} Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#). Any applicant (other than an individual) that is a non-governmental entity and has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

^{*} These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

The following six 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. Abstract (5 percent)
2. Statement of the Problem (20 percent)
3. Goals, Objectives, and Performance Measures (25 percent)
4. Project Design and Implementation (30 percent)
5. Capabilities and Competencies (15 percent)
6. Budget: 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 (5 percent)

See What an Application is Expected To Include, page 17, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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.

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP 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. OJJDP may use either 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 OJJDP, 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

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
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register with 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.

Note: OJJDP encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a 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 replaces the Central Contractor Registration (CCR) database as 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 register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- create a SAM account.
- log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. 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. Applicants must use their organization's DUNS number 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. 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 OJJDP-2013-3619.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

CATEGORY 1: Planning Projects. Competition ID: OJJDP-2013-3620

CATEGORY 2: Implementation Projects. Competition ID: OJJDP-2013-3621

7. **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.
8. **Follow the directions in Grants.gov to submit an application consistent with this solicitation.** 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. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of 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.

Note: Grants.gov permits the use of 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 will forward the application 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.”

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **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: OJJDP 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 the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) 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 on This Solicitation

To help OJP improve 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. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. OJP does **not** send replies 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 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, e-mail your resume to ojpeerreview@lmbps.com. The OJP Solicitation Feedback e-mail 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.

Appendix A: Application Checklist

OJJDP FY 2013 Second Chance Act Juvenile Reentry Program

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

Eligibility Requirement:

- State or territory
- Unit of local government, including federally recognized Indian tribal government
- The federal amount requested is within the allowable limits of \$50,000 for planning or \$750,000 for a demonstration project.

What an Application Is Expected To Include:

- Application for Federal Assistance (SF-424) (see page 18)
- Abstract (see page 18)

- Program Narrative (see page 19)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Statement of the Problem
 - Goals, Objectives and Performance Measures
 - Project Design and Implementation
 - Capabilities/Competencies

- Budget Detail Worksheet and Budget Narrative (see page 21)
- Indirect Cost Rate Agreement (if applicable) (see page 22)
- Tribal Authorizing Resolution (if applicable) (see page 22)

- Additional Attachments (see page 22)
 - disclosure of pending applications
 - logic model
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/memoranda of understanding from partner organizations

- Other Standard Forms and Components, as applicable, including:
 - Accounting System and Financial Capability Questionnaire (see page 24)
 - DUNS number (see page 26)
 - System for Award Management (SAM) (see page 27)
 - AOR registration and confirmation (see page 27)
 - Disclosure of Lobbying Activities (SF-LLL) (see page 27)