

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under the fiscal year (FY) 2018 Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision program. This program furthers the Department's mission by supporting state and local efforts to reduce recidivism and improve outcomes for youth returning to their communities after out-of-home detention or placement.

OJJDP FY 2018 Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision

Applications Due: May 24, 2018

Eligibility

This solicitation will provide funding for the following categories:

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services. Eligible applicants are limited to states (including territories), units of local government,¹ and federally recognized tribal governments as determined by the Secretary of the Interior. **Mandatory Certification:** This category provides for the treatment and reentry services of youth in confinement with co-occurring substance abuse problems and mental health disorders who are returning to the community from incarceration. All applicants **must certify** by completing the Statement of Assurance Form in [Appendix C](#) that any treatment program proposed in the application is or will be clinically appropriate and will provide comprehensive integrated treatment for substance abuse problems and mental health disorders. Applicants **must provide official documentation** that all collaborating service provider organizations are in compliance with all applicable requirements for licensing,

¹ A "unit of local government" means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state;
- (b) Any law enforcement district or judicial enforcement district that—
 - (i) Is established under applicable state law, and
 - (ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes;
- (c) An Indian tribe that performs law enforcement functions, as determined by the Secretary of the Interior; or
- (d) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
 - (i) The District of Columbia, or
 - (ii) Any Trust Territory of the United States.

accreditation, and certification, including state, local (city and county), and tribal requirements. If provider organizations are not yet known, this information must be provided post-award. See Appendix C on page 49 for more information.

Category 2: Reentry Antigang Strategies and Programs. Eligible applicants are limited to states (including territories), units of local government,² and federally recognized tribal governments as determined by the Secretary of the Interior. This category provides funding to ensure that reentry services for gang-involved youth focus on enhancing services while in confinement and improving community supervision strategies when released to the community.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance. Eligible applicants are limited to nonprofit organizations³ and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). This category provides funding for training and technical assistance to improve community supervision practices for juveniles with co-occurring substance abuse problems and mental health disorders who are placed on probation or are being released from secure confinement.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).⁴ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program.

OJJDP may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

If the applicant is not the Single State Agency (SSA) for Mental Health and Substance Abuse Services, the applicant must demonstrate that the proposal has been developed in consultation with the SSA. See www.samhsa.gov/sites/default/files/ssadirectory.pdf for a listing of the SSA entities.

For information on eligibility, see "Section C. Eligibility Information."

² A "unit of local government" means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state;
- (b) Any law enforcement district or judicial enforcement district that—
 - (i) Is established under applicable state law, and
 - (ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes;
- (c) An Indian tribe that performs law enforcement functions, as determined by the Secretary of the Interior; or
- (d) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
 - (i) The District of Columbia, or
 - (ii) Any Trust Territory of the United States.

³ See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

⁴ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on May 24, 2018.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP encourages all applicants 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, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears 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 email 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, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2018/FAQ/SCAYCCS.pdf>.

A solicitation webinar will be held on April 24, 2018 at 2:00 p.m. ET. This call will provide a detailed overview of Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than April 20, 2018. Submit your questions to grants@ncjrs.gov with the subject as “Questions for OJJDP FY 2018 Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision Webinar.”

Grants.gov number assigned to this solicitation: OJJDP-2018-13546

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OJJDP FY 2018 Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision

CFDA # 16.812

A. Program Description

Overview

Section 101 of the Second Chance Act authorizes the Department of Justice to award grants to states, units of local government, and tribal governments to improve reentry outcomes for incarcerated youth. The Second Chance Act program supports states, units of local government, and tribal governments in refining and implementing improved collaborative strategies to address the challenges that reentry and recidivism reduction pose. Implementing a cooperative and wide-ranging plan for reducing recidivism is challenging for even the most sophisticated juvenile justice agencies and requires an intensive systemwide realignment to address gaps in programs and services to improve outcomes for youth involved in the juvenile justice system.

This program will provide funding to support reentry strategies that address treatment services for youth with co-occurring substance abuse problems and mental health disorders, reentry services for gang-involved youth, and training and technical assistance to improve community supervision practices for juveniles who are placed on probation or are being released from secure confinement. This solicitation will provide grants under the following categories.

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services will support states, units of local government, and tribes to improve and expand the provision of evidence-based, trauma-informed treatment services for youth with co-occurring substance abuse problems and mental health disorders, including addressing behavioral health impacts and criminogenic needs while in secure confinement and during pre- and post-release.

Category 2: Reentry Antigang Strategies and Programs will provide funding to states, units of local government, and tribes to ensure that reentry services for gang-involved youth focus on enhancing services while in confinement and improving community supervision strategies when released to the community. Funding to successful applicants may be used to (1) provide intensive evidence-based programming while in the facility, (2) develop comprehensive aftercare plans for gang-affiliated offenders, (3) hire a multistrategy gang coordinator who will enhance the coordination of existing facility/community-based antigang programs and strategies, and (4) implement or enhance existing evidence-based gang intervention and suppression programs within a comprehensive antigang strategy.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance will provide funding to support training and technical assistance to states and localities to improve community supervision policies and practices for juveniles with co-occurring

substance abuse problems and mental health disorders who are placed on probation or are being released from secure confinement.

