



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 Strengthening Relationships Between Young Fathers, Young Mothers, and Their Children initiative. This program furthers the Department's mission by supporting efforts to reduce recidivism, promote public safety, and improve outcomes for young parents returning from detention, out-of-home placement, or incarceration to their families and communities.

OJJDP FY 2016 Second Chance Act Strengthening Relationships Between Young Fathers, Young Mothers, and Their Children

Eligibility

This program will support the successful and safe transition of young fathers and young mothers from detention, out-of-home placement, or incarceration to their families and communities.

This initiative is composed of two categories. Applicants must clearly designate under which category they are applying. Applicants may submit an application under both categories. Each category requires a separate application, and each application must align with the target population of the category under which it is being submitted. OJJDP will not consider applications combining services for mothers and fathers.

Category 1: Young Fathers and Their Children

Eligible applicants are limited to nonprofit organizations (including faith-based, tribal, and community nonprofit organizations) and federally recognized Indian tribes, as determined by the Secretary of the Interior, to provide comprehensive reentry support services, including mentoring, that will help justice-involved young fathers reintegrate into their communities and that address the purpose and goals listed in this solicitation.

Category 2: Young Mothers and Their Children

Eligible applicants are limited to nonprofit organizations (including faith-based, tribal, and community nonprofit organizations) and federally recognized Indian tribes, as determined by the Secretary of the Interior, to provide comprehensive reentry support services, including mentoring, that will help justice-involved young mothers reintegrate into their communities and that address the purpose and the goals listed in this solicitation.

Applicants must submit letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers or mothers (younger than 25 years old). OJJDP strongly encourages applicants to partner with other

community-based agencies that can enhance their project or leverage existing resources and local mental health or substance abuse treatment providers to provide holistic reentry support services, including the mentoring component. 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 administering the funding and managing the entire project. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on March 3, 2016.

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

For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

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 application by the deadline must e-mail the Response Center (see contact information below) **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” [in the How To Apply section](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (Hearing impaired only), by e-mail at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday. Answers to frequently asked questions that may assist applicants are posted at <http://www.ojjdp.gov/grants/solicitations/FY2016/FAQ/SCAMothersFathersFAQ.pdf>.

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OJJDP FY 2016 Second Chance Act Strengthening Relationships Between Young Fathers, Young Mothers, and Their Children (CFDA #16.831)

A. Program Description

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) envisions a nation where our children are healthy, educated, and free from violence. If they come into contact with the juvenile justice system, the contact should be rare, fair, and beneficial to them. To fulfill this vision, the fiscal year (FY) 2016 Second Chance Act Strengthening Relationships Between Young Fathers, Young Mothers, and Their Children initiative will provide funding to support the successful transition for young fathers and mothers as they return to their families and communities from detention, out-of-home placement, or incarceration. This program will fund coordinated and comprehensive strategies that incorporate (1) mentoring and transitional reentry services proven to reduce recidivism, (2) effective parenting skills development and parent/child relationship engagement for young fathers or mothers, and (3) private and community service partnerships that promote public safety and support added positive outcomes for young parents and their children.

This program is authorized pursuant to Section 211 of the Second Chance Act, Pub. L. No. 110-199; 24 USC Section 17531..

Program-Specific Information

OJJDP is committed to promoting reform through evidence-based practices (see OJJDP's Model Programs Guide) and developmentally appropriate practices in family engagement and juvenile reentry. The growth in parental incarceration over the past two decades has significant implications for children and families. An estimated 1.7 million youth younger than 18 in the United States have at least one parent in prison, and millions more have a parent currently in jail.¹ Incarcerated parents and their children are a heterogeneous group, and associations between parental incarceration and developmental outcomes are complicated. However, research has shown that having an incarcerated parent can present individual and environmental risks for the child and increase the likelihood of negative outcomes.² Research suggests that intervening in the lives of incarcerated parents and their children to preserve and strengthen positive family connections can yield positive societal

¹ Maruschak, L.M., Glaze, L.E., and Mumola, C.J. 2010. Incarcerated parents and their children: Findings from The Bureau of Justice Statistics. In J.M. Eddy and J. Poehlmann (Eds.), *Children of incarcerated parents: handbook for researchers and practitioners* (pp. 33–54). Washington, DC: Urban Institute Press.

