

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



The [U.S. Department of Justice, Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce it is seeking applications for funding under the Second Chance Act to provide technology career training to incarcerated persons. This program furthers the Department's commitment to providing services and programs to help facilitate the successful reintegration of offenders as they return to their communities.

Second Chance Act Technology Careers Training Demonstration Projects for Incarcerated Adults and Juveniles FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to states, units of local government, territories, and federally recognized Indian tribes (as determined by the Secretary of the Interior).

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 10, 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 any other requirement of this solicitation, contact Thurston Bryant, Policy Advisor, at 202-514-8082 or e-mail at Thurston.Bryant@usdoj.gov or Gary L. Dennis, Ph.D., Senior Policy Advisor for Corrections, at 202-305-9059 or e-mail at Gary.Dennis@usdoj.gov.

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

Grants.Gov number assigned to announcement: **BJA-2010-2716**

Release Date: April 26, 2010

CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
Second Chance Act Technology Careers Training Demonstration Projects for Incarcerated Adults and Juveniles—Specific Information	1
Performance Measures	5
How to Apply	8
What An Application Must Include:	9
Standard Form 424	
Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Project Timeline, Position Descriptions, and Letters of Support/Memoranda of Understanding	
Tribal Authorizing Resolution	
Selection Criteria	11
Review Process	12
Additional Requirements	13
Application Checklist	14

Second Chance Act Technology Careers Training Demonstration Projects for Incarcerated Adults and Juveniles (CFDA #16.812)

Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and returning to communities. There are currently over 2.3 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. There are approximately 94,000 youth in residential confinement within the juvenile justice system on any given day. Ninety-five percent of all offenders incarcerated today will eventually be released and will return to communities. The Second Chance Act will help ensure that the transition individuals make from prison, jail, or juvenile residential facilities to the community is successful and promotes public safety. Section 115 of the Second Chance Act authorizes the U.S. Attorney General to make federal awards to *states, units of local government, territories, and federally recognized Indian tribes* to provide technology career training to persons confined in state prisons, local jails, and juvenile residential facilities. Awarded funds may be used for establishing a technology careers training program to train incarcerated persons for technology-based jobs and careers during the 3-year period before release from a prison, jail, or juvenile residential facility.

For more information on the Bureau of Justice Assistance's (BJA) implementation of the Second Chance Act initiatives and Frequently Asked Questions about this solicitation, visit BJA's Second Chance Act web page at www.ojp.usdoj.gov/BJA/grant/SecondChance.html.

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 10, 2010. Please see the "How to Apply" section, page 8, for more details.

Eligibility

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

Second Chance Act Technology Careers Training Demonstration Projects for Incarcerated Adults and Juveniles—Specific Information

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

Section 115 of the Second Chance Act authorizes the U.S. Attorney General to make federal awards to states, units of local government, territories, and federally recognized Indian tribes to provide technology career training to incarcerated adults and juveniles. Awarded funds may be used for establishing a technology careers training program to train incarcerated adults and

juveniles for technology-based jobs and careers during the 3-year period before release from a prison, jail, or juvenile facility.

Approved Uses for Award Funds

Approved uses for award funds under the technology training program may include the following:

- Classroom occupational training.
- On-the-job training activities that lead to permanent employment in a technology related field.
- Development and implementation of apprenticeship programs in the technology field.
- Basic skills training that includes:
 - Adult basic education
 - English as a Second Language (ESL)
 - Job readiness training.
- Job search and placement assistance in the technology field.
- Career counseling, work-based learning, and other activities as justified by the applicant (where appropriate).
- Equipment or supplies necessary for participation and completion of the training program.
- Training instructors with technology career experience.
- Post-release services for a maximum 6-month period that provides support for program participants engaged in paths to technology-based careers.

Target Population

The target population should be incarcerated adults and juveniles within a 3-year period before release from a prison, jail, or juvenile facility. The target population for the initiative must be a specific subset of the population of individuals convicted as an adult or adjudicated as a juvenile, and incarcerated in a state, local, or tribal prison, jail, or a juvenile detention/correctional facility, a juvenile camp, a juvenile community-based program, or a juvenile residential facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, state, regional, county, or local jail facility pursuant to state or tribal law.

Applicants must provide justification for selecting the target population and provide supporting documentation for their decision.

Mandatory Requirements

To receive an award under this announcement, applicants must adhere to the following mandatory requirements:

- Restrict access to the Internet by incarcerated persons, as appropriate, to ensure public safety.
- Submit to BJA a report no later than 90 days after the last day of the final fiscal year of the award that describes and assesses the uses of award funds during the preceding fiscal year.