Statutory Authority: This program is authorized pursuant to Section 101 of the Second Chance Act of 2007 (Pub. L. No. 110–199) (34 U.S.C. § 10631).

Program-Specific Information

This program will support a comprehensive response to the increasing number of juveniles who are released from confinement and who have been identified as having co-occurring substance abuse problems and mental health disorders and/or have known gang involvement. Additionally, this solicitation will support the improvement of community supervision programs in order to provide better services for these youth. As youth with co-occurring substance abuse problems and mental health disorders are released and returned to their communities, many of them are placed on probation. In 2013, an estimated 383,600 juvenile delinquency cases resulted in a term of probation – 5 percent more than the number of cases placed on probation in 1985.⁵ Probation touches a large number of juveniles and is becoming a more frequent disposition for young people involved in the juvenile justice system, but many states and localities do not have the tools and training to adequately deal with youth who have co-occurring substance abuse problems and mental health disorders.

In 2015, it was reported that more than 48,000 juvenile offenders were held in residential placement facilities⁶ and many of those youth were diagnosed with co-occurring substance abuse problems and mental health disorders and/or had known involvement with gangs. Studies have concluded that the impact of violence and trauma in the lives of youth involved in the justice system exacerbates symptoms of mental illness and substance abuse and reduces the prospect of successful reintegration into the community.⁷ Conversely, indicators have shown that youth in confinement can benefit from treatment, if evidence-based knowledge about what works is integrated into treatment and service strategies.

Additionally, another population of youth—those who are involved with gangs—have become overrepresented among youth in residential facilities, relative to youth in the United States as a whole.⁸ As these youth are released back into their communities, they are typically placed on probation and are monitored. However, if they do not have the proper intervention and reentry services, these youth have a high chance of recidivating. With the implementation of policies and services that are targeted to reducing gang involvement in juvenile residential facilities, the facilities may become safer and gang crime and delinquency may be reduced. OJJDP has long supported a combination of activities, including research, evaluation, training and technical assistance, and demonstration programs, aimed at combating youth gangs. Since the 1980s, OJJDP has developed, funded, and evaluated community-based antigang programs that coordinate prevention, intervention, enforcement, and reentry strategies. Through the [National Gang Center](#), OJJDP has expanded knowledge about youth gangs and effective responses and

⁵ Adapted from Easy Access to Juvenile Court Statistics. Available at <http://www.ojjdp.gov/ojstatbb/ezajcs/>. Data Source: National Juvenile Court Data Archive, National Center for Juvenile Justice, Pittsburgh, PA.

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⁷ National Center for Mental Health and Juvenile Justice. 2013. Improving Diversion Policies and Programs for Justice-Involved Youth with Co-occurring Mental and Substance Use Disorders, 2013. Available at <https://www.ncmhij.com/wp-content/uploads/2013/10/improvingdiversionstrategies.pdf>.

⁸ Pyrooz, D.C., Gartner, N., and Smith, M. 2017. Consequences of Incarceration for Gang Membership: A Longitudinal Study of Serious Offenders in Philadelphia and Phoenix. *Criminology* 55:273–306.

provides training materials, curriculums, and technical assistance on effective programming, community gang problem assessment, multidisciplinary gang intervention, and comprehensive community responses to gangs.

Target Population

Award recipients must admit targeted youth to the program prior to their 18th birthday. However, they may continue to implement their plan for these individuals beyond their 18th birthday. OJJDP does not have a set timeline for terminating these services; instead, they can continue as long as is deemed necessary per the statewide plan for providing services, but should not exceed past the individuals 24th birthday.

This program will provide funding to support reentry strategies that address treatment services for youth with co-occurring substance abuse problems and mental health disorders, reentry services for gang-involved youth that focus on enhancing services while in confinement and upon release, and training and technical assistance to improve community supervision practices for juveniles with co-occurring substance abuse problems and mental health disorders who are placed on probation or are being released from secure confinement.