² Jarjoura, R., DuBois, D., Shlafer, R., and Haight, K. 2014. *Mentoring Children of Incarcerated Parents: A Synthesis of Research and Input from the Listening Session Held by the Office of Juvenile Justice and Delinquency Prevention and the White House Domestic Policy Council and Office of Public Engagement*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

benefits in the form of reduced recidivism, less intergenerational criminal justice system involvement, and promotion of healthy child development.³

The problem of incarcerated young fathers and mothers has become more acute in American society. Collaborative efforts involving families, faith-based and community organizations, and private and public agencies are needed to address the dynamic environment that young incarcerated fathers and mothers leave behind. These needs, if not addressed while in custody, during the reentry process, and after release, will negatively impact their ability to live productive, prosocial, crime-free lives in the community. Mentoring programs designed to serve the exclusive needs of young fathers and mothers will help ensure they successfully transition from secure confinement to their communities.

This program supports the implementation and delivery of transitional/reentry services that include one-to-one, group, and peer mentoring services to justice-involved youth who are fathers and mothers. Transitional services include a broad range of activities, including providing case management, assessing risk factors and strengths that affect recidivism, substance abuse treatment, and other supporting comprehensive services to promote responsible parenting and family engagement, and implementing strategies that enhance the life skills and future of young fathers and mothers and their families. To aid in the reentry planning and service coordination, OJJDP will require a formal partnership with the juvenile or adult correctional agency/facility from which youth are returning and the agency supervising youth in the community, which may or may not be the same agency. For the purpose of this solicitation, mentoring is a structured relationship between an adult or trained peer and one or more young fathers or mothers. Applicants should demonstrate a strong partnership between the mentoring organization and the department/entity for the state/local/tribal secure confinement facility or facilities holding the identified target population.

Goals, Objectives, and Deliverables

The goal for Category 1 and Category 2 is to improve outcomes for young fathers and mothers using evidence-based practices to reduce recidivism and support responsible parenting that leads to healthy child development, resiliency, and improved interactions among young fathers and mothers, their children, and family and community members.

Successful applicants will:

- Provide gender-specific mentoring and transitional services for young fathers or mothers during confinement and following release to their community based on assessed risks, strengths, and parenting needs to support their successful reentry.
- Identify any applicable partners that can help the applicant provide reentry transitional support services, specifically to young fathers or mothers reintegrating into their communities from a juvenile or adult correctional facility. Examples of such services may include mentoring, parenting, health and mental health, social work, education, legal, child welfare, housing, and other appropriate services.
- Ensure that support services, such as trauma-informed care, substance abuse treatment, job skill development, counseling, mentoring, and advocacy services that prepare young mothers and fathers to transition back to their communities, are holistic

³ Christian, S. 2009. Children of Incarcerated Parents. National Conference of State Legislatures.

and comprehensive and take into consideration the needs of the target population that the applicant will serve. In addition, the continuum of services should provide participating young mothers and fathers the opportunity to adjust and prepare for reentry to the community.

- Make available sessions on child development milestones, avoiding child trauma, retaining custody, and intervening as the parent figure to improve parenting skills and promote a healthy relationship with the child.
- Ensure that services are gender-focused and racially and ethnically informed.

Transitional services should include a broad range of activities, such as case management, that target recidivism to promote responsible parenthood. These activities may be accomplished through a variety of approaches, such as program enhancement, improved data collection processes, and/or new staff training. As part of the transitional services, applicants should focus on strengthening and/or expanding mentoring services to improve parenting and develop life skills for young fathers or mothers. OJJDP expects successful applicants to integrate evidence-based and/or culturally specific mentoring principles into the mentoring services. A list of some evidence-based mentoring practices are in Appendix B on page 40.

