

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Second Chance Act Family-Based Prisoner Substance Abuse Treatment Program. This program furthers the Department's mission by providing resources to state and tribal governments to establish or enhance residential substance abuse treatment programs in correctional facilities including recovery and family supportive services.

Family-Based Prisoner Substance Abuse Treatment Program FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to states, units of local government, and [federally-recognized Indian tribal governments](#) (as determined by the Secretary of the Interior).

Coordination Requirement: If the applicant is not the State Substance Abuse Authority (SSA), applicants must demonstrate that the proposal has been coordinated with, and is supported by, the SSA, except in the case of federally-recognized tribal government applicants. Applications submitted by federally-recognized tribes must submit a Tribal Authorizing Resolution.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by 8:00 p.m. eastern time on June 3, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with the requirements of this solicitation, contact Thurston Bryant, BJA Policy Advisor, at 202-514-8082 or thurston.bryant@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov.

Grants.Gov number assigned to announcement: **BJA-2010-2700**

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Family-Based Prisoner Substance Abuse Treatment Program CFDA #16.812

Overview

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of people who are released from prison and jail and returning to communities, including resources to address the myriad needs of these offenders to achieve a successful return to their communities. Section 113 specifically addresses the treatment needs of offenders who have substance abuse disorders and who are parents of minors. The Bureau of Justice Statistics (BJS) reported that in 2004, 53 percent of state inmates were abusing or dependent on drugs in the year before their admission to prison, and 32 percent of state inmates said they had committed their current offense while under the influence of drugs. In 2007, parents held in the state prisons—52 percent of state inmates—reported having an estimated 1.7 million children under the age of 18, an increase of 80 percent from 2001. Since 1991, the number of children with a mother in prison has more than doubled, up 131 percent, and the number of children with a father in prison has grown by 77 percent. Among state prisoners, 59 percent of males and 63 percent of females being held for drug-related offenses were parents.

Sections 113 of the Second Chance Act authorizes grants to states, units of local government, and Indian tribes to improve the provision of substance abuse treatment within prison and jails and after reentry for **inmates who have minor children and also includes outreach to families and provision of treatment and other services to children and other family members of participant inmates**. The Bureau of Justice Assistance (BJA) is seeking applications from eligible applicants to plan, implement, or expand such treatment programs.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on June 3, 2010. Please see the “How to Apply” section, page 8, for more details.

Eligibility

Please refer to the cover page for eligibility under this program.

Family-Based Prisoner Substance Abuse Treatment Program— Specific Information

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

The Second Chance Act provides a comprehensive response to the increasing number of parents who are incarcerated as well as their families. Research has shown that children may benefit from maintaining healthy relationships with their incarcerated parents. Strong parent-child relationships may aid in children’s adjustment to their parents’ incarceration and help to

mitigate many of the negative outcomes for children that are associated with parental incarceration. Maintaining contact also helps the incarcerated parent by improving the reentry process and reducing recidivism, which would likely benefit the child. Section 113 of the Second Chance Act authorizes the Family-Based Prisoner Substance Abuse Treatment Program, which is designed to provide prison-based substance abuse treatment and parenting programs for incarcerated parents of minor children, as well as treatment and other services to the participating offenders' minor children and family members. Programming must be targeted to inmates with minor children and include services for these inmates, their minor children, and other family members.

By law, no less than 5 percent of the funds available for the Family-Based Substance Abuse Treatment Program will be used for grants to Indian Tribes.

Mandatory Substance Abuse Treatment Requirements

Applicants must certify that any treatment program proposed in the application is clinically appropriate, will provide comprehensive treatment, and, if the State Substance Abuse Authority (SSA) is not the applicant, has been developed in consultation with the SSA, except in the case of tribal governments. Applicants should also provide official documentation that all collaborating service provider organizations are in compliance with all requirements for licensing, accreditation, and certification, including state, local (city, county), and tribal requirements, as appropriate. (Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted 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, and certification requirements exist does not constitute adequate documentation.) If there are no applicable licensing, accreditation, and/or certification requirements, the applicant should include official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and/or certification requirements do not exist. Official documentation of non-existence of requirements can be in the form of a letter from the jurisdictional mental health or substance abuse licensing/certification body. Lastly, applicants should explain whether the facility in which the program is proposed reports data to the state substance abuse data collection system. (See Attachment 5 and Appendix 1.)