Goals, Objectives, and Deliverables

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services

The goals of this category are to:

- Plan and convene advisory group meetings that include leadership from juvenile justice, behavioral health, chief probation officers, department of behavioral health directors, social service agency directors, corrections health providers, or other contracted agencies that provide medical services in the youth facility to develop a comprehensive range of recovery support services that can be provided through partnerships pre- and post-release.
- Improve screening and assessment processes and tools.
- Develop collaborative comprehensive case management strategies.
- Improve information sharing capabilities to carry out comprehensive case plans and family engagement strategies.
- Plan for screening youth who enter the secure facility for substance abuse problems and mental health disorders. This may include selection of a validated tool, training for staff on using the screening tool, and a plan for coordinating the use of the screening tool in a secure facility. For sites where the tools are already in effect, include a plan to establish quality assurance processes and fidelity standards.
- Select and incorporate evidence-based practices for criminogenic risk, substance abuse problems, and mental health disorders. This will include (1) cognitive behavioral health interventions to address criminogenic risk that will be provided in the detention facility, (2) pre- and post-release co-occurring mental health and substance abuse treatment, and (3) evidence-based pharmacological drug treatment services such as medication-assisted treatment, when appropriate.
- Develop and implement transition planning procedures to ensure that linkages to needed services and benefits are available.

- Enhance and support a comprehensive range of recovery support services to encourage safe and healthy family engagement.
- Create a plan for performance measurements that clearly indicates who is responsible for data collection, input, and analysis. Performance measures should include data on risk assessment and participation selection processes, program retention, and continuity of care from treatment in the youth facility to treatment in the community.

Grantees will be expected to complete a 6-month planning phase that requires work with the National Reentry Resource Center (NRRC), the technical assistance provider for the Second Chance Act program, and approval from OJJDP before activity may begin toward full program implementation. OJJDP expects that some elements may be in the preliminary stages of development at the time of application. During the planning phase, applicants will develop and strengthen compliance with program design elements. **Required benchmarks during this phase are as follows:**

- **Completion and Submission of the Planning and Implementation Guide.** Grantees will receive intensive technical assistance and will be allowed to access up to \$150,000 of the total grant award to complete and submit a required **Planning and Implementation Guide**. NRRC will provide intensive guidance in developing a plan for systems enhancements that incorporates evidence-based programs, policies, practices, data collection, and ongoing monitoring. Coordination with a NRRC technical assistance coordinator is required to complete and submit the Planning and Implementation Guide.

Category 2: Reentry Antigung Strategies and Programs

The goals of this category are to:

- Assist states and localities as they implement comprehensive community-based antigang strategies that strengthen coordination of existing resources and activities, and that use complementary, evidence-based programs to reduce gang activity in facilities and in communities.
- Improve the identification, assessment, and rehabilitative services of gang-involved individuals during their period of confinement.
- Enhance structured transition and community integration services and programs to include coordinated case management and a gang desistance plan.

Awards will support targeted assessment, programming, treatment, and aftercare planning within placement facilities and the coordination of community-based antigang initiatives that involve juvenile justice (e.g., juvenile courts, detention, and corrections) as an essential partner. Other partners should include law enforcement, schools, social services, faith- and community-based organizations, and businesses. Successful applicants will demonstrate that they are implementing community-based activities consistent with all of the antigang strategies of the OJJDP Comprehensive Gang Model. An effective antigang strategy should be based on a thorough assessment of the gang problem. The response should be a comprehensive, long-term strategic approach that contains the spread of gang activity, protects those youth who are most susceptible, and mitigates those risk factors that foster gang activity. Applicants should include in their application (1) a description of the program's oversight committee, including a list of its members, how often they meet, and its purpose; and (2) a gang assessment (see [OJJDP Comprehensive Model Assessment Guide](#)).

The Comprehensive Gang Model. The core strategies of this comprehensive approach to addressing community gang problems include the following:

- a. **Community mobilization.** Involvement of local citizens, including former gang-involved youth, community groups, and agencies, and the coordination of programs and staff functions within and across agencies.
- b. **Opportunities provision.** Development of a variety of specific education, training, and employment programs targeting gang-involved youth.
- c. **Social intervention.** Involvement of youth-serving agencies, schools, community organizations, faith-based organizations, police, and other juvenile/criminal justice organizations in reaching out to gang-involved youth and their families and linking them with needed services.
- d. **Suppression.** Agencies of the juvenile/criminal justice system and community-based agencies, schools, and community organizations conducting formal and informal social control procedures, including close supervision and monitoring of gang-involved youth.
- e. **Organizational change and development.** Development and implementation of policies and procedures that result in the most effective use of available and potential resources within and across agencies to better address the gang problem.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance

The goals of this category are to:

- Promote and increase collaboration among agencies and officials who work in probation, pretrial, law enforcement, and related community corrections fields.
- Implement strategies for the identification, supervision, and treatment of medium- to high-risk/needs youth, specifically those youth with co-occurring substance abuse problems and mental health disorders, which may serve as a model for other agencies throughout the nation.
- Objectively assess and/or evaluate the impact of innovative and evidence-based supervision and treatment strategies.
- Demonstrate the use and efficacy of evidence-based practices and principles to improve the delivery of community supervision strategies and practices.

