



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#)' (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding of reentry courts under the Second Chance Act. This program furthers the Department's commitment to providing services and programs to facilitate offenders' successful reintegration into society.

Second Chance Act State, Local, and Tribal Reentry Courts FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior) and non-profit entities that target adult populations. BJA will only consider applications that demonstrate collaboration with critical partners necessary to implement the activities in the proposed program design. Because adult reentry court programs/dockets are diverse, based on state, local, and tribal jurisdiction and target population, critical partners for this grant application will vary according to each applicant's program design. Critical partners may include, but are not limited to, the Single State Agency for Substance Abuse, parole and/or probation, the defense bar, mental health and substance abuse service providers, non-profits, community and faith based organizations, local community members, the prosecutor, and the court.

Non-court applicants must have a written agreement with the applicable court that details the establishment of a reentry court, specialized docket, or court program.

Programs must target **adult** offenders who plead guilty or are convicted on criminal offenses and released from jail or prison after serving a sentence term. Applicants should refer to their relevant local statutes to define the legal age of an adult offender.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 11.) All applications are due by 11:59 p.m. eastern time on June 30, 2011. (See "Deadlines: Registration and Application," page 4.)

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 or 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 the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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Second Chance Act State, Local, and Tribal Reentry Courts (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 into communities, including the subsequent challenges communities face as ex-offenders attempt to reintegrate into society. A combination of trends in sentencing, incarceration, and post-release supervision has brought prisoner reentry to the forefront of discussion among policy makers, practitioners, and researchers. Section 111 of the Second Chance Act was created to help break the cycle of criminal recidivism, increase public safety, ensure accountability, and help better address the growing population of ex-offenders who return to their communities. More specifically, Section 111 authorizes awards to be made to monitor ex-offenders reentering the community as well as provide ex-offenders with coordinated and comprehensive reentry services and programs such as drug and alcohol testing and assessment for treatment; assessment and treatment for substance abuse from a licensed substance abuse provider approved by the state/tribe; health (including mental health) services and assessment; aftercare and case management services that facilitate access to and coordinate with clinical care; and any other services needed for reentry. Funds are also authorized to convene community impact panels, victim impact panels, or victim impact educational classes as well as provide and coordinate the delivery of community services to ex-offenders including housing assistance, education, job training, conflict resolution skills training, batterer intervention programs and other appropriate social services. Last, authorized activities also include the establishment and implementation of graduated sanctions and incentives.

Reentry courts represent a relatively new form of jurisprudence. Focused on the back-end of the criminal justice system, the reentry court is designed to leverage partnerships between courts, social services and the community to facilitate successful ex-offender reintegration. Reentry courts also necessitate considerable cooperation between corrections and local judiciaries, since it requires the active involvement of community corrections agencies or parole boards in transitioning offenders back into the community through active judicial or executive branch oversight.

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 11:59 p.m. eastern time on June 30, 2011. Please see the "How to Apply" section, page 11, for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on June 30, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more information about BJA's Justice Information Center).

Eligibility

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

Second Chance Act State, Local, and Tribal Reentry Courts—Specific Information

The Second Chance Act supports a comprehensive response to the increasing number of people who are released from jail and prison into communities and the subsequent challenges communities face as ex-offenders attempt to reintegrate into society.

There are many different ways jurisdictions design and implement reentry court calendars, dockets, and programs. For examples of prison-based reentry court models, see www.reentrycourtsolutions.com/wp-content/uploads/2009/11/STATE-PRISON-BASED-MODELS.pdf. A list of the [FY 2010 reentry court grantees](#) is also available online.

The Second Chance Act recognizes that local communities have different needs based on their offender populations and limited means to address those needs based on available resources. Thus, applicants under this solicitation are given the flexibility to identify a target population and address their needs with local community resources. Currently, BJA does not have one-size-fits-all for reentry courts design.