Successful applicants will develop a collaborative approach to providing mentoring and transitional services to young fathers or mothers. OJJDP expects grantees to use their award to implement activities in alignment with the individual's reentry strategic plan and that advance the adoption, integration, and effective implementation of the principles and practices identified for reentry programs in Appendix A and mentoring programs in Appendix B of this solicitation.

OJJDP will require grantees to work with OJJDP and an assigned training and technical assistance provider to address deliverables for the planning and implementation phases of the project.

Planning phase. Successful applicants will submit a draft and final plan that addresses the implementation phase items identified below. OJJDP and its designated partners will review and comment on the draft, and OJJDP will approve the final implementation plan. During the planning phase, successful applicants will also work with OJJDP and its designated partners to submit baseline performance measures prior to the implementation of the program.

Implementation phase. During the implementation phase, award recipients should implement the strategies outlined in their plan. This should include:

- A key component of the reentry services for young fathers or mothers should include mentoring. In many cases, the role of a mentor who works with a high-risk mentee requires a major commitment of time on the part of the mentor. While many volunteer mentors make the time to go above and beyond investing in the lives and addressing the need of their mentees, they often do not have the time to complete intensive training to be optimally effective in their role. Applicants may consider expanding the traditional role of a mentor to a combination of "friend/case manager/coach/advocate." In cases where the role of mentors is expanded, grantees may use funds to compensate these individuals either as part or full-time staff of the project. Mentoring services should support the structured relationship between an adult or trained peer and one or more

young fathers or mothers. While mentoring will not look the same across all programs, there are some underlying principles of quality mentoring that provide the foundation around which effective mentoring systems are built. These principles are highlighted in Appendix B on page 40.

- Providing targeted transitional and reentry services to support responsible parenting by young fathers or mothers that include the following four key strategies. Applicants should outline how they will include each of the strategies and integrate the research-informed practices identified in Appendix A (see page 38) within these strategies:
 - **Providing a comprehensive range of culturally appropriate and gender-specific services for young fathers or mothers.** OJJDP urges applicants to make available a comprehensive range of programs and a process for addressing the needs of young fathers or mothers, based on their risk/strengths assessment. In addition to mentoring activities, grantees may use funding to provide job training, job placement, basic skills remediation, occupational skills training, on-the-job training, educational services, substance abuse treatment services, mental health services, legal services, and housing services to eligible young mothers or fathers. OJJDP expects applicants to coordinate with other programs and entities to provide some of these activities and services if they do not have the capacity to provide the services alone or to leverage existing resources in a community.
 - **Addressing needs that affect recidivism.** Applicants should focus especially on addressing the dynamic risk factors most closely associated with recidivism. Examples include history of antisocial behavior, having delinquent peers, gang involvement, and problems with substance abuse. OJJDP urges applicants to use the results of strengths, needs, and risk assessments to identify the most urgent needs to address.
 - **Providing sustained case planning/management in the community.** Reentry programs for young fathers or mothers should ideally begin when the individual is first confined or incarcerated and continue when he or she is released to the community. Since individuals returning home from confined settings are at greatest risk of rearrest 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 transition of young fathers or mothers from incarceration to the community.
 - **Providing adequate staff training.** Reentry programs should provide adequate staff training on the appropriate use of cognitive-behavioral interventions and strategies as part of evidence-based programs and practices.
- Collecting robust performance measures of implementation and impact. OJJDP will expect successful applicants to collect the performance measures identified on page 16. OJJDP will also expect successful applicants and their research partners to coordinate with an assigned training and technical assistance provider and other entities, as OJJDP identifies, to determine appropriate partners, measurement definitions, and protocols for performance measure collection.

Applicants should also address how they will implement a reliable and systematic process to collect performance measures, including whether they will partner with an individual or organization with research expertise. Applicants, when possible, should collect official records to supplement individual reports.

Target population. The target population for this initiative is medium-to-high-risk youth. Targeted young fathers or mothers must be confined (held in secure confinement facilities, such as a juvenile detention center, juvenile correctional facility, staff-secure facility, jail, or prison of a local or state juvenile or adult correctional agency) and admitted to the program prior to their 25th birthday. However, award recipients may continue to implement a reentry plan for these individuals beyond their 25th birthday. OJJDP does not have a set timeline for terminating these services; they can continue as long as is deemed therapeutically necessary on a case-by-case basis with approval from OJJDP.

