



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for the Second Chance Act Comprehensive Juvenile Reentry Systems Reform Planning Program. This program furthers the Department's mission by supporting state efforts to improve their capacity to reduce recidivism and improve outcomes for youth returning to their communities after out of home placement.

OJJDP FY 2014 Second Chance Act Comprehensive Statewide Juvenile Reentry Systems Reform Planning Program

Eligibility

Eligible applicants are limited to state juvenile correctional agencies, juvenile justice agencies that oversee the reentry process for youth placed in local correctional facilities post-disposition, or the state juvenile justice planning agency.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 27.) All applications are due by 11:59 p.m. eastern time on May 13, 2014. (See "Deadlines: Registration and Application," page 4.)

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

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the 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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OJJDP FY 2014 Second Chance Act Comprehensive Statewide Juvenile Reentry Systems Reform Planning 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.

Developing a juvenile reentry system that reduces recidivism and improves positive youth outcomes is extremely challenging for even the most sophisticated state or local juvenile correctional agency. This solicitation will provide funding for 12-month planning grants during which time state or local-level juvenile justice agencies will convene a reentry task force and develop and finalize a comprehensive statewide juvenile reentry systems reform strategic plan. This plan will guide efforts to reduce the historical baseline recidivism rates for youth returning from confinement in state or locally run and/or managed juvenile correctional facilities. The plan will also guide efforts to reform the system to include: (1) improved assessment policies and practices, (2) a more integrated approach to prerelease services and planning and post-release services and supervision that reflects what research demonstrates improves youth outcomes, and (3) enhanced program/policy monitoring, quality assessments, implementation supports, accountability practices, and youth outcome data collection, analysis, reporting, and decision-making.

When grantees complete their strategic plan, OJJDP will invite them to submit applications for implementation grants of between \$1 and \$2 million to implement their plans. Future funding decisions for implementation grants will be competitive and will consider the quality and comprehensiveness of the strategic plan and associated solicitation deliverables.

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 May 13, 2014. See "How To Apply" on page 27 for details.

Eligibility

Eligible applicants are limited to state juvenile correctional agencies, juvenile justice agencies that oversee the reentry process for youth placed in local correctional facilities post-disposition, or the state planning agency.

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

Program-Specific Information

Purpose

Section 101 of the Second Chance Act authorizes the Department of Justice to award grants to state and local juvenile justice agencies to improve reentry outcomes for incarcerated youth. This solicitation will support comprehensive statewide reform to juvenile reentry systems and processes to improve juvenile reentry outcomes.

Goals and Objectives

Section 101 of the Second Chance Act supports eligible applicants who develop and implement comprehensive and collaborative strategies to reduce recidivism, increase public safety, and address the challenges that reentry poses. Within the context of this initiative, OJJDP does not envision reentry to be a specific program. Instead, OJJDP defines reentry as a process that begins when a juvenile is first confined, includes the assessment, services, and release planning that occurs in the facility and the services and supervision youth receive upon reentry, and ends with his or her successful reintegration into the community.

The Second Chance Act Comprehensive Juvenile Reentry Systems Reform Planning Program will fund, at the state or local levels, policy and practice reforms to juvenile reentry systems and processes that reduce recidivism rates and improve positive outcomes for youth returning from confinement in state or locally run and/or managed juvenile correctional facilities. These reforms should advance the adoption, integration, and effective implementation of the principles and practices that research has demonstrated improve youth outcomes, which are outlined in Appendix A: Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice. OJJDP requires applicants to clearly articulate how their planning process and proposed systems reforms will advance these principles and practices.

For purposes of this solicitation, recidivism can be defined in accordance with the definition utilized by the applicant agency. This definition must be clearly articulated in the application and evidence of an established historical baseline recidivism rate must be provided. The applicant agency must describe their system for tracking and measuring recidivism, and document the capacity to continue to collect and maintain relevant data to track the recidivism data according to the definition provided during the length of the project period and beyond.

Target Population

This solicitation will support the development of a comprehensive statewide systems reform plan to reduce juvenile reentry recidivism rates and improve positive youth outcomes. As a result, applicants should identify a large enough target population of incarcerated youth to impact state or local outcomes and focus on youth assessed as medium to high-risk for reoffending.