- Demonstrate an understanding of the value of technological training for offenders reentering the community from prisons, jails, and juvenile facilities.
- Specify and include a process or plan for identifying, referring, and assessing potential participants into the training program.
- Include a curriculum that helps participants acquire and develop skills needed to build potentially successful careers in technology-related fields. The training curriculum must identify necessary skills and competencies, provide real-world work experience, teach transferable job skills and soft skills to help prepare for post-release reentry and employment, and provide resources to support training in technology areas (see “Approved Uses for Award Funds” on page x for more information).
- Provide incarcerated adults and juveniles with paths to career opportunities in technology-based fields by utilizing a variety of learning strategies to assist with performing work-related activities. The specific type of technology-based job(s) incorporated into the training program is the discretion of the applicant. However, the applicant must be able to justify the selected training as technology-related. Some examples of technology-based fields include, but are not limited to, the following:
 - Computer assisted design in engineering
 - Information technology
 - Braille transcription training and certification
 - Wireless and broadband deployment
 - Technician positions
 - Computer hardware/software
 - Computer science and programming
 - Other fields as justified by the eligible applicant
- Incorporate the following activities: address skills and competencies demanded by the targeted technology career; support participants’ advancement along a defined career pathway; and, where applicable, result in a recognized certificate, degree, or license that indicates a level of mastery and competence in a given technology based on the type of training completed.
- Highlight, when at all possible, “evidence-based” and “promising” practices that are defined as the following:
 - Evidence-Based Practice: Supported by clear and compelling evidence documented in a variety of contexts and supported by research. Provides transferable models or blueprints for others to follow, without over-reliance on exceptional individuals. Technical assistance or tools to support implementation are widely available. “Evidence-based” is commonly referred to as a “best” practice.
 - Promising Practice: There is at least preliminary evidence of effectiveness in small-scale interventions or for which there is potential for generating data that will be useful for making decisions about taking the intervention to scale and generalizing the results to diverse populations and settings.

Priority Consideration

Priority consideration will be given to applications that:

- Provide training to offenders within 12–18 months prior to release to ensure the training is not obsolete and still current, useable, and transferable.
- Target high-risk offenders for program participation using validated assessment tools. Examples of high-risk offenders may include, but are not limited to: sex offenders, mentally ill offenders, offenders dually diagnosed with major mental health disorders and alcohol or substance addictions at the same time, and other offenders.
- Assess the local demand for employees trained in their targeted field, in the areas to which their program participants are likely to return, to improve the likelihood of post-release employment.
- Partner with technology industry-related organizations and other entities that can provide resources or expertise to the project. Applicants should demonstrate a high degree of collaboration with workforce employers, and provide documentation demonstrating partnerships, agreements, or memoranda of understanding with relevant employers in the technology areas to which program participants are likely to return.
- Partner with technology industry-related organizations and other entities that are willing to hire high-risk offenders.
- Provide individualized education and reentry plans for offenders participating in the training program.
- Incorporate “peer” mentors, their usage as training instructors, and include a plan for recruiting, training, and supervising mentors.

Amount and Length of Award

As required by the statute, awards under this program will be made for a period of up to 12 months with the ability for no-cost extensions. Contingent upon the availability of funds, awards of up to \$750,000 each 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/oca/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.

Match Requirement

A match is not required under this announcement but applicants are strongly encouraged to provide a 25 percent in-kind match in the form of contributions of goods or services that are directly related to the purpose for which the grant was awarded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how the in-kind match will be used.

Example: 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

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:

Objective	Performance Measure(s)	Data Grantee Provides
Increase the knowledge of offenders through in-person training.	Percentage of trainees who successfully completed the in-person training program. Percentage of trainees who completed the training who rated the in-person training program as satisfactory or better.	Number of individuals who completed the training. Number of individuals who attended each training. Number of trainees who completed the training who rated the training as satisfactory or better. Number of individuals who completed an evaluation at the conclusion of the training.

	<p>Percentage of trainees who completed the in-person training program whose post-test indicated an improved score over their pre-test.</p>	<p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test.</p> <p>Number of individuals who completed a pre and post-test.</p>
<p>Increase the knowledge of offenders through web-based learning.</p>	<p>Percentage of trainees who successfully completed the web-based learning program.</p> <p>Percentage of trainees who completed the web-based learning program who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the web-based learning program whose post-test indicated an improved score over their pre-test.</p>	<p>Number of individuals who started the training.</p> <p>Number of individuals who completed the training.</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of individuals who completed a pre- and post-test.</p>
<p>Increase the knowledge of offenders through distance learning using CD/DVDs.</p>	<p>Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.</p>	<p>Number of organizations who expressed satisfaction that the CD/DVD met their training needs.</p> <p>Number of organizations who responded to the survey.</p> <p>Number of organizations who received CD/DVDs who were surveyed.</p> <p>Number of organizations receiving CD/DVDs.</p>
<p>Increase the knowledge of offenders by providing training scholarships.</p>	<p>Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.</p>	<p>Number of training scholarships provided.</p> <p>Number of trainees who received scholarships who were surveyed.</p> <p>Number of trainees who reported in the survey that the training provided information that could be utilized in their job.</p> <p>Number of trainees surveyed who responded to the survey.</p>
<p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of a onsite visit.</p>	<p>Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Number of requesting agencies who completed an evaluation of other onsite services.</p>