Approved Uses for Award Funds

Family-Based Substance Abuse Treatment Program grants are available for services provided to incarcerated parents with minor children (except for any such parent for whom there is reasonable evidence to believe engaged in domestic violence or child abuse) including:

- Development, implementation, and expansion of prison-based family treatment programs, which could include prison-based nursery programs;
- Development, implementation, and expansion of residential substance abuse treatment for parents which include outreach and services to minor children and family members in the community; and
- Coordination between appropriate correctional facility representatives and the other governmental agencies including social services and substance abuse and mental health agencies, as well as community treatment service providers.

The Family-Based Prisoner Substance Abuse Treatment Program enhances the capability of states and tribes to provide substance abuse treatment for incarcerated parents; prepares

offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services. These grants are aimed at programming for incarcerated parents in prisons and after their release into the community, and simultaneously for their families. Applicants should propose a comprehensive response to offender and family needs, which can include: substance abuse treatment, early child intervention services, family counseling, legal services, medical care, mental health services, nursery and preschool, parenting skills training, pediatric care, physical therapy, prenatal care, sexual abuse therapy, relapse prevention, transportation, and vocational or GED training. Applicants are expected to form stakeholder partnerships that will plan, develop, and provide a transition from incarceration to community-based substance abuse treatment and related reentry services for the target populations.

Family-Based Substance Abuse Treatment Program funds may be used for the:

1. Use of Assessment Instruments for Treatment and Reentry Planning

There is strong evidence from the research literature that offender populations should be assessed to determine criminogenic risk and needs factors and determine supervision levels and services so that appropriate interventions can be delivered. Applicants are strongly urged to use screening instruments assessment processes that are reliable, validated, and normed for their specific target population in order to increase the chances that individuals will be matched with the appropriate type of treatment and reentry services.

2. Targeting of Criminogenic Needs that Affect Recidivism

While offenders reentering the community have a variety of treatment and behavioral needs, which are themselves risk factors for future offending, criminogenic needs are the dynamic risk factors mostly closely associated with offending behavior. Criminogenic risk and needs factors include history of anti-social behavior; anti-social personality pattern; anti-social cognition; anti-social associates; family and/or marital status; school and/or work; leisure and/or recreation; and substance abuse. Behavioral change is more likely if offenders are provided with tailored, sequential programming that addresses individual criminogenic needs that affect the risk of recidivism. Applicants are strongly urged to provide cognitive-based treatment interventions that target criminal thinking, especially for higher-risk offenders.

3. Provision of Evidenced-Based Substance Abuse Treatment Services

Applicants should propose that treatment begin within 6 months of inmate release from prison and continue after release in the community.

Applicants are strongly urged to provide substance abuse treatment practices and services that have a demonstrated evidence base and that are appropriate for the target population. An evidence-based practice, also called EBP, refers to approaches to prevention or treatment that are validated by some form of documented research evidence. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. Applicants should describe any modifications/adaptations needed to make to this practice meet the goals of the project and why the changes will improve the outcomes.

Proposed programs should require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody, or under community supervision, of the state or tribal government.

Note: BJA recognizes that EBPs have not been developed for all populations and/or service settings. Applicants proposing to serve a population with an intervention that has not been formally evaluated with that population are encouraged to provide other forms of evidence that the practice(s) they propose is appropriate for the population of focus. Evidence for these practices may include unpublished studies, preliminary evaluation results, clinical (or other professional association) guidelines, findings from focus groups with community members, etc. Applicants may describe their experience either with the target population or in managing similar programs. Information in support of the proposed practice needs to be sufficient to demonstrate the appropriateness of the practice to the people reviewing your application.

Resources for Evidence-Based Practices:

Applicants can find information on evidence-based practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) *Guide to Evidence-Based Practices on the Web* at www.samhsa.gov/ebpwebguide. The *Guide* provides a short description and a link to dozens of web sites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings. Please note that SAMHSA's *Guide* also references the National Registry of Evidence-Based Programs and Practices (NREPP). NREPP is a searchable database of interventions for the prevention and treatment of mental and substance use disorders. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. *Being included in NREPP, or in any other resource listed in the Guide, does not mean an intervention is "recommended" or that it has been demonstrated to achieve positive results in all circumstances.* Applicants must document that the selected practice is appropriate for the specific target population and purposes of the project.

In addition to the web site noted above, applicants may provide information on research studies to show that the services/practices proposed to be implemented are evidence-based. This information is usually published in research journals, including those that focus on minority populations. If this type of information is not available, applicants may provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts.