Award recipients must admit targeted youth to the program prior to their 18th birthday. However, they 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.

Target Population Data Collection and Local Research Partnerships

In applying for these grants, applicants 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.

OJP encourages applicants to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluations. One resource that applicants may use is the e-Consortium for University Centers and Researchers for Partnership with Justice Practitioners. This e-Consortium provides resources to local, state, federal, and other groups who seek to connect to nearby (or other) university researchers and centers on partnerships and projects that are mutually beneficial to the criminal justice community. The e-Consortium can be found online at www.gmuconsortium.org/.

Defining and Measuring Youth Reentry Outcomes

The Second Chance Act mandates that recidivism is a measure for success in funded programs. For the purposes of this solicitation, OJJDP encourages applicants to measure successful youth reentry outcomes in the following ways:

Recidivism reduction:

- establish baseline recidivism rates for the target youth population at least 12 months post-release from confinement. These baseline recidivism rates should include:
 - measures for rearrest, reconviction, and/or reincarceration based on a statewide definition of recidivism and technical violation rates.
 - rates disaggregated, at minimum, by youths' assessed risk levels.
 - recidivism that occurs once youth transition from juvenile court jurisdiction to adult court jurisdiction.
- identify ambitious, measurable, and achievable annual targets for reducing baseline rates.
- demonstrate annual progress toward achieving established targets.

Positive youth outcomes:

- establish baselines for a priority set of positive outcomes for the target youth population. To the extent possible given data capacity, these baselines should include:
 - outcomes for youth while in facilities. Example outcomes include level of services provided and youth engagement with these services; accomplishment of treatment goals, particularly for youth with mental health and/or substance abuse disorders; educational progress and credit attainment; vocational and other types of skill development and attainment; and level of family engagement/involvement.
 - outcomes for youth in the community upon reentry. Example outcomes include time to school re-enrollment and school attendance, employment, involvement in prosocial activities, substance use, and family involvement in the child welfare and other service systems.
- identify ambitious, measurable, and achievable annual targets for improvement in these positive youth outcomes.
- demonstrate annual progress toward achieving established targets.

As part of the planning process, OJP requires applicants to establish an outcome measurement and evaluation plan that includes baseline rates and improvement targets, as outlined above, and a plan to collect, analyze, and report the data that measures these outcomes, and ultimately, to use this data to guide ongoing reentry systems reforms. Applicants should describe in their proposals their current data collection and analysis capacity and how they will strengthen this capacity internally and/or through external partnerships with local experts. In

addition, OJJDP may require applicants who are awarded implementation grants to set aside funding to partner with a third-party evaluator to conduct an independent evaluation of their implementation reforms.

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 to secure funding for a comprehensive reentry program. They are:

1. A juvenile reentry strategic plan that describes the state'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. Performance outcomes should also address increased education opportunities, reduction in violations of conditions of supervised release, and increased participation in substance abuse and mental health services. 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 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 task force and the 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 collaborate with on the reentry strategy and certification of the involvement of such agencies and organizations. Participants in the creation of the 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.
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. Based upon reliable research findings, there are eight fundamental principles and practices that are demonstrated to reduce recidivism and improve positive outcomes for youth in the juvenile justice system. These eight principles and practices are outlined in Appendix A : Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice. Applicants must clearly articulate how their proposed juvenile reentry system reforms will advance the adoption, integration, and effective implementation of these principles and practices.

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: Applicants may integrate this plan into their strategic plan, and the local task force can guide its implementation, as discussed above.)
11. A baseline recidivism rate for the proposed target population, including documentation to support the development of the rate. OJP will require all grantees to provide a baseline recidivism rate upon award.

Planning and Capacity Building Deliverables and Allowable Use of Funds

Successful applicants will develop a collaborative approach to planning and capacity building to improve youth reentry outcomes. This process will identify needed reforms to the juvenile reentry system and process that advance the principles and practices that research demonstrates improve youth reentry outcomes and help to establish the system capacity and infrastructure to implement these reforms successfully.