The selected provider will partner with OJJDP to identify and select jurisdictions and assist in the development and implementation of community supervision improvement plans that will use evidence-based strategies to stop any further progression into the justice system, reduce recidivism, and improve outcomes for individuals under community supervision. This goal will be achieved through an intensive review of the selected jurisdiction's community supervision agencies' policies, practices, and fiscal strategies. The objective will be to implement strategic plans to improve outcomes for youth and should be grounded in best practice and research on adolescent development and sustainable and long-term positive behavioral change.

OJJDP expects that the successful applicant will integrate the community supervision strategies from the [OJJDP Bridging Research and Practice Project to Advance Juvenile Justice and Safety](#) (the Bridge Project). The successful applicant should also incorporate measurement recommendations and tools from OJJDP's data improvement projects, the [Juvenile Justice Model Data Project](#) and the [Initiative To Develop Juvenile Reentry Measurement Standards](#), as applicable. These strategies apply the core principles from research about adolescent development to key components of youth supervision.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Mandatory Requirements—Category 1 and Category 2

Section 101 of the Second Chance Act outlines the following mandatory requirements that applicants must include in their applications to be eligible to secure Section 101 funding. Applicants under this solicitation requesting funding under **Category 1 or Category 2** must provide and demonstrate all of the following:

1. A comprehensive strategic plan (strategic plan) that describes the applicant's long-term strategy to achieve the goals and objectives as described in the funding category, including measurable annual and 5-year performance outcomes relating to the long-term goals of increasing public safety and reducing recidivism rates, which shall be reported in accordance with the measure selected by the Director of the Bureau of Justice Statistics under 34 U.S.C. 60541(d)(3)(B). Performance outcomes should also address increased employment and education opportunities, reduction in violations of conditions of supervised release, increased payment of child support, increased housing opportunities, reduction in drug and alcohol abuse, and increased participation of youth identified in and receiving 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. The strategic plan must include an implementation schedule and sustainability plan for the program.
3. Documentation reflecting the establishment of (or use of an existing) a juvenile community reentry/community supervision task force composed of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and stakeholders. A role of the task force should be to examine ways to pool resources and funding streams and collect data and best practices from stakeholder agencies and organizations. This task force and the strategic plan requirement must provide a plan for analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders into the community.
4. Discussion of the role of local government agencies, nonprofit organizations, and community stakeholders that will coordinate and collaborate during the planning and implementation of the reentry strategy. The applicant will provide letters of support or memoranda of understanding 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, mental health, children and families, victim services, employment, and business.
5. Extensive evidence of collaboration with relevant state and local government health, mental health, housing, child welfare, education, substance abuse, victim services, child support, and employment services and local law enforcement agencies.
6. An extensive discussion of the role of state juvenile justice departments, community supervision agencies, and local secure confinement systems in ensuring successful

supervision of youth who are reentering their communities. Applications must include letters of support from officials at youth facilities, if applicable.

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 project activities.
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. Applications should also discuss how the project could be broadly replicated if demonstrated to be effective.

Priority considerations. OJJDP will give priority consideration to applicants who can best demonstrate that their proposal will:

1. Focus their initiative on geographic areas with a disproportionate population of offenders released from confinement.
2. Include input from nonprofit organizations in any case where relevant input is available and appropriate to the grant application, consultation with crime victims, youth released from youth facilities, and coordination with families of offenders.
3. Demonstrate effective case assessment and management abilities to provide comprehensive and continuous reentry, including planning while youth are in a facility, prerelease transition housing, and community release; establishing prerelease planning procedures to ensure that the youth's eligibility for federal or state benefits upon release is established prior to release, subject to any limitations in law, ensuring that returning youth obtain all necessary referrals for services; and delivering continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful functioning in their communities.
4. Review the process by which the applicant adjudicates violations of parole, probation, or supervision following placement under supervision and/or release from a youth facility, taking into account public safety and the use of graduated, community-based sanctions for minor and technical violations of parole, probation, or supervision (specifically those violations that are not otherwise, and independently, a violation of law).
5. Provide for an independent evaluation of reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.
6. Target high-risk youth involved in the justice system for community supervision programs through validated assessment tools.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking 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.
- 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](https://www.crimesolutions.gov) website at <https://www.crimesolutions.gov> and the [OJJDP 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. The [National Gang Center's Strategic Planning Tool](#) lists evidence-based programs, as well.

OJJDP training and technical assistance awardee standards. OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit www.section508.gov.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services

OJJDP expects to make up to five awards of up to \$650,000 each, with an estimated total amount awarded of up to \$3,250,000. OJJDP expects to make awards for a 36-month period of performance, to begin on October 1, 2018.

Category 2: Reentry Antiging Strategies and Programs

OJJDP expects to make up to five awards of up to \$450,000 each, with an estimated total amount awarded of up to \$2,250,000. OJJDP expects to make awards for a 36-month period of performance, to begin on October 1, 2018.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance

OJJDP expects to make up to one award of up to \$1,000,000. OJJDP expects to make this award for a 36-month period of performance, to begin on October 1, 2018.