4. Provision of a Comprehensive Range of Family and Recovery Support Services

Based on an individual offender's risk/needs assessment, applicants are encouraged to make available a comprehensive range of programs, including the following: services that employ the cognitive, behavioral, and social learning techniques of modeling, role playing, reinforcement, resource provision, and cognitive restructuring; educational, literacy, vocational, and job placement services; evidenced-based substance abuse treatment (including alcohol abuse); housing, mental, and physical health care services; veteran-specific services as applicable; programs that encourage safe, healthy, and responsible family and parent-child relationships and enhance family reunification, as appropriate; and, mentoring.

Under the Family-Based Prisoner Substance Abuse Treatment Program, applicants must indicate how minor children and family members of participant inmates will be identified, contacted, and engaged in service provision. Provision of family support services are allowable during the offender parent's incarceration and after reentry and include: early child intervention

services, family counseling, legal services, medical care, mental health services, nursery and preschool, parenting skills training, pediatric care, physical therapy, prenatal care, sexual abuse therapy, and transportation.

5. Provision of Sustained Aftercare, Case Planning/Management in the Community

Applicants are strongly urged to use consistent pre- and post-release case management and supervision that is sustained over a period of at least 6 months and is especially responsive to the offender's transition from incarceration to the community. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. Post-release treatment and aftercare must be coordinated, including information sharing, and in-reach allowed for community-based treatment providers.

Priority Considerations

Priority consideration will be given to applicants that:

- Demonstrate a high degree of collaboration among a variety of public, private, and faith-based organizations, to include at a minimum the State Substance Abuse Authority or an equivalent tribal entity, as appropriate, and a provider organization for direct client substance abuse treatment services appropriate to the proposed project.
- Include coordination with families of offenders.
- Demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:
 - Using an actuarial-based assessment instrument for reentry planning that targets the criminogenic needs of the offender that affect recidivism, and provide sustained case management and services during incarceration and for at least 6 months in the community;
 - Pre-release planning and transition housing;
 - Establishing pre-release planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release, and that individuals will obtain all necessary referrals for reentry services; and
 - Delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.
- Use swift, certain, graduated, and proportionate responses to violations of parole, probation, or supervision and effectively incorporate the use of community-based sanctions to respond to violation behavior.
- 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.

Other Legal Requirements: A program for which a grant is made shall comply with the following requirements: (1) the program shall integrate techniques to assess the strengths and needs of immediate and extended family of the incarcerated parent to support a treatment plan of the incarcerated parent; (2) the program shall ensure that each participant in that program has access to consistent and uninterrupted care if transferred to a different correctional facility

within the state or other relevant entity; and (3) the program shall be located in an area separate from the general population of the prison.

Award Categories, Amount, and Length

Applicants must apply in one of two categories, depending upon their jurisdictional status.

- **Category 1, Competition ID BJA-2010-2709:** Units or components of state and local government agencies serving incarcerated adults
- **Category 2, Competition ID BJA-2010-2710:** Federally recognized American Indian tribes and Alaska Native tribes and/or tribal organizations serving incarcerated adults

Awards under the initiative will be for a period of up to 24 months. Contingent upon the availability of funds and the number of offenders projected to be served, awards of up to \$300,000 will be made.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oqa/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

Limitation on Use of Administration, Performance Measurement, and Management Costs: No more than 20 percent of federal funds may be on costs associated with program administration, data collection, performance measurement and assessment, and evaluation.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please**