Although applicants must address each of the mandatory requirements in their applications, OJJDP expects that grantees will build upon and strengthen compliance with the mandatory requirements during the planning program. In particular, OJJDP expects grantees to focus their efforts during the planning program on the completion of a number of specific deliverables related to these requirements, including the following:

- establish a task force or committee to develop a juvenile reentry systems reform strategic plan and guide and oversee its implementation. This committee should include all key juvenile justice agencies and government, nonprofit, and community partners from the juvenile justice and other service systems to facilitate systemic reforms to the juvenile reentry system. The applicant must demonstrate commitment at the highest levels of state/local government, including all three branches of government, for participating on and/or reviewing the work of this committee. The committee should also have clear, executive-level leadership; diverse membership who possess decision-making authority within their organizations; and regular meetings to advance the strategic plan and identified outcome improvement goals. Note: OJJDP recognizes that some applicants will use existing reentry councils or task forces for this purpose.
- develop and implement an outcome measurement and evaluation plan. Consistent with the parameters recommended in the Defining and Measuring Youth Reentry Outcomes section of this solicitation, this plan must include the following components:
 - establishment of a clear definition of recidivism and baseline recidivism rates for the target population. These baselines should include measures for multiple types of

recidivism events; be disaggregated, at minimum, by youth's assessed risk levels; and include recidivism when youth transition to the jurisdiction of the adult criminal court.

- establishment of a priority set of positive youth reentry outcomes (e.g. education, mental health, substance use, family functioning/child welfare, etc.) that the state or jurisdiction will track and identify baseline treatment needs/prevalence rates for the target population served.
- identification of annual improvement targets for both recidivism and positive youth outcome measures.
- a plan for how the grantee will collect, analyze, and report annually the data to track these outcome improvements for both the purposes of this solicitation and the ongoing evaluation of reentry youth outcomes. OJJDP will expect grantees who do not have the internal capacity/expertise and/or sustained partnerships with local experts to meet these data requirements to make demonstrated progress during the planning program toward meeting these requirements. OJJDP will also expect these grantees to use a portion of their funds to build their overall data capacity and may require these grantees to use a portion of their funds to conduct a third-party evaluation, which includes a comparison group, of the grantee's implementation progress, if the grantee receives implementation funds at a later date..
- development of a juvenile reentry systems reform strategic plan. In contrast to discrete pilot programs or practice improvements, the goal of this plan is to significantly change the jurisdictionwide approach to the juvenile reentry system and process in ways that promote improved youth outcomes. To this end, the plan must include the following components:
 - identification of the key findings from a self-assessment of the reentry system and process. Applicants will conduct this self-assessment during the grant period with guidance from the National Reentry Resource Center (see below). The assessment will help applicants identify their strengths and areas for improvement regarding the adoption, integration, and effective implementation of the principles and practices, as outlined in Appendix A of this solicitation, demonstrated by research to improve youth outcomes.
 - based on the results of the self-assessment, description of the systemic policy and practice reforms and capacity-building activities that the state will implement to achieve the improvement targets in three key reform areas: (1) risk/needs assessment; (2) the approach to prerelease services and planning and post-release services and supervision; (3) and enhanced program/policy monitoring, quality assessments, implementation supports, accountability practices, and outcome data collection, analysis, reporting, and decision-making.
- development of an implementation plan that identifies how the grantee will execute the strategic plan if OJJDP awards implementation funds at a later date, including key activities, timelines, roles and responsibilities, and the use of external experts and consultants.
- establishment of a sustainability plan that outlines how, if implementation funds are awarded, the grantee will sustain activities after the grant period ends. This sustainability plan should also identify how the applicant intends to implement key aspects of the strategic plan if implementation funds are not awarded.

The [National Reentry Resource Center](#) (NRRC) will provide intensive and targeted technical assistance to help grantees accomplish these program deliverables. As part of this technical assistance, OJJDP will require grantees to share aggregate data on youth outcomes with NRRC and to complete and submit a planning and implementation guide, which will help grantees assess the extent that their current reentry policies and practices reflect the research on what works to improve youth outcomes. This self-assessment must inform the development of the strategic plan.

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.

Based upon reliable research findings, there are eight fundamental principles and practices that are demonstrated to reduce recidivism and improve positive outcomes for youth in the juvenile justice system. These eight principles and practices are outlined in Appendix A of this solicitation. Applicants must clearly articulate how their planning process and proposed systems reforms will reflect these principles and practices.