OJJDP does not plan to provide additional funding in future years to awards made under this solicitation. 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 Award

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services and Category 2: Reentry Antiging Strategies and Programs

OJJDP expects to make any award under this solicitation in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance

OJJDP expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal](#)

[Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁹) must, as described in the Part 200 Uniform Requirements¹⁰ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] 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 recipient’s (and any subrecipient’s)] compliance with statutes, 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 recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal](#)

⁹ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

¹⁰ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

[Controls Questionnaire](#) – that OJP requires all applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Cost Sharing or Match Requirement

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services and Category 2: Reentry Antirisk Strategies and Programs

Federal funds awarded under this program may not cover more than 50 percent of the total costs of the project being funded. An applicant must identify the source of the 50 percent nonfederal portion of the total project costs and how it 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, nonfederal 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.

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, and OJP approves the budget, the total match amount incorporated into the OJP-approved budget is mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.)

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

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

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

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

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.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance

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

For additional information on cost sharing and match requirements, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.3b.htm>.

Preagreement Costs (also known as Preaward Costs)

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm> 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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.¹¹ The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. 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. (Nonfederal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation 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, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

¹¹ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include 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 "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

In order to be eligible for an award under this solicitation, applicants who received an award in FY 2017 under a Second Chance Act program authorized pursuant to Section 101, including OJJDP FY 2017 Second Chance Act: Implementing County and Statewide Plans to Improve Outcomes for Youth in the Juvenile Justice System, must demonstrate in their application that (1) the applicant has adopted a reentry plan that reflects input from nonprofit organizations in any case where relevant input is available and appropriate to the application and that plan includes performance measures to assess the applicant's progress toward a 10-percent reduction in the rate of recidivism over a 2-year period; (2) the applicant will coordinate with OJJDP, nonprofit organizations (if relevant input from nonprofit organizations is available and appropriate), and other experts regarding the selection and implementation of the performance measures required under the award; and (3) the applicant has made adequate progress toward reducing the rate of recidivism by 10 percent over a 2-year period. See 34 U.S.C. 10631(l).

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

Additional information on eligibility can be found on the title page.

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, including the funding limit, or that OJP determines does not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and for:

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services

1. Attach the completed Statement of Assurance Form with the application (see Appendix C: Statement of Assurance Form).

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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 preapplications, applications, and related information. Grants.gov and the OJP 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal

Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response 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.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

The abstract should briefly describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 21.

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

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) description of the issue; (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:¹²

- a. **Description of the Issue.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, substance abuse problems and mental health disorders, etc.). 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. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. 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 their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

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

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide cognitive behavioral, substance abuse, and mental health services.)

Performance Measures. OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information About Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly

¹² For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance to view the specific reporting requirements for this grant program.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#).

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

Research, for purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the ["Requirements related to Research"](#) webpage of the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,"](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7. OJJDP encourages applicants to select evidence-based practices for their programs.

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

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 28.

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" [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 28. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of 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 1, 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 percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

e. Other

- Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services.** Describe how advisory group members will be selected and their role in the program.
- Category 2: Reentry Antigan Strategies and Programs.** Provide a detailed description of how the coordination and continuation of strategies and services will be sustained for program youth as they transition in and out of facilities/communities.
- Category 3: Community Supervision Review and Enhancement Training and Technical Assistance.** Provide a timetable and description of the process for identifying, selecting, partnering (with OJJDP and sites), and delivering intensive technical assistance to sites.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.

b. Budget Narrative

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

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction, as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide,

products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other nonfederal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317–200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently, \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Preagreement Costs

For information on preagreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired) federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the *de minimis* indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 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 <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the *de minimis* indirect cost rate. An applicant that is eligible to use the *de minimis* rate and that wishes to use the *de minimis* rate should attach written documentation to the application that advises OJP of both (1) the

applicant's eligibility to use the *de minimis* rate and (2) its election to do so. If an eligible applicant elects the *de minimis* rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The *de minimis* rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the *de minimis* rate.) For additional eligibility requirements, see the Part 200 Uniform Requirements, as set out at https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1414&rgn=div8.

6. Tribal Authorizing Resolution

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the preaward risk assessment process.

The questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the questionnaire directly impact the preaward risk assessment and should accurately reflect the applicant's financial management and internal controls system at the time of the application. The preaward risk assessment is only one of multiple factors and criteria used in determining funding. However, a preaward risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. 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

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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. Each applicant that has one or more pending applications as described above is 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 federal or state funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s legal name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

- b. Logic model (see page 22).
- c. Timeline or milestone chart (see page 22).
- 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 page 22).
- g. **Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services.** Attach the completed Statement of Assurance Form with the application (see Appendix C: Statement of Assurance Form).
- h. **Category 2: Reentry Antigung Strategies and Programs**

1. A description of the program's oversight committee, including a list of its members, how often they meet, and its purpose.
2. Gang assessment (see [OJJDP Comprehensive Model Assessment Guide](#)).