	<p>Percentage of requesting agencies that implemented one or more of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors who implemented one or more policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>	<p>Number of requesting agencies that implemented one or more of the report recommendations six months after the onsite visit.</p> <p>Number of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Number of peer visitors who implemented one or more policies or practices six months after they were observed at the visited site.</p> <p>Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p> <p>Number of peer to peer visits completed.</p> <p>Number of follow-ups with requesting agencies completed six months after onsite visit.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of follow-ups with the requesting peer visitor completed six months after the peer to peer visit.</p> <p>Number of other onsite services provided.</p> <p>Number of reports submitted to requesting agencies following other onsite services.</p> <p>Number of onsite visits completed.</p> <p>Number of requesting agencies who completed an evaluation of services.</p>
<p>Increase the knowledge of offenders through the development and/or revision of training curricula.</p>	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>Number of training curricula developed.</p> <p>Number of training curricula pilot tested.</p> <p>Number of training curricula revised after being pilot tested.</p>

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 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-2010-2716.

6. **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, and budget narrative 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.

Abstract (Attachment 1)

The Abstract must provide an overall summary of the project and include the project's purposes, goals, and deliverables. The Abstract may be single or double-spaced, but must use a standard 12-point font (Times New Roman is preferred) with no 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) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 15 pages. Please number pages “1 of 15,” “2 of 15,” 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 Detail Worksheet 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.

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

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.

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

Attach a Project Timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization; Position Descriptions for key positions; and Letters of Support/Memoranda of Understanding from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.

Tribal Authorizing Resolution (Attachment 5, if applicable)

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, 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. 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 is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then 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 OJP within thirty (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 (20 percent out of 100)

- Describe the problems of providing technology career-based training for offenders returning to the community. The applicant must provide a clear and concise statement on why the applicant deems important the need to establish a technology careers training program to train incarcerated persons for technology-based jobs and careers from prisons, jails, or juvenile facilities.
- Summarize the basic components of the state, local, or tribal project initiative as currently being implemented.
- Indicate the jurisdiction or tribal community to be served including information about the correctional facility where programming is proposed to occur.
- Provide information on the target population to receive the technology training, the number of offenders returning to the community, and description on the number and type of offenders in the correctional facilities.

2. Program Design and Implementation (40 percent out of 100)

- Identify goals and objectives for program development, implementation, and outcomes.
- Describe in detail how the **Mandatory Requirements** specified on pages 2-3 of this solicitation have been met.
- Describe in detail how the **Priority Considerations** specified on page 4 of this solicitation have been met.
- Describe in detail how proposed activities that fall within the **Approved Uses of Award Funds** specified on page 2 of this solicitation have been met.

3. Capabilities/Competencies (20 percent out of 100)

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator.
- Demonstrate the capability of the lead organization and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, evaluating the program, and resumes for key personnel.
- Describe how the project would be organized and staffed to meet each of the requirements. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.

4. Budget (10 percent out of 100)

Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable (as Attachment 3). Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.

5. Impact/Outcomes, Evaluation, and Sustainment, and Plan for Collecting Data for Performance Measures (10 percent out of 100)

- Describe the process for assessing the project's effectiveness through the collection and reporting of the required performance metrics data. (See "Performance Measures" on page 5 for more information).
- 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.
- Describe how performance metrics will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.
- Identify what data elements and information will be collected and a description of 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 applicant's 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 Second Chance Act Technology Careers Training Demonstration
Projects for Incarcerated Adults and Juveniles

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

Eligibility Requirements:

- Applicant agency meets eligibility requirements
- The proposed budget is within the allowable limits (\$750,000)
- Federally Recognized Tribe (if applicable)

The Application Components:

- Abstract (Attachment 1)
- Program Narrative (Attachment 2)
 - Statement of the Problem/Program
 - Project Design and Implementation
 - Capabilities/Competencies
 - Impact/Outcomes, Evaluation, Sustainment, and /Plan for Collecting Data for Performance Measures
- Budget Detail Worksheet and Budget Narrative (Attachment 3)
- Project Timeline, Position Descriptions, and Letters of Support/Memoranda of Understanding (Attachment 4)
- Tribal Authorizing Resolution (Attachment 5, if applicable)

Abstract/Program Narrative Format:

- Abstract is 1 page or less
- Program Narrative:
 - Double-spaced
 - 12-point standard font
 - Not less than 1" margins
 - 15 pages or less

Other:

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