For information on specific program models, OJP's [CrimeSolutions.gov](#) Web site and OJJDP's [Model Programs Guide](#) Web site are two resources 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). OJJDP and the Bureau of Justice Assistance (BJA) are collaborating closely on the Second Chance Act implementation. OJJDP and BJA will continue to collaborate to support both juvenile and adult reentry efforts. Similarly, both OJJDP and BJA are working with the National Institute of Justice (NIJ) in support of the research and evaluation activities called for in the Act.

- OJJDP and BJA are also collaborating on oversight of [NRRC to provide](#) training and technical assistance to Second Chance Act grantees. NRRC, funded by BJA, provides

education and training and technical assistance to states, tribes, territories, local governments, service providers, nonprofit organizations, and corrections institutions working on reentry.

- For those interested in submitting applications for specific adult-related mentoring reentry projects, visit the BJA Web site at www.bja.gov.
- In the area of reentry of tribal members, BJA and the Federal Workgroup on Corrections completed the [Tribal Law and Order Act 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.

Federal Partners Reentry Funding Opportunities

OJP encourages applicants to be cognizant of other federal agencies that provide reentry funding for activities other than those that BJA administers. Visit 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: reentry employment resources, including awards to faith-based and community organizations, at www.doleta.gov/grants/find_grants.cfm.
- U.S. Department of Substance Abuse and Mental Health Services Administration: substance abuse and mental health resources at www.samhsa.gov.
- U.S. Department of Housing and Urban Development: housing resources at portal.hud.gov/portal/page/portal/HUD.
- U.S. Department of Health and Human Services: general health, child support resources, etc. at www.hhs.gov/.
- U.S. Department of Education: correctional education resources at www2.ed.gov/about/offices/list/ovae/pi/AdultEd/correctional-education.html
- National Institute of Corrections: training, technical assistance, information services, and other resources at nicic.gov/.
- U.S. Interagency Council on Homelessness: training, technical assistance, information services, and other resources at www.usich.gov/.

Additional Resources

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence, www.justice.gov/defendingchildhood/cev-rpt-full.pdf, and the recommendations of the National Research Council's *Reforming Juvenile Justice: A Developmental Approach*, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications, where applicable.

Amount and Length of Awards

OJJDP will make awards under this planning program for as much as \$100,000. The initial award period will be for a 12-month project period.

OJJDP may make as many as eight awards this fiscal year under this program. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Future Years Funding: Implementation Awards. If an applicant receives a FY 2014 planning award under this program, OJJDP will invite them to submit an application to compete for future funding that could include an individual implementation award. In FY 2015, OJJDP expects to make as many as four total implementation awards, totaling \$1 to \$2 million each that will enable states to implement their strategic plans to reduce juvenile reentry recidivism rates and improve positive youth outcomes.

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/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. 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 that they 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.

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

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

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

Match Requirement. The Second Chance Act requires a match for all applications. 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 non-federal portion of the budget and how they will use match funds. Grant recipients must provide a minimum of 25 percent of the total project cost in cash match and they may make as much as 25 percent of the total project cost through in-kind contributions of goods or services directly related to the purpose of the grant. Grantees shall use federal funds that they receive and their cash match to 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 nonfederal 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 a letter of request signed by the authorized representative with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff, or other similar documented actions that have resulted in severe budget reductions.

Applicants must submit a match waiver request as a separate attachment— titled “Match Waiver”—to their applications.

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: For a federal award amount of \$100,000, calculate match as follows:

$$\frac{\$100,000}{50\%} = \$200,000$$

$$50\% \times \$200,000 = \$100,000 \text{ match}$$

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 who 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.