Applicants may choose to target specifically young fathers or mothers who are:

- Assessed as high risk.
- Returning to a specific community, neighborhood, or zip code.
- Housed in the same facility.

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

Priority considerations. OJJDP will give priority consideration to all applicants who address the following. Applicants are not required to address all of the priority considerations.

- Include a plan to implement activities that have been demonstrated to be effective in facilitating the successful reentry of juveniles.
- Provide for an independent evaluation of the project that includes, to the maximum extent feasible, random assignment of youth to program delivery and control groups. For the purposes of this solicitation, this may include the collection of robust performance measures, as identified above.

Family engagement. OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system.

Applicants should describe how the proposed program will include a family engagement component. The proposed program should provide a continuum of engagement opportunities to increase and engage the family by fostering parenting, reconnecting families, and promoting family involvement and engagement activities. Applicants should use existing documents and examples of promising practices to develop these strategies.

Racial and ethnic disparity. Addressing the disproportionate number of members of minority groups who come into contact with the juvenile justice system is a cross-cutting priority of OJJDP.⁴ Applicants should describe their plan for collecting performance measure data by race and ethnicity (see the Performance Measures section on page 16).

Resources for civil legal aid under the Second Chance Act. Civil legal assistance can often play a critical role in addressing barriers to successful reintegration. This guidance clarifies that an allowable use of Second Chance Act funds for reentry services includes referral to and payment of legal services related to the purpose of the grant, such as securing a driver's license, expunging juvenile and criminal records, litigating inappropriate denials of housing or employment and violations of the Fair Credit Reporting Act, creating and/or modifying child support orders, and other family law services that help stabilize individuals and families. This excludes the payment of fines or penalties associated with a driver's license suspension or the payment of child support.

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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website and OJJDP's [Model Programs Guide](#) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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. The 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

⁴ Section 223(a)(22) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, requires states and territories participating in the Title II, Part B Formula Grants Program to "address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system."

to the criminal justice community. Find the e-Consortium online [here](#). OJJDP will expect successful applicants to coordinate with the Office and its partners regarding common performance measure definitions and collection.

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 to support the research and evaluation activities described in the Second Chance Act. For more information on the implementation of the Second Chance Act initiatives and frequently asked questions, visit the [National Reentry Resource Center](#) website. OJJDP will expect successful applicants to work with the National Reentry Resource Center for limited training and technical assistance and coordination of performance measures.

Note: For those interested in submitting applications to adult offender demonstration reentry projects, visit the [BJA website](#).

Additional resources. OJJDP encourages applicants to review the recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#) and the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#) and the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#) and [Implementing Juvenile Justice Reform](#) and consider incorporating the recommendations into their applications, where applicable.

B. Federal Award Information

OJJDP expects to make as many as eight awards (four awards for Category 1 and four awards for Category 2) of as much as \$350,000 for an estimated total amount of \$2,800,000 for a 36-month project period, beginning on October 1, 2016.

Grantees may take as long as 12 months to complete their project planning. During the planning phase, grantees will have access to as much as \$50,000 for activities related to addressing the planning phase deliverables.

Once grantees have completed the planning phase and OJJDP has approved satisfactory progress toward or completion of the deliverables, they will gain access to the remaining award balance. Grantees may then proceed into the implementation phase and complete project activities.

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

Type of Award⁵

OJJDP expects to make any award from this solicitation in the form of a grant.

⁵ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Match Requirement

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

Preagreement Cost Approvals

OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as preagreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.⁶ The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the [OJP policy and guidance](#) on conference approval, planning, and reporting. 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see the title page.

⁶ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. Part 200.

Cost Sharing or Match Requirement. For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that 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 and letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers or mothers (younger than 25 years old).

Applicants should review the “Note on File Names and File Types” under [How To Apply](#) to be sure that they submit their applications in the permitted formats.