refer to “**Selection Criteria**” (below), for additional information on applicant responsibilities for collecting and reporting data. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantee Provides
Increase public safety and reduce recidivism.	Percent decrease in recidivism rates for the target population (TP) since the beginning of the initiative.	<ul style="list-style-type: none"> • Number of new offenders added to the TP this quarter. • Total number of TP in the initiative. • Number of TP released this quarter. • Total number of TP released from jail or prison since the beginning of the initiative. • Number of TP resentenced to prison with a new conviction this quarter. • Total number of TP resentenced to prison with a new conviction since the beginning of the initiative.
	Percent reduction in the crime rate in the target area.	<ul style="list-style-type: none"> • Total number of crimes reported during this quarter. • Total population for the area that the TP is returning to (i.e., statewide, county, city, neighborhood).* <p>*Requested to produce a crime rate.</p>
	Percent increase in employment among TP from the previous reporting period.	<ul style="list-style-type: none"> • Number of TP who found employment this quarter. • Total number of TP who are employed.
	Percent increase in TP enrolled in educational programs.	<ul style="list-style-type: none"> • Number of TP who have enrolled in an educational program this quarter. • Total Number of TP who are currently enrolled in an educational program.
	Percent reduction in the number of violations of conditions of supervised release.	<ul style="list-style-type: none"> • Number of TP who have violated the conditions of their release this quarter. • Total number of TP who have violated the conditions of their release since the beginning of this initiative.
	Percent of TP who fulfilled their child support obligations.	<ul style="list-style-type: none"> • Total number of TP that are required to pay child support. • Number of TP who paid their child support this quarter.
	Percent increase in the number of TP who have obtained housing.	<ul style="list-style-type: none"> • Number of target population who found housing this quarter. • Total Number of TP who have found housing since the beginning of this initiative.
	Percent increase in TP assessed as needing substance abuse health services who participate in those services.	<ul style="list-style-type: none"> • Number of TP who were assessed as needing substance abuse services this quarter. • Total number of TP who have been assessed as needing substance abuse services since the beginning of this initiative. • Number of TP who enrolled in a substance abuse program this quarter.

		<ul style="list-style-type: none"> Total Number of TP enrolled in a substance abuse program since the beginning of this initiative.
	Percent increase in TP assessed as needing mental health services who participate in those services.	<ul style="list-style-type: none"> Number of TP who were assessed as needing mental health services this quarter. Total number of TP who have been assessed as needing mental health services since the beginning of this initiative. Number of TP who enrolled in a mental health program this quarter. Total number of TP enrolled in a mental health program since the beginning of this initiative.
	Percent reduction in drug usage among TP during the reporting period.	<ul style="list-style-type: none"> Total number of TP re-assessed regarding substance use during the reporting period. Total number of TP re-assessed as having <i>reduced</i> their substance use during this reporting period.
	Percent reduction in alcohol abuse and consumption among TP during the reporting period.	<ul style="list-style-type: none"> Total number of TP re-assessed regarding alcohol use during the reporting period. Total number of TP re-assessed as having <i>reduced</i> their alcohol use during this reporting period.

The Office of Justice Programs (OJP) is currently reviewing performance measures for the Family-Based Substance Abuse Treatment Program. These measures will be completed in the coming months, and grantees will be notified of the revised measures on which they will be required to report. By applying for this solicitation, all applicants agree that they will report on these measures when they are released in their final form.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

- 1. Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://www.grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate

address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is BJA-2010-2700.
6. **Select the Correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of your application.
7. **Submit an Application Consistent with this Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact BJA staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, and tribal authorizing resolution (for tribal applicants only) will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424.

Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying (i.e., Category 1: Units or components of state government agencies serving adult offenders). The abstract must include the goals of the project, a description of the strategies to be used, and a numerical listing of key/major deliverables. The abstract can be single-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 1 page.

Program Narrative (Attachment 2)

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) listed below in the order given. The program narrative must be **double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 20 pages**. Please number pages “1 of 20,” “2 of 20,” etc.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative (Attachment 3)

Applicants must have a detailed budget in response to Selection Criteria 4. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

No more than 20 percent of the total grant award may be used for administrative purposes, data collection, performance measurement, and performance assessment.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline, Position Descriptions, and Letters of Support (Attachment 4)

Attach a Project Timeline that includes each project goal, related objective, activity, expected completion date, responsible person, or organization; Position Descriptions for key positions; detailed information about the treatment provider organization(s); and Letters of Support from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.

The Letter of Support from the lead organization responsible for the operational aspects of the project must include (1) certification that the lead agency has consulted with other local parties, and (2) the following statement: “The agency agrees to provide individual criminal history information for all participants to evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance of this project to capture both criminal history prior to the program enrollment and subsequent recidivism.”

Substance Abuse Treatment Requirements (Attachment 5)

Include formal documentation, which certifies that any treatment program proposed in the application is clinically appropriate, will provide comprehensive treatment, and if the application is not being submitted by the State Substance Abuse Authority, that it has been developed in consultation with the State Substance Abuse Authority (this does not apply to tribal applicants).

Provide official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist. (Official documentation is a copy of each service provider organization’s license, accreditation, and certification. Documentation of accreditation will not be accepted 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, and certification requirements exist does not constitute adequate documentation.) A Statement of Assurance included on page 17 should also be submitted as part of Attachment 5.