How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package has been phased out and was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: "mandatory" and "optional." OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other, etc.). Applicants should ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed "mandatory" attachments within another file.

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

Characters	Special Characters	Special 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.**

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:

Unique Entity Identifier (DUNS Number) and System for Award Management

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Registration and Submission Steps

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems->

[management/integrated-award-environment-iae/sam-update](https://www.fsd.gov/management/integrated-award-environment-iae/sam-update). Information about the notarized letter is posted at https://www.fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an EIN. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 (CFDA) number for this solicitation is 16.812, titled "Second Chance Act Reentry Initiative," and the funding opportunity number is OJJDP-2018-13546.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services. **Competition ID: OJJDP-2018-13547**

Category 2: Reentry Antirisk Strategies and Programs. **Competition ID: OJJDP-2018-13548**

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance. **Competition ID: OJJDP-2018-13549**

7. **Access funding opportunity and application package from Grants.gov.** Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **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 two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. ET on May 24, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desk to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)

- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (20%)
2. Goals, Objectives, and Performance Measures (5%)
3. Project Design and Implementation (45%)
4. Capabilities and Competencies (20%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.¹³

See What an Application Should 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 making awards. 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. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as critical elements.

¹³ 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.

- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJJDP include geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System (FAPIIS)).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity.
2. Quality of the applicant’s management systems, and the applicant’s ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide.
3. Applicant’s history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant’s ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9 p.m. ET on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient’s performance under

other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OJJDP expects that it will make any award under Category 3 of this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

OJJDP's role will include the following tasks:

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents and materials used to provide project services.
- Providing guidance in significant project planning meetings and participating in project-sponsored training events or conferences.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at www.ojp.gov/performance to view the specific reporting requirements for this grant program. Performance measures are also listed as [Appendix A](#).

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement-sensitive information.

Provide Feedback to OJP

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

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate

telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, email your résumé to ojpperreview@l-secb.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Performance Measures Table

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 program must provide data that measure the results of their work done under this program. OJP will require any award recipient, post award, to provide the data requested in the “Data Recipient Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this Invitation are as follows:

Objective	Performance Measure(s)	Description	Data Recipient Provides
Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services Provide evidence-based, trauma-informed treatment services for youth with co-occurring substance abuse problems and mental health disorders, including addressing behavioral health impacts and criminogenic needs while in secure confinement and during pre- and post-release.	Number of program youth served during the reporting period.	An unduplicated count of the number of youth served by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period. B. New admissions during the reporting period.
	Number of released youth served by the reentry program.	The change in the number of offenders who are enrolled in reentry services. The number of youth enrolled represents the number of youth who actually end up in the program. Program records are the preferred data source.	Number of youth enrolled in the reentry program during the reporting period.
Category 2: Reentry Antigang Strategies and Programs To support the implementation of comprehensive community-based antigang strategies and strengthen the coordination of existing resources and activities that support multiple complementary, evidence-based programs to reduce gang activity in targeted communities.	Number of drug and alcohol tests performed (MANDATORY for co-occurring only).	Number of drug and alcohol tests performed on youth served by the program during the reporting period. Tests could be urinalysis, blood test, or other proven reliable forms of drug and alcohol testing. Report the number of TESTS conducted rather than the number of people tested (it is understood that one person may be tested several times, or tested using several methods during a reporting period).	A. Number of drug and alcohol tests performed during the reporting period. B. Of A, the number of positive tests recorded.
	Number of services provided to youth.	This measure is designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period, and also the number of youth who actually receive various services during the reporting period.	A. Number of youth assessed as needing substance abuse counseling/services during the reporting period. B. Number of youth enrolled in substance abuse counseling/services during the reporting period. C. Number of youth assessed as needing mental health services during the reporting period.

			<p>D. Number of youth enrolled in mental health services during the reporting period.</p> <p>E. Number of youth who successfully found housing during the reporting period.</p> <p>F. Other.</p>
Percent of youth served with whom an evidence-based best practice model was used.	Number and percent of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).		<p>A. Number of youth served using an evidence-based best practice model or program during the reporting period.</p> <p>B. Number of youth served during the reporting period (auto fill from 1A).</p> <p>C. Percent (A/B).</p>
Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).	Number and percent of program youth who exhibited a desired change in the targeted behavior during the reporting period or 6–12 months after exiting the program.		<p>A. Number of program youth served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change (behavior targeted will depend on specific program goals and activities and may include family relationships, gang resistance/involvement, substance abuse, etc.).</p> <p>B. Total number of youth receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago.</p> <p>C. Percent (A/B).</p>
Percent of program youth who were adjudicated during the reporting period (short term).	<p>Number and percent of participating program youth who were adjudicated for a new delinquent 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 court) are the preferred data source.</p>		<p>A. Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication during the reporting period.</p> <p>B. Number of youth sentenced to adult prison as a result of a new adjudication during the reporting period.</p> <p>C. Number of youth given some other sentence as a result of a new adjudication during the reporting period.</p> <p>D. Number of program youth tracked for adjudications during the reporting period.</p> <p>E. Percent ((A+B+C)/D).</p>