Goals, Objectives, and Deliverables

The FY 2011 Second Chance Act State, Local, and Tribal Reentry Courts Program seeks to support the development, establishment, and enhancement of state, local, and tribal reentry courts, court programs, and specialized reentry court dockets that combine monitoring activities with comprehensive and coordinated services for formerly incarcerated individuals returning to their homes and communities. The overall goal is to increase accountability among returning ex-offenders and lower overall recidivism by addressing the criminogenic risks and needs of individual offenders through comprehensive assessments, treatment, services, programs, and monitoring, using evidence-based practices to steer programs. To achieve this goal, successful applicants should engage target populations to increase program retention, enhance community involvement and support, and identify offender needs and respond with appropriate services before release, including the treatment of alcohol and other drug use and mental health issues, and assistance with housing, education, employment, and other needs.

In order to achieve these goals, every jurisdiction should determine their relevant partners, which should include some of the following: the courts, state, and tribal agencies, the Single State Agency for Substance Abuse, parole or probation, prosecutors, the defense bar, service providers, non-profits, community and faith based organizations, local community members, law enforcement, Indian health systems, and/or other relevant entities. Successful applicants will demonstrate collaboration with their identified key partners.

Non-court applicants must have a written agreement with the applicable court that details the establishment of a reentry court, specialized docket, or court program. To demonstrate this partnership, non-court applicants must submit this written agreement as part of their application (Selection Criteria #5).

Approved Uses for Award Funds

Funds may be used for developing, establishing, or enhancing state, local, or tribal reentry courts, including court programs and specialized reentry court dockets. Reentry court programs differ from reentry courts in that court programs have no adjudicatory function, and may be voluntary. Reentry court dockets are specialty calendars within a general criminal court in which reentry cases are consolidated and handled separately from other cases, and may employ a different structure and procedures from the adjudication of other criminal cases. Successful applicants may use funds not only to fund expenses directly associated with the development, establishment, or enhancement of reentry courts, court programs, and specialized dockets, but also to conduct risk, needs, and responsivity assessments to determine returning offenders' criminogenic risks and needs; provide substance and abuse, mental health, and other treatment services; provide aftercare and case management services; and provide and coordinate community services to ex-offenders. (See the presentation on risk, needs, and responsivity at www.consensusproject.org/jmhcp-training-ta-event-feb-2011 under Materials, Handouts and Slides.)

Applicants are strongly urged to use screening instruments and 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. 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. Where applicable, applicants are strongly urged to provide cognitive-based treatment interventions that target criminal thinking, especially for high-risk offenders. Applicants are encouraged to make available a comprehensive range of programs depending on the individual offender's risk/needs, including 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; 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.

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 reentry court/program/docket and where appropriate, the correctional treatment program; community supervision program; and supervision, halfway houses, self-help, and peer group programs. For those offenders with treatment needs, post-treatment and aftercare must be coordinated, including information sharing, and in-reach allowed for community-based treatment providers.

Funds may also be used to cover costs associated with monitoring, including the establishment and implementation of graduated sanctions and incentives.

National Institute of Justice Evaluation

Successful applicants must agree to be considered for participation in an National Institute of Justice (NIJ) evaluation. If a successful applicant is selected for the NIJ evaluation, they will participate in an evaluation of any programs supported through this solicitation. NIJ will manage these evaluation activities through the selection of evaluators who will work directly with grant recipients. Each selected applicant must be willing to participate in an evaluation, including the possibility of evaluation involving random assignment to reentry court and treatment services, and to provide access to any data determined necessary by the evaluator and DOJ. For further information, read NIJ's Evaluation of the Bureau of Justice Assistance Second Chance Act: FY 2010 State, Tribal, and Local Reentry Courts Program solicitation, available at www.ncjrs.gov/pdffiles1/nij/sl000941.pdf.

Evidence-Based Programs or Practices (EBP)

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

OJP requires applicants to propose specific program policies, practices, and tools with proper justification. Please provide clear information on what evidence is available concerning the strengths and weaknesses of your approach. Guidance is available from the National Institute of Corrections on principles of effective interventions for offenders (see www.nicic.gov/ThePrinciplesofEffectiveInterventions), and from the National Institute on Drug Abuse on principles of drug abuse treatment for criminal justice populations (see www.nida.nih.gov/PDF/PODAT_CJ/PODAT_CJ.pdf).