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

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

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

- written for a general public audience;
- submitted as a separate attachment with “Project Abstract” as part of its file name; and
- 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 briefly describe the project’s purpose, the population to be served, the activities that the applicant will implement to achieve the project’s goals and objectives, and the category the applicant is applying under. 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 “Note on Project Evaluations” on page 21. All project abstracts should follow the [detailed template](#).

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 webpage available to the public. This public posting would allow other possible funders to become aware of such proposals.

The 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. The applicant should also include the proposed number of young father's or mothers that will be served during the project period.

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: [Insert an example that relates to the solicitation; for example, to enroll 30 young fathers in prerelease services, to increase the percentage of young mothers who successfully transition back to their communities, or to expand treatment services to an additional 50 young mothers.]

Applicants should identify objectives regarding increases in positive parenting behaviors. This includes, but is not limited to:

- parenting skills,
- homework assistance,

- affection/hugging/praising,
- family/child activities, and
- other behaviors that the applicant identifies.

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 at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
Provide mentoring programs for young fathers or mothers.	Percentage of enrolled participants matched with a mentor during the reporting period.	The number and percent of program participants who were matched with a mentor during the reporting period. The number of young fathers or mothers enrolled includes the number of participants carried over from the previous reporting period, plus new admissions who were matched with a mentor during the reporting period. Program records are the preferred data source.	Number of program young fathers and mothers matched with a mentor during the reporting period. Total number of young mothers or fathers enrolled in the program during the reporting period. Percentage of program young mothers or fathers matched with a mentor during the reporting period (A/B).
	Number of program participants served during the reporting period.	An unduplicated count of the number of young fathers or mothers served by the program during the reporting period. The number of young fathers or mothers served for a reporting period is the number of program participants carried over from previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	Number of participants carried over from the previous reporting period. New admissions during the reporting period. Number of participants served by race and ethnicity during the reporting period.
	Percentage of participants completing program requirements.	The number and percent of program participants who have successfully fulfilled all program obligations and requirements. This does not include participants who are	Number of program participants who exited the program having completed program requirements during the reporting period.

		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, such as attendance and participation at a certain number of meetings or events.	Total number of program participants exited the program during the reporting period (either successfully or unsuccessfully).
	Number and percentage of enrolled young fathers or mothers matched with a mentor during the reporting period.	The number and percentage of program young mothers and fathers who were matched with a mentor during the reporting period. The number of young fathers and mothers enrolled includes the number of participants carried over from the previous reporting period, plus new admissions who were matched with a mentor during the reporting period. Program records are the preferred data source.	Number of program participants matched with a mentor during the reporting period. Total number of participants enrolled in the program during the reporting period. Percentage of program participants matched with a mentor during the reporting period.
	Percentage of young fathers or mothers in matches meeting mentoring program requirements.	The number of young fathers and mothers in matches with mentors that meet the mentoring program requirements during the reporting period. Enter the intended minimum length of the match (the "A" value) and the intended minimum hours per month for mentee/mentor meetings (the "E" value) according to program requirements. Program records are the preferred data source.	Intended minimum length of the match in months. Number of young fathers and mothers whose match met the intended minimum match length during the reporting period. Number of young fathers and mothers whose match exceeded the intended minimum match length during the reporting period. Number of participants who had matches that closed early during the reporting period. Intended minimum hours per month that mentors and mentees were expected to meet (match meetings). Number of participants whose mentor/mentee match meetings met for the minimum number of hours during the reporting period.
Provide targeted transitional and reentry services to	Percentage of participants served with whom an evidence-based	The number and percent of participants served with whom an evidence-based program or practice was used. These include programs and	Number of participants served using an evidence-based program or practice during the reporting period.

