

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



The [U.S. Department of Justice](#) (DOJ), [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 evaluate and improve academic and vocational education for offenders in prison, jails and juvenile facilities. 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 Program to Evaluate and Improve Educational Methods for Incarcerated Adults and Juveniles FY 2010 Competitive Grant Announcement**

### **Eligibility**

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

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 4.)

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](mailto: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, BJA Policy Advisor, at 202-514-8082 or e-mail at [Thurston.Bryant@usdoj.gov](mailto:Thurston.Bryant@usdoj.gov), or Dr. Gary Dennis, BJA Senior Policy Advisor for Corrections, at 202-305-9059 or e-mail at [Gary.Dennis@usdoj.gov](mailto:Gary.Dennis@usdoj.gov).

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to [askbjia@usdoj.gov](mailto:askbjia@usdoj.gov).

Grants.Gov number assigned to announcement: **BJA-2010-2717**

**Release Date: April 26, 2010**

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# **Second Chance Act Program to Evaluate and Improve Educational Methods 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 people 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 safe and successful.

Section 114 of the Second Chance Act authorizes grants to evaluate and improve academic and vocational education for incarcerated adults and juveniles, and then recommend to DOJ/BJA, best practices for such educational programs.

For more information on 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](http://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 4, for more details.

## **Eligibility**

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

## **Second Chance Act Program to Evaluate and Improve Educational Methods 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 114 of the Second Chance Act authorizes grants to states, local governments, Indian tribes, and other public and private entities to:

- Evaluate methods to improve academic and vocational education for incarcerated adults and juveniles;

- Identify and make recommendations to DOJ/BJA regarding best practices relating to academic and vocational education for incarcerated adults and juveniles, based on the evaluation conducted under the award, and;
- Improve the academic and vocational education programs (including technology career training) available to incarcerated adults and juveniles.

**Please note:** This solicitation is **not** requiring an evaluation of programs, but instead is seeking an entity to survey the research on existing promising and evidence-based practices and to then make recommendations to DOJ/BJA regarding best practices, gaps in evidence-based programs, and future research needs.

### **Mandatory Requirements**

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

- Demonstrate subject-matter expertise and research experience regarding the evaluation of academic and vocational education for incarcerated adults and juveniles.
- Demonstrate the capability to evaluate reentry programs on a regional or national-level scale.
- Demonstrate an understanding of the value of vocational and academic programs for incarcerated adults and juveniles, and the importance of the responsivity principle. Responsivity is defined as providing the program/treatment in a style and mode that is responsive to the offender’s learning style and ability.
- Provide a detailed, phased project implementation plan that describes the short- and long-term strategy for assessing and evaluating academic and vocational educational methods, including potential process and outcome measures, related to the purposes of Section 114. The evaluation design must include a detailed implementation (timeframe) schedule, site selection information, and completion of a detailed report to DOJ/BJA.
- Submit to DOJ/BJA a detailed report no later than 90 days after the last day of the award that discusses progress made by the entity using award funds, and permits DOJ to evaluate and improve academic and vocational education methods.
- Include in the final report the following information:
  - Results of a meta-analysis/in-depth literature review of existing studies/evaluations on the efficacy of academic, vocational and technical educational methods that have been utilized/implemented in adult and juvenile correctional environments.
  - Information on sites that highlight “evidenced-based” or “promising” practices , identified based upon the results of the meta-analysis/in-depth literature review coupled with additional feedback and anecdotal information from the field., identify sites which. Evidence-based or promising practices are defined as:
    - 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.
- Description of the project’s research findings and evaluation results.
- Description of best practices and outstanding research questions regarding correctional educational methods that can be used by the field as potential resources.
- Determination of where important gaps exist in the allocation of resources in efforts to provide viable and effective evidence-based reentry programs that reduce recidivism.
- Recommendations for improvement for future research, program development, and resource allocation.

### **Amount and Length of Award**

One cooperative agreement will be awarded for up to \$2.5 million for a period of 12 months, as required by the statute, with the ability for no-cost extensions. A grantee may be eligible for continued funding for an additional year, contingent upon the availability of funds and demonstration of adequate progress toward meeting established goals of the program.

### ***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](http://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.

## 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 “What An Application Must Include” (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 correctional educators’ ability to solve problems and/or modify policies or practices | Percentage of correctional educators who reported that the DOJ/BJA report was useful in providing recommendations for policies or practices. | <b>For the current reporting period:</b><br>Number of correctional educators reported that the DOJ/BJA report was useful in providing recommendations for policies or practices.<br><br>Number of correctional educators who received the report to the DOJ/BJA. |
|  | Number of meta-analyses submitted.   | Number of meta-analyses completed (e.g.: 0 or 1).  |
|  | Number of evaluation design plans submitted.   | Number of evaluation design plans submitted to DOJ/BJA (e.g.: 0 or 1).   |
|  | Number of reports submitted to DOJ/BJA.  | Number of reports submitted to DOJ/BJA (e.g.: 0 or 1).   |
|  | Number of best practices identified.   | Number of best practices identified.   |
|  | Number of recommendations for improvement identified.  | Number of recommendations for improvement identified.  |

## 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](http://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://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](http://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](http://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](http://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-2010-2717.
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](http://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, all resumes be included in a single file.

### **Standard Form 424**

Please see [www.grants.gov/assets/SF424Instructions.pdf](http://www.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 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) 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 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](http://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](http://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)**

- Provide a clear and concise statement on why the applicant deems important the need to evaluate and improve academic and vocational education for incarcerated adults and juveniles.
- Summarize the basic components of the project initiative as currently being implemented.

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

- Identify goals and objectives for program development, implementation, and outcomes.
- Describe in detail how each of the **Mandatory Requirements** specified on pages 2-3 of this solicitation will be 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).

### **5. Impact/Outcomes, Evaluation, 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 4 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](http://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 Program to Evaluate and Improve Educational Methods 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 (\$2.5 million)
- 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)