Additional information on evidence-based practices on co-occurring substance abuse and mental health disorders is available on the Substance Abuse and Mental Health Services Administration's (SAMHSA) Co-occurring Center for Excellence web site at: www.coce.samhsa.gov/ and on the Center for Mental Health Services' National GAINS Center web site: www.gainscenter.samhsa.gov/html/resources/publications.asp.

Applicants can find information on evidence-based practices in the SAMHSA *Guide to Evidence-Based Practices* available 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 to Evidence-Based Practices* also references the National Registry of Evidence-Based Programs and Practices (NREPP), 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 your project.

Priority Consideration

Priority consideration will be given to applications that:

- Target medium- and high-risk offenders who have been assessed using validated assessment tools. See Appendix B for more information.
- Focus their programs on geographic areas with high rates of offenders returning from prisons, jails, or juvenile detention facilities.
- Propose evidence-based activities with demonstrated effectiveness in facilitating successful offender reentry for the target population(s). See the EBP section above.
- Target high-risk populations that have not been assessed because the facility returning the offenders lacked the resources to provide basic assessments
- Target high-risk populations where no government or community-based reentry services exist.

Amount and Length of Awards

Awards will be for 12 months with the possibility of no-cost extensions. A grantee may be eligible for continuation funding for an additional 2 years contingent upon the availability of funds and demonstration of adequate progress toward meeting established goals of the program. Contingent upon the availability of funds, awards of approximately \$500,000 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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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

As required by the Second Chance Act, a grant made under this program may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the budget and how match funds will be used. **The recipient of a grant must provide 25 percent of the total project cost in cash match, and 25 percent of the total project cost may be matched by making in-kind contributions of goods or services that are directly related to the purpose for which the grant was awarded.** Federal funds received and cash match provided by the grantee shall be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section. **The applicant must identify the source of the 50 percent non-federal cash portion of the budget and how both cash and in-kind match funds will be used.**

The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs}$$

Recipient's share x Adjusted Project Cost = required match

Example: For a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{50\%} = \$1,000,000 \quad 50\% \times \$1,000,000 = \$500,000 \text{ match}$$

Of the \$500,000 match, \$250,000 should be cash, and \$250,000 should be in-kind.

Federal funds received shall be used to supplement, not supplant activities related to the purpose for which such grant was awarded (i.e., may not be used to replace state or local funds that would, in the absence of federal assistance, be available or forthcoming).

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column.

Successful applicants are required to respond to specific performance outcomes related to the long-term goal of stabilizing communities by reducing recidivism and reintegrating offenders into the community. For the purpose of this solicitation, recidivism is defined as a return to prison, jail, or correctional facility with either a new conviction or as the result of a violation of the terms of supervision or parole within 12 months of initial release. The Second Chance Act requires that recidivism be a measure of success in funded programs. Each grant recipient will be required to report on its progress toward achieving its strategic performance outcomes listed in the Performance Measures section below. Second Chance awardees will report program

performance measures quarterly in BJA's Performance Measurement Tool (www.bjaperformancetools.org). Performance measures for this program are being finalized. Below, BJA has listed the program objectives and sample performance measures. BJA will determine whether additional or different measures will be required prior to awarding grants:

Objective	Performance Measure	Data Grantee Provides
Increase public safety and reduce recidivism through comprehensive assessment and treatment programs for offenders	Percentage of participants enrolled in program.	Number of eligible offenders Number of eligible offenders enrolled in program.
To increase participation in program services among the target population.	Number of offenders who enroll in program services by type of service and participant demographics.	Number of participants who enroll in substance abuse treatment (pre- and post-release).
		Number of participants who enroll in mental health treatment (pre- and post-release).
		Number of participants who enroll in cognitive-based programming (pre- and post-release).
		Number of participants who enroll in other pre-release services.
Increase the number and types of program services to offenders reentering the community.	Number of offenders who successfully complete program, by type of service and participant demographics.	Number of participants who complete substance abuse treatment (pre- and post-release).
		Number of participants who complete mental health treatment (pre- and post-release).
		Number of participants who complete cognitive-based programming (pre- and post-release).
		Number of participants who participate in an employment readiness or education program (pre- and post-release).
		Number of participants who receive assistance for finding or maintaining housing.
		Number of participants who participate in pro-social activities (such as mentor programs, peer support groups, community events, faith-based activities, etc.).
		Total number of successful program completions regardless of type (narrative description of type).
To protect communities against dangerous offenders by using validated assessment tools to assess the risk factors and treatment needs of returning offenders.	Percent of participants who receive individualized reentry plans, by risk assessment level (high, medium, or low).	Number of high-risk participants based on completed risk assessment.
		Number of medium-risk participants based on completed risk assessment.
		Number of low-risk participants based on completed risk assessment.
		Number of participants who receive individualized reentry plans.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (28 C.F.R. § 46.102(d)). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