Performance measures currently identified for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Planning Projects: Develop a reentry strategic plan that will provide offenders with appropriate evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.	Submit a Reentry Strategic Plan implementation guide.	Provide updates on the completion of key components of the Reentry Strategic Plan.
	Reentry strategic plan status.	Describe any updates or modifications concerning the reentry plan implementation schedule and sustainability plan for the program.
	Data collection plan status.	Describe any updates or modifications to the data collection plan and policy including how data will be collected and what indicators will be utilized upon implementation. Describe how data and program outcomes will be obtained by program managers and service providers.
	Reentry Task Force composition.	Provide the current status of the establishment of a Reentry Task Force. Include a description of relevant leaders, representatives of agencies, service providers, nonprofit organizations, and other key stakeholders.
	Reentry population.	Describe the target population including relevant information on demographics, risk level, and offense types.
	Anticipated capacity.	Enter the number of participants expected to be admitted to the reentry program per year of the grant.
	Risk and needs assessment.	A. What risk assessment instrument will be used, if any? B. Describe how offenders will be assessed.
	Baseline recidivism.	Describe how a baseline recidivism rate will be calculated for the proposed target population.
	Recidivism rate reduction.	Discuss what level of reduction in recidivism you would consider to be success. Include a description of the follow-up period length (post-release), and the recidivism rate targeted such as arrest, conviction, revocation, and/or reincarceration.

<p>Implementation Projects:</p> <p>Provide offenders with appropriate evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.</p>	<p>Percentage of participants who successfully completed the program.</p>	<p>A. Number of participants enrolled in pre-release services.</p> <p>B. Number of participants who completed pre-release services.</p> <p>C. Number of participants enrolled in post-release services.</p> <p>D. Number of participants who completed post-release services.</p>
	<p>Percentage of unsuccessful program exits.</p> <p>Percentage of program incompletes.</p>	<p>A. Number of enrolled program participants.</p> <p>B. Number of participants no longer in the program due to failure to meet program requirements.</p> <p>C. Number of participants no longer in the program due to court or criminal involvement (technical violation, arrest, conviction, revocation, reincarceration).</p> <p>D. Number of participants no longer in the program due to a lack of engagement (no shows and nonresponsive participants).</p> <p>E. Number of participants no longer in the program due to absconding.</p> <p>F. Number of participants no longer in the program due to relocating or case transfer.</p> <p>G. Number of participants no longer in the program due to death or serious illness.</p> <p>H. Number of participants who did not complete the program for other reasons (please specify).</p> <p>I. Specify other reasons.</p>
	<p>The recidivism rate for program participants.</p>	<p>A. Number of program participants.</p> <p>B. Number of participants who had a technical violation of supervised release while participating in the program.</p> <p>C. Number of participants who were arrested while participating in the program.</p> <p>D. Number of participants who were convicted while participating in the program.</p> <p>E. Number of participants who had a revocation of the terms of supervised release while participating in the program.</p> <p>F. Number of participants who were reincarcerated while participating in the program.</p>
	<p>Rate of recidivism for the participants who have successfully completed the program.</p>	<p>A. Number of program participants who have successfully completed the program.</p> <p>B. Number of participants who had a technical violation of supervised release after successfully completing the program.</p> <p>C. Number of participants who were arrested for a new offense after successfully completing the program.</p> <p>D. Number of participants who were convicted of a new offense after successfully completing the program.</p> <p>E. Number of participants who had a revocation of the terms of supervised release after successfully completing the program.</p> <p>F. Number of participants who were reincarcerated for a new offense after successfully completing the program.</p>

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 18 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.

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 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, 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 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).

2. Project Abstract

Applications should include a high-quality project 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 abstract will **not** count against the page limit for the program narrative.

The abstract should provide an overview of the applicant’s target goals to improve juvenile reentry recidivism rates and positive youth outcomes; how the applicant will measure progress toward these goals; and the systems reforms that they will implement to achieve

these goals. The abstract should also identify the key strategies that applicants will use to facilitate these goals and program objectives, including the accomplishment of the planning program deliverables.

The abstract should also indicate whether the applicant will use any portion of the project budget to conduct research, as described in the Project Evaluations section on page 17.

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. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their 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.** To the extent possible, applicants should use data to identify the current statewide recidivism rates and positive youth outcomes associated with the juvenile reentry population and the challenges associated with collecting the data. Applicants should briefly describe their current reentry system and process (assessment, pre- and post-release services, monitoring); to what extent this system and process reflects the adoption, integration, and effective implementation of the principles and practices that research demonstrates improve youth outcomes; and the key policy and practice barriers to improved youth outcomes. Applicants should clearly define the scope of the problem that the project seeks to impact. 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.

Applicants should describe the target population and how they assess medium or high risk re-offending.