	<p>Percent of program youth who were adjudicated during the reporting period (long term). Number and percent of programs/initiatives employing evidence-based programs or practices.</p>	<p>Number and percent of program youth who exited the program 6–12 months ago and were adjudicated for a new delinquent offense during the reporting period. This does NOT include technical violations and is appropriate for any youth-serving program. 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. Official records (police, juvenile court) are the preferred data source</p>	<p>A. Number of program youth who exited the program 6–12 months ago and were recommitted to a juvenile residential facility as a result of a new adjudication during the reporting period. B. Number of youth who exited the program 6–12 months ago and were sentenced to adult prison as a result of a new adjudication during the reporting period. C. Number of youth who exited the program 6–12 months ago and were given some other sentence as a result of a new adjudication during the reporting period. D. Number of program youth who exited the program 6–12 months ago and were tracked for new adjudications during the reporting period. E. Percent $((A+B+C)/D)$.</p>
	<p>Percent of program youth who had technical violations during the reporting period (short and long term).</p>	<p>Number and percent of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period. 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. Program records are the preferred data source.</p>	<p>A. Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period. B. Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period. C. Number of youth who received some other sentence as a result of a technical violation during the reporting period. D. Number of program youth tracked for technical violations during the reporting period. E. Percent $((A+B+C)/D)$.</p> <p>A. Number of program youth who exited the program 6–12 months ago and were committed to a juvenile residential facility as a result of a technical violation during the reporting period. B. Number of youth who exited the program 6–12 months ago and were sentenced to adult prison as a result of a technical violation during the reporting period. C. Number of youth who exited the program 6–12 months ago and received some other sentence as a result of a technical violation during the reporting period. D. Number of program youth who exited the program 6–12 months ago and were tracked for technical violations during the reporting period.</p>

			E. Percent $((A+B+C)/D)$.
		Number and percent of program youth who exited the program 6–12 months ago and had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period. 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. Program records are the preferred data source.	F. Number of program technical violation during the reporting period.
	Number and percent of youth completing program requirements (short term).	Number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of youth (the “B” value) includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program youth who exited the program having completed all program requirements during the reporting period. B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully). C. Percent (A/B) .
Category 3: Community Supervision Review and Enhancement Training and Technical Assistance To develop, implement, and enhance developmentally appropriate, trauma-informed care training and technical materials for juvenile probation and parole/community supervision.	Number of training requests received.	Number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period.
	Number of technical assistance requests received.	Number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	Number of program materials developed during the reporting period.	Number of program materials developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during the reporting period.

	Number of planning or training events held during the reporting period.	Number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Program records are the preferred data source.	Number of planning or training activities held during the reporting period.
	Number of people trained during the reporting period.	Number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Program records are the preferred data source.	Number of people trained during the reporting period.
	Number of program policies changed, improved, or rescinded during the reporting period.	Number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Program records are the preferred data source.	A. Number of program policies changed during the reporting period. B. Number of program policies rescinded during the reporting period.
	Percent of people exhibiting an increased knowledge of the program area during the reporting period.	Number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.	A. Number of people exhibiting an increase in knowledge post-training. B. Number of people trained during the reporting period. C. Percent of people trained who exhibited increased knowledge (A/B).
	Percent of organizations reporting improvements in operations based on training and technical assistance (TTA).	Number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service.	A. Number of organizations reporting improvements in operations based on TTA during the reporting period. B. Number of organizations served by TTA during the reporting period. C. (A/B).
	Percent of those served by TTA who reported implementing an evidence-based program and/or practice during or after the TTA.	Number and percent of programs served by TTA that reported implementing an evidence-based program and/or practice during or after the TTA. Evidence-based programs and practices include program models that have been shown, through rigorous	A. Number of programs served by TTA that reported using an evidence-based program and/or practice. B. Number of programs served by TTA. C. Percent of programs served by TTA that report using an evidence-

		evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse.	based program and/or practice (A/B).
	Number of program materials disseminated during the reporting period.	Number of program materials disseminated during the reporting period.	Number of program materials disseminated during the reporting period.