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. In general, the Office of Management and Budget requires that all applicants (other than individuals) 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 Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
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 annually** 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 the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the 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-2011-3043.

6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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. The 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 Should 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 and a budget or 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.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

Applicants should provide an abstract that clearly identifies the following:

- Who the applicant is (court, parole, probation, defense bar, non-profit)
- Subset(s) applicant will serve, including if applicant's target population includes medium and/or high-risk offenders.
- If applicant is focusing their programs on geographic areas with high rates of offenders returning from prisons, jails, or juvenile detention facilities.
- Priority consideration will be given to applications that propose evidence-based activities with demonstrated effectiveness in facilitating successful offender reentry for the target population(s). See EBP section above.
- If applicant proposes to use a validated risk assessment. See Appendix B for information on validate assessment tools.
- Amount of federal funds requested.

The abstract should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 1 page. The abstract does not count toward the 20 pages of the program narrative.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-3, 5-6) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Impact/Outcomes, Evaluation Sustainability, and Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application.

Performance measures are included as an alert that successful applicants will be required to submit specific data to the Bureau of Justice Assistance as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

- e. Collaboration

Further information is available under the Selection Criteria section, page 17.

4. Budget and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should 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 should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

7. Additional Attachments: Project Timeline, Three Letters, and Memorandum of Understanding

Attach a **Project Timeline** that includes each project goal, related objective, activity, expected completion date, responsible person, or organization.

This solicitation requires **three written agreements** as part of this attachment:

1. Letters of Commitment from all key partners, detailing the commitment to work with Reentry Court project partners to promote the mission of the project.
2. Letter of Support for the NIJ Evaluation. All successful applicants will be considered for the NIJ evaluation. Selection to be included as part of the NIJ evaluation is based on an independent review by BJA and NIJ and all successful applicants may not be chosen for the NIJ evaluation.
3. For non-court applications, the written statement that serves as notice to applicable court or details the arrangement with the court. This is in addition to the letters of commitment.

The Letter of Support should be from the lead organization responsible for the operation aspects of the project. The Letter of Support letter for potential inclusion in the NIJ evaluation must include 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 histories prior to the program enrollment and subsequent recidivism."

Applicants should also 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.

Substance Abuse Treatment Requirements: Reentry courts may provide substance abuse treatment and services. In facilitating these services, non-tribal applicants must demonstrate collaboration with the State Substance Abuse Authority or other appropriate authority.

Memoranda of Understanding and other formal documentation of collaboration are the preferred format for exhibiting this coordination.

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms:

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 25 percent of the entire score in the application review process.

1. Statement of the Problem (25 percent out of 100)

- Identify and define the specific subset of offenders, or combination of subsets, that are proposed to be the target population of the reentry court/program, e.g., a specific demographic or set of demographics (age, gender, etc.); specific community, neighborhood, or zip code with high population of returning offenders; offenders housed in the same facility; offenders assessed/classified as high risk. Include their recidivism rate if available.
- Describe some of the barriers to reentry for offenders in the named subset(s).
- Detail how crime and recidivism affects the communities where the subset(s) of offenders are returning.
- Describe the availability of offender services in the immediate community.
- Summarize the basic components of the current reentry process in the jurisdiction, including:
 - If risk and need assessments are currently being utilized;
 - Transition plans;
 - If pre- and post-release programs and services are provided; and
 - Data collection and analysis.