Tribal Authorizing Resolution (Attachment 6, if applicable)

If an application is being submitted by a tribe, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. The Tribal Authorizing Resolution should acknowledge the application, authorize the inclusion of the tribe and its residents in the application, and should endorse the strategy described in the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to BJA within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Selection Criteria

1. Statement of the Problem (15 percent of 100):

Explain the inability to fund the program adequately without federal assistance. Describe the problems with meeting the family and substance abuse treatment needs of incarcerated adult offenders who have minor children and who are returning to the community. Provide information on the target population, the number of offenders who are parents of minors, the treatment needs of these offenders, any statistics or other information available about the number of minor children of the target population, and needs of the family within the community. Include any recidivism and substance use data that is available for the target population. Summarize the basic components of the current process for identifying offender risk as well as offender and family needs, availability of drug and other treatment services, reentry planning for these offenders, case management, linkages to community-based treatment providers, aftercare and continuing case management upon reentry.

2. Project/Program Design and Implementation (35 percent of 100)

Describe proposed activities that address the program goals and fall within one or more of the **Approved Uses of Award Funds** for grant funds specified on pages 2-5. Describe aspects of your initiative that fulfill one or more of the **Priority Considerations** listed on page 5. Describe how the following legal requirements will be adhered to within the context of the proposed project: (1) the program shall integrate techniques to assess the strengths and needs of immediate and extended family of the incarcerated parent to support a treatment plan of the incarcerated parent; (2) the program shall ensure that each participant in that program has access to consistent and uninterrupted care if transferred to a different correctional facility within the state or other relevant entity; and (3) the program shall be located in an area separate from the general population of the prison.

3. Capabilities and Competencies (25 percent of 100)

Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. Identify the organization(s) proposed to provide substance abuse and other treatment services both within the correction facility and upon offender reentry to the community. Demonstrate the capability of the implementing agency and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, and evaluating the program. Demonstrate partnerships with community-based substance abuse and family support services providers to ensure coordinated reentry efforts and ongoing treatment and/or aftercare programming for offenders and treatment and other support services are initiated and continue for minor children and family members.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, and tied to the proposed activities (as Attachment 2). No more than 20 percent of the total grant award may be used for administrative purposes, data collection, performance measurement, and performance assessment. Applicants must budget funding to travel to Department of Justice-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington D.C.

5. Evaluation, Aftercare, Sustainment, and Plan for Collecting Data for Performance Measures (15 percent of 100)

Describe the current ability to collect and analyze client-level performance and outcome data.

Provide a per-person or unit cost of the project to be implemented. You can calculate this figure by: 1) taking the total cost of the project over the lifetime of the grant and subtracting 20 percent for data and performance assessment, and 2) dividing this number by the total unduplicated number of persons to be served.

Describe the process for assessing the initiative's effectiveness through the collection and reporting of the required performance metrics data (see "Performance Measures," page 7).

Identify goals and objectives for program development, implementation, and outcomes.

Describe how performance will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.

Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.

Discuss how this effort will be integrated into the state or tribal justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance 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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review

- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 Family-Based Prisoner Substance Abuse Treatment Program

The application checklist has been created to aid you in developing your application.

Eligibility Requirements:

- States or units of local government
- Federally recognized tribe

The Federal Request is within Allowable Limits and not to exceed

- \$300,000

The application Components:

- Program Abstract that indicates application category
- Program Narrative:
 - Statement of the Problem/Program
 - Project Design and Implementation
 - Capabilities/Competencies
 - Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Budget Narrative and Budget Detail Worksheet
- Project Timeline
- Position Descriptions
- Letters of Support
- Substance Abuse Treatment Requirements
- Statement of Assurance
- Tribal Authorizing Resolution (if applicable)

Abstract Format:

- 12-point standard font
- Not less than 1" margins
- One page or less

Program Narrative Format:

- Double-spaced
- 12-point standard font
- Not less than 1" margins
- Narrative is 20 pages or less

Other:

- Standard 424 form
- DUNS number
- Central Contractor Registration (CCR)

Appendix 1
Statement of Assurance
(Submit with the Application as an Attachment)

As the authorized representative of [*insert name of applicant organization*]
_____, I assure BJA that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in Attachment 4 of the application, that has agreed to participate in the project;
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years; and
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist. (Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted 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, certification requirements exist does not constitute adequate documentation.)

Signature of Authorized Representative

Date