Appendix B: Application Checklist

OJJDP FY 2018 Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 31)

_____ Acquire or renew registration with SAM (see page 31)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 32)

_____ Acquire AOR confirmation from the E-Biz POC (see page 32)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 32)

_____ Select the correct Competition ID (see page 32)

_____ Access Funding Opportunity and Application Package (see page 33)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 30)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at <https://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm> (see page 17)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) Application has been received

_____ (2) Application has either been successfully validated or rejected with errors (see page 33)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ Contact Grants.gov and/or SAM regarding technical difficulties. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 33)

_____ Contact the Response Center at grants@ncjrs.gov to request to submit the application after the deadline because of unforeseen technical issues. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 33)

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limits set for each category:

Category 1: \$650,000

Category 2: \$450,000

Category 3: \$1,000,000

Eligibility Requirement:

Category 1: Implementing Evidence-Based Substance Abuse and Mental Health

Treatment Services. Eligible applicants are limited to states (including territories), units of local

government,¹⁴ and federally recognized tribal governments as determined by the Secretary of the Interior. **Mandatory Certification:** This category provides for the treatment and reentry services of youth in confinement with co-occurring substance abuse problems and mental health disorders who are returning to the community from incarceration. All applicants **must certify** by completing the Statement of Assurance Form in [Appendix C](#) that any treatment program proposed in the application is or will be clinically appropriate and will provide comprehensive integrated treatment for substance abuse problems and mental health disorders. Applicants **must provide official documentation** that all collaborating service provider organizations are in compliance with all applicable requirements for licensing, accreditation, and certification, including state, local (city and county), and tribal requirements. If provider organizations are not yet known, this information must be provided post-award. See Appendix C on page 49 for more information.

Category 2: Reentry Antigang Strategies and Programs. Eligible applicants are limited to states (including territories), units of local government,¹⁵ and federally recognized tribal governments as determined by the Secretary of the Interior. This category provides funding to ensure that reentry services for gang-involved youth focus on enhancing services while in confinement and improving community supervision strategies when released to the community.

Category 3: Community Supervision Review and Enhancement Training and Technical Assistance. Eligible applicants are limited to nonprofit organizations¹⁶ and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). This category provides funding for training and technical assistance to improve community supervision practices for juveniles with co-occurring substance abuse problems and mental health disorders who are placed on probation or are being released from secure confinement.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

¹⁴ A “unit of local government” means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state;
- (b) Any law enforcement district or judicial enforcement district that—
 - (i) Is established under applicable state law, and
 - (ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes;
- (c) An Indian tribe that performs law enforcement functions, as determined by the Secretary of the Interior; or
- (d) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
 - (i) The District of Columbia, or
 - (ii) Any Trust Territory of the United States.

¹⁵ A “unit of local government” means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state;
- (b) Any law enforcement district or judicial enforcement district that—
 - (i) Is established under applicable state law, and
 - (ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes;
- (c) An Indian tribe that performs law enforcement functions, as determined by the Secretary of the Interior; or
- (d) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
 - (i) The District of Columbia, or
 - (ii) Any Trust Territory of the United States.

¹⁶ See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).¹⁷ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 18)
- _____ Project Abstract (see page 19)
- _____ Program Narrative (see page 19)
 - ___ Description of the Issue
 - ___ Goals, Objectives, and Performance Measures
 - ___ Project Design and Implementation
 - ___ Capabilities and Competencies
- _____ Budget Detail Worksheet (see page 23)
- _____ Budget Narrative (see page 24)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 26)
- _____ Tribal Authorizing Resolution (if applicable) (see page 27)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 27)
- _____ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 28)
- _____ Additional Attachments (see page 28)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Logic model
 - _____ Timeline or milestone chart
 - _____ Résumés of all key personnel
 - _____ Job descriptions outlining roles and responsibilities for all key positions
 - _____ Letters of support/memoranda of understanding from partner organizations
 - _____ **Category 1 only:** Statement of Assurance Form (see Appendix C)
 - _____ **Category 2 only:** A description of the program’s oversight committee, including a list of its members, how often they meet, and its purpose, and a gang assessment (see [OJJDP Comprehensive Model Assessment Guide](#))
- _____ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 16)

¹⁷ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Appendix C: Statement of Assurance Form
OJJDP FY 2018 Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision

Mandatory Certification Requirements and Coordination Requirement
(Submit with the Application as an Attachment)

As the authorized representative of [*insert name of applicant organization*]
_____, I assure OJJDP the following:

Mandatory Certification Requirement: Service Provider Licensing/Accreditation/Certification Documentation. I assure OJJDP that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included within the application materials:

- A letter of commitment that specifies the nature of the participation from every service provider organization listed in the application and what service(s) they will provide.
- Official documentation that all service provider organizations collaborating in the project have provided relevant services for at least 2 years prior to the date of the application in the area(s) in which the reentry program will provide services.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, or certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, or certification requirements do not exist. **Note:** Official documentation is a copy of each service provider organization's license, accreditation, or certification.
- OJJDP will not accept documentation of accreditation in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation, and certification or that no licensing, accreditation, or certification requirements exist, does not constitute adequate documentation.

Mandatory Coordination Requirement. I assure OJJDP that if my organization is not the Single State Agency (SSA) for Substance Abuse Services, the proposal has been developed in coordination with SAA support, except in the case of federally recognized tribal government applicants.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Position Title