- 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 through program objectives. 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.

For the purposes of this solicitation, applicants' objectives should align with the required planning program deliverables, including the identification of baseline recidivism rates and positive youth outcomes along with associated annual improvement targets. Applicants should also use this section of their narrative to explain the extent of their existing capacity—or to outline how they will strengthen this capacity—to collect, analyze, and report the data to measure these program objectives, and ultimately, to use this data to guide ongoing policy and practice improvements.

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 15) 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.

Project Design and Implementation. Applicants should detail how the project will operate throughout the funding period and describe the process and strategies that they

will use to achieve the goals and objectives they identified in the previous section. In particular, this description should reflect specific strategies and plans for how applicants will accomplish the mandatory requirements (see page 8), and deliverables (see page 9) for this planning program and how the state will eventually implement, oversee, and sustain needed systems reforms. The applicant should articulate the recidivism reduction goal that the project has established. The strategy should include recommended changes in policy and practice and a work plan to implement those changes and build statewide support for them. The strategy should focus on three key reform areas: (1) risk/needs assessment, (2) the approach to prerelease services and planning and post-release services and supervision, (3) and program/policy monitoring, quality assessments, implementation supports, accountability practices, outcome data collection, analysis, reporting, and decision-making. OJJDP expects that applicants' project design and implementation plans will incorporate, in each of the three key reform areas, the principles and practices that research demonstrates improve youth outcomes, as outlined in Appendix A of this solicitation.

Applicants should describe how they will leverage evaluation and collaborative partnerships to build long-term support and resources for the program.

Applicants should discuss how they will integrate this effort into the state justice system plans or commitments, how they will sustain the program financially after federal funding ends, and the expected long-term results for the program.

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 23.

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 23. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- c. 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. The applicant should provide a description of the management structure and staffing for the project including the project leaders and coordinators, and detail how the applicant has the authority and expertise to facilitate state-wide juvenile reentry system reforms. This description should identify specific policies, practices, systems, and resources that applicants have or will put in place to ensure that they complete the planning program deliverables. As evidence toward this end, applicants should reference examples of other systems reform or large-scale capacity-building initiatives they have successfully led and implemented. Applicants should also demonstrate how the agency

will ensure the highest levels of support for this initiative both internally and with key external stakeholders.

Applicants should also explain in this section how they will bring together the necessary agency and community stakeholders and top-level leadership to actively guide and support this initiative. This description should include the applicants' approach to cross-agency collaboration, the existing partnerships or relationships they have that they can leverage to support the development of the strategic plan, and examples of previous successful collaborative initiatives.

Finally, applicants should also 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 an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 4, 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 applicant will allocate the match requirement in the overall budget. Applicants must clearly identify match funds 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 who 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 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 noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. 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 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.”).

- b.** logic model (see Logic Model, page 21)
- c.** timeline or milestone chart (see Timeline, page 21)
- 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 22)

7. 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

1. Statement of the Problem (5 percent)
2. Goals, Objectives and Performance Measures (15 percent)
3. Project Design and Implementation (45 percent)
4. Capabilities and Competencies (30 percent)
5. 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 18, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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 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

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.

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 may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- 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
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants who 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.

OJJDP strongly 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 updates will be notified.

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

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)

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

All applicants are required to complete the following steps:

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

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

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.812, titled “Second Chance Act Prisoner Reentry Initiative” and the funding opportunity number is OJJDP-2014-3826.

- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities (SF-LLL)*. Applicants who 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, OJJDP will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their applications. 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 OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- failure to follow each instruction in the OJP solicitation.

- technical issues with the applicant's computer or information technology environment, including firewalls.

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

Provide Feedback to OJP

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

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

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback 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 : Second Chance Act Grantees: What You Need to Know to Ensure Your Program Is Built on Principles of Effective Practice

The primary objective of the Second Chance Act is to reduce recidivism. A review of the most rigorous juvenile justice research has established eight key principles and practices associated with reduced recidivism rates and improved outcomes for youth in the juvenile justice system.