2. Program Design and Implementation (20 percent out of 100)

- Describe the applicant's reentry court/program implementation plan, including a detailed explanation of judiciary or executive branch involvement and/or how authority over the offender will be transferred/engaged in the reentry court/program. See the Appendix for sample approaches. The applicant's description **must** be detailed.

- Explain why the identified subset(s) of offenders is important and how the reentry court or program will help them.
- Provide the likely minimum number of offenders the project will serve. This data should be consistent with the applicant's identified target population.
- Provide a plan to promote the sustainability of the reentry court/program once federal funding ceases.

3. Capabilities/Competencies (15 percent out of 100)

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the Program Design and Implementation plan described in Selection Criteria 2.
- Demonstrate the capability of the applicant agency to implement the project including how the roles and responsibilities of all the grant partners will work together to produce a successful project.
- Describe the applicant's capacity to gather and analyze information, specifically how it pertains to potential inclusion in NIJ's evaluation.

4. Impact/Outcomes, Evaluation, Sustainability, and Plan for Collecting Data for This Solicitation's Performance Measures (10 percent out of 100)

Applicants must be willing to participate in an evaluation to be managed by the National Institute of Justice, which could include random assignment of offenders to reentry court services.

- Describe the process for the collection and reporting of the required performance metrics data. See Performance Measures on page 10.
- Describe how performance will be documented, monitored, and evaluated; and identify how the data will inform the evolution of the program.
- Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.

5. Collaboration (20 percent out of 100)

- A list of all partners and a detailed explanation of each partner's role in the reentry court. For each partner listed here, the applicant must include a letter of commitment from each partner (see page 16).
- In addition to the letter of commitment, non-court applicants must have a written agreement with the applicable court that serves as notice to the applicable court or states the applicable courts participation is a reentry court, specialized docket, or court program. To demonstrate this partnership, non-court applicants must submit this written

agreement as part of their application. See Goals, Objectives, and Deliverables on page 5.

- A list of potential service providers and an explanation of the services that will be offered.
- Letter of Support for the NIJ evaluation.

6. Budget (10 percent out of 100)

- Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable. See Budget on page 15.
- The budget must indicate how the 50 percent federal funds, 25 percent in-kind match and 25 percent cash match will be allocated in the overall budget.

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 review 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, geographic diversity, 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 to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet 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 award decisions will be made by the Assistant Attorney General (AAG), who also may 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. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- 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
- Nonprofit 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
- Active CCR Registration

Application Checklist

FY 2011 Second Chance Act State, Local, and Tribal Reentry Courts

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

Eligibility Requirement

- _____ States, units of local government, federally recognized tribe, non-profit entities
- _____ The federal request is within allowable limits and does not to exceed \$500,000

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Abstract (see page 14)
- _____ Program Narrative* (see page 14)
- _____ Budget Detail Worksheet* (see page 15)
- _____ Budget Narrative* (see page 15)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 15)
- _____ Project Timeline (see page 16)
- _____ Letter of Commitment (see page 16)
- _____ Letter of Support for NIJ Evaluation (see page 16)
- _____ Letter for non-court applications (see page 16)
- _____ Memoranda of Understanding (if applicable. see page 16)
- _____ Other Standard Forms as applicable (see page 16), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

Appendix

Validated Assessment Tools

Funded Reentry Courts should use validated and dynamic assessment tools to determine the risks and needs of offenders included in the court's target population.

Applicants should use the following four criteria in determining validity of a risk instrument:

1. A valid instrument identifies discrete groups of offenders who pose different levels of risk to public safety as measured by recidivism.
2. The risk instrument must be reliable as measured by tests of inter-rater and intra-rater reliability. Inter-rater reliability means that two different staff members would score the same offender the same way on the risk instrument and intra-rater reliability means the same staff person would score the same offender the same way repeatedly with no change in circumstances.
3. The risk instrument is demonstrated to be fair to all offender populations such as by gender or race/ethnicity.
4. The risk instrument should be practical, efficient, and provide utility to staff.

We encourage all applicants to read the U.S. Department of Justice, National Institute of Corrections' www.ojp.usdoj.gov/BJA/pdf/NIC_Assessment_Issues_2004.pdf to ensure that they are thoroughly familiar with the validated assessment research principle.