support young fathers and mothers and responsible parenting.	program or practice was used.	practices 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, etc.).	The number of participants served during the reporting period.
	Number of services provided to participants by type.	This measure is designed to assess program capacity. Report the number of participants who actually receive various services provided to participants by type during the reporting period. Services include substance use counseling, mental health services, and housing services. Other services may include educational services, social skills building, cultural skills building, or any other services other than substance use counseling, mental health, or housing services. Program records are the preferred data source.	Number of services provided to young fathers and mothers by type during the reporting period.
	Percentage of participants assessed as needing services specific to their needs.	This measure is designed to assess both need and program capacity. Report the number of young fathers and mothers who are assessed as needing various types of services during the reporting period and also the number of participants who actually receive services during the reporting period. Other services may include educational services, social skills building, cultural skills building, or any other services other than substance use counseling, mental health, or housing services. Program records are the preferred data source.	<p>Number of participants who received services during the reporting period.</p> <p>Number of participants assessed as needing substance use counseling services during the reporting period.</p> <p>Number of participants assessed as needing mental health services during the reporting period.</p> <p>Number of participants assessed as needing housing services during the reporting period.</p> <p>Number of participants assessed as needing other services during the reporting period.</p>
	Percentage of program	The number and percent of participating program youth	Number of program participants who were committed to a

	<p>participants who were adjudicated (i.e., adjudicated in juvenile court or convicted in criminal court) during the reporting period (short and long term).</p>	<p>who were adjudicated for a new delinquent or criminal offense during the reporting period. 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 and criminal court) are the preferred data source.</p>	<p>juvenile residential facility as a result of a new adjudication during the reporting period.</p> <p>Number of participants sentenced to adult jail or prison as a result of a new adjudication during the reporting period.</p> <p>Number of participants given some other sentence as a result of a new adjudication during the reporting period.</p> <p>Number of program participants tracked for adjudications during this reporting period.</p>
	<p>Percentage of program youth who had technical violations during the reporting period (short and long term).</p>	<p>The number and percent of program participants who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period.</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>Program records are the preferred data source.</p>	<p>Number of program participants who were committed to a juvenile residential facility as a result of a technical violation during the reporting period.</p> <p>Number of participants who were sentenced to adult jail or prison as a result of a technical violation during the reporting period.</p> <p>Number of participants who received some other sentence as a result of a technical violation during the reporting period.</p> <p>Number of program participants tracked for technical violations during this reporting period.</p>
	<p>Percentage of program participants who are victimized (short and long term).</p>	<p>The measure determines the number of program participants who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to participants' property. The number of participants tracked should reflect the number of program participants that are followed or monitored for victimization. Ideally, this number should be all participants served by the</p>	<p>Number of program youth tracked during the reporting period for victimization.</p> <p>Of the participants tracked, the number of program participants who were victimized.</p>

		program during the reporting period.	
	Percentage of program participants who earned their GED, completed high school, or finished occupational skill training.	The number and percent of program participants who earned their GED, completed high school, or finished occupational skill training during the reporting period. Self-report or staff ratings are the most likely data sources.	Number of program participants served during the reporting period who completed their GED, high school diploma, or occupational skills training. Total number of youth receiving services for target behavior during the reporting period.
	Percentage of program participants who found employment.	Number of program participants who completed employment training or became employed during the reporting period.	Number of program participants served during the reporting period who completed employment training or became employed during the reporting period. Total number of participants receiving services for target behavior during the reporting period.
	Percentage of program participants who exhibited a change in targeted behaviors.	The number and percentage of program participants who have exhibited a desired change in target behavior during the reporting period.	Number of program participants served during the reporting period who showed improvement in target behavior during the reporting period. Total number of participants receiving services for target behavior during the reporting period.
	Percentage of program participants who exhibited a change in positive parenting behaviors during the reporting period (short and long term).	Number of program participants who exhibited a positive change in parenting behaviors. This includes changes in: <ul style="list-style-type: none"> • homework assistance • words of encouragement/support • limit setting • affection/hugging/praise • family/child activities • other Use of post test is preferred.	Number of program participants who exhibited a change in positive parenting behaviors. Total number of program participants receiving services for target behavior during the reporting period.
	Frequency with which program participants exhibited a change in	The number of times in which program participants engaged positive parenting behaviors during the reporting period. This includes:	Number of times in which program participants engaged positive parenting behaviors during the reporting period.