- 1. Target Higher-Risk Youth Offenders.** Prioritize supervision and services for juvenile offenders who are at higher risk to reoffend. Consistent findings from research show that supervision and services focused on lower-risk offenders produce little if any positive effect on recidivism and can even increase the recidivism. Maximum benefit is gained only when resources are directed to higher-risk youth offenders.
- 2. Address Youth Offenders' Greatest Criminogenic Needs.** Youths' criminogenic needs—dynamic risk factors that are the primary drivers behind youth's delinquent behaviors, such as antisocial tendencies, negative peer groups, dysfunctional families, and substance use—have proven to exert the most significant impact on recidivism. Supervision and services that address individual youth's specific criminogenic needs and that are tailored to youth's strengths and address their barriers to learning and motivation to change are likely to produce the largest recidivism reductions.
- 3. Objectively Assess Risks and Needs.** The use of validated assessment instruments has proven the most reliable, objective way to identify youth's risk of recidivism, criminogenic needs, and responsivity to treatment. The results from risk and needs assessments, in conjunction with mental health and substance abuse screening and assessments, should be the primary contributing factor in determining how to match youth to the supervision levels and specific services most likely to reduce recidivism.
- 4. Employ Effective Services.** Cognitive behavioral interventions that help youth change the thinking patterns that contribute to delinquency and to develop the skills to make more pro-social decisions have proven to substantially improve youth outcomes. Effective service approaches for youth also seek to strengthen parenting skills and youth-family interactions and to connect youth to other positive adults, peers, and activities in their schools and communities.
- 5. Coordinate Services Across Systems.** The majority of youth in the juvenile justice system have significant mental health, substance use, education, and/or child welfare needs and are already involved in one or more of these service systems. Juvenile justice initiatives can work in partnership with these other systems to assess and comprehensively address youth's criminogenic needs and improve service access, quality, and efficiency.
- 6. Engage Families and Youth.** Families are critical to youth's success. Juvenile justice systems should engage youth's families and other positive adults in case planning, supervision, and services while youth are in confinement and throughout the reentry process. In addition, youth are more likely to comply with supervision and services if they have opportunities for expression and meaningful participation in shaping case plans, decisions, and services.
- 7. Supervise Youth in a Developmentally Appropriate Manner.** Supervision officers who motivate and support youth to change through cognitive behavioral and motivational

approaches can play a key role in addressing their criminogenic needs. Supervision and accountability practices should also emphasize incentives and restitution, employ graduated responses to noncompliance, and ensure swift, certain, and proportional consequences when needed.

- 8. Prioritize Implementation Quality and Evaluation:** Close fidelity to evidence-based programs and practices produces the largest effects on recidivism while poor fidelity can result in limited or even negative effects. A system of implementation standards, the ongoing assessment of program quality including ensuring youth receive the proper “dosage” of services, improvement processes, such as ongoing training and coaching, and data collection and outcome evaluation activities can facilitate high implementation quality and achieve expected results.

Appendix B: Application Checklist

OJJDP FY 2014 Second Chance Act Comprehensive Juvenile Reentry Systems Reform Planning Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS number (see page 28)
- _____ Acquire or renew registration with SAM (see page 28)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 28)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 28)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 28)
- _____ Download Funding Opportunity and Application Package
- _____ Sign up for Grants.gov e-mail notifications (optional) (see page 27)
- _____ 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 \$100,000.

Eligibility Requirement:

- _____ State juvenile correctional agency
- _____ Juvenile justice agency that oversees the reentry process for youth placed in local correctional facilities post-disposition
- _____ State Planning Agency

What an Application Is Expected to Include:

- _____ Application for Federal Assistance (SF-424) (see page 18)
- _____ Project Abstract (see page 18)
- _____ Program Narrative (see page 19)
- _____ Budget Detail Worksheet (see page 23)
- _____ Budget Narrative (see page 23)
 - _____ Employee Compensation Waiver request and justification (see page 13)
 - _____ Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL)(see page 29)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 23)
- _____ Additional Attachments (see page 23)

- _____ Applicant Disclosure of Pending Applications
- _____ logic model (see page 21)
- _____ timeline or milestone chart (see page 21)
- _____ résumés of all key personnel
- _____ job descriptions outlining roles and responsibilities for all key positions
- _____ letters of support/memoranda of understanding (see page 22)
- _____ Accounting System and Financial Capability Questionnaire (